



ILLINOIS 4-H



UNIVERSITY OF ILLINOIS
EXTENSION

Starting a New Club Checklist for Volunteers

Name _____

Club Name _____

To Do	To Be Completed By	Completed!
Schedule a meeting with 4-H Staff to discuss types of 4-H clubs – SPIN clubs, community 4-H clubs, or Cloverbuds; identify the target area and youth audience		
Exchange contact information		
Complete the volunteer screening forms and return to Extension office		
Contact your references and ask them to complete and return reference forms as quickly as possible		
Complete volunteer training (see personalized list on following page)		
SPIN Decide on a skill level for participants, such as beginner, intermediate, or advanced; or identify an appropriate age group (elementary, middle, or high school youth); set a limit for the number of youth that can join		
Select a location; set dates and times for the meetings		
Develop a promotion and marketing plan to reach target audience		
SPIN Make a list of supplies that will be needed and determine the supply costs for each participant		
SPIN Decide who will purchase supplies and when they are needed		
Discuss possible community service projects and youth leadership opportunities for your club members		

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The 4-H Name and Emblem are Protected Under 18 U.S.C. 707.



To Do	To Be Completed By	Completed!
Develop lessons for each meeting using the <i>SPIN Club Volunteer Plan of Action</i> or the <i>Program Planning</i> form for community 4-H clubs and Cloverbuds; discuss them with the 4-H staff person		
Discuss ways to keep your members and yourself safe during club activities; identify possible risks and develop a safety plan		
Collect completed enrollment forms at first meeting and turn in to Extension office		
Discuss how to provide members opportunities to demonstrate mastery of the skills or knowledge		
Contact 4-H Staff if you have questions		
Share pictures, videos, or information with 4-H staff for local news media, 4-H website, social media, or newsletters		
Share your success with 4-H staff – what went well; what you would do differently next time		

Volunteer Training Opportunities

The 4-H staff person and volunteer discuss volunteer training options and determine needs based on the volunteer’s expertise, experience, and knowledge of 4-H and youth development.

SPIN Volunteer	Done	4-H Club Volunteer	Done	Cloverbud Volunteer	Done
UI Child Protection Course		UI Child Protection Course		UI Child Protection Course	
Positive Youth Development		Positive Youth Development		Positive Youth Development	
BIG-M		BIG-M		BIG-M	
Enrollment process		Enrollment process		Enrollment process	
Risk Management		Risk Management		Risk Management	