

## 4-H Project Workshop Planning Guide

|  |                    |   |
|--|--------------------|---|
| <b>Name:</b> _____   |                    | <b>4-H Club:</b> _____  |
| <b>Date:</b> _____   | <b>Time:</b> _____ | <b>Target Length of Activity:</b> _____<br><b>Target Audience of Activity:</b> _____<br>(Is it age appropriate?)  |
| <b>Project Area/Topic:</b> _____   |                    | <b>Location:</b> _____  |
| <b>Potential Expenses:</b><br>Supplies _____<br>Insurance _____<br>Fee for Instructor _____<br>Food/Snacks _____<br>Rental _____<br>Transportation _____   |                    | <b>Miscellaneous:</b><br>___ Refreshments<br>Person Responsible: _____<br>___ Set-Up & Teardown<br>Person Responsible: _____<br>___ Thank You to Presenter<br>Person Responsible: _____   |
| <b>Room Layout:</b><br>___ Classroom            ___ Theater<br>___ U Shape    ___ Square    ___ Circle   |                    | <b>Equipment Needs:</b><br>___ Extension Cords                      ___ Easels/Paper<br>___ Paper/Pens/Pencils                    ___ Video Camera<br>___ Digital Camera                         ___ Overhead<br>___ Athletic Equipment                    ___ TV/DVD |
| <b>Risk Management:</b> (Detailed form: <a href="http://urbanext.illinois.edu/commservice/risk_management.pdf">http://urbanext.illinois.edu/commservice/risk_management.pdf</a> )<br><b>Any High Risk activities?</b> ___ Yes ___ No<br><i>(Horse, climbing, or other 'high risk' activities may require additional insurance. Contact the Extension office for more information.)</i><br><b>First Aid Kit:</b> ___ Got it! ___ Need one |                    |   |
| <b>Reporting:</b><br>Photographer: _____<br>PR Before: _____<br>Reporter: _____  |                    | <b>Emergency Contact Info for Participants:</b> ___ Yes<br><b>Training for tools or instruments:</b> ___ Yes ___ No<br><b>Any safety equipment required:</b> ___ Yes ___ No<br><b>Volunteers/Helpers trained on activity?</b> ___ Yes ___ No                          |

## Do

|  |  |
|--|--|
| <b>What is the activity/demonstration?</b>                               | <b>What are the goals? Or lessons to be learned?</b> |
| <b>Speaker Name &amp; Title:</b>   | <b>Speaker Contact Info:</b>                         |
| <b>Length of Presentation:</b>   | <b>Phone &amp; Email:</b>                            |
| <b>Type of Presentation:</b><br><i>(hands-on, action, demonstration)</i> |  |

# Reflect

## Share:

Who will lead the processing? \_\_\_\_\_ I will \_\_\_\_\_ A 4-Her (or Jr. Leader)  
\_\_\_\_\_ Presenter \_\_\_\_\_ Other: \_\_\_\_\_

Sample questions to ask:

**"What happened?", "What did you see?", "Feel?", "Hear?", "Taste?"**

**"What did you observe?"**

**"What was the most difficult part of the experience?", "The easiest part?"**

**"Why is it important that we did this?"**

## Process:

Sample questions to ask:

**"What does that mean to you?" "How was that significant?"**

**"What did you learn that you didn't know before?"**

**"What do you understand better about yourself/your group?"**

Who will document this activity (photographs/video)? \_\_\_\_\_

What will the 4-Hers want to record in their "My 4-H Project Record" about this program?  
\_\_\_\_\_

# Apply

## Generalize:

What is the real-life application to what will be covered?  
\_\_\_\_\_

Sample questions to ask:

**"What might we draw/pull from that?"**

**"What does that suggest to you about \_\_\_\_\_ in general?"**

**"How could you make it better?"**

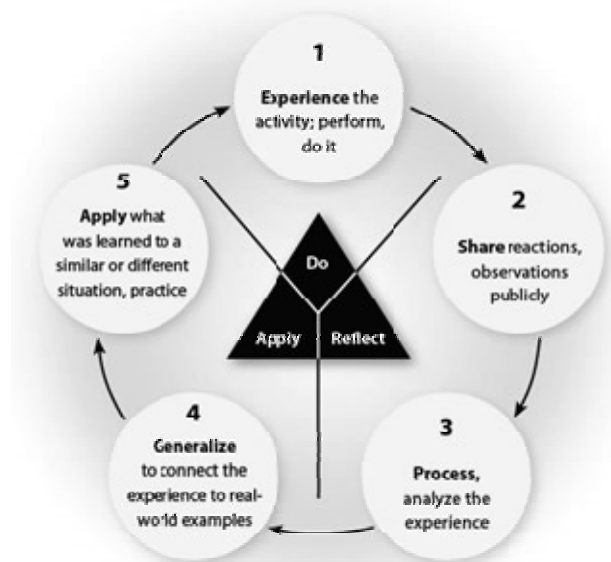
*If this activity/program is a "just for fun" activity, that is "ok" too.  
Sometimes learning can happen through fun!*

## Apply:

Sample questions to ask:

**"How can the new information be applied to everyday life now or sometime in the future?"**

**"What would be the consequences of doing/not doing that?"**



## As Project Leader, reflect on your experience:

What was the most challenging part of leading this activity? \_\_\_\_\_

Where can you use this activity again? \_\_\_\_\_