



# Cooking Up a Healthy 4-H Program: making sure the essential elements are in your program!

## Fall 2011 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 and Clover Kids. Iowa 4-H Youth Development Program Specialists, in partnership with county staff, deliver campus developed training once a year in each county. Benefits for volunteers who complete annual training 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, and other positive youth development principle and practices
- 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 serve as an Iowa 4-H Volunteer

### Objectives – During the Fall 2011 training, volunteers will:

- Identify the essential elements of positive youth development used by 4-H
- Give a definition or an example of each element
- Review and discuss how elements are incorporated into their program using “My Program Checklist”
- Identify other key ingredients of a 4-H program: Fun, Friends, Voice, & Choice
- Share other ways that “spice” up their club or program

### Staff Checklist

YPS = 4-H Youth Development Program Specialist    CYC = County Youth Coordinator  
VOL = volunteer    (Remember – Counties may have some volunteers who would like to help prepare for the training)

#### 1 month prior to meeting (or earlier):

- Share meeting date/plans with 4-H volunteers via newsletter/news release. *Volunteer Training Marketing Resources* 4H-4010F, <https://www.extension.iastate.edu/4H/restrict/BLresources.html> – CYC/County staff
- Review – *Cooking Up a Healthy 4-H Program* – YPS, CYC
  - Lesson Plan 4H-4010B <https://www.extension.iastate.edu/4H/restrict/BLresources.html>
  - Handouts (see below)

### 2 weeks prior to meeting:

- Send written invitations to 4-H volunteers – including County Youth Committee. *Volunteer Training Marketing Resources* 4H-4010E, <https://www.extension.iastate.edu/4H/restrict/BLresources.html> – CYC/County
- Duplication of handouts: CYC, VOL
  - ✓ 4H4010C Characteristic Cards
  - ✓ 4H4010D My Recipe Checklist for club/project volunteers
  - ✓ 4H4010E Training Evaluation Form
  - ✓ 4H4010G My Recipe Checklist for Clover Kids volunteers
  - ✓ 4H4010H Pizza Scramble (pre-meeting activity)
  - ✓ 4H4010I Whole Pizza Handout
  - ✓ 4H4010J Essential Elements Handout
  - ✓ County specific handouts

### 1 week prior to meeting:

- Gather supplies (as listed) – CYC/YPS/VOL
- Copy handouts – 1 per volunteer except characteristic cards: 1 set per 3-6 people, cut up characteristic cards (laminates if using multiple times) – CYC/VOL
- Determine snack needs/purchase – CYC/VOL

### During training:

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

### 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
- Log volunteer attendance into 4-H online

### Supplies

- Volunteer training attendance sheet, name tags, pen, markers
- Flip chart & markers (or white board)
- Camera
- ISU Logo door prize to support Iowa State University connection and recruitment slips of paper to write names, container to draw from. (optional)
- Needs/Circle of Courage + Essential Elements = Outcomes Poster
- Iowa State University identification (banners, poster, or logo, etc.)
- Refreshments
- Other county specific materials
  - Training Handouts:
    - ✓ 4H4010C Characteristic Cards (need cut up before meeting)
    - ✓ 4H4010D My Recipe Checklist for club/project volunteers
    - ✓ 4H4010E Evaluation
    - ✓ 4H4010G My Recipe Checklist for Clover Kids volunteers
    - ✓ 4H4010H Pizza Scramble (pre-meeting activity)
    - ✓ 4H4010I Whole Pizza Handout
    - ✓ 4H4010J Essential Elements Handout
    - ✓ County specific handouts