



STAFF CHECKLIST

IOWA 4-H RICOCHET RESOURCES

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 are 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, and delivery timeline. Refer to and utilize the [Partnership Agreement Form](#) in cases of short and longterm partnerships with outside organizations (ex. Schools, libraries, YMCA).

Two to three months prior to program delivery

- Recruit participants. Be sure to get a medical release form. Refer to the [4-H Risk Management Checklist](#) to ensure you're prepared to implement a safe environment for all. 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. Become familiar with facilities being used and determine if any equipment substitutions are needed. 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
 - Camera

During Program

- Deliver the program
 - Take photos
 - Plan celebration, including sending out invitations, begin plans for leadership/service project.
 - Write news releases during the program or invite your local media to a session
 - Have youth fill out the [Common Measures Evaluation](#).

Post Program

- Remember to do the post program marketing – news releases, 4-H newsletter and sending thank you notes.
- Iowa 4-H evaluates its programs using learning objectives and Common Measures. To request a program evaluation, please use the online request form at <https://form.jotform.com/isu4h/CMRequestForm>. Information on 4-H program data collection can be found in myExtension at <https://my.extension.iastate.edu/4-h-program-data-reporting>.
- Write a success story with your 4-H Youth Development Specialist and include your numbers in your 4-H group enrollments. Share success in impact reports and with stakeholders and administration.

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Extension and Outreach

