On the first day of employment:

Designated staff member will meet with you to:

☐ Introduce you to colleagues in the office.
   ☐ Provide you with a list of office coworkers, functions, and phone numbers

☐ Review what happens in the orientation process and describe how the task list and timeline will be used to guide your learning for the first six months.

☐ Provide a tour of the office(s) facilities.
   • Personal workspace (desk and files)
   • Emergency Exits
   • Meeting Room(s) and usage guidelines
   • Workroom-Mail room(s)
   • Storage
   • Location of equipment and supplies
   • Restroom
   • Break Room
   • Vending Machines or other

☐ Verify that employment forms (I-9, W-4) are completed and business cards and name tags ordered.

☐ Share the process for obtaining a county employee identification card.

☐ Make a plan for taking an individual photo for Extension publications and web page.

☐ Review work cultural expectations and accountability.
   • Office hours
   • Meal and break arrangements
   ☩ Provide information about office processes – staff meetings, birthday or office celebrations

☐ Review county Personnel Policy and Procedures. Introduce “personnel policies”
   MyExtension: https://my.extension.iastate.edu/
   ☐ Describe expectations regarding hours of work, flex time and overtime (for full-time) or comp-time (for part-time) and vacation/sick leave
   ☐ Demonstrate how to request or document the vacation/sick leave
   ☐ Explain when and how first paycheck will be received - number of pay periods, direct deposit, etc.
   ☐ Explain any probationary period
   ☐ Show how to complete a time sheet or work hours report form
☐ Discuss expectations as a professional
  • Personal appearance, office appearance
  • Social media and behavior as a role model
  • Visitor protocol, cell phone usage, personal calls
☐ Discuss personal effectiveness – priority setting, teamwork, time management, balancing conflicting demands

☐ Show you how to complete the time sheet.

☐ Review safety and security items.
  ☐ Building information, security and access including daily opening and closing procedures
  ☐ Office keys
  ☐ Parking
  ☐ Emergency contacts, including phone numbers

☐ Walk through the details of your position description.
  ☐ Introduce 4-H Youth Development: 4-H Equation, 4-H Priorities, 4 Is: (Impact, Innovation, Inclusion, and Inquiry), and Experiential Learning Model
  ☐ View Tufts Study, Iowa study on outcomes www.extension.iastate.edu/4h/services/pyd
  ☐ Methods of delivery: Volunteer-led, Partner-led and Staff-led
  ☐ Review the primary delivery modes and intentions of each
  ☐ Priorities in the geographical area (e.g. county point of contact) in which you are working
  ☐ Key delivery strategies utilized by 4-H
  ☐ Plan of work and performance assessment for more detailed discussion at a later date

☐ Set-up equipment with your personal information, and explain how equipment works-
  contact Extension IT
  www.extension.iastate.edu/it/search/content?f[0]=im_field_category%3A4&retain-filters=1, 515-294-1725:
  ☐ Phone, set up voicemail
  ☐ Computer including network, access information, and activating your employee e-mail account, explain:
    • S: Drive (Access/Set-Up VPN-Cisco Any Connect for off-site connection to S: Drive)
    • CYBox www.it.iastate.edu/services/storage
    • CyFiles
  ☐ Set-up e-mail signature line, https://my.extension.iastate.edu/email-signature-and-after-hours-message-script
  ☐ Set-up Microsoft Outlook Exchange email account
  ☐ Copy and fax machine access

☐ Ensure you have access to essential internet-based communication and resources.
  ☐ Share the Iowa 4-H Youth development home page,
    www.extension.iastate.edu/4h/home/4h-youth, and county 4-H home page
  ☐ Assist you in getting signed up for different e-mail list serves (4h-cyc, 4h-clover = clover kids, 4h-focus, 4h-statefair, “county”4h alias) https://www.extension.iastate.edu/listsearch/; some may require State 4-H Office approval
  ☐ Introduce and add to the Iowa 4-H CYC Facebook page,
    https://www.facebook.com/groups/357515521003220/
  ☐ Introduce 4hOnline and contact Phil Heckman pheckman@iastate.edu for training in 4hOnline
  ☐ Become acquainted with MyExtension website: https://my.extension.iastate.edu/
Help you identify your initial work plan. □

Review the 4-H program calendar so you have a clear understanding of the work that happens during the course of the year; and identify where the counties are at in the yearly cycle.

Discuss one to three items from the 4-H program calendar on which you can begin work this week as well as resources available to support this work. List:
☐
☐
☐

Get to know each other (one on one).
☐ Share things that will make it easier and more interesting to work together
☐ Share their (YPS) leadership style and ask you about your learning style to determine how they might best support you as an Extension employee

Set an additional meeting date(s) for the week to cover orientation tasks for days two through five.

