

I. Introduction

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Biographical Narrative

Since February 2015, I have held three 12-month faculty 100% administrative appointments, moving from Associate State 4-H Leader to Interim State 4-H Leader to Assistant Director and State 4-H Leader for Ohio State University Extension. Each appointment involved an increase in scope and responsibility in providing administrative leadership for the statewide 4-H Youth Development specifically, and for Ohio State University Extension more broadly. In each role, I endeavor to demonstrate success in administrative leadership as outlined in the *Appointments, Promotion, and Tenure Criteria and Procedures for The Ohio State University Department of Extension* document, which includes the following, "...significant impacts on organization policies and procedures, contributions to achieving the mission and vision of the department, development and implementation of improved practices in dealing with legislative matters, personnel issues, fiscal management, staff development, communication and leadership" (pg. 20).

Since March 2020, the COVID-19 pandemic has caused major disruptions to 4-H and Extension programming, increasing demands that have, and continue to, impact my job role and administrative responsibilities. Managing and coordinating the logistics and providing on-going communication with employees, volunteers, members and families has required an inordinate amount of time and effort. The shift to telework, cancelling all in-person 4-H programming across the state, including all overnight 4-H camps, and the associated moves to support virtual learning engagements and program delivery have resulted in significant challenges and budgetary shortfalls that require on-going adaptations, creative problem solving, and advocacy with key stakeholders and elected officials, including Ohio Governor DeWine. Providing on-going daily leadership and proactive responsiveness to the 60,000+ youth 4-H members, 3,000+ 4-H clubs, nearly 12,000 adult 4-H volunteers who work with those clubs, and 94 county agricultural societies working in partnership with Ohio State University Extension to plan county fairs is now the overriding focus of my administrative and programmatic responsibilities. I continue to provide individual and group instruction in program and risk management; seek, obtain, and manage extramural funding to support programming, and produce scholarly and creative works in support of, and to advance, 4-H positive youth development.

November 1, 2019 – Current

Starting November 1, 2019, I am serving as the Assistant Director for Ohio State University Extension 4-H Youth Development. The role is more commonly referred to as the State 4-H Leader. 4-H is the U.S. Department of Agriculture's positive youth development outreach program. It is delivered nationally through each state's land-grant university's Cooperative Extension Service. 4-H is also offered in more than 50 countries around the world. Nationally, more than 6 million youth participate in 4-H through a variety of experiential learning activities and programs, such as volunteer-led community clubs, summer camps, and school enrichment programs. Key elements of 4-H programming include engaging youth in hands-on learning experiences that allow for positive risk taking and growth, while fostering nurturing relationships between youth and adult mentors.

I work collaboratively with members of the CFAES senior leadership team, including department chairs, associate and assistant deans, and unit directors to provide ongoing leadership and operational support for employees, volunteers and members; interpret, implement, monitor and clarify both organizational and programmatic policies and procedures; enhance organizational communication and collaboration; identify priorities and strategies for achieving them, including efforts to support diversity, equity, and inclusion; and to proactively communicate with elected official and provide responses to legislative inquiries and proposed legislation. I also work closely with the Ohio State University Offices of Legal Affairs; Communications; Outreach and Engagement; Diversity, Equity, and Inclusion; Advancement; Government Affairs; Public Records Requests; and Business and Finance to respond to external inquiries, clarify internal processes, and follow-up with those involved in these matters as needed.

Job duties include responsibility for managing the administrative, human, and financial resources for 4-H programming. In addition to the 100% FTE administrative Assistant Director role, I continue to perform Associate State Leader/Risk Management duties because the Interim Associate State Leader position is only filled at 80% FTE.

The overall State 4-H Office budget in FY20 was \$6.5 million. Expenses from base funds totaled \$2.2 million. There are 52 endowments with a total principal balance of \$10.8 million, which yields an annual distribution of approximately \$581,600. The current amount of extramural funding is more than \$650,000. The number of State 4-H Office faculty, staff, and student workers is 28; I am the supervisor of 18 faculty and staff.

Across Ohio's 88 counties 171,983 youth ages 5 to 19 participated in 4-H clubs, activities, and special interest programs in CY 2019. Of these youth: 68,517 were members of 3,310 community 4-H clubs and 12,079 attended a summer 4-H camp. They were supported by more than 145 4-H Extension professionals and 16,114 adult 4