

Clover Kids Toolbox

Section D

Tools for Organizing Clover Kids Groups



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Creating a Clover Kids Group Checklist

Starting a Clover Kids Group from scratch may seem like a daunting task; however it can be easy and fun. Here are a few steps that you can take to make the process easy and fun.

- _____ Contact Extension Office and express your interest in starting a Clover Kids Group.
- _____ Complete the 4-H Volunteer Background Check process.
- _____ Meet with Extension staff or attend a Clover Kids Leader Training.
- _____ If creating a Clover Kids Group as part of a 4-H Club, contact the 4-H club leader to make arrangements.
- _____ If creating a Clover Kids Group as part of an afterschool program, contact the school or afterschool program contact to receive permission and make arrangements.
- _____ Arrange a location for your meetings.
- _____ Contact your local Extension Office about obtaining American Income Life Insurance 4-H (Clover Kids) membership insurance for your members.
- _____ Decide if you need to charge dues to cover materials and snacks.
- _____ Market your club (Ask the Extension Office for assistance in preparing marketing materials.).
- _____ Obtain Clover Kids enrollment and medical information/release forms from the Extension Office.
- _____ Write an introductory letter to the parents and include in the enrollment packet.
- _____ Create a group schedule to include in the enrollment packet.
- _____ Create parent 'Sign-up Sheets' for snacks, crafts, activities, and games
- _____ Plan your first meeting. (Ideas can be found at the Clover Kids website at: <http://www.extension.iastate.edu/4h/Clover/>)
- _____ Hold your first meeting.
- _____ Collect enrollment forms and take to Extension Office. (The Extension Office will make copies for you and give you a Risk Management Binder to keep copies in.)
- _____ Continue holding meetings.
- _____ Have fun!

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Clover Kids Activity Checklist

In determining whether a suggested activity is appropriate and fits the Clover Kids program philosophies and objectives, ask yourself the following questions:

- _____ Are the children doing something and not just watching?
- _____ Will the children be interested in doing the activity?
- _____ Does it fit a child's short attention span (and even the group's attention span)?
- _____ Will all the children be involved in the activity?
- _____ Is there a long wait time for a turn at the activity?
- _____ Is it non-competitive? (No winners and no losers.)
- _____ Is the activity physically and emotionally safe? (Refer to the Youth Development section of the Toolbox for more information.)
- _____ Is the activity developmentally appropriate? (Keep in mind their physical, social, mental, and emotional characteristics. Refer to the Youth Development section of the Toolbox for more information.)
- _____ Is the activity intended for Clover Kids children? (Not a younger version of a 4th - 12th grade activity.)
- _____ Will the youth experience success?
- _____ Do I have the appropriate accommodations and supplies for this activity? (Think through each aspect from getting to the activity to transitions to clean up!)
- _____ Is the activity fun, positive, and focused on the 5 life skill areas? (Self-understanding, social interaction, learning to learn, physical mastery, and decision making)
- _____ Can you process the activity using the Experiential Learning Model? (Do, Reflect, Apply)
- _____ Can the activity be completed by a Kindergarten through third grader?

If you answered yes to all of the criteria questions then you probably have an activity that could be used in the Clover Kids program. If not, explore modifications and revise the activity, if possible, to meet the guidelines. If such modifications cannot be made, use other activities that do meet these guidelines.



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Meeting Agenda Template

Theme

**Life Skills
Area(s)**

Objectives

Project areas

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[Rows will expand as you type in a box. To add a row, right click in a row and go down to "insert", choose what you want done.]

Time	Activity	Materials Needed	Directions	Life Skill Area/ Objective/ Project Area Covered
minutes	Ice-breaker Games			
	Pledge of Allegiance	Flag		Social Interaction/ Have fun/ Citizenship
minutes	Topic/ Theme Activities			
Do:				
Reflect:				
Apply:				
minutes	Songs			
minutes	Craft/ Creativity			
Do:				

Time	Activity	Materials Needed	Directions	Life Skill Area/ Objective/ Project Area Covered
Reflect:				
Apply:				
minutes	Other Games			
	4-H Pledge	4-H Pledge Poster		Social Interaction/Have fun/Citizenship
minutes	Snack		Note: You may assign parents to bring a snack of their choice, versus the volunteer/staff providing a snack for the children.	
	Dismissal			
	Extra Games and Activities			

Time	Activity	Materials Needed	Directions	Life Skill Area/ Objective/ Project Area Covered
Sources of Activities, Games, and Crafts				

If you want to share this meeting agenda with everyone, submit it to Brenda Welch at bwelch@iastate.edu or Katie Peterson at katiejp@iastate.edu.