Inform dates of upcoming events to be aware—including trainings, leader meetings, events, etc.

We have reviewed all information included in the checklist for the first day.

Employee Signature ____________________________ Youth Program Specialist Signature ____________________________

Date ____________________________ Date ____________________________
Day 2 through 5 of employment:

Designated staff member will meet with you to:

☐ Review office procedures regarding equipment and supplies.
  ☐ Office machines, including location of manuals and/or process for seeking assistance
  ☐ Audiovisual equipment, including check-out process and manuals
  ☐ E-mail processes
  ☐ Mail and postage processes
  ☐ Fax systems
  ☐ Check-out process for equipment and program/project kits including Lego League, sewing machines, LCD projectors, etc.

☐ Review front desk procedures, and shadow the front desk staff person for a few hours to prepare in case you must cover the reception area when others are gone.

☐ Discuss Extension reimbursement procedures.
  ☐ Youth program budgets—discuss with county office accountant
  ☐ Reimbursable expenses and accounting practices
  ☐ Extension Mileage Reimbursement Policy
  ☐ Expense and travel requests and reimbursement procedures
  ☐ Review Benefits and Retirement Savings options—beneficiary form

☐ Highlight essential risk management practices; ask questions directly of your Youth Program Specialist until more training can be provided.
  ☐ Accurately reflect your time, including driving and meeting/program, on your office calendar to ensure clear understanding of your work hours and access to liability insurance and workman’s compensation, if necessary
  ☐ Explain who can sign legal or otherwise binding agreements on behalf of the University or County Extension Program
  ☐ All volunteers must be appropriately screened and orientated before being allowed to assume a volunteer responsibility where they have direct contact with youth; keep information and files confidential
  ☐ Before hosting any 4-H learning opportunity, review the risk management sections, including emergency procedures and insurance, found in MyExtension https://my.extension.iastate.edu/ (search for 4-H Risk Management)
  ☐ Ensure your vehicle insurance is up-to-date; accidents always follow the owner’s vehicle

☐ Explain the role of the Youth Program Specialist (YPS) and job description, discussing how the County Youth Staff and YPS positions relate.

☐ Provide an overview of regional/field team.
  ☐ Share the date and location of your next team meeting
  ☐ Introduce who is on the team
  ☐ Explain how your regional/field team works together and on what projects
Provide a list of campus 4-H and county youth staff contacts and how they relate.
- Share suggestions regarding who/how to contact specialists and campus 4-H staff
- Chain of Command Communication

Highlight the structure of Extension, key positions, and units -
- www.extension.iastate.edu/ (check under “about us”)
- Management Team - www.extension.iastate.edu/content/administrative-staff
- Program Units/Educational Area - www.extension.iastate.edu/ (check under “educational areas”)
- Campus 4-H Staff - www.extension.iastate.edu/4h/contactus/campusstaff
- Field Supervisors - www.extension.iastate.edu/4h/contactus/fieldstaff
- Field Youth Program Specialists -www.extension.iastate.edu/4h/contactus/fieldstaff
- Regional Directors - www.extension.iastate.edu/content/regions
- County Offices & Staff - www.extension.iastate.edu/content/county-offices

Provide an overview of the larger organization and ISUEO Strategic Plan: Mission, Vision, Goals, Services, Process:
- www.extension.iastate.edu/professionaldevelopment/iowa-state-university-extension-and-outreach-strategic-plan

View the following & record questions to discuss with your supervisor and/or specialist at a future meeting
- ISU Strategic Plan
- ISUEO Strategic Plan
- ISUEO About Us
- Land Grant Institution Video
- ISUEO Annual Report
- ISUEO Staff
- ISUEO Playlist of Videos
- Program Catalog: https://my.extension.iastate.edu/content/program-catalog-log

Understand the importance of using researched based curricula and resources from land grant universities and other reliable sources

Share the Common Acronyms hand-out and explain
- www.extension.iastate.edu/professionaldevelopment/isu-extension-and-outreach-acronym-dictionary

Share “7 Things You Need to Know on Day 1” for ISU Extension & Outreach

Share important resources and how to find them.
- Highlight information available on the public Extension website. www.extension.iastate.edu/
- Explore each of the websites under the topics section
- Find Offices: Campus, Regional, and Count. Use the “staff directory” to find the contact information of the 4-H Program Coordinator in a neighboring county
- Read the most recent edition of the blog entry from ISUEO VP Cathann Kress, “See You There”, highlighting stories from across Extension: blogs.extension.iastate.edu/seeyouthere/ and subscribe
- Explore the ISUEO “For Staff” (at the bottom of all Extension webpages) that leads to the Staff Only MyExtension: www.extension.iastate.edu/ForStaff/
- Explore the Iowa 4-H public website: www.extension.iastate.edu/4h/home/4h-youth
- 4-H “staff only” pages are under MyExtension—always start the search with 4-H
- Note essential resources for the next month. Sections of the website will be explored throughout the six months
Before our next visit, give the staff the following “assignments”:

