

ILLINOIS 4-H VOLUNTEER TRAINING RESOURCES

for 4-H Cloverbud Leaders

VOLUNTEER DEVELOPMENT TRAINING COMPETENCIES	TRAINING RESOURCES
<p>Overview</p> <p>Philosophy, Objectives, Background</p>	<p>Illinois 4-H Cloverbud Leader Guide, C/U Illinois 4-H Cloverbud Program: A Guide for Staff , Sec. 1 (CBSG), C/U 4-H Cloverbud Volunteer Orientation Video, U Supplemental Video Notes Page, web site 4-H Cloverbud Orientation Lesson and Power Point, web site 4-H Delivery Mode Chart, web site JOE article list, web site Resource list, web site</p>
<p>Volunteer Management</p> <p>Recruiting other volunteers</p> <p>Youth protection policies; behavior guidelines, and volunteer screening</p>	<p>CBLG, C/U CBSG, Sec. 3, C/U</p> <p>Role Descriptions, web site “Involving Youth as Leaders”, 4-H Cloverbud Lesson, web site 4-H Cloverbud Leader – Leadership Development Inventory, web site Volunteer Training Lessons and Support Materials Overview, web site</p> <p>UMH, C/U 4-H Policies, C/U “A 4-H Pledge: Keeping Youth Safe - Child Protection Lesson, C/U “Behavior Guidelines” – 4-H Cloverbud Lesson, web site Volunteer Behavior Guidelines – Volunteer Application, C/U</p>
<p>Group Program Management</p> <p>Planning program, accessing community resources, and assessing progress</p> <p> Opportunities for the group (projects, social, field trips, service, intercultural)</p> <p> Connecting with other 4-H Cloverbud groups</p> <p> Transition to 4-H clubs</p>	<p>CBLG, C/U CBSG, Sec. 5, C/U</p> <p>Children’s Museum List, web site</p> <p>Graduation Ceremonies, Diploma, Program, web site HYHY fact sheet – <i>Transitioning 4-H Cloverbuds to the 4-H Community Club Program</i>, web site, 4-H DMS [L90501I]</p>

<p>Recognition and feedback</p>	<p>Illinois 4-H Foundation materials (ribbons) U Membership Cards U Certificates for 4-H Cloverbud members, web site 4-H Cloverbud Leader Certificate</p>
<p>Group Management</p> <p>Fiscal – Obtaining resources, materials & supplies, accounts</p> <p> Policies and procedures</p> <p> Marketing (communication with parents; publicity; newsletter)</p> <p>Managing Risk</p>	<p>CBLG, C/U CBSG, Sec. 1, C/U UMH, C/U</p> <p>Illinois 4-H Policies, C/U 4-H Cloverbud Policy Notes, web site</p> <p>Brochures, order through Publication Ordering System, C/U Promotional Masters, web site Graphics, web site</p> <p><i>The Cloverpatch Newsletter</i>, web site <i>Cloverbud Family Times Newsletter</i>, web site <i>OSU Cloverbud Connections</i>, web site News Releases, C/U</p> <p>“Risk Management” – 4-H Cloverbud Lesson, web site Sample risk management plan, web site</p>
<p>Family Involvement</p> <p>Involving families in 4-H projects</p> <p>Supporting families (communication, information)</p>	<p>CBLG, C/U CBSG, Sec. 3, C/U</p> <p>Families are Important, web site Parent Interest Survey, web site</p>
<p>Meetings</p> <p>Meeting structure – environment, frequency, length, number of children</p> <p>Making meetings fun</p>	<p>CBLG, C/U CBSG, Sec. 1, C/U</p> <p>4-H Pledge Poster, web site 4-H Cloverbud Meeting 1 and 2, web site</p>

<p>Involving Members</p> <p>Connecting with community clubs</p> <p>Welcoming new members, mentoring</p>	<p>CBLG, C/U CBSG, Sec. 5, C/U</p> <p>HYHY – Transitioning 4-H Cloverbuds to the 4-H Community Club Program, web site and 4-H DMS [L90501I]</p>
<p>Understanding Youth</p> <p>Understanding and working with youth</p> <p>Managing behavior – Behavior Guidelines – Code of Conduct</p> <p>Special situations: abuse, disaster, limited resources, racial/ethnic differences, special needs</p>	<p>CBLG, C/U CBSG, Sec. 2 C/U</p> <p>Developmental Characteristics Worksheets, web site “Cloverbud Kid” master, web site</p> <p>“Behavior Guidelines”, 4-H Cloverbud Lesson, web site</p> <p>Working with Youth with Special Needs Fact Sheets, web site “Working with Youth with Special Needs” Lesson, web site</p>
<p>Project Learning</p> <p>Selecting topics</p> <p>Developing life skills through experiential learning</p> <p>Understanding basic skills related to curriculum area</p> <p>Matching teaching to learning skills</p> <p>Supporting activities for project learning</p> <p>Reflection through 4-H Cloverbud story sheets</p>	<p>Illinois 4-H Cloverbud Leader Guide, C/U CBSG, Sec. 4 & 5, C/U</p> <p>Illinois Clover, C/U Ohio Cloverbud Curricula Series I and II, C/U Illinois 4-H Cloverbud Curricula, C/U and 4-H DMS Additional Curricula, 4-H DMS Yea 4-H! Curriculum, Texas</p> <p>“Experiential Learning”, 4-H Cloverbud lesson, web site</p> <p>Curriculum Guide, C/U Helper’s Guides and Project Materials, C/U</p> <p>4-H Cloverbud Kits, U 4-H Cloverbud Project Reference Sheets, C/U Guide to Making 4-H Cloverbud lesson kits, web site 4-H Cloverbud Kits Contents List, web site</p> <p>Story Sheets, Web site</p>

Activities Beyond the Group	
Fair	Fair Book, U
Community Service	"Hands to Larger Service...Community Service", 4-H Cloverbud Lesson, web site
Sharing with Other 4-H Cloverbud Groups	<i>The Cloverpatch</i> newsletter, web site <i>Cloverbud Family Times</i> , web site

CBLG – 4-H Cloverbud Leader Guide

CBSG – 4-H Cloverbud Staff Guide

C – Center

U – Unit

Web site – Illinois 4-H web site

Texas – Texas Cooperative Extension (Yea 4-H! Curriculum)

07/05