



Leadership Module 1: Enhancing Volunteer Leadership Facilitator Guide

The Iowa 4-H program relies on volunteers to be the caring adults that provide youth programming with 4-H club members. Iowa 4-H Youth Development Field Specialists, with the help of county staff, will deliver training twice a year in each county. Benefits to volunteers for completing 2 trainings annually include:

- Consistent learning opportunities for 4-H youth and families in Iowa 4-H.
- Specific tools to help create great 4-H club programs.
- Information about how to create safe environments and how to manage risks.
- Information and hands-on training on the best practices that strengthen member understanding of leadership, citizenship, communications, personal life management, and project skills and knowledge.
- Access to state volunteer liability coverage when conducting official 4-H activities.
- A connection with a system that values, supports, and recognizes the importance of volunteers by providing quality training opportunities.
- The opportunity to continue to serve as an Iowa 4-H Volunteer.

Staff Checklist

YFS = 4-H Youth Development Youth Field Specialist

CYC = County 4-H Youth Coordinator

1 month prior to training (or earlier):

- Share meeting date/plans with leaders via newsletter/news release/PSA/county website. *Marketing Resources* (4H-4002F) – CYC/County
- Prepare *Creating Safe Environments in 4-H Clubs Emergency Notebooks* for new clubs and any updates for existing clubs – CYC/County

2 weeks prior to training:

- Send written invitations to organizational and project leaders. Samples may be downloaded from *Marketing Resources*, 4H-4002F, under “Volunteer Development/Training: Leadership Module I, Fall 2007 Training”) (<https://www.extension.iastate.edu/4H/restrict/BLresources.html#voldev> - CYC/County
- Download documents for *Leadership Module 1: Enhancing Volunteer Leadership* from 4-H staff website (<https://www.extension.iastate.edu/4H/restrict/BLresources.html#voldev>) under “Volunteer Development/Training: Leadership Module 1, Fall 2007 Training” (attendance form; facilitator guide; *Knee to Knee* activity handout; A, F, & P motivation signs; and evaluation)
- Download Power Point for YFS to use - print with notes pages, most of what is to be shared is found in the notes (<https://www.extension.iastate.edu/4H/restrict/BLresources.html#voldev>) – YFS
- Download *The Iowa 4-H Youth Development Experience* (4H-3020A, 2003)/*Essential Elements of the 4-H Experience* (4H-3020B, 2003) from <https://www.extension.iastate.edu/4H/PositiveYouthDevelopment.html>
- Download Risk Management segment: *4-H First Aid in Action* video (available after August 20, 2007) or use DVD of 4-H Leadership Module 1.
- YFS provide copies of handouts for duplication to CYC/County

- Check that copies of *Mentor Guide for Grades 6-12* (4H-0531 LDR) and *First Aid in Action* (4H-8310) have been ordered/received. (State provides 1 per 4-H club for initial training.)
- Get door prize(s) - optional

1 week prior to training:

- Copy handouts – 1 per leader – CYC/County
- Determine refreshment needs and purchase – CYC/County
- Check site and equipment needs for showing Power Point and Risk Management DVD or download video segment (computer, LCD projector, screen, extension cord) – YFS/CYC

Day of the training:

- See Pre-meeting preparations

1 week following training:

- Send raw evaluations for your county directly to Judy Levings at the State 4-H Office. - CYC/County
- Record attendance in Blue Ribbon – CYC/County
- Send notice to leaders who did not attend on how they can complete their training expectations. – CYC/County

