

Dear 4-H Youth Development Extension Educators and 4-H Volunteers,

Welcome to *VolunteerIN, 4-H Toolkit for Success!*

The materials included in this series have been developed based on results obtained from the 2005 Indiana 4-H Volunteer Survey. Nearly 1,000 Indiana 4-H volunteers responded to this survey regarding the information that they needed and the methods by which they prefer to receive this information.

Beginning in 2007 and continuing through 2010, lesson plans and supporting materials will be provided to Extension Educators to share with 4-H volunteer audiences. This four-year plan is centered on the Essential Elements of 4-H Youth Development. In 2007 the lesson plans will focus on the "Belonging" concept. The "Mastery" concept will be the focus in 2008, followed by "Independence" in 2009, and "Generosity" in 2010.

These lessons are designed to be flexible to meet the local 4-H volunteers' needs. There is no prescribed order in which the lessons are to be presented. Extension Educators and 4-H volunteers are encouraged to work together to select the lessons that will be most beneficial to the local 4-H program.

The Indiana 4-H Volunteer Development committee, comprised of 4-H Youth Development Extension Educators from each Indiana Extension area, has worked with specialists from the state 4-H office at Purdue University to develop and compile these materials. Most lessons contain a detailed lesson plan, a PowerPoint presentation with notes pages, a quiz to help recap the lesson, and a fact sheet that the volunteers can take with them for future reference.

Evaluation tools are also provided to help document the success of this program and to help plan for future training programs.

We hope that *VolunteerIN, 4-H Toolkit for Success* will be an asset to you as you work with the youth in the 4-H program!

Sincerely,

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Indiana 4-H Volunteer Development Committee

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- Becky Goetz, who reviewed and edited these materials
- Nick Peetz, who designed the layout and graphics for these materials
- Bill Vollmer, who designed and created the layout for the CD

Overview of Year 1 Lesson Plans “Belonging” Concept

Essential Element: Positive relationship with a caring adult

Lesson plan #1 – “Value of Volunteers”

A positive relationship with a caring adult is one of the Essential Elements within the Belonging concept. This lesson includes information on trends in volunteerism, the value of volunteer hours, benefits of volunteers, and motivating factors that influence individuals to volunteer.

Objectives:

1. Define a volunteer.
2. Describe current volunteer trends, values, and benefits.
3. Identify motivating factors that lead individuals to volunteer.

Lesson plan #2 – “Creating a Circle of Support”

Following an interactive ecological model activity, this lesson will foster the understanding of the influences in a child’s life that affect the process of growth and development.

Objectives:

1. To understand the concept that youth interact with, react to, and have an effect upon their families, friends, schools, neighborhoods, and communities, and to apply this understanding in working with youth.
2. To understand how risk and protective factors operate to hinder or help a youth’s development, and to apply this knowledge in working with youth.
3. To identify those events, situations and factors which place a youth’s development at risk and those which serve to protect a child.

Essential Element: An inclusive environment

Lesson plan #3 – “4-H Jeopardy”

The information included in the 4-H Jeopardy game is a fun way to introduce or review basic 4-H knowledge. This lesson covers the topics of Clover Power, History, Trivia, People in 4-H, Activities, and Trips. Youth and parents new to 4-H do not have basic knowledge about 4-H and the endless possibilities that are available. This game can share some basic knowledge and spark youth to learn more about the culture of 4-H and the opportunities available.

Objectives:

1. List the four *H*s and what they stand for in the 4-H Pledge.
2. Identify significant historical events in the history of 4-H.
3. Answer basic trivia questions about 4-H.
4. Name people involved in the 4-H program.
5. Recognize different ways to participate in 4-H.
6. Identify trips associated with the 4-H program.

Lesson plan #4 – “Working Effectively with 4-H Parents”

Parents are important to the success of 4-H and its members. This lesson identifies roles that parents can play in the 4-H program, methods to gain their support and ways to incorporate parent assistance effectively.

