

Clover Kids Toolbox

Section E

Forms

Group Leader and
Volunteer Forms



Iowa 4-H Volunteer Group Enrollment Form

- School Enrichment
 Special Interest
 Day Camp
 Overnight Camp
 SACC

Name of Program: _____

Subject: _____

Location: _____

Date(s): _____

How many adult volunteers?			How many youth volunteers?		
	Males	Females		Males	Females
Direct (contact w/kids)			Direct (contact w/kids)		
Indirect (no contact)			Indirect (no contact)		
Middle manager (lead others)			Middle manager (lead others)		
Duplicates (already recorded)			Duplicates (already recorded)		

Please estimate the ethnic and racial distribution of the volunteers.

Adult Volunteers				Youth Volunteers			
Hispanic		Non-Hispanic		Hispanic		Non-Hispanic	
White		White		White		White	
Black		Black		Black		Black	
American Native		American Native		American Native		American Native	
Asian		Asian		Asian		Asian	
Hawaiian/Pac.Island		Hawaiian/Pac.Island		Hawaiian/Pac.Island		Hawaiian/Pac.Island	



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Group Leader/Volunteer Job Description

Time Required: At least 6 hours of programming time with Clover Kids members, approximately 1-2 hours preparation time for each meeting. After initial training, attendance at Leaders Training is required.

Purpose:

- To promote children's positive development through cooperative learning and developmentally appropriate practices.
- To provide opportunities for Kindergarten through third grade children to practice five (5) life skills: self-understanding, social interaction, decision-making, learning to learn, and mastering physical skills.

Responsibilities:

- Plan and facilitate age-appropriate activities for children (Kindergarten-third grade).
- Participate in volunteer training.
- Encourage Clover Kids members' and parents' interest and participation.
- Assist staff with gathering program evaluation data.
- Comply with all aspects of Iowa State University's Child Protection and Safety Policy and Iowa State University's mandate to be non-discriminatory.

Qualifications:

- Ability to work with/teach children using developmentally appropriate practices.
- Ability to organize information and programs and delegate responsibility.
- Ability to work with minimal supervision from professional staff.
- Willingness to participate in training and workshops offered by Extension.

Responsible To: (varies by county)

- County Youth Coordinator (CYC)
- County Program Coordinator (CPC) or other designated county extension program staff
- Youth Program Specialist (YPS)

Support:

- Access to Iowa State University Extension staff
- Access to Clover Kids/K-3 resources from the Extension Office and Clover Kids Website
- Training opportunities

Benefits:

- Satisfaction of helping children develop skills that will help them throughout their lives.
- Opportunities for continuous personal growth.
- Appreciation from youth and parents who love the program!



4-H Compliance Report

The Iowa Youth and 4-H Program is available to all persons regardless of race, color, gender, disability, or national origin. We must have a record that all 4-H clubs/units comply with this requirement.

The reason for this request is based on two federal laws. The Civil Rights Act of 1964 says we cannot conduct programs for, nor cooperate in conducting programs with any public or private agency, organization, or group that discriminates on the basis of race, color, or national origin in its membership requirements or in any services offered. Furthermore, it is inconsistent with the Title IX of the 1972 Education Amendments for the Iowa Cooperative Extension Service to provide significant assistance to any public or private agency, organization, or group that discriminates in its membership requirements or in any services offered on the basis of gender. This means 4-H clubs/units must be willing to accept members of both genders.

Please complete this form and return it to your county Extension office.

Thank you,

Chuck Morris
Director for 4-H Youth Development

How do you recruit members for your 4-H club/unit? (Please check appropriate blanks.)

<input type="checkbox"/> personal invitations	<input type="checkbox"/> inquiries from prospective members
<input type="checkbox"/> mailed invitations	<input type="checkbox"/> school visitations
<input type="checkbox"/> mass media-newspaper, radio, TV	<input type="checkbox"/> posters and displays
<input type="checkbox"/> referrals from Extension office	<input type="checkbox"/> other _____

This is to certify that the _____
4-H club/unit name

does not discriminate in its membership or in any services offered because of race, color, national origin, disability, or gender.

Signature of 4-H Club/Unit Leader

AND/OR

Signature of 4-H Club/Unit President

Date

Date

IOWA STATE UNIVERSITY
University Extension

and justice for all . . .

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Many materials can be made available in alternative formats for ADA clients. To file a complaint of discrimination, write USDA, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call 202-720-5964.