Supplies

- Volunteer Training Attendance sheet & pen
- Name tags & markers
- ISU logo door prize to support Iowa State University connection and recruitment, slips of paper to write names, container to draw from (optional)
- Chairs for *Knee to Knee* get acquainted activity (or do standing up if space is limited)
- Power Point equipment (computer, LCD, screen, extension cord)
- *Leadership Module 1: 4-H Youth Development . . . Enhancing Volunteer Leadership* Power Point– downloaded from website (4H-4002C)
- Pencils
- Step Up to Leadership 4-H project manual series
 - *Mentor Guide for Grades 6-12*, 4H-0531 LDR (**State provides 1 per 4-H club**)
 - *Mentor Guide for Grades K-5*, 4H-0530 LDR (**Counties order and pay for 1 per Clover Kids group/club**)
 - *My Leadership Workbook for Grades 3-5*, 4H-0531A (**1 to show**)
 - *My Leadership Journal for Grades 6-8*, 4H-0531B (**1 to show**)
 - *My Leadership Portfolio for Grades 9-12*, 4H-0531C (**1 to show**)
- *4 Needs/Circle of Courage + 8 Essential Elements = 4-H Outcomes* Poster (4H-127)
- *4-H First Aid in Action*, 4H-8310 (**State provides 1 per 4-H club**)
- Iowa State University identification (banner, poster, or logo, etc.)
- A, F, P Signs for *What Motivates You?* activity
- *Creating Safe Environments Notebooks* (1 per new club for new clubs, updates for rest of clubs)
- Risk Management: *4-H First Aid in Action* from website (available after August 20, 2007) or DVD.
- Refreshments
- Other materials county needs for fall organizational meeting
- **Handouts**
 - *Evaluation* - 1 per person (4H-4002E)
 - *Knee to Knee* – 1 per person (4H-4002D)
 - *The Iowa 4-H Youth Development Experience*, 4H-3020A 2003/*Essential Elements of the 4-H Experience*, 4H-3020B 2003 – 1 per person downloadable from <https://www.extension.iastate.edu/4H/PositiveYouthDevelopment.html>
 - *Step Up to Leadership Mentor Guide for 6-12* - 1 per club

- *Step Up to Leadership Mentor Guide K-5* for Clover Kids leaders - one per group for ongoing groups
- *Adult Leadership Self-Assessment* copied from Step Up To Leadership Mentor Guide for Grades 6-12, page 16 – 1 per person
- *4-H First Aid in Action*, 4H-8310 (**State provides 1 per 4-H club**)
- *Iowa 4-H Volunteer Newsletter Volume 3, Issue 1* on adult leadership – 1 per person
- Creating Safe Environments Notebook updates - Emergency Management handout – 1 per club
- Other handouts county needs for fall organizational meeting

Leadership Module 1: Enhancing Volunteer Leadership Teaching Outline

Pre-Meeting Preparation:

- Gather listed supplies
- Gather county specific handouts and information for fall organizational meeting.
- Prepare refreshments
- Set up room to allow space for *Knee to Knee* get acquainted activity
- Set up and check equipment for using PowerPoint slides and Risk Management First Aid in Action segment.
- Hang posters on wall – *4 Needs/Circle of Courage + 8 Essential Elements = 4-H Outcomes*, and A, F & P signs for *What Motivates You?*
- Put out Volunteer Training Attendance sheet and pen, name tags and markers
- Set up ISU logo door prize, sign up slips, container (optional)

1. Arrival (5-10 minutes) - CYC

Have leaders sign in on the attendance form, put on a name tag, sign up for door prizes (optional), and complete the “Before” section of their evaluation form as they wait to begin.

2. Welcome, Rationale, and Get Acquainted (15 minutes) - YFS

(Connect 4-H with ISU and ISU Extension)

Welcome! Thank you for coming to enhance your leadership skills. As an Iowa 4-H leader, you are a volunteer for Iowa State University and the Iowa 4-H Youth Development Program. You are an important part of _____ County Extension and Iowa State University Extension (point out ISU banner, Extension logo, or 4-H t-shirt, as a visual). We want to be a partner with you to ensure members have a positive, safe, educational, and fun experience.

We hope that as you plan your yearly club program you remember to add the ingredients that make 4-H stand out as a premiere youth development experience for youth.

- Opportunities for leadership (youth help plan, organize and lead).
- Opportunities for citizenship (youth involved in service to others, and in acts of generosity).
- Opportunities for communication (youth develop skills in presenting information; learn good listening skills and writing).

