

## Universal Outcome & Output Planning Requirements

4-H and Youth OUTCOME & OUTPUT Plans in all counties should follow these basic content standards. Each county should have a minimum of two 4-H and Youth Development Outcome Plans. These plans should focus on youth as a target audience. If volunteers are targeted, there must be a clear link to youth programming. Depending on county program size, staffing, and programmatic needs, the number of Output plans may vary. It is recommended that each county have Output plans in the following three areas:

- 4-H Program Administration
- 4-H Leadership and Volunteer Development
- 4-H Projects & Curriculum

Counties may have additional Outcome and/or Output plans as deemed necessary. All 4-H and Youth Development Plans must be approved by the 4-H Regional Program Director. Multi-county Outcome plans are encouraged while Output plans should be limited to single-county plans. Planning year should be January through December.

## Outcome & Output Plan Content

**Title of Plan** - The title should clearly describe the program focus. Include the year and county of the plan.

**Start/End Date** - The dates should be specific to when efforts in support of this plan start and end.

**Program Area Category** - The first choice should be Youth followed by one additional choice in the appropriate program area.

**Issue Source** - The issue addressed by this plan should focus on one of the following sources: TCFF, Specialist/RPD, Trend, Base Program, Special Interest, County Committee, Emerging Issue.

**Issue Description** - The issue should be clearly stated and include why it is important in the county. The description should include how the issue was identified and how it supports any county, regional, or state strategic plans.

**Target Audience** - The first choice should be either Youth or Adults & Youth. Any plans targeting adult audiences should clearly demonstrate how those adults will in turn be working directly with youth in the county.

**Goal** - The goal should be clear, attainable, and appropriate and support the Title and Issue Description.

**Clientele Change** - The expected clientele change should be clear and tasks support the "*Ultimate*" change. Multi-year plans should reflect "*Intermediate*" clientele change and include appropriate evaluation(s).

**Objective Indicators** - Clearly state what clientele will gain from their participation that will lead to the expected change. Indicators should be clear and measurable. These should be based on core learning concepts identified for certain 4-H programs.

**Percent Time Allocated** - All professionals' time should equal 100%. Plan percentages for individual plans (Outcome & Output) may vary based on staffing. Standard time allocation for Outcome plans should be 10-15% per plan.

**Other Extension Personnel** - Plans should include other Extension specialists and faculty members in support of the educational efforts to create the expected change.

**Volunteers & Collaborators** - Plans should include volunteers and others who will help with this effort.

**Tasks** - Activities incorporated into plans should focus on accomplishing the stated goals and lead towards expected clientele change. Tasks should be age appropriate and demonstrate how leadership, personal skills, or life skills will be developed as a result of these activities. Educational programs should be well-planned and include:

- Planning Groups - Involve others in planning
- Marketing & Promotion - Before, during & after
- Educational Methods - Sequential and cumulative with varying teaching methods
- Evaluations - Baseline and outcome data. Use 4-H One evaluations if applicable.
- Interpretation - Communicate to stakeholders
- Individual Development - Improve competencies in this subject area.
- Resource Acquisition & Management - Human, financial, and material resources to support the program effort.

**Timing** - Timing of tasks supporting plans should follow an appropriate sequence and timing.

## Additional Outcome & Output Planning Resources

4-H and Youth plans should meet basic program development and planning requirements. Refer to "*Keys to Education that Work: Texas Cooperative Extension's Program Development Model*" (E-345) and other resources developed by Extension Education (<http://extensioneducation.tamu.edu>) to assist in preparing plans. The following resources are available:

- Texas Extension Accountability Planning Guide
- OUTCOME Planning Worksheets & OUTPUT Planning Worksheets
- Writing Outcome Indicators
- Help in Selecting Appropriate Clientele Change
- Outcome Evaluation Examples
- Extension Education <http://extensioneducation.tamu.edu/prog-materials.htm>.

