



4-H Project Timeline

This project timeline is a good tool to use when you plan your 4-H project learning experiences. Develop a calendar that will help you build a timeline to promote project activities and time for 4-H members to plan their personal project experiences.

4-H Project Timeline		
Date	Event	Comments
5 months before contest	Project Leader Training & Project Planning	-Attend project leader training, check with the County Extension Office to learn about things being offered. -Plan and prepare your project experiences. -Include at least five sequential learning activities (at least 30 minutes each).
4 months before contest	Advertise Project	-Obtain a list of youth who are interested in the project, from club manager or county extension office. -Advertise the project to the youth in your 4-H club.
3 to 4 months before contest	Project Meetings	-Lead project learning experiences. -Include hands-on activities and a community service component. -At the first project meeting, members should set goals for their project. Make sure members are aware of all learning and contest opportunities associated with the project.
If project members choose not to compete, they stop here. That is okay – they have had a great experience!		
4 to 5 weeks before county contest	County entries due	Make sure deadlines for entries are known by all project members.
4 weeks before county contest	Prepare for county competition	Work with project members to ensure they are ready for competition.
2 to 3 weeks before district contest	Prepare for district contest	Work with project members who are advancing to district to ensure they are ready for competition.
1 week after district contest	Evaluation	Ask for feedback from project members and parents on their project experience. This will be used to plan other project activities.
	Continue to meet?	Some project groups meet all year, based on interest in the project.



4-H Project Planning Sheet



Project: _____

	Date	Activity	Resources	Resource People	Leadership	Comm. Service	Exhibit	Notes
1								
2								
3								
4								
5								
6								

Leadership:	
Community Service:	
Exhibit Project Work:	