- “Handbooks” and/or public/staff forms/information for various 4-H areas all start in the public 4-H webpages:
  - Livestock: [www.extension.iastate.edu/4h/projects/livestock](http://www.extension.iastate.edu/4h/projects/livestock)
  - Iowa State Fair 4-H: [www.extension.iastate.edu/4h/page/iowa-state-fair-4-h-handbook](http://www.extension.iastate.edu/4h/page/iowa-state-fair-4-h-handbook)
  - Recognition: [www.extension.iastate.edu/4h/page/recognition-opportunities](http://www.extension.iastate.edu/4h/page/recognition-opportunities)

- 4-H Focus, a weekly Thursday afternoon eNewsletter for 4-H staff is archived in MyExtension: [https://my.extension.iastate.edu/4-h-focus](https://my.extension.iastate.edu/4-h-focus)

- 4-H Weekly News, a weekly Thursday afternoon online post should be advertised to the 4-H public is found at, [www.extension.iastate.edu/4h/explore/news](http://www.extension.iastate.edu/4h/explore/news)

- Find your County Website and County 4-H Site. Discuss editing county 4-H website

- Brief overview of 4hOnline program: [www.extension.iastate.edu/4h/page/4honline-information-families-and-leaders](http://www.extension.iastate.edu/4h/page/4honline-information-families-and-leaders)

- Find where available publications and resources are located in your office.

- View history of 4-H and share any insights: [www.extension.iastate.edu/4h/page/history-4-h](http://www.extension.iastate.edu/4h/page/history-4-h)

- Provide an overview of the 4-H Youth Development Program Strategic Plan (April 9, 2013) [https://my.extension.iastate.edu/4-h-strategic-plan](https://my.extension.iastate.edu/4-h-strategic-plan)

- View and prepare to discuss how the strategic plan is integrated into your day-to-day work at a future meeting.
  - E-staff Meeting (April 9, 2013 webinar)
  - 4-H Strategic Plan Overview (ppt)
  - 4-H Strategic Plan Briefing (pdf)
  - 4-H Youth Development Strategic Plan (pdf)

- Using the county’s 4-H program calendar, identify your work plan for weeks two through four as well as resources available to support this work. List:
  -
  -
  -
  -

Before our next visit, give the staff the following “assignments”:

- Check out key pieces of 4-H youth development research and education:
  - [www.extension.iastate.edu/4h/services/pyd](http://www.extension.iastate.edu/4h/services/pyd)
- Read “ISOTURE” overview on volunteer management and plan to discuss with your specialist when you meet them, *Creating a Volunteer Management System using the ISOTURE model* notebook
- Review Volunteer Orientation and Training expectations, [www.extension.iastate.edu/4h/volunteertraining](http://www.extension.iastate.edu/4h/volunteertraining)
- View the 5 volunteer videos [www.extension.iastate.edu/4h/page/volunteer-orientation-videos](http://www.extension.iastate.edu/4h/page/volunteer-orientation-videos)
- View volunteer training on risk management, [www.extension.iastate.edu/4h/page/4-h-risk-management](http://www.extension.iastate.edu/4h/page/4-h-risk-management) (public) and [https://my.extension.iastate.edu/4h-risk-management-creating-safe-environments-4-h-programs](https://my.extension.iastate.edu/4h-risk-management-creating-safe-environments-4-h-programs) (MyExtension)
- Review New Leader Letters, [http://www.extension.iastate.edu/4h/volunteerresources](http://www.extension.iastate.edu/4h/volunteerresources)
Learn about the communities in which you will be working:

- Scan the local newspapers, and make note of youth work that is happening in the community as well as community-based issues that may have opportunity to be addressed through youth and adults working together
- School District(s) and enrollment within your county
- Review data developed for your county and census data for your county; enter the demographics: geographic, social and economic characteristics. View ISUEO Indicators Portal: indicators.extension.iastate.edu/
- Secure list of meeting locations available for when Extension Office isn't available by size.

Read the most recent issues of the county 4-H newsletter along with the 4-H newsletter from the same month of the previous year. Explore other counties’ web pages and current newsletters.

Register for additional orientation training related to your position; mark on your calendar:

- Iowa State University Orientation Session
- New Extension Staff Orientation
- 4HOnline Training

Set meeting dates for weeks two, three and four of employment with supervisor and specialist.

