

4-H Youth Development Program Review Topics

County:

Date:

DRAFT

	Notes/Recommendations
4-H Expansion and Review Committee	
1. Does this committee exist (or is there another group that annually reviews the 4-H Youth Development Program)?	
2. Are the minutes from the meeting available and do they indicate discussions re: enrollment, underserved audiences/areas, programmatic concerns?	
3. Is the 4-H policy-making group membership representative of a variety of interest groups within the county?	
4-H Volunteer Management Process	
4. Verify that an annual list of all volunteers associated with the 4-H Youth Development Program has been assembled and is maintained by the Youth Educator. (list presented to reviewer)	
5. Verify that all Extension Educators and county paid Program Assistants have a signed copy of the Adult Behavioral Expectations Form (4-H 785) on file. (copies presented to reviewer)	
6. Verify that 4-H volunteer files are maintained on every 4-H volunteer and that the files include: <ul style="list-style-type: none"> • volunteer's completed application • a minimum of 2 completed reference forms • a copy of the Sex & Violent Offender Registry check • a copy of the signed ABE (4-H 785). (2 volunteer files selected and presented to reviewer --- reviewer will select 2 additional files to review) 	

<p>7. Are there 4-H volunteers who were “grandfathered in” to the volunteer management system who still have not completed an ABE (4-H 785)? If so, when was the most recent attempt to have these forms completed?</p>	
<p>8. Are 4-H volunteers who may be “elected” to positions on boards, councils or committees informed of the formal application process? How are they informed? Once elected have any of them been denied volunteer status with our program?</p>	
<p>9. Is there a locked file for 4-H volunteer records? Who has access?</p>	
4-H Financial Management System	
<p>10. Have 4-H units been informed of the financial management procedures introduced in 2002?</p>	
<p>11. Have all 4-H units been assigned an EIN? If not, what progress has been made to have this happen? Does the Extension Office maintain a list of those EIN numbers?</p>	
<p>12. For the 2003 4-H Program year, have annual reports of unit activities and financial reports been presented to the Extension Office from every 4-H unit?</p>	
<p>13. For the 2003 4-H Program year, were financial reviews/audits conducted on 1/5 of the county's 4-H units? (present an example of completed review documentation to reviewer)</p>	

CES State Reviewer _____ Initial _____

County CED or Staff Member _____ Initial _____

Date _____

Names of County Staff members participating in the 4-H Youth Development Program Review: