

Expectations & Guidelines for 4-H SPIN Club Site Personnel

For 4-H professionals to share with site location personnel

Following are a list of potential expectations for 4-H SPIN Club site personnel. Specific details such as dates, etc. can be altered for every SPIN Club.

Name of the 4-H SPIN Club _____

4-H SPIN Club site location _____

Name, phone number, and email of director _____

Name, phone number, and email of cooperating teacher/afterschool professional at the site _____

Has this person been approved to have care and custody of the children through a background check process managed by site administration? Yes _____ No _____

Name and email(s) of volunteer(s) presenting the program _____

Has the volunteer completed the 4-H application process and been approved, or does an Extension Educator or other vetted person need to be on site?

Please check one: Yes, they have completed _____ no they have not completed _____

The _____ (topic area)

4-H SPIN Club will be held _____ (number) times a week

from _____ (time) and end at _____ (time).

Volunteers will be allotted the pre-discussed time frame for all meetings in the SPIN Club unless prior arrangements are made. The dates of the 4-H SPIN Club are: _____

Please note that site personnel are expected to work with the 4-H SPIN Club volunteer in advance to set up a schedule, and to meet with the volunteer at the site prior to the SPIN Club when possible. If for any reason a conflict occurs with the date of a 4-H SPIN Club meeting, site personnel will let the volunteer/4-H Educator know two days in advance so alternate arrangements can be made.

- ✓ 4-H SPIN Club site personnel will enroll _____ (number of children) in grade(s) _____ in the 4-H SPIN Club. New children will not be added to the 4-H SPIN Club after the enrollment period unless this is discussed in advance with the 4-H Educator or SPIN Club volunteer.
- ✓ 4-H SPIN Club site personnel will distribute, have parents/guardians complete the youth enrollment/photo release/standards of behavior form prior to the 4-H SPIN Club, and return it to the volunteer or 4-H Educator. Note: if site personnel are unable to collect information on the forms due to reasons of confidentiality, this requirement will be waived.
- ✓ 4-H SPIN Club site personnel will participate in a preliminary meeting with the 4-H Educator to review site expectations.
- ✓ The site administrator will designate a staff person to be on site with the volunteers to manage the behavior of the children throughout the program. In short, they will have care and custody of the children as volunteers are presenting a program and should not be expected to manage the children.