I have reviewed all information included in the checklist for day two through five.

Employee Signature

Youth Program Specialist Signature

Date

Date

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual’s income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA’s TARGET Center at 202-720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410, or call 800-795-3272 (voice) or 202-720-6382 (TDD). USDA is an equal opportunity provider and employer.

During week two through four of employment:

Designated staff member will meet with you to:

Follow-up on questions or “assignments” from last visit.

☐ ______________________________________________________________

☐ ______________________________________________________________

☐ ______________________________________________________________

☐ Highlight 4-H membership policies and locate details on the website.
  ☐ Discuss County program development fees and plans for payment
  ☐ Under MyExtension, search for 4-H policies, skim the list of policies. Review selected policies, [https://my.extension.iastate.edu/4-h-policies-and-guidelines](https://my.extension.iastate.edu/4-h-policies-and-guidelines)
  ☐ Read and discuss 4-H participation policies, [https://www.extension.iastate.edu/4hfiles/Policies4H14ParticipationPolicy.pdf](https://www.extension.iastate.edu/4hfiles/Policies4H14ParticipationPolicy.pdf)
  ☐ Read and discuss Clover Kids and Independent Membership policies and acceptable practices
    • Clover Kids, [www.extension.iastate.edu/4h/page/iowa-4-h-clover-kids](http://www.extension.iastate.edu/4h/page/iowa-4-h-clover-kids)
    • Independent Membership, [www.extension.iastate.edu/4h/page/independent-membership](http://www.extension.iastate.edu/4h/page/independent-membership)
  ☐ Highlight assorted 4-H handbook webpages and on-line resources – recognition, state conference, livestock, state fair, etc. All are on public 4-H webpages
  ☐ Review guidelines regarding the use of the 4-H Name and Emblem.
  ☐ Look at resources available under “4-H Branding Guidelines” in MyExtension, [https://my.extension.iastate.edu/4-h-branding-guidelines](https://my.extension.iastate.edu/4-h-branding-guidelines)
  ☐ 10 Minute Education: 4-H Name and Emblem on eXtension site, [campus.extension.org/course/category.php?id=26](http://campus.extension.org/course/category.php?id=26)

☐ Learn more about 4-H programs and events through Iowa 4-H website.
  ☐ Explore tabs on the website: [www.extension.iastate.edu/4h/home/4h-youth](http://www.extension.iastate.edu/4h/home/4h-youth)
    • About 4-H
    • Get Involved
    • Programs
    • 4-H Projects–Hot Sheets & Exhibit Tip Sheets
    • Volunteer
    • Training & Services
    • 4hOnline
    • Contact Us

☐ Identify and discuss county 4-H governance: look at the relationship with the County Extension Council and 4-H Youth Program Development Committees; look at Program Governance (4H 11) on [www.extension.iastate.edu/4h/page/working-youth-committees](http://www.extension.iastate.edu/4h/page/working-youth-committees)
  ☐ Provide you a list of current members
  ☐ Describe purpose, structure and relationship of Extension to each group.
☐ Describe groups’ preferred methods for keeping them informed of program planning, delivery and outcomes.
☐ Write and send a professional letter of introduction on Extension letterhead to key groups. OR...
☐ Develop a plan and timeline for meeting key groups or individuals within the counties and plan how to introduce yourself in person to those groups.

☐ Identify a meeting (e.g. Leaders, County Council, Youth Program Development Committee) that will occur in the next six weeks, and carry out the tasks associated with the meeting.
☐ Read selected material from working with youth committees, www.extension.iastate.edu/4h/page/working-youth-committees
☐ Plan the agenda, working with the youth or adult volunteer chair, if applicable
☐ Develop a checklist of all items you will need for the meeting
☐ Write an e-mail, letter and/or newsletter article to the individuals invited to the meeting

☐ Discuss county-specific programs, activities, and protocols. Examples include:
☐ Recognition processes and awards day, babysitting clinics, lock-ins, communications days, livestock activities, new member meetings, national 4-H week traditions, etc.
☐ Explain County 4-H Youth Councils (high school teens), Intermediate Councils and application processes

☐ Discuss Foundation accounts, committees and opportunities.
☐ Iowa 4-H Foundation
  • Financial Assistance (available for enrollment fees)
  • Grants
  • Scholarships
  • 4-H’ers for 4-H
  • 4-H Hall of Fame
☐ County 4-H Foundation or Endowments
  • Review County By-Laws
  • County scholarships
  • Fundraisers
  • Annual events
  • Board & committee

