4-H Committee Planning Worksheet

A planning worksheet for a 4-H club committee to define its purpose, assign jobs, and track tasks and supplies before a club event or project.

Farm / unit: _____ Date: _____ By: _____

Committee name _____

Committee chair and members _____

Goal of the committee _____

Tasks to be completed _____

Person responsible for each task _____

Supplies or help needed _____

Who to report to _____

Date to report back _____

NOTES / CALCULATIONS

TIP Fill this in at the first committee meeting and bring it back to every meeting to check off finished work.