



Family Resource Management

PROJECT PLANNING GUIDE

OBJECTIVES OF THE FAMILY RESOURCE MANAGEMENT PROJECT

1. To develop leadership abilities, build character and assume citizenship responsibilities.
2. To set and work toward attainable goals based on values, needs and wants.
3. To learn and use the management process to reach goals and solve problems in everyday living.
4. To improve skills in identifying, acquiring, allocating and using available resources.
5. To improve decision-making and management skills that contribute to goal achievement.
6. To share management information and skills with others.

EXTENSION RESOURCE MATERIALS

1. Be Wise...Learn to Manage I
2. Be Wise...Learn to Manage II
3. Be Wise...Learn to Manage III

4. Be Successful...Guide Your Resources
5. Be Clever...Learn to Manage Your Affairs Well

NOTE: This planning guide is based on information and activities described in the five project manuals which are available from county extension agents. After each suggestion in "THINGS TO DO," the corresponding project manual reference is given in parentheses.

To achieve the most meaningful and satisfying learning experiences in management, 4-H'ers should complete Levels, I, II, and III in sequence and accomplish all or most of the "THINGS TO DO" in each level.

LEVEL 1
(9- to 11-year-olds)

Things to Learn	Things to Do
1. How to use money wisely.	Plan how to use your money and follow your plan in using it. (<u>Learn to Manage I</u>)
2. How to use time.	
3. How to make wise decisions.	Keep a record of how you used your money and test yourself on how well you did. (<u>Learn to Manage II p. 4</u>)
4. How to use and care for your possessions such as pet and shoes.	Make a budget and follow it to get the most for your money. (<u>Learn to Manage III p. 11-12</u>)
5. The best way to do home chores such as removing trash, making bed, caring for your room, and table setting.	Learn how to care for your pet. (<u>Learn to Manage I</u>)
6. How to identify your values and goals.	Use the easiest and best way to do home chores of bedmaking, cleaning walks, and removing trash. (<u>Learn to Manage I</u>)
7. Teach others to better manage one or more personal or home responsibilities.	Give the right care to your shoes. (<u>Learn to Manage II p. 5-7</u>)
8. Learn to live safely.	Practice the best work methods with home chores--tablesetting, meal clean-up, and ironing. (<u>Learn to Manage II p. 8-15</u>)
	Play games with children. (<u>Learn to Manage II p. 15-16</u>)
	Use good management practices to achieve your goals. (<u>Learn to Manage III p. 3-5</u>)
	Use on a regular basis the steps for making wise decisions. (<u>Learn to Manage III p. 6-7</u>)
	Plan the use of your time for the things which are important. (<u>Learn to Manage III p. 8-10</u>)
	Practice home safety. (<u>Learn to Manage III p. 15-16</u>)

LEVEL 2
(12- to 14-year-olds)

Things to Learn	Things to Do
	(Refer to <u>Be Successful...Guide Your Resources</u>)
1. Learn how to make the best of your time.	Balance the use of your time between responsibilities, for fun and rest. (p. 2-5)
2. Learn about banking services.	Visit a bank and learn what services they offer youth and adults. (p. 5-6)
3. Learn about wise shopping.	Improve your shopping habits so you get the best buys. (p. 6-7)
4. Learn how to entertain.	Practice gracious entertaining for efficient use of time and money and for much fun. (p. 7-8)
5. Learn to be creative.	Try inexpensive recreation for friends and family, and learn to care for recreation and home equipment for long service. (p. 9-11)
6. Learn to care for family possessions.	Enhance your home environment. (p. 11-16)

LEVEL 3
(15- to 19-year-olds)

Things to Learn	Things to Do
	(Refer to <u>Be Clever...Learn to Manage Your Affairs Well</u>)
1. How to manage activities wisely.	Practice the art of managing in achieving a special goal. (p. 2-3)
2. How to manage family finances.	Try smarter shopping practices and exercise your consumer rights and responsibilities (p. 3-4)
3. Sharper shopping skills.	

Things to Learn	Things to Do
4. Wise use of credit.	Assist your family with their budgeting, savings and investing, credit, and shopping activities. Use recommended practices for all of these. (p. 5-8)
5. The costs of attaining goals--wedding, furnished apartment, or car.	Investigate the costs of owning, maintaining, and operating a car. (p. 8-9)
6. Problems and rewards of the employed homemaker.	Investigate the costs of a wedding and furnishing an apartment for a career person or a young couple. (p. 9-11)
7. The purpose of taxes.	Investigate the costs of services in your community and become aware of price and quality differences. (p. 11-12)
8. The purpose for and cost of insurance.	Become familiar with some types of insurance. Learn the cost, the coverage and the requirements for filing claims. (p. 12-13)
9. What community resources are available.	Investigate the amount of taxes your family pays and list what your family gets for this. Estimate what it would cost your family to provide those services on a private basis. Then decide if your tax dollars are worth what you get in return. (p. 13-14)
	Take over the total management of household activities for your family for two weeks. Decide how you can do the job better and try it for another two weeks. Compare results. (p. 13-15)
	Survey employed homemakers to determine the problems and satisfactions of working outside the home. (p. 15-16)
	Make a survey of your community resources. Determine what they provide and for whom. (p. 16)

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