☐ Discuss Marketing Resources

☐ Contact the following ISUEO Organizational Advancement Marketing Specialists for support:
☐ Megan Bagley, bagley@iastate.edu, K-12 Youth Outreach Advancement Specialist
☐ Organizational Advancement Field Specialists, https://my.extension.iastate.edu/content/organizational-advancement
  • Review guidelines regarding use of University and Extension brand
  • Justice Statement, Wordmark

☐ Review promotional 4-H materials available through Extension www.extension.iastate.edu/4h/marketing
Learn about local media – radio, newspaper, television station – how they like to receive information

Think about an upcoming event you can market

- Write an article for your county about a 4-H learning opportunity scheduled in the next six weeks to schedule and promote
- 4-H Newsletter that encourages the participation of current 4-H members
- Choose a local media source – newspaper, radio, TV – and prepare an article/spot promoting the program

Discuss the procedure for ordering supplies, publications and program materials from ISUEO Store. [www.youtube.com/watch?v=K4uus7y0n1U](https://www.youtube.com/watch?v=K4uus7y0n1U); [store.extension.iastate.edu](https://store.extension.iastate.edu/)

Discuss how to order curricula and other items through National 4-H Mall, [www.4-hmall.org](http://www.4-hmall.org/)

Discuss how to order 4-H shirts through National 4-H (link above) or:

- Iowa 4-H Marketing: [https://my.extension.iastate.edu/4-h-shirts-4-h-volunteers-and-4-h-youth](https://my.extension.iastate.edu/4-h-shirts-4-h-volunteers-and-4-h-youth)
- EDC, you must log-in as staff and search for apparel: [https://store.extension.iastate.edu](https://store.extension.iastate.edu/)

Learn the basics of 4hOnline.

- Sign up for training with Phil Heckman, [pheckman@iastate.edu](mailto:pheckman@iastate.edu), [www.extension.iastate.edu/4h/page/4honline-information-families-and-leaders](http://www.extension.iastate.edu/4h/page/4honline-information-families-and-leaders)
- Help Sheets [www.extension.iastate.edu/4h/page/4honline-helpsheets](http://www.extension.iastate.edu/4h/page/4honline-helpsheets)
  - Enrollments
  - Livestock Identification
  - Printing Reports/Labels
  - Event Registration

Introduce you to the concepts guiding volunteer development in the state.

- Share organizational philosophy on volunteer involvement and the types of short and long term roles designed to engage volunteers (e.g. direct service, program management, board/committee involvement, training of peers).
- Locate the “Volunteer Screening Policy,” and review the volunteer screening process and filing system for volunteer information. Discuss your role in volunteer screening.
- Discuss orientation and training expectations for volunteers and currently scheduled learning opportunities.
- Review and discuss the volunteer system in your county.
- Identify how a volunteer could be helpful in carrying out the 4-H program in the next few months. Recruit and screen a volunteer for this position.
- Review resources available on the Volunteer Management website: [http://www.extension.iastate.edu/4h/volmgt](http://www.extension.iastate.edu/4h/volmgt)

Add upcoming trainings and webinars to your calendar. 4-H Staff Webinars originating from the State 4-H Office are every second Thursday of the month. To join in a 4-H webinar: [connect.extension.iastate.edu/youthstaff](https://connect.extension.iastate.edu/youthstaff). Archived webinars are available to view on MyExtension: [https://my.extension.iastate.edu/4-h-webinars](https://my.extension.iastate.edu/4-h-webinars)

Using the county 4-H program calendar, identify additional items for your work plan for the second and third months as well as resources available to support this work. List:

- 
- 
- 

Set meeting dates at least every other week during the second and third month of employment.
Before our next visit, give the staff the following “assignments”:

☐ Ensure a basic understanding of Youth as Learners in the Youth Development process.  
☐ Develop a deeper understanding of “Experiential Learning” by watching all three videos and answering the questions in the Learning Guide. Each video takes between 10 - 15 minutes

www.extension.iastate.edu/4h/volunteertraining

- Module 1 Learning & Doing
- Module 2 A Question of Curiosity
- Module 3 Making Learning Stick
- Experiential Learning model
- Learning Guide

☐ Look at a National 4-H Curriculum to see how the experiential learning model is incorporated: www.4-h.org/resource-library/curriculum/

☐ Ensure a basic understanding of how to establish a quality learning environment for youth.

☐ Review “Essential Elements.” courses.extension.iastate.edu/course/view.php?id=193

☐ Observe a youth development program and determine if and how the program applies the eight elements. Note practices you want to implement or avoid.

☐ Review and select a required volunteer topic to get up to speed with volunteer knowledge base. courses.extension.iastate.edu/course/index.php

☐ In partnership with your Youth Program Specialist, create a lesson plan for an upcoming event or experience that utilizes the experiential learning model and essential elements.