Iowa 4-H Clover Kids, <http://www.extension.iastate.edu/4h/Clover/>, Lesson compiled by:



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Clover Kids Sample Meeting Agenda

Theme **Pumpkins**

Life Skills **Social Interaction skills, Learning to Learn skills, Mastering**
Area(s) **Physical Skills**

Time	Activity	Materials Needed	Directions
10 minutes	Icebreaker Games The Name Game	Ball or Balloon	Have children stand in a circle and introduce themselves. Explain that whenever you throw a ball or balloon at someone you should say their name. Have children throw the ball to each other saying the name of the person that they are throwing to. Make sure that everyone has a chance to throw and catch the ball.
	Minute Madness	Nothing	Say the word "Pumpkin". See how many words they can think of that relate to the word. You can go around in a circle to allow everyone a chance to play. Allow children to pass. (ISUE Clover Kids 4-H Leader Newsletter, October 2005.)
	Pledge of Allegiance	Flag	

Time	Activity	Materials Needed	Directions
15 minutes	Topic/Theme Activities Pumpkin	Pumpkins of different sizes and colors	Show the pumpkins and ask: What are these things? What can we do with them? Tell children that today, they are going to be learning about pumpkins.
	Pumpkin Life Cycle	<u>Pumpkin Pumpkin</u> by Jeanne Titherington or other story about the life cycle of a pumpkin	Read the book <u>Pumpkin Pumpkin</u> by Jeanne Titherington or another story discussing the life cycle of a pumpkin. If at all possible, have examples of the various stages of a pumpkin available for children to see.
	The Great Pumpkin Story	Paper Plates, Stages Shapes, Yarn (6 pieces - 6-8" long per youth), Tape/Stapler, Scissors (1 per child), Markers/Crayons	Cut out the shapes for the orange pumpkin, green pumpkin, blossom, leaf, and seed. Draw a jack-o-lantern face on the bottom of a paper plates. Color the paper plates orange. Staple the 2 paper plates together (eating sides in). Leave an opening about 1/3 diameter of the plate. Tape/staple 1 piece of yarn to the inside of one paper plate extending out the opening. Staple/tape each shape together in a line with yarn strips running between them. (Closest to plate: Orange pumpkin, green pumpkin, blossom, leaf, seed) When assembled, stack shapes nicely and place in opening of pumpkin. Starting with the seed, slowly pull the shapes out of the pumpkin as you tell how pumpkins grow. (Source: Utah Ag in the Classroom, https://utah.agclassroom.org/files/uploads/fieldguide2/pumpkin.pdf)

Time	Activity	Materials Needed	Directions
	Songs		None
15 minutes	Craft/ Creativity Paper Jack-O-Lantern	Orange construction Paper, Black construction paper, Glue, Scissors, Pencils	Cut the black construction paper into 2"x18" strips. Fold the large sheet of orange construction paper in half lengthwise. Draw a line on the folded side about every inch, stopping within one inch of the other side. Cut on the lines on the orange paper, but not cutting through the fold. Open the orange paper up to full size and fold around to create a Chinese lantern, matching the short sides with the fold poking out. Glue one edge of the 12" side and overlap into place. Glue the black 2"x18" strip on the top as a handle. Use the black scraps to make eyes, nose, and mouth. (Source: ISUE Clover Kids 4-H Leader Letter, October 2005)
5 minutes	Other Games Orange Paper Pumpkin Walk	Orange tissue paper pumpkins, Shoe boxes/containers (at least 2), Straws (1 per child)	A box of orange tissue paper pumpkins is located at one end in a shoebox; an empty box is located 5 yards away. Each child will need a straw; that is disposed after his/her use. At the pumpkin box, the child picks an orange paper pumpkin from the box and puts it on the end of the straw by inhaling. No hands touch the tissue paper. He/she walks to the other end and deposits the pumpkin in the box. This is a walking game. The child walks back to the pumpkin box and picks up another pumpkin; he/she picks up and deposits as many pumpkins as possible in 30 seconds. (Source: ISUE Fall Food and Fun, October 1999.) Alternate play: Have more than one set of boxes with tissue paper pumpkins. Divide the children into groups and let them take turns moving the pumpkins from one box to another.

Time	Activity	Materials Needed	Directions
15 minutes	Snack Pumpkin Rice Krispie Bars	Rice Krispie Bars, Pumpkin Cookie Cutter	Make rice krispie bars adding orange food coloring to the melted marshmallows. Cut into pumpkin shapes.
	Jack-O-Lantern Juice	Orange Juice and Sugar-free Lemon-Lime Soda OR another 100% juice such as apple	Mix equal parts of orange juice and sugar-free lemon-lime soda. The more Orange Juice you add, the healthier the drink is. If you want it more vibrant add orange food coloring. (Source: ISUE Food for Fun and Fitness, October 2000.) If preferred, you could just offer 100% juice or water for a drink.
	Dismissal		
	Extra Games and Activities Pumpkin Planter	Nothing	One child is selected as the pumpkin planter and all other are pumpkins who sit in a circle. The planter stands in the center and gives a number to each player. The game starts by the planter saying, "There are (for example) four pumpkins in my field." Pumpkin No. 4 asks, "Why 4 pumpkins?" The planter says, "If not 4, how many?" and No. 4 says (for example), "Eleven pumpkins." No. 11 replies in the same manner and the game continues faster and faster. (Source: University of Florida, Games Around the World.)
	Seed Toss	Popcorn, pumpkin, or corn seeds, Buckets/containers (1 or more depending on the size of the group), String or tape for a line marker	If there is a large group, divide children into groups and assign each group a bucket. Place the bucket in the center of the playing area. Create a throwing line/circle with tape or string. Give each child a handful of seeds. See how many seeds the group can toss into the bucket. You can time the event or you can try different types of tosses (underhand, under your leg, over your shoulder, etc.)

