***Instructions:*** Project leaders fill out this form and email to their Community Club Leaders prior to their first project meeting. Community Club Leaders review, approve, and email to the Butte County 4-H Office (cebutte@ucdavis.edu). Once approved, the 4-H Office will post to the 4-H website, <http://cebutte.ucanr.edu/4-H_Program/4-H_Clubs/>

|  |  |  |  |
| --- | --- | --- | --- |
| CLUB: | [Type here] | DATE: | [Type here] |
| NAME: | [Type here] | PHONE: | [Type here] | PROJECT: | [Type here] |
| I plan to hold | [Type here] | (#) project meetings beginning on | [Type here](date) |
| and completing the project by | [Type here](date). |

|  |
| --- |
| DATES, TIMES & LOCATIONS OF MEETINGS: [Type here] |

|  |
| --- |
| TOPICS TO BE COVERED: [Type here] |

|  |
| --- |
| SKILLS TO BE TAUGHT: [Type here] |

|  |
| --- |
| SUPPORTING ACTIVITIES: [Type here] |

By typing in your name, you acknowledge having filled out and/or approved this form.

|  |  |  |  |
| --- | --- | --- | --- |
|  | [Type here] |  | [Type here] |
|  | Project Leaders |  | Community Leader |