

Starting a SPIN Club Checklist

Name _____ Club Name _____

Please keep this form for your records

To Do	To Be Completed By	Completed
Schedule a meeting with 4-H Staff to discuss SPIN clubs and topics		
Exchange contact information		
Complete the volunteer application and background check forms and return to Extension office		
Complete volunteer training		
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 who can join		
Select a location; set dates and times for the meetings		
Make a list of supplies that will be needed and determine the supply costs for each participant		
Decide who will purchase supplies and when they are needed		
Discuss possible community service projects and youth leadership opportunities for your SPIN club members		
Develop lessons for each meeting using the SPIN Club Volunteer Plan of Action form and discuss them with 4-H staff		
Discuss ways to keep your members and yourself safe during club activities; identify possible risks and develop a safety plan		
Record expenses on the SPIN Club Volunteer Expense Record form		

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To Do	To Be Completed By	Completed
Record the time you spend preparing for and leading SPIN club meetings on the SPIN Club Volunteer Time Log		
Collect completed enrollment, permission + health, and photo release forms at the first meeting and turn in to Extension		
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		

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