I have reviewed all information included in the checklist for the second and fourth weeks.

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<tr>
<th>Employee Signature</th>
<th>Youth Program Specialist Signature</th>
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... and justice for all

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During the second and third months of employment:

Designated staff member will meet with you to:

Follow-up on questions and “assignments” from last visit:

☐ ______________________________________________________________
☐ ______________________________________________________________
☐ ______________________________________________________________

☐ Review legal considerations.
  ☐ Public Organization & Non-Profit
    • Tax Exempt (left side of Foundation webpage)
      [https://www.iowa4hfoundation.org/en/about_us/county_endowment_login/]
    • Financial Guidelines [www.extension.iastate.edu/Publications/4H71DLDR.pdf]
    • Employer Identification Numbers (EIN) for 4-H Clubs (MyExtension)
      [https://my.extension.iastate.edu/4-h-club-ein-information]
    • Club Charters (left side) [www.extension.iastate.edu/4h/page/start-4-h-club]
    • ISU and county Agricultural Extension District MOU
      [https://www.extension.iastate.edu/4h/sites/www.extension.iastate.edu/files/4h/4hvolun
ers/4H%20113.pdf]
    • 501c3 vs. Government Agency
    • Raffles (Iowa 4-H Foundation)
      [https://www.iowa4hfoundation.org/documents/filelibrary/misc_/NonProfitInfo_AC7DAF0824B56.pdf]
  ☐ Understand positions/wages funded through county tax dollars
  ☐ Record Retention Requirements [https://my.extension.iastate.edu/content/document-retension]
  ☐ Risk Management (MyExtension) [https://my.extension.iastate.edu/4-h-risk-management-
creating-safe-environments-4-h-programs]
    • Confidentiality/Release of Member Info
    • Incident Report Forms – how and when to submit
    • Medication Release Permission
    • Iowa 4-H Winter Sports Waiver
    • Protocols – Dunk Tank, Hayrack Ride, Paintballing, etc.
    • American Income Life Insurance [www.americanincomelife.com/who-we-serve/4-h-
      insurance]
      ▪ Annual Policy
      ▪ Special Activities Coverage
    • Certificate of Insurance [https://my.extension.iastate.edu/content/county-insurance-costs]
    • Approval of Club Program Plans—meetings and activities
    • 4-H Club Compliance Report [https://my.extension.iastate.edu/4-h-policies-and-guidelines]
    • Financial Guidelines [www.extension.iastate.edu/Publications/4H71DLDR.pdf]
Explore policies and practices related to specific projects, and note statewide program requirements. For example:

- Horse Helmet Policy, [www.extension.iastate.edu/4h/projects/horse](http://www.extension.iastate.edu/4h/projects/horse)
- 4-H Livestock 202-State ID Requirements (right side), [www.extension.iastate.edu/4h/projects/livestock](http://www.extension.iastate.edu/4h/projects/livestock)

Learn more about the 4-H Club program.

- Watch “Vibrant Clubs” Leader’s Trainings - Fall 2008 & Spring 2009, [courses.extension.iastate.edu/](http://courses.extension.iastate.edu/)
- Positive Youth Development, [www.extension.iastate.edu/4h/services/pyd](http://www.extension.iastate.edu/4h/services/pyd)
  - Youth as Partners
  - Involving young people
  - Vibrant Groups
  - Meeting the Needs of Youth

Review Iowa 4-H project websites and hot sheets for each project. Go to [www.extension.iastate.edu/4h](http://www.extension.iastate.edu/4h), click on 4-H Projects, and go to individual project sites.

Explore the 4-H Livestock Homepage, [www.extension.iastate.edu/4h/projects/livestock](http://www.extension.iastate.edu/4h/projects/livestock), and individual species webpages

- County and State livestock entry deadlines:
- Iowa State Fair, AK-SAR-BEN, and Clay County Fair requirements, etc.
- EarTag order
- FSQA training
- County weigh-ins
- Ordering tickets/passes from the Iowa State Fair, Youth Inn reservations
- FairEntry in 4hOnline

Learn more about the 4-H program at County and State Fairs.

