4-H Club Year-End Celebration Planning Guide

A planning guide for a 4-H club year-end celebration that recognizes members and volunteers and wraps up the program year. Print it, follow the steps in order, and keep the copy handy for later reference.

Farm / unit: _____ Date: _____ By: _____

1. Set a date and place
2. Form a planning committee
3. Create a guest list
4. Plan the program and speakers
5. Order awards and certificates
6. Plan food and any safety needs
7. Assign setup and cleanup jobs
8. Thank volunteers and sponsors
9. Collect feedback for next year

YOUR NOTES

TIP Use your annual records to pick award winners and invite parents and sponsors to celebrate.

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