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EC65-532 Planning your Home Extension Club Programs

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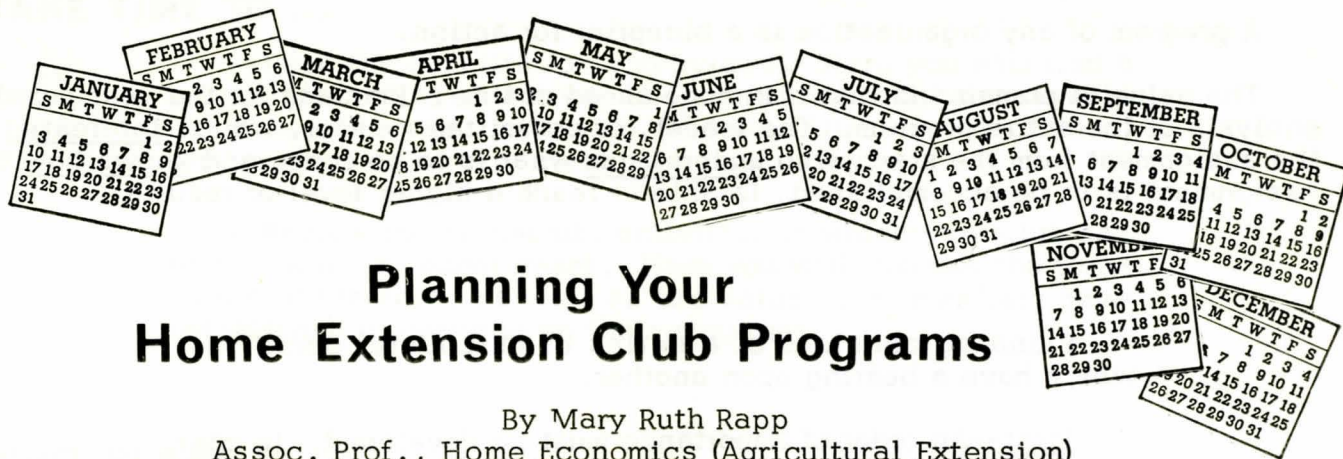
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Planning your Home Extension Club PROGRAMS

UNIVERSITY OF NEBRASKA COLLEGE OF AGRICULTURE AND HOME ECONOMICS
EXTENSION SERVICE
AND U. S. DEPARTMENT OF AGRICULTURE COOPERATING
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Planning Your Home Extension Club Programs

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Foreword

Are your Home Extension Club meetings educational and interesting? Does your program include practical information which will make the family life of the members more satisfying?

Your Home Extension Club is an educational group, with members who are, in a broad sense, enrolled in the University of Nebraska.

Part of the University of Nebraska staff is responsible for teaching students enrolled at the University.

A second group spends its time in research to find answers to problems in agriculture and home economics.

The third group is known to you as County Extension agents.

These County Extension staff members have a classroom which covers the entire county. They are responsible for helping all people of all ages and all income levels.

This far-reaching educational program in your county would be impossible without the help of local leaders. The club leaders, who bring information to your club, are also Extension teachers.

There are many ways in which your Extension Club and club members can receive help from the University of Nebraska. You have direct contact with the University through your County Extension agents. They will help you plan programs, and arrange county-wide and special leader training lessons. Up-to-date bulletins and publications are also available.

WHY DO WE PLAN?

A program of any organization is a blueprint for action.

The value of planning is that it is done ahead of time. Planning for the year permits analysis of the entire program. The leader, or committee member, who is interested in the assignment from the start, who understands what is to be done, and knows how the assignment is to be accomplished, is able to reach a higher level of results.

Planning consists of a series of purposeful decisions, which have a bearing upon another.

First--An order of importance must be developed. In case a part of the plan must be omitted, emphasis must be given to the most essential parts.

Second--Parts of the plan must be coordinated.

Third--A time sequence for carrying out most plans must be determined.

In some ways all plans are similar. Any successful plan will:

- (1) be made to order for the organization which is to use the plan.
- (2) be flexible, as change is frequently necessary for a plan of action.
- (3) be realistic, in terms of the talents and interests of members, and other available resources.

BEFORE WE PLAN

You are a Home Extension Club President. This means that your club has accepted as a major objective to participate in an educational program conducted under the auspices of the U.S. Department of Agriculture, the University of Nebraska and your County Extension Board. The homemakers in your group want to keep up-to-date on how to feed, clothe and house their families satisfactorily.

Today's homemaker makes many decisions relative to wise uses of resources such as time, energy, income and material possessions. Your club, by being aware of cultural opportunities, may also open the doors to new interests such as books, art, music, plays and hobbies.

Provision for fun and relaxation is also needed in the club program.

It is impossible to know all of the background of your club and its membership. But, before you plan, what are some of the things you should understand about your group?

TAKE TIME TO....

--Read the constitution and bylaws. Here you will find a brief statement of objectives and something about membership requirements. You will also find the rules for election of officers and necessary committee appointments.

