



4-H CLUB LEADERS'  
HANDBOOK

# Organizing a 4-H Activity

Name of the Activity: \_\_\_\_\_ Date: \_\_\_\_\_

Purpose or Objectives:

**Tasks**

**Who is to do it?**

**When?**

Planning:

Preparation:

Facilities:

Food/Refreshments:

Equipment:

Resource People:

Registration:

**Tasks**

**Who is to do it?**

**When?**

Transportation:

Printing:

Publicity:

Awards and  
Recognition:

Budget and Finance:

Follow up:

Evaluation:

Thank you's:

Attach an agenda with assignments for the day.