

KEYS TO A SUCCESSFUL 4-H PROJECT

1. **Try to be as organized as possible.**
 - a. Schedule meetings well ahead of time.
 - b. Encourage youth to keep journals or calendars.
 - c. Keep track of all meetings and who attended.
 - d. Mail your meeting notification form, call or email the Cooperative Extension office to inform them of all meetings for scheduling and insurance purposes.
2. **Plan your meetings.**
 - a. Use the 4-H curriculum or other curriculum to plan meetings.
 - b. Start with the educational part, then move to fun.
 - c. Allow youth to express their goals for the project and implement them into your meetings.
3. **Encourage good manners.**
 - a. Remind youth to call you if they can't make it to your meetings.
 - b. Have youth send thank you letters to anyone who helped them with their project.
 - c. Encourage them to help each other, have older members helping younger members.
4. **Ask for parental support.**
 - a. Call and remind youth and parents of meetings.
 - b. Talk to parents about what materials their child needs for the project.
 - c. Don't be afraid to ask parents for help or to ask parents help less, whichever applies to the situation.
5. **Provide a variety of experiences.**
 - a. Go on group field trips.
 - b. Ask other people who are skilled in the project area to come and help you or speak to the youth.
 - c. Don't be discouraged if you only start with 1 - 2 youth, your project will grow.

KEEP YOUR SENSE OF HUMOR!!

(Information source: Santa Cruz County 4-H)