

## **PROGRAM PLAN FOR NEW 4-H VOLUNTEER ORIENTATION**

This session is designed to last 1.5 to 2 hours, and is designed for new 4-H community club volunteers.

### **ITEMS TO GATHER FOR SESSION:**

Registration Form

Appropriate AV Equipment and Power Cords

Pencils/Pens

American & 4-H Flags

Companion DVD for the following video clips or the video tapes of the same name.

- What is Extension? Video
- How to Conduct a Skillathon using Your Learning Lab Kit Video set to begin at about counter #652

A variety of projects books to be used with Slide 26

For each participant:

Policy Quiz

6 Post-It-Notes

Instruction Sheet for Policy Quiz & Post-It-Notes

Handout Packet which contains:

- 4-H Policy Quiz Answer key
- 4-H Club Scenarios and discussion form
- 8 Key Elements of Positive Youth Development (the overview)
- My Club ✓ Lists
- 4-H Club Meeting Wheel
- Experiential Learning Model
- 4-H Advisor Orientation Evaluation
- EEET Form (optional)

Support Materials for Presenter (see “Notes” sections of PowerPoint for information on where these can be found):

- Standards of Behavior Agreement
- Club Accident Insurance Brochure
- Special Activities Coverage Brochure
- Photo Release Forms
- Fact Sheet 4H-005-99
- Food Preparation/Service Policy & Procedures
- Illegal Drug Policy
- Alcohol Policy
- Tobacco Policy
- Fact Sheet 4H-004-99
- Publication 4-H 953.1
- Family Guide
- Fact Sheet 4H-013-99

## **PROGRAM:**

As participants arrive, have the “Thank You” slide of PowerPoint displayed

### **Registration:**

Provide a welcoming environment

Check participants in using the registration form

Give each participant Handout Packet, 6 Post-It-Notes, Policy Quiz, and Instruction Sheet for Policy Quiz & Post-It-Notes

### **Welcome & Housekeeping Items**

#### **Off to a Good Start PowerPoint Presentation:**

Advance to “The American Pledge” slide of PowerPoint

Stand for Pledges – advance to “The 4-H Pledge” slide of PowerPoint

Advance to “Today’s Objectives” slide of PowerPoint

Show “What is Extension?”

Continue PowerPoint using additional resources stated in “Notes” of PowerPoint

#### **Questions & Answers: Recommended for the end of the program**

Take a look at your post-it-notes. Are the ones with the items you already knew about our 4-H program correct? Do any need clarification?

Now look at the ones with items you wanted to know about. Did you get answers to all of them? If not, please share your questions so they can be answered.

#### **Wrap Up & Evaluations:**

Point out 4-H Advisor Orientation Evaluation and/or EEET forms in Handout Packet.

We would like your feedback about today’s program and presenter. Please help us to improve for future programs by completing two evaluations. One is about the program itself and the other is about the quality of the presenter. Please complete these before departing and leave them on the table in the back of the room.

Thank you for your dedication today and to the youth of our county. Please let the 4-H staff know how we can help you in your positive youth development efforts.