



4-H Connect Retreat County Youth Staff Checklist

Logistics

- Consider if your county would qualify for a formula grant. Eligibility and acceptable uses for funds are outlined in the application available on the [Connect webpage](#).
- Begin to determine what transportation options may be available for you to offer youth who are interested in attending from your county. They will need to get to ISU State Gym Friday at 9AM and back home from Clover Woods in Madrid, IA Sunday at 12PM. Work with your Youth Field Specialist to inquire about transportation fund support from the state office if necessary.

Recruitment

- In partnership with the Youth Field Specialist, market the opportunity to community youth in grades 8-11 using the materials available on the [Connect webpage](#).
- Recruit and register one volunteer chaperone for every ten youth per gender.
 - A chaperone job description is available on the [Connect webpage](#).
 - All chaperones including county staff must be registered in the event in 4HOnline.
 - All chaperones must meet the guidelines within Iowa's 4-H Child Protection and Safety Program, be on the county's approved volunteer list, out of high school two years, and preferably at least 21 years old.
 - All chaperones should plan to attend the event from start to finish.
 - Chaperones will attend an orientation meeting over lunch the first day and will have the opportunity to ask questions of our event coordinators.
- Try some of the following promotional ideas:
 - Work with community partners who work with the audiences you're trying to reach.
 - Use the promotional video (available on the [Connect webpage](#)) to present at a council meeting, youth committee meeting or with community groups.
 - Create a small committee of local advocates who are willing to discuss and promote this opportunity with their networks and contacts.

Registration

- Enroll interested youth as 4-H members and process event registration paperwork. It's often helpful to set a county registration deadline that is two or three days earlier than the state registration deadline. Paper forms will need to be input into 4HOnline.
- Registrants should all be planning to attend the event from start to finish.

Communication

- Communicate with participants' families about the following:
 - What to pack (a packing list is available on the [Connect webpage](#)).
 - Where and when to arrive for dropping off and picking up participants.
 - Completing a request to give medication form if necessary (available on the [Connect webpage](#)).

Follow Up

- Continue to provide program opportunities to fully engage these youth in the local 4-H program.

<https://www.extension.iastate.edu/4h/connect>

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