



Cooking Up a Healthy 4-H Program: making sure the Essential Elements are in your program recipe!

Fall 2011 Volunteer Training Lesson Plan

Pre-Meeting Preparation:

- Gather supplies and handouts listed in 4-H 4010A
- Gather county specific handouts and information for meeting
- Prepare refreshments
- Hang 4-H Equation poster on wall
- Put out Volunteer Training Attendance sheet and pen, name tags and markers
- Set up ISU logo door prize, sign up slips, container (optional)
- Have camera available for group photo (or small group photos)

Our goals for today's training:

- Identify the essential elements of positive youth development used by 4-H
- Give a definition or an example of each element
- Identify other key ingredients of a 4-H program including Fun, Friends, Voice, & Choice (and how they relate to the Essential Elements)
- Review and discuss how elements are incorporated into the program using "My Program Checklist"
- Share ideas to "spice" up a club or program

Trainers

- Model fun-friends-voice-choice
- Give volunteers a chance to network and share

1. Arrival and warm up

Have volunteers sign in on the attendance form, put on a name tag, sign up for door prizes (optional). Pass out Pizza Scramble (4H4010H) for pre-meeting activity.

2. Welcome & Rationale (10-15 minutes)

(Connect 4-H with ISU and ISU Extension)

Call the meeting to order and introduce the presenters.

Welcome! Thank you for coming to the fall volunteer training on the Essential Elements of the 4-H program. As a volunteer for Iowa State University and the Iowa 4-H Youth Development Program, you are an important part of Iowa State University Extension and Outreach in _____ County (point out ISU banner, Extension logo, or 4-H t-shirt, as a visual). This partnership helps insure 4-H and Clover Kids members

have a positive, safe, educational, and fun experience. Trained volunteers help insure that we provide positive youth development experiences for our youth.

(Show or refer to the 4-H formula.)

As we look at our 4-H formula, we see “needs of youth”, “our method”, and “outcomes”. The formula is based on youth development research that has been ongoing for a number of years. By participating in this training, you are making sure we are putting 4-H youth development research to practice.

Today’s training is going to focus on “our method” - the Essential Elements of the 4-H experience. Volunteers and staff work together to make sure the Essential Elements are included in 4-H programming – whether it is a club meeting, a camping trip, an afterschool program, a Clover Kids program, a project workshop, or any other fun, learning experience designed for and with 4-H youth. Many of you “good cooks” add these essential elements into your “recipe” of a good 4-H experience without even thinking about it.

Today we are going to more closely examine the Essential Elements. We will “test” our 4-H recipe and check to make sure we are including the essential elements and key ingredients that go into a healthy and robust 4-H program. Master Clover Chefs - all you experienced volunteers - we will ask you to share how your use of the essential elements “cooks up” successful outcomes in your club members. We will see what it takes to be a Master Clover Chef – and then share the other “secret ingredients” that spice up a club and program!

Introductions and identify club:

Let’s go around the room, introduce yourself, your club or Clover Kids program, and share how many young people are in your program.

Transition to next Topic:

We are excited to have you all here working together to perfect your club recipe.

Activity 1:

Today we are going to cook up a pizza to help us identify all of the essential elements of a quality 4-H program! As you know, there are many different ways to cook up a pizza: deep dish, thin crust, stuffed crust. And then there are all of the many different toppings that can go on a pizza. But no matter what the crust or toppings – we still recognize pizza as PIZZA because of the common, basic ingredients. Similarly – we can identify

the essential elements of a quality youth program because of the common ingredients. So whether you work with a 4-H program or coach a soccer team or teach Sunday school, there are common elements that make it a successful program for youth and you!

Distribute: the pizza handout with the EE labels around the outer crust (4H-4010I)

ASK: Working in pairs or threes - take a few minutes to write in each pizza slice what the words on the labels means to you. Ask each other “why this is a key ingredient in 4-H?” Share with each other what a definition of this ingredient means.