--Review the community activities in which your club has participated in recent years. Here you will discuss the focal points of interest, as well as the values that members have established in carrying on their programs.

WHO PLANS ?

As president of your Home Extension Club, you are the leader of the group. The membership of your club is composed of homemakers very much like yourself.

A leader never functions in a vacuum. A newly elected leader realizes the importance of seeing the group as a whole.

Each member possesses different educational experiences, talents and interests. Every member's attributes need to be fitted into an organized program. This will bring satisfactions to all.

--Many clubs ask their officers to serve as the program planning committee. This may be the present club officers, the newly elected officers (elected at the September club meeting) or a combination of retiring and newly elected officers.

--In other groups, a special planning committee may be appointed.

--If the club is small, the entire club often participates in the planning.

Regardless of the method used, the club president assumes responsibility for seeing that the program is planned. The committee outlines the tentative program, and it is advisable to submit the tentative plan to the members for their approval.

WHEN WE PLAN

At the start of the planning session, think about the women who make up your group. Ask your committee to discuss a few questions:

Why are we organized as a group?

What are the talents and interests of the members?

How may these special talents be used in our club program?

How much turnover of club membership do we have?

How can we best include the new members in our program?

The most interested members are usually those who have been assigned and have accepted responsibilities. Why not aim to have every member take part in the program each year?

After this discussion you are ready to go to work!

You will need:

The title and dates of the county leader training lessons.

A Program Suggestions Outline for Study Lessons (Home Extension Form 51). This will supply you information on materials available for club programs to be studied and presented by club members.

The county sponsored Home Extension Council goals and dates of county activities and events.

The Program of Work of the Nebraska Home Extension Clubs will also give direction as to the area of emphasis of the State Council program. Include those areas which fit into your club program.

NOW WE ORGANIZE THE PLAN

Decide the meeting places and dates for the meetings.

Name leaders who will attend the leader training lessons.

Decide on the committees needed and make (or elect) committee appointments.

Select other program topics or club activities, and delegate responsibilities for carrying them out.

The worksheet on the last pages may be helpful to you.

Final Steps

-- Have the club members consider and approve the year's program.

-- Transfer approved program from the worksheet to your club secretary's book.

-- Send necessary forms from the club secretary's book to the County Extension Office.

-- Make provisions for getting the approved program copied into the club yearbooks. Here, you may wish to include information on county events which will be of interest to your club members.

AS YOUR CLUB PROGRAM PROGRESSES

Each time you meet together you will learn more about motivation of your club members. You will learn "what makes your group tick."

You will learn the importance of:

- the telescopic view which enables you to see the whole membership.

- the microscopic view which enables you to see each member as a part of the group.

As a Home Extension Club President, ask yourself at various times during the year: --

How can I help committees to understand their assignments?

How can I give encouragement and guidance as I am checking on individual or committee assignments?

Is it possible for me to assure members that they are carrying out their responsibilities in an effective manner?

*EXTENSION PUBLICATIONS AVAILABLE TO YOU

To help you with:

- Rules of Parliamentary Procedure:
E.C. 64-531 "Your Club Meeting"
- Successful Club Meetings
E.C. 58-513 "Keys to a Successful Meeting"
- Suggestions for Music Leaders
E.C. 62-523 "Notes to Song Leaders"
- Suggestions for Reading Leaders
E.C. 63-527 "Reading The Fifth Freedom"
- Suggestions for News Reporters
E.C. 61-519 "Writing Home Extension News"

*These publications (one for each local Home Extension Club) are available at your County Extension Office.

MEASURING YOUR CLUB'S CONTINUOUS PROGRESS

Development of the club program is a continuous process. "People are important", and successful programs must be planned on the needs and interests of the members.

It is the responsibility of the president and vice president to continually be aware of expressions among club members that indicate their homemaking problems. Keep a list of these comments. This will help you make intelligent decisions when you help select the county leader training lessons, workshops and special interest meetings. The list can also serve as a guide in the selection of study lessons and other club materials.

In measuring the effectiveness of your club's program and the progress being made from time to time, ask yourself these questions.

Is it educational?

Is it a program aimed at the concerns of the members? Does it give authentic information on subjects of interest to members?

Does the program develop leadership?

Do members have an opportunity to lead discussions, give demonstrations, and serve as committee members?

Does it help the young as well as the experienced homemaker?

Does the program extend beyond our own membership?

Are visitors invited and welcomed? Do we pass on information learned to non-members? Have we told others of the available bulletins and publications?

Does your program provide for some recreational activities and sociability for all members?

PLANNING MEETING INFORMATION

1. Purpose or objectives for our club:

2. Leader training lessons and dates:

3. Study lessons (select from form 21):

4. Special activities or workshops planned in the country:

5. Other training, assemblies:

6. Community or local club activities:

This is only a suggestion sheet to help you as you assemble information and plan your annual House Education Club program.