These skills are developed in the context of learning through projects and participating in 4-H events and activities at the club, county, state, and sometimes national or international levels.

Reason/Purpose/Rationale/Process/Consequences for Volunteer Training

The Iowa 4-H program relies on volunteers to be the caring adults that provide youth programming with 4-H club members. Across the state, Iowa 4-H Youth Development Field Specialists, in cooperation with county staff, will deliver training twice a year in each county. The same training will be delivered in all locations. This is the first training 4-H organizational project leaders are expected to complete. Counties will keep records of when volunteers have completed trainings.

The benefits to volunteers for completing 2 trainings annually include:

- Consistent learning opportunities for 4-H youth and families in Iowa 4-H.
- Specific tools to help create great 4-H club programs.
- Information about how to create safe environments and how to manage risks.
- Information and hands-on training on the best practices that strengthen member understanding of leadership, citizenship, communications, personal life management skills and knowledge.
- Access to state volunteer liability coverage when conducting official 4-H activities.
- A connection with a system that values, supports, and recognizes the importance of volunteers by providing quality training opportunities.
- The opportunity to continue to serve as an Iowa 4-H Volunteer.

Volunteers who consistently do not complete trainings either face-to-face or through an alternative method will be asked to volunteer in roles other than as organizational or project leaders.

Get Acquainted Activity: *Knee to Knee*

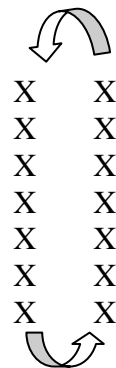
Directions: Line up with 2 rows of chairs facing each other. Participants sit in the chair so they are “knee to knee” with a partner (actually about 1 foot apart). Participants should introduce themselves to each other, and then answer the question the facilitator will ask. Allow up to 2 minutes for answers to be exchanged.

At the facilitator’s signal, each person should move one chair to the right. Again, introductions are made and the facilitator asks a question for the participants to answer. Usually 3-4 questions asked is a good amount of time for the activity.

This activity is a great way for individuals in groups to connect with each other and develop a sense of belonging with the group.

Choose 3-4 questions to ask participants while knee to knee with each other:

- What is your favorite book and why?
- What is your favorite movie and why?
- What is your favorite part of 4-H?
- What was your favorite game or toy as a child?
- What is your favorite thing to do in your free time?
- Do you like speaking in front of groups? Why or why not?
- Do you prefer to do things yourself or delegate tasks to others?
- If you could only keep one of your five senses, which one would it be?
- How do you make decisions ... is it easy or difficult for you?
- What quality do you feel is most important for a leader to have?



After the activity, ask the entire group:

- Did you discover new things about the members of the group?
- Why is it important to know other members in the group?
- How can you use this activity in the group/club you are working with?

3. Leadership Module 1 Power Point: 4-H Youth Development . . . Enhancing Volunteer Leadership (4H4002-C), (35-45 minutes) – YFS

Youth Field Specialist uses printed copy of power point with notes included to cover information on the slides and lead activities.

4. Risk Management (10 minutes) - YFS

Creating Safe Environments for Youth in 4-H Programs Notebooks for new clubs

Risk Management *4-H First Aid in Action* webcast segment (available after August 20, 2007) or DVD

Hand out *4-H First Aid in Action* to each club.

5. Organizational Information (15-30 minutes) – CYC/CEED

Local Agenda Items – (suggestions) –

- Re-enrollment and New Enrollment Procedures
- Creating Safe Environments - Medical Information/Release Forms for youth and adult
- *Pick-A-Project* Newspapers
- Club Program Planning
- Making Clubs Great for Youth
- Club Officer Information
- Upcoming Event/Dates to remember
- 4-H Records, Award Applications
- Recognition Event
- 4-H Week/Recruitment
- Compliance Reports

6. Evaluation (5 minutes) – YFS/CYC/CEED

Reminder: Complete rest of evaluation form and turn in. (4H-4002E)

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. . . and justice for all

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