Objectives:

1. Explain the benefits of positive parent involvement in 4-H activities.
2. Identify methods to gain parent support.
3. Identify roles parents can perform in the 4-H program.
4. List expectations of 4-H parents.
5. Share methods to help parents, 4-H Volunteers, and Extension staff work together.
6. Identify methods to recognize the contributions of parents to the 4-H program.

Lesson plan #5 – “4-H Cultural Awareness”

4-H has a unique culture. When new members and families join 4-H, it may seem like a foreign culture to them. This lesson gives an opportunity for the learner to “walk in someone else’s shoes” who may not understand all of the 4-H lingo, rules, and traditions. It then encourages volunteers to think about how to remove 4-H cultural barriers in order to help members feel more welcome. A “Welcome to 4-H Family Resource Guide” is included as a resource in this lesson.

Objectives:

1. Define aspects of a culture.
2. Characterize the 4-H culture.
3. Suggest techniques to break down cultural barriers of 4-H and help new members feel more comfortable and welcome at 4-H club meetings and activities.

Essential Element: A safe environment

Lesson plan #6 – “Volunteer Screening Process”

Indiana first initiated a 4-H Volunteer Screening procedure in 1992 to help insure that 4-H members receive a high quality education in a safe environment. The volunteers who work within the 4-H Program have affirmed their commitment and dedication to the well-being of youth. This lesson provides some of the background behind the screening procedures that we follow.

Objectives:

1. Explain the importance of following a screening process for 4-H Youth Development Program Volunteers.
2. Identify individuals who should complete the screening process.
3. List behaviors addressed in the volunteer screening process.
4. Follow appropriate procedures to screen and approve new 4-H Volunteers.
5. Explain the 4-H advisory board’s role in the volunteer screening process.
6. Identify confidentiality issues related to the volunteer screening process.

Lesson plan #7 – “Protecting Our Children”

Child abuse and neglect are serious problems in today’s society. 4-H Volunteers need to be aware of these issues and of their responsibility to help insure the safety of their 4-H members. Practical suggestions will be offered to volunteers to help them take proactive steps to avoid exposing themselves to risky situations.

Objectives:

1. Understand the importance of being aware of child protection issues.
2. Follow child abuse reporting requirements according to state law.
3. Distinguish among child abuse, child neglect, and sexual abuse, including the recognition of physical and behavioral indicators of the child and caretaker.
4. Take steps to reduce the risks of exposing staff and volunteers to allegations of child sexual abuse.

5. Identify steps to take to ensure the safety of all members involved with 4-H Youth Development Program activities.

Lesson plan #8 – “Bullying”

Attention to bullying among children has increased in schools, throughout the general community, and among policymakers. Part of offering a safe environment to our 4-H members is to help ensure that they won't experience bullying while participating in 4-H activities. This lesson provides tips for volunteers to follow to minimize the influence of bullying in 4-H.

Objectives:

1. Define and give characteristics of bullying.
2. Identify warning signals of bullying behavior.
3. Recognize myths commonly associated with bullying.
4. Describe methods and programs designed to overcome and prevent bullying behavior.

Lesson plan #9 – “Conquering Fears of Speaking in Public”

The mere thought of speaking before an audience can be paralyzing to youth and adults alike. Developing a demonstration from beginning to end can be equally daunting. This lesson discusses common fears of speaking in public, steps to take to reduce these fears, and speaking opportunities available through the 4-H experience.

Objectives:

1. To help youth identify what makes them scared of speaking in public.
2. To help youth learn to plan for and around stage nerves.
3. To help youth build their communications skills through simple speaking opportunities.

Key to the icons used in these lesson plans:



Refers to the learning objectives the lesson plan is designed to meet.



Alerts the presenter to the PowerPoint slides that accompany the information discussed in the lesson plan.



Points to supplies and resources that are needed to teach the lesson plan.



Indicates text that the presenter may choose to read as a part of the lesson plan.



Denotes references that were used to create the materials for the lesson plan.