Issued in furtherance of Cooperative Extension work, Acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture. Gerald A. Miller, Interim Director, Cooperative Extension Service, Iowa State University of Science and Technology, Ames, Iowa.



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Leader's Training Log

Extension Staff Responsible for Training	Competency/Content	Date of Training
	GENERAL CLOVER KIDS INFORMATION	
	What is Clover Kids and 4-H?	
	Child Safety & Protection Policy/Risk Management	
	Volunteer Job Description	
	Forms to be completed	
	CHILD DEVELOPMENT	
	Ages and Stages of Development	
	Life Skills and Clover Kids	
	Experiential Learning	
	GROUP MANAGEMENT	
	Creating a Positive Learning Environment	
	Positive Discipline and Guidance	
	GROUP ORGANIZATION	
	Starting a Clover Kids Group	
	Appropriate Clover Kids Activities	
	Meeting Organization	
	COMMUNICATION	
	Communicating with Parents	
	Communicating with the Community	
	Communication with Extension Staff	
	RECRUITMENT	
	Recruiting Members	
	Recruiting Volunteers	
	RESOURCES	
	Clover Kids Curriculum	
	Iowa Clover Kids Website	
	Other Useful Web Sites	
	COUNTY SPECIFIC	

Date

Dear Clover Kids Leader,

Surveys are useful tools to help Clover Kids Leaders gain a broader understanding of opportunities to strengthen the Clover Kids program. By combining feedback from Clover Kids children and their parents/care providers, Clover Kids Leaders can better determine what specific types of supports and opportunities are needed to strengthen Clover Kids programming. Additionally, collecting survey data is beneficial in sharing positive outcomes with Clover Kids stakeholders.

Child Survey

Help Clover Kids group members complete the child survey at the end of a child's year of membership. It is recommended that surveys be facilitated annually and on an individual basis.

This can be done in several ways:

- Clover Kids Leader reads the statements and records each child's responses.
- Parents/care providers help their own child to complete the survey as the child is picked up at the end of a Clover Kids gathering. Clover Kids Leader collects the completed surveys and provides the child with a thank you sticker.
- Contact the County Extension Office and ask if a high school 4-H'er would be interested in asking the individual children the survey questions during a Clover Kids gathering.

Parent/Care Provider Survey

Please provide each parent/care provider a copy of the parent survey. Their input can be very useful in determining the impact of the Clover Kids program in the lives of their children.

Encourage parents/care providers to complete the survey either when they drop-off their child at a Clover Kids gathering or ask them to arrive 10 minutes early to pick-up their child from a Clover Kids gathering so they can complete the survey. Surveys should be returned to the Clover Kids Leader for review.

Sincerely,



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Child Survey









Instructions:

Please ask the enclosed questions of children completing a full year of Clover Kids Group membership. The following two questions should be asked of each child individually as children in this age group are highly influenced by their peers. Please record below the child's responses.

1. What did you like best about Clover Kids?
2. How would you make Clover Kids more fun?

Instructions:

Children's responses to the following questions will be "yes" or "no". Children can demonstrate a "yes" response by circling the smiley face or a "no" response by circling the frowny face.

In Clover Kids, did you make new friends?		
In Clover Kids did you learn something new?		
In Clover Kids, did you have fun?		
Will you come to Clover Kids again?		



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Parent/Care Provider Survey

As the most significant caring adult in your child's life, you play a critical role in selecting learning environments for your child that strengthen their skills to help them reach their full potential. Please take a few moments to share your feedback about the Clover Kids program. Completed surveys can be returned to the Clover Kids Leader.

1. What comments have you heard from your child regarding their participation in Clover Kids?

2. Does participation in Clover Kids assist your child in...? (check all that apply)
 - experiencing positive social interactions with other children and caring adults
 - strengthening their self-confidence and independence (being able to be apart from home)
 - learning to get along with others through cooperative play
 - developing their physical, mental, and social skills through varied activities
 - participating in active, hands-on learning activities
 - experiencing the joy of learning
 - other — please comment

3. What do you like best about Clover Kids?

4. What is your number one suggestion for improving Clover Kids?

5. Are you interested in volunteering with Clover Kids? (Example volunteer roles: Provide snacks, lead games or craft ideas, chaperone field trips, become a group leader, etc.)
 - Yes
 - Not at this time

If yes, please write your name, address, phone number, and e-mail address below.

Name: _____

Address: _____

Phone Number: _____

E-Mail: _____