



4-H School Enrichment Courses School/Teacher Responsibilities

Time Requirement:

Total of **six hours** of classroom time per course.

- **Teacher will assist 4-H staff** by maintaining classroom discipline during the four hours taught by 4-H staff.
- **Teachers will be expected to spend an additional two hours of class time working on related activities.** The teacher will help students to complete worksheets, log on-going experiments and facilitate other activities as supplied by 4-H.

Scheduling:

Four one-hour blocks for 4-H staff sessions

- When possible, school classrooms using the same 4-H program should submit requests at the same time so classes can be scheduled back-to-back to decrease travel time and expenses.
- Cancellations must be made at least two weeks ahead of time so 4-H staff can schedule other programs.

Paperwork:

Teacher will complete and return to 4-H staff the following forms at end of last 4-H staff session:

- **Group Enrollment Form** (demographics of student group)
- **Evaluation Form**
- **Partner Match Form** (Morris, Park Avenue, River Woods, Willard & Woodlawn ONLY)

7/31/2007