

Chapter 2

Extension Resources to Assist You

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Extension Administrative Handbook

The *Extension Administrative Handbook*, which can be found at <http://www.ag.ohio-state.edu/~admin/handbook/> in all Extension offices, explains the policies, procedures, and regulations that affect Extension operations. The loose-leaf handbook is updated regularly to keep it current with new policies and regulations. The purpose of the Handbook is to assist all employees in performing their functions efficiently. The Handbook is a very comprehensive document that covers much more than can be briefly outlined here. However, the general divisions of information as found within the handbook include: Extension Organization; Extension Administration; Appointments, Promotions & Tenure; Professional Development; Human Resources & Personnel; Program Areas; Business Office; Grants & Contracts; Information & Communication Technology; Legal; Professional Associations; and Risk Management.

Ohio 4-H Agent's Handbook

The *Ohio 4-H Agent's Handbook* is a vital tool for guidance in your work in 4-H Youth Development. The handbook provides comprehensive information that is needed in carrying on youth programs. When in doubt of 4-H guidelines and policies, procedures, or just about any question pertaining to 4-H youth programming, look in this handbook.

The chapters included within the *Ohio Agent's 4-H Program Handbook* are: Philosophy and Objectives, 4-H Guidelines and Policies, 4-H Program Management, 4-H Committees, 4-H Literature, 4-H Program Assistants, Advisor Training, Older Youth, Parent and 4-H, Communications, Recruitment and Re-enrollment, Teaching Methods and Techniques, Recognition, Evaluation and Judging, Junior Fairs, Camping, and Appendix.

LASER DISC

Leaders Are Super Energized Resources Teaching Decision Making, Interpersonal Skills, Self Esteem, and Communication

Originally designed in Ohio for use by volunteers working with youth ages 12 to 14, the materials have been used with audiences from early teens through adults. The participation-oriented learning activities can be used individually as a part of 4-H club meetings or in workshops.

Activities are grouped in five areas: Boundary Breaking (ideas for opening meetings, helping groups work together): Decision Making; Interpersonal Skills: Self Esteem; and Communication. Workbooks are available from the state 4-H office or at workshops.

Junior Leadership Notebook

The objective of this large red notebook is to give 4-H agents lesson plans in five identified areas of subject matter training that is important for Junior Leadership development with older youth in Ohio.

The five areas that are included are: Careers, Health, Leadership, Communication and Personal Development, and Citizenship.

Ohio 4-H Health Program Notebook

This white notebook gives an overview of the areas of emphasis for the Ohio 4-H Health curriculum. Topics this notebook is helpful with are: the health education model, National 4-H health program, Ohio 4-H health curriculum, volunteer leader model, member materials, and health awards and opportunities.

Ohio 4-H Committee Education Notebook

This red notebook is a package of teaching outlines to use with committee training and organization. It is designed to help you better prepare County Extension 4-H Committee members to be a program development committee. Package #1 (general, role, organization and purposes of 4-H committees) is the major lesson in the series. It should be repeated for all new committee members. With most committees, it would be good to use it every year. The slide/tape set is available from your District Extension Center.

The remainder of the teaching packages (#2 to #7) is 15 to 25 minutes in length, and is designed to be used as needed during the year, or over a period of time. These packages can also be used to help introduce new methods of committee operation. If you have questions about use, please contact your District 4-H Specialist or the State 4-H Specialist designated to resource committee work.

Background documents include: County Extension 4-H Committee, County 4-H Program Components, and The Dirty Dozen Plus 4.

Camp Counselor Training Package Notebook

This notebook is a multitude of lesson plans on camp counselor training. Lesson plans have been developed through the efforts of many Ohio 4-H agents over the years. Before your camp counselor training sessions, review this material. Contact your District Specialist if you cannot find this valuable teaching aid.

4-H Special Emphasis Programming Notebook

A Guide to Initiating Short-Term, Volunteer-Based School and Community Programs

This handbook has been developed to promote the effective planning, implementation, and evaluation of 4-H Special Emphasis programs by middle management volunteers. It is designed to assist 4-H personnel and volunteer middle managers with little or no experience in conducting short-term volunteer-based programming and provides a self-study approach to the organization and development of such programs in community and school settings.

Three basic sets of materials are included:

Study Guides – These provide information about a particular phase of the Special Emphasis programming process.

