



Charting a Greener Path Fall 2010 Training Preparation Guide

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

- Consistent learning opportunities for 4-H youth and families in Iowa.
- Specific tools to help create great 4-H programs.
- Information about how to create safe environments and how to manage risks.
- Information and hands-on training on the best practices that strengthen youth 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.

Objectives

The Fall 2010 training will:

- Model fun-friends-voice-choice
- Provide information and training to utilize the new publications system
- Provide tools to guide youth in selecting projects and educational experiences
- Strengthen youth/adult partnerships

Staff Checklist

YPS = 4-H Youth Development Program Specialist CYC = County Youth Coordinator
VOL = volunteer YOU = youth

As Soon As Possible! – CYC and County Youth Committee

- Review and develop county plan for publications to utilize during transition period.
Prepare a guide/help sheet for your leaders that provides the following information:
 - A list of project curriculum/materials available in the county library.
 - The process to check out or preview project materials in the county library.
 - The process a family or club uses to order 4-H curriculum print materials.
 - How will they order?
 - Who will pay?
 - If publications are available at EDC, is that the same process for ordering as from National 4-H Curriculum?

1 month prior to meeting (or earlier):

- Share meeting date/plans with 4-H volunteers via newsletter/news release.
Reminder that club volunteers should invite at least one youth from their club to work as a team to develop a strategy for carrying information and training back to their

club. County *Volunteer Training Marketing Resources* (4H-4008-F, <https://www.extension.iastate.edu/4H/restrict/BLresources.html> – CYC/County

- Review – *Charting a Greener Path Fall 2010* – YPS, CYC, also VOL and YOU assisting with training
 - Lesson Plan 4H-4008B (<https://www.extension.iastate.edu/4H/restrict/BLresources.html>)

2 weeks prior to meeting:

- Send written invitations to 4-H volunteers – including County Youth Committee. *Volunteer Training Marketing Resources* 4H-4008-F, <https://www.extension.iastate.edu/4H/restrict/BLresources.html>) – CYC/County
- Duplication of handouts: CYC, VOL, YOU
 - Sweet Personality Assessment Activity 4H-4008C
 - Project or Exhibit 4H-4008D (make one extra white copy for each club)
 - Training Evaluation Form 4H-4008E
 - Utilizing Project Materials in Guiding Youth 4H 4008G
 - All project area Hot Sheets – one packet per club
 - County plan for accessing and ordering 4-H print curriculum/project guides
 - County specific handouts

1 week prior to meeting:

- Gather supplies (as listed) – CYC/YPS/VOL/YOU
- Copy handouts – 1 per volunteer/youth except for Hot Sheets (one packet per club) – CYC/VOL/YOU
- Determine snack needs/purchase – CYC/VOL/YOU

During training:

- Sign-in sheet for participants – VOL/YOU
- Have volunteers and youth complete evaluations
- Take photos (if desired) –

1 week following meeting:

- Compile evaluations for each county on 1 evaluation form – YPS
- Send compiled evaluation results to Phyllis Mondt at State 4-H Office –YPS
- Utilize post-training external news release and photos – through media and on county websites – CYC/VOL/YOU

Supplies

- Volunteer training attendance sheet & pen
- Name tags & markers
- Camera
- ISU Logo door prize to support Iowa State University connection and recruitment slips of paper to write names, container to draw from. (optional)
- 4 Needs/Circle of Courage + 8 Essential Elements = Outcomes Poster (4-H-127)
- Iowa State University identification (banners, poster, or logo, etc.)
- Refreshments
- Other county specific materials
- **Materials**
 - Hershey's Miniature Chocolate Bars
 - Training Handouts:

- ✓ Sweet Personality Assessment Activity 4H-4008C
- ✓ Project or Exhibit 4H-4008D
- ✓ Training Evaluation Form 4H-4008E
- ✓ Utilizing Project Materials in Guiding Youth 4H 4008G
- ✓ 4H 200
- ✓ All project area Hot Sheets – one packet per club
- ✓ Opportunities Beyond the County - counties will receive a supply for training or download from the website
<http://www.extension.iastate.edu/NR/rdonlyres/D50520DB-6F80-4BA0-8D9D-A400E92E58D6/121814/OpportunitiesBeyondCounty.pdf>
- ✓ County plan for accessing and ordering 4-H print curriculum/project guides
- ✓ County specific handouts