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University Extension

ABC County Extension

Address

City, Iowa Zip

Phone

FAX

E-mail

Date

Dear Clover Kids Parents:

Thank you for allowing your child (ren) to participate in the **group name** Clover Kids Group! I am planning a great program full of fun and learning for your child(ren).

As your child starts Clover Kids, I am sure that you are wondering about Clover Kids. Clover Kids is one of the programs offered by the Iowa State University Extension - **Your** County and **your** County 4-H. The main goal is to help children learn and grow. The 4-H program believes in offering children in Kindergarten through third grade a non-competitive environment in which they can develop positive attitudes and decision-making skills. Children can learn as they have fun.

I will be serving as the leader of the Clover Kids Group. **Briefly introduce yourself including reasons why you are the Clover Kids leader.**

Clover Kids will meet on **date, time, and location.**

Your children and their safety is very important to me. To help me ensure that safety, I ask your cooperation with the following:

- Turn in the enrollment paper work (enrollment form and medical information/release form) to **your** County Extension Office or to me as soon as possible. This will allow me to better plan activities and snacks for each meeting as well as know who is in our group.
- After turning in your paperwork, if the names and phone numbers of emergency contacts changes, please let me know right away, so I can update the records.
- If someone new (including another Clover Kids parent) will pick up your child from Clover Kids, please send a note with your child, or let me know as you drop off your child.
- When you come to pick up your child from Clover Kids, make sure that I know you are taking your child with you. I do not want to 'lose' children.
- If your child will not attend a session, please contact me at the phone number or e-mail below.

At each meeting, there will be a snack for the children. Each family is asked to help by signing up for a snack time. Please include the snack, drink, and plates/silverware/cups as needed. I will contact you with an approximate number of children closer to the meeting date.

There are many other opportunities for you to assist with Clover Kids. If you would like to lead or help with a craft, game (non-competitive), or educational activity, please contact me.

You are also welcome to stay and participate with the Clover Kids group. If you choose to leave, please pick up your child on time.

I plan on making this a fun and educational time for your child. If you have any questions or comments about Clover Kids, please feel free to call me at *phone number* or email me at *your email*. Thank you.

Sincerely,

Your Name

Group Name Clover Kids Group Leader



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Ways to Communicate with Parents

Parents are a vital part of the Clover Kids Program. Their cooperation is needed in order for the children to not only get to the meeting, but also to learn and enjoy their experiences during Clover Kids. As a Clover Kids leader you can create a positive relationship with your Clover Kids parents by using effective communication. Here are some tips on how to communicate with your parents.

- Greet parents at the door when Clover Kids arrive and leave.
- Post a sign at the door with important information.
- Send notes home reminding parents of the meeting date, snack schedule, etc.
- Ask parents how they would prefer that you correspond with them: notes home with members, phone calls, e-mails, or postcards. Use the preference that they requested.
- Send home a "See what we did today" note after every Clover Kids meeting. Include reminders at the bottom.
- Have Clover Kids write or draw three things they did that day on a piece of paper that they want to tell their parents about the meeting.
- Create paper bracelets explaining the meeting's activities for Clover Kids to wear home.
- Cut clippings of Clover Kids and their siblings out of the newspapers and give to parents.
- Put stickers based on the meeting's activities on the Clover Kids as they leave. (Example: the activities were all about pumpkins, so put pumpkin stickers on the Clover Kids.) Tell children to tell their parents what those stickers mean.
- Be available. Give them your phone number (home and cell) and e-mail so that they can contact you.
- Create a Clover Kids newsletter.
- Have the Extension Office send 4-H newsletters to Clover Kids families and ask for Clover Kids meetings and events to be added to the newsletter.
- Ask parents to assist with the Clover Kids meetings. They can serve snack, help with a craft, or lead games. They could even share a talent or skill that they have with the Clover Kids.
- Learn the names of parents and call them by name.
- Smile. Be friendly and open.
- Tell parents how their child did that day. If there are concerns or behavior issues, ask for their guidance in finding a solution.



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Volunteer Sign-Up

Please sign-up for the following. Contact the leader for resources and ideas of crafts, games, and educational activities, if you need help coming up with ideas.

Month	Provide Snack & Drink (including napkins, plates, cups, and silverware)	Craft	Non-competitive Games	Educational Activity

