# 4-H Project Leader Planning Calendar

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<table>
<thead>
<tr>
<th>Month</th>
<th>Tasks</th>
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| October | - Enroll in 4-H Online  
- National 4-H Week  
- Set project goals and activities for the year—including speakers and field trips |
| November | - Plan project meetings and set meeting dates, times and locations  
- Contact members enrolled in project  
- Begin holding meetings  
- Assist members with project records for the year |
| December | - Plan demonstrations for the year  
- Plan field trip for the year  
- Check in with club leader  
- Check in with members new to the project |
| January | - Encourage member project record keeping  
- Review weigh-in dates for livestock projects |
| February | - Discuss project goals and progress toward goals  
- Assist members with project record keeping  
- Check with club leader  
- Discuss Member in Good Standing and eligibility for fairs and shows—SMQA  
- Discuss and encourage participation in summer activities—camp, State 4-H Congress, fairs, etc.  
- Check in with members new to the project |
| March | - Continue to encourage member project record keeping  
- Discuss upcoming fairs / shows  
- Take a field trip |
| April | - Remind members of requirements for participation in fairs and shows  
- Horse project enrollment forms due May 1  
- Check in with members new to the project |
| May | - Discuss county fair / Achievement Day  
- Check in with members new to the project |
| June | - Continue to encourage member project record keeping  
- More discussion regarding fairs / Achievement Day  
- Encourage each member to exhibit 3 items at fair / Achievement Day  
- Final reminder about member in good standing  
- Distribute fair exhibit tags  
- Discuss State Fair project process  
- Check in with members new to the project |
| July | - County Fair / Achievement Day  
- Start recruiting project leaders for next year |
| August | - Drop off and retrieve State Fair items |
| September | - Attend club meeting  
- Pick-up new Clover Book  
- Invite prospective members / volunteers to meetings |