



# Checklist for getting Ricochet started

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## Six months before implementation

- Conversation with 4-H Youth Team (County Extension Education Director, 4-H Youth Development Specialist, County Youth Coordinator). Determine desire and commitment to move forward. Discuss any Office Assistant support available, how bookkeeping for Ricochet will be handled, how travel, phone calls and planning will be handled and appropriate involvement of 4-H Youth Development Committee and Extension Council in this decision making.
- Sketch out budget needs. Fill in details as final decisions get made.
- Set up a community feasibility meeting, if you are not sure where the best opportunity for delivering this curriculum will be.
- If you are using Ricochet to start a new 4-H club, recruit a volunteer.
- If needed, write a grant to help fund Ricochet. Consider community foundation grants, local civic groups, Farm Bureau, local in-kind support for meals, snacks, etc. Consider including \$100 for seed money for the community leadership project.
- Decide program logistics – when, where, who?

## Two to three months prior to program delivery

- Recruit participants. Be sure to get a medical release form, and have parents and youth sign the Assent and Consent forms to fill out the evaluation forms. Remember to get T-shirt sizes if you will be providing them.



- If needed, recruit additional youth/adult facilitators. Provide appropriate training.
- Gather your supplies. Order anything you need. Reserve any equipment necessary. Order T-shirts, if you are making them available. Decide on any equipment substitutions that are necessary. Consider some of the following:
  - Nametags
  - Plastic pouches for nametags
  - Lanyards
  - Incentives for homework or journal completion (ex. Movie passes)
  - Copies of journals or any homework
  - Folders for participants to keep their journals or homework in.
  - Pencil
  - Notepad
  - ISU prospect card
  - Camera

### **During Program**

- Deliver the program
  - Be sure to use the Ricochet pre-question (with evaluation materials)
  - Take photos
  - Plan celebration, including sending out invitations
  - Write news releases during the program or invite your local media to a session
  - Have youth fill out the Modified Youth Leadership Life Skills Scale

### **Post Program**

- Send cover sheet and all evaluations to Lisa Berkland at 26 S. 17<sup>th</sup> Street, Estherville, IA 51334.
- Don't forget the post program marketing – news releases, 4-H newsletter and sending notes of thanks.
- Write a success story with your 4-H Youth Development Specialist and include your numbers in your 4-H Statistical count.