

## Staff Checklist for Starting a New 4-H SPIN Club

Date \_\_\_\_\_ Staff Name \_\_\_\_\_

Club Contact Name	Street Address	Primary Phone
Associated Agency	City, Zip	Secondary Phone
Agency Contact	Email	Best time and method to contact

TASKS	DATE COMPLETED
Volunteer interview, including discussion on volunteer role description and application process. Provide the following 4-H volunteer forms: application, background check, reference (2), assurance of non-discrimination, standards of behavior.	
Screening forms completed and received in Extension office: <input type="checkbox"/> Application <input type="checkbox"/> Background Check <input type="checkbox"/> Reference 1 <input type="checkbox"/> Reference 2	
Volunteer training completed: <input type="checkbox"/> BIG-M <input type="checkbox"/> PYD <input type="checkbox"/> Ages & Stages <input type="checkbox"/> Keeping Youth Safe Enrollment forms, completed: <input type="checkbox"/> Non-discrimination form <input type="checkbox"/> Standards of behavior <input type="checkbox"/> Photo release	
Is volunteer associated with a partnering organization? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide agency name, address, and phone: _____ _____	
<b>Risk Management and Compliance</b> <ul style="list-style-type: none"> <li>• Certify that volunteer has completed the online training 'A 4-H Pledge Keeping Youth Safe' <input type="checkbox"/> Form received</li> <li>• Certificate of Insurance required? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: Submit Certificate of Insurance Request <a href="#">form</a> (in Sec 3) to University of Maine Risk Management.</li> </ul>	<hr/> <hr/>

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TASKS	DATE COMPLETED
Discuss program planning with volunteer, incorporating youth voice and youth leadership opportunities; work with the volunteer to begin developing the SPIN Club Volunteer Plan of Action	
Discuss celebration of mastery for culminating event	
Discuss community service opportunities with volunteer	
Work with volunteer to market program, before and during sessions. Consider multi-media coverage depending on intended audience: <ul style="list-style-type: none"> <li>• Newsletter</li> <li>• Flyer</li> <li>• Media release (including print, radio, local access TV)</li> <li>• Extension website</li> <li>• Facebook</li> </ul> Remember to work with Extension staff media liaison to maximize impact.	
Distribute 4-H enrollment forms to SPIN club members	
Quality Assurance <ul style="list-style-type: none"> <li>• Enrollment forms are complete, signed and submitted to Extension office</li> <li>• Attend first club meeting</li> <li>• 4-H Pledge included at start of meeting</li> <li>• Assist with completing and collecting forms if needed</li> <li>• Take photos of youth engaged in hands-on learning (required signed photo release on file)</li> <li>• Check for adequate volunteer/youth ratio</li> <li>• Check there are adequate resources for program</li> <li>• Include optional Equal Opportunity for All survey for all club meetings</li> </ul>	
Follow up with volunteer before last club meeting to discuss future volunteer opportunities and/or program expansion	
Document success stories and include in County civil rights file	
Distribute and collect evaluation and feedback forms. Extension staff can assist volunteer(s) and youth if needed.	
Attend culminating event if possible	
Review program data including number of volunteer hours, number of youth reached, and evaluation data	

Adapted with permission from University of Illinois Cooperative Extension.

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