- Discuss the purpose of “fairs” and your role in ensuring this showcase happens
- Locate resources in your office to support your preparation for a quality county fair experience for youth and volunteers
- Learn who your fair volunteers are and how to work with them (i.e. committees, superintendents)
- Understand the roles of fair volunteers and how to support them (i.e. committees, superintendents)
- Working with Fair Board – roles and responsibilities
  - MOU (if have)
  - County Exhibitor Fair Book
- Create and keep fair checklist up to date
☐ State Fair Handbook, www.extension.iastate.edu/4h/statefair
  • Static exhibit check-in/check-out and entry process, Awardrobe Clothing event, Communication Event reservation
  • FairEntry in 4hOnline

☐ Learn about fair judges.
  □ Website, www.extension.iastate.edu/4h/page/iowa-4-h-judges
  □ Judges Database (NOTE: Fall 2016 will transition to 4hOnline module)
  □ Trainings, www.extension.iastate.edu/4h/judgestraining
    • Does your county/area have a new judges training every 2 years?
  □ Tip Sheets, www.extension.iastate.edu/4h/page/exhibit-tip-sheets
  □ Does your county or area have Judges Orientation pre-county fair?

☐ Explore Events and Opportunities beyond the county (State 4-H Council webpage), www.extension.iastate.edu/4h/statecouncil
  □ State Recognition, http://www.extension.iastate.edu/4h/page/recognition-opportunities
    • National 4-H Conference – Washington D.C.
    • National 4-H Congress – Atlanta, GA
    • State Project Awards – $100 monetary award
    • State 4-H Council, www.extension.iastate.edu/4h/statecouncil
  □ Citizenship Washington Focus, www.extension.iastate.edu/4h/cwf
  □ Iowa 4-H Youth Conference, www.extension.iastate.edu/4h/iowa4hyouthconference
    • Recruitment, orientation, chaperone support, handbook
  □ Scholarships (Iowa 4-H Foundation), https://www.iowa4hfoundation.org/en/funding_opportunities/scholarships/

☐ Discuss process for resolving dilemmas/conflicts.
  □ Discuss a model for healthy conflict resolution
  □ Discuss “practice” dilemmas and identify strategies
  □ Share communication expected and forms of support available for inter-office conflict resolution

☐ Review and apply evaluation and reporting tools.
  □ Become familiar with standard evaluation practices (4-H Annual Plan of Work Report; MyExtension), https://my.extension.iastate.edu/4-h-annual-plan-work-report
  □ Share the previous year’s 4-H Statistical Information, ES-237, and describe how this data is generated (MyExtension), https://my.extension.iastate.edu/4-h-statistical-information
  □ Report the group data from the 4-H learning activities in 4hOnline: S-6 & S-7 Forms (MyExtension), https://my.extension.iastate.edu/4-h-statistical-information
  □ Plan of Work (POW, MyExtension), https://my.extension.iastate.edu/4-h-annual-plan-work-report

☐ Discuss strategies with county staff for evaluation following programs/activities.

☐ Share about Extension’s professional associations to visit with you about potential membership (e.g. NAE4-HA, ESP), www.extension.iastate.edu/professionaldevelopment/
Before next time your "assignments" include:

☐ Draft an “elevator speech” that you can share when asked the following questions:
  • What is 4-H?
  • What is your job?
  • What is the value in 4-H & your job?

☐ Go visit a local 4-H club meeting and observe.

☐ Explore current partnerships in your counties, and plan visits to meet key contacts and/or observe partnership-delivered programs, for example: FFA programs, after school programs, partnerships or school administration.

☐ Register and attend the following University based trainings designed to ensure the protection of you, others you work with, and the data you manage, www.extension.iastate.edu/diversity/
  ☐ Discrimination and Harassment
  ☐ Diversity in the workplace
  ☐ New Employee Orientation for ISUEO (if haven’t participated yet)

☐ Set meeting dates at least every other week during the fourth through sixth months of employment

I have reviewed all information included in the checklist for the second and third months.

__________________________________________  ____________________________________________
Employee Signature                         Youth Program Specialist Signature
__________________________________________  ____________________________________________
Date                                      Date

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During the fourth through six months of employment:

Designated staff member will meet with you to:

Follow-Up and discuss “assignments” or questions from last visit:

☐ ____________________________

☐ ____________________________

☐ ____________________________

☐ Learn more about our National 4-H partners and the resources they have available for use.

☐ Explore the website for National 4-H headquarters, 4-h.org/
  • Promotional Toolkit (i.e. National 4-H Week)
  • Resources
  • Professional Development
  • Volunteer Resources

☐ Look at the “Projects A to Z” section of the National 4-H Curriculum page. Choose a project that interests you, and explore activities available for that project, www.4-h.org/resource-library/curriculum/ or http://4-h.org/professionals/curriculum-development/

☐ Visit the National 4-H Council website, & discuss the connection between National 4-H Council and Headquarters, 4-h.org/about/leadership/national-4-h-council/; www.4hcenter.org/

☐ Visit USDA-4-H National Headquarters, https://nifa.usda.gov/program/4-h-national-headquarters

☐ Discuss Extension Policies, www.extension.iastate.edu/hr/  

☐ Advocating for ISU, ISUEO, youth and families (political views kept on personal time, no exploiting on social media)

☐ Civil Rights and Accessibility Policies, Personnel Policies

☐ Expand your understanding of Youth Development.

