



4-H Teens as Teachers

Marketing and Scheduling Groups

Teens as Teachers Track:

1. Be sure to have an informative hand out (flyer, postcard, brochure, and/or letter). You will use these to get the word out and have copies on hand at Teach Backs for people who are interested in scheduling their own Teach Back. A business card would also be a good idea to have on hand for people.
2. Create a list of organizations/groups/businesses that would be prospective presentation areas. Talk to your teacher, coaches, and organizations you are part of.

Ideas:

4-H Clubs	Teachers	County Foundations
Tri Kappa	School Clubs	Boys and Girls Clubs
Phi Beta Psi	K Club	Fitness Centers
Lions Club	Builder's Club	Senior Centers
Elks	Key Club	Assisted Living Centers
Kiwanis	Student Councils	Police/Sherriff/Fire Department
City Leaders	National Honor Society	Business Staff Meetings
County Leaders	Community Groups	FFA Classes
Elementary Classes	Main Street Organizations	Hospital Auxiliary
Middle School Classes	Library/Friends of Library	Hospital Volunteers
High School Classes	Women's Fund	Small Area Businesses

3. Be sure to have one calendar with available dates and times, so when you are scheduling, you are not double booking or it is a date where you will not have enough members to teach.
4. Meet as a group and decide a plan of action to contact organizations. Depending on organization email, phone, mailing, or face to face may be best for your first contact. Face to Face contact works great. After the initial contact, you may want to meet in person with a representative to decide details.
5. Use the following marketing tools:

6. Extension Office	9. School Newspaper
7. Local Newspaper	10. Flyers/Posters/Brochures
8. Local TV Stations	11. School Boards

Checklist for a Successful Teach Back

Teens as Teachers Track:

Organization Name:

Contact Person:

Contact Number:

Teach Back Date:

Teach Back Time:

Teach Back Location:

Time allotted for Teach Back:

Outline Complete/Members have their parts:

Technology Needs:

Laptop

Wifi

Screen

General Supplies:

Pens

Pencils Paper

Reminder Email (1 week prior) _____

Reminder Call (2 days prior) _____

Survey of Presentation _____

Following Teach Back – What worked/did not work _____

Thank you card From Team to Organization _____

(See other side for Teach Back Details)

TEACH BACK DETAILS:

Lesson 1:

Presenter:

Supplies Needed:

Lesson 2:

Presenter:

Supplies Needed:

Lesson 3:

Presenter:

Supplies Needed:

Lesson 4:

Presenter:

Supplies Needed:

Important Details: ***Be comfortable and smile!***