Activity Guides – These hands-on activities reinforce the information addressed in the corresponding study guide.

Volunteer Resources – Information is given about the role of the volunteer as a teacher or manager of a Special Emphasis group.

Volunteer Middle Management Handbook

This comprehensive handbook describes volunteer middle management. It includes everything you need to know concerning identification, recruiting, job descriptions, working with county committees and implementing the middle management system in a 4-H county 4-H office.

National 4-H Council Programs and Services

This green notebook from the National 4-H Council emphasizes the National 4-H Council, International Programs, National 4-H Incentives, Leadership Development, National 4-H Educational Aids, etc. One of these notebooks should be in each county 4-H office.

DARE to be You

The DARE to be You program was designed by the Colorado State University Cooperative Extension Service. DARE focuses on factors that have proven to positively affect teenage behaviors. The specific target group it was designed for was 80 to 12-year-olds; however, the strategies can be used with all ages. Each section within the manual contains objectives and overview, material necessary for each workshop, a recommended agenda and time frame. Each section also includes a brief pre- and post-survey for evaluation needs. See your District 4-H Specialist for help in this program book.

Dreams and Realities: A Handbook for Guiding Teens on Life Decisions

Dreams and Realities: A Handbook for Guiding Teens on Life Decisions was developed by Gene Rohrbeck and Brenda Seevers from the University of Wyoming Cooperative Extension Service and was published in 1988. This handbook may or may not be found in your county office.

The notebook is a facilitator's guide to work with teenagers in developing stronger relationships. It includes many activities and games for groups. The sections included within the handbook are: Facilitator's Guide, Group Building, Self Esteem, Communication, Decision-making, Pressures, Relationships and Transparency Masters.

Group Dynamite

Group Dynamite was developed by the Michigan 4-H Older Youth Developmental Committee and may not be on hand in your office.

Group Dynamite is made up of seven modules that are meant to help you and your group to learn and experience the skills of effective group process. See your district specialist for the module if you do not have a copy.

Project 2000

The Project 2000 handbook, which was finished in 1991 by Thomas Archer, Ph.D., Shelby County, Ohio, 4-H Agent, should be available in your county office. This model was developed to aid a given county in coordinating the efforts of all youth servicing agencies, organizations, and individuals within the county by a county youth specialist.

Teen Community Leadership

The Teen Community Leadership handbook was designed as part of State teen Community College that took place on October 10 to 12, 1990 at the Sheraton Inn North, Columbus. There was also a previous handbook under the same title that was used for the 1989 State teen Community College that is very similar. If no one from your office attended these conferences, it is likely that your county office may not have this handbook.

This handbook includes great group and individual activities along with many illustrations suitable for overhead projection for each of the topics covered. It is a valuable resource for planning programs for teens.

The chapters (topics) included within the Teen Community Leadership handbook and a brief description (if deemed necessary) are: Self-Esteem: Feeling Good About Yourself; Teaching Methods – looks at the problem-solving approach, lecture, demonstration, small group activity, discussion and individual study, also special tips on using an overhead

projector, chalk board, flip chart and handouts; Making Conflict Work for You; Leadership Styles; Communication: Listening and Feedback; It's About Time—Looks at techniques for managing your time and your life; Decision-making for Teens; Parliamentary Procedure; and Voting: Your Right and Responsibility.

The Ohio 4-H B.L.A.S.T! Curriculum

The Ohio 4-H B.L.A.S.T.! Curriculum is designed to assist 4-H professionals and middle managers in developing, supporting, and maintaining volunteer development programs. The goal of the curriculum is to assist the reader in building leadership and necessary management skills together with targeted partners in volunteer development, including;

- Professional volunteer administrators and middle managers building leadership and skills together;
- Professional volunteer administrators, middle managers, and volunteers building leadership and skills together; and
- Professional volunteer administrators, middle managers, volunteers and clientele building leadership and skills together.

Although targeted for 4-H youth development, the B.L.A.S.T.! Curriculum has important, practical applications to any volunteer development program, whether it be with youth or adult clientele, for-profit or not-for-profit agencies, or government or privately funded organizations.

The curriculum emphasizes a holistic, pragmatic approach to volunteer development that is based upon current research and literature. Each county Extension office should have a copy of the B.L.A.S.T.! Notebook.