☐ Attend in-person or on-line version of Volunteer Training(s), the annual Volunteer Leader’s retreat, or look at some of the archived volunteer leaders’ trainings, www.extension.iastate.edu/4h/onlinevolunteertraining

☐ Reflect with Youth Program Specialist on information you learned, and discuss application for future 4-H and youth programs

☐ Walk through a 4-H program that you are planning to ensure positive youth development is included

☐ Expand your understanding of delivery modes  
  www.extension.iastate.edu/4h/page/programs-0

☐ Afterschool Programs

☐ Camping

☐ Clubs

☐ Events

☐ Schools
Learn about the Iowa 4-H Center and its offerings, www.extension.iastate.edu/4h/camping.

Before next time, give staff the following “assignments”:

- Further explore the Program Catalog, https://my.extension.iastate.edu/content/program-catalog-log
- STEM Opportunity Registration Deadlines
  - First Lego League link, www.isek.iastate.edu/fll/
  - First Tech Challenge, www.engineering.uiowa.edu/ess/future-students/k-12/first-tech-challenge
- Further explore the Shooting Sports Program, www.extension.iastate.edu/4h/projects/ShootingSports/
- Further develop and apply your skills in program planning.
  - Using the data previously gathered, work with a team of adult and youth volunteers and/or partners to develop and facilitate an assessment of local youth needs/assets in your community (or related to one aspect of the program)
  - Establish goals, outcomes, strategies for reaching goals, and methods for reflection/evaluation that will help address the need.
  - Work through a budget and lesson plan for your program
- Explore and become familiar with the publications available in your Extension Office.
- Using the county 4-H program calendar, identify your work plan for the sixth through twelfth months as well as resources available to support this work. List:
  - 
  - 
  - 
  - 
- Set meeting dates for your seventh month of employment and beyond.

I have reviewed all information included in the checklist for the fourth through six months.

Employee Signature ______________________ Youth Program Specialist Signature ______________________
Date ______________________ Date ______________________
During your seventh month, plan for the second half of the first year of employment:

Designated staff member will meet with you to:

Follow-up on “assignments” or questions from the last visit:

☐ ______________________________________________________________
☐ ______________________________________________________________
☐ ______________________________________________________________

☐ Explore training available. Bookmark these pages as a reference for any future needs:  
   □ 4-H Annual all 4-H Staff meeting, YouthFest, www.extension.iastate.edu/4h/youthfest  
   □ Professional Development, www.extension.iastate.edu/professionaldevelopment/  
   □ Lynda.com technology training (at bottom of page), www.it.iastate.edu/services/training  
   □ ISUCEP Professional Organizations, www.extension.iastate.edu/isucep/  
   □ Grant writing, facilitation, subject-matter topics, positive youth development, etc.  

☐ Develop practical skills for partnering with other youth organizations.  
   □ Enroll in the Moodle Course: “Grow 4-H: Building Partnerships to Benefit Youth,” and complete the learning activities the next time it is promoted

☐ (If Applicable): Transition supervision of short-term staff (e.g. interns, summer employees) working within the 4-H program in the county to you once the following has occurred:  
   □ Complete Supervisor Training  
   □ Provide you with HR policies for positions you supervise  
   □ Discuss the evaluation process for the position and prepare for exit interview

☐ Additional information field supervisors would like to share:  
   □ ______________________________________________________________
   □ ______________________________________________________________
   □ ______________________________________________________________

☐ Evaluate your past performance and establish future goals  
   □ Complete a six month review of your performance  
   □ Identify additional skill building needed for success (e.g. facilitation skills, leading effective meetings, presentation skills, culturally responsive youth work). Arrange for learning (e.g. articles to read, course to attend through University HR, Extension, e-learning, etc.) to occur during the next six months. List:  
   □ ______________________________________________________________
   □ ______________________________________________________________
   □ ______________________________________________________________
☐ Describe your professional and program goals for the next six months, and discuss with your Youth Program Specialist
☐ Describe the Performance Evaluation process that will be used at the end of the first year

☐ Share County Youth Staff Cohort program and support it provides—if you haven’t already joined a cohort, find out when additional members will be added to the next cohort.

☐ Set check-in times at least one time per month during each of the seventh through twelfth months of employment.

I have reviewed all information included in the checklist for the six through twelfth months.

Employee Signature

Youth Program Specialist Signature

Date

Date

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