Prepare to Share: draw a large round pizza with eight slices on a flip chart. Label

1. Adults
2. Safe
3. Inclusive
4. Learning
5. Mastery
6. Future
7. Self-determination
8. Service

Ask participants to Share: Beginning with #1, caring adults, what do each of these elements mean to you? [write key words on flip chart paper as participants share]

Process: Ask –

Did you all have similar words or phrases on your sheets?

Are there any we missed?

Which ones do you think are the most important for our 4-H recipe?

Pass out Essential Elements handout 4H-4010J and discuss definitions – compare to words/phrases identified in activity.

When reviewing safe environment, point out link to risk management training that is available online

When reviewing service, point out link to community service learning training that is available online

Transition

Say: Now we are going to look at what the essential elements might look like in practice in your club or group.

Generalize: - Activity 2

Pass out a set of the Essential Elements Characteristic Cards (4H-4010C) to each table (assuming table has about 6 volunteers – if there are more than that sitting at table configuration, divide into groups of 6 and pass out two sets of cards).

Say: Please choose someone to read the cards aloud to your group. As each card is read, sort them by the Essential Element they support. After your group has gone through all of the cards share at your table how you practice the Essential Elements in your club or group meetings and activities. Write down at least three other examples of characteristics that you practice or observe in your club or group and be prepared to share with the larger group. You Master Clover Chefs – jump in here and share some of your secrets on how you incorporate the Essential Elements into your club or program! What does it look like?

Ask after it looks like groups are completed:

What did you like about this activity?

What did you learn as you sorted the cards?

Which Essential Element was the easiest to recognize in the cards? Were there any that could go under more than one Essential Element?

You may have heard the phrase “Fun-Friends-Voice-Choice”, identify some cards where you see Fun, Friends, Voice, or Choice happening?

What are the other examples you wrote down of how you incorporate Essential Elements into your program?

Apply:

Hand out My Recipe Checklist for EE (4H-4010D) to club volunteers and project volunteers. Pass out My Recipe Checklist for Clover Kids (4H-4010G) for Clover Kids volunteers. Give them several minutes to go through the checklist – then process.

Say: Here is an ingredient list for you to review. Take a few minutes to go through the checklist and see if your club recipe has similar ingredients. Maybe you will find your recipe is near perfect or perhaps you see some places where you can measure in some additional ingredients. Sometimes when I am cooking, I’ll come across an ingredient I’ve never heard of. See if there are any mystery ingredients in this list. Like all good chefs - write notes in the margins!

Ask after most have finished checklist:

What surprised you?

For example:

did you think about other adults working with your group and the appropriateness of their screening?

As we look at the inclusive environment checklist, what questions do you see applying to adults as well as youth?

What new ingredient might you consider adding to your 4-H club meeting or Clover Kids program?

How can you use this checklist in other settings where you work with youth?

Many of you Master Clover Chefs include these Essential Elements in your club recipes:

- how does it make a difference in your program?
- what other ingredients can you share that you use to spice up your club?

Closure:

Say:

Thank you so much for coming today. We hope you've learned something new to add to your recipe collection. You are valuable partners in making sure that 4-H is a quality youth program by incorporating the Essential Elements into the program. Please take a moment to fill out the evaluation form (Handout 4H-4010E) before we transition into the county specific portion of the training.

Fall 2011 Training Handout Checklist:

Number	Handout
4H4010A Training Prep Guide	Cooking Up a Healthy 4-H Program – staff prep guide
4H4010B Lesson Plan	Cooking Up a Healthy 4-H Program lesson plan
4H4010C Characteristic Cards	EE Characteristics Cards (cut up)
4H4010D My Recipe Checklist	My Recipe Checklist for club/project volunteers
4H4010E Evaluation	Evaluation Form
4H4010F Marketing	Fall 2011 Volunteer Training Marketing piece
4H4010G Clover Kids Checklist	My Recipe Checklist for Clover Kids volunteers
4H4010H Pizza Scramble	Pre Meeting Activity
4H4010I Pizza Handout	Whole Pizza Handout
4-H4010J Essential Elements	Essential Elements Handout

Risk Management website

<http://www.extension.iastate.edu/4h/Volunteers/risk.htm>

Community Service Learning website

<http://www.extension.iastate.edu/4h/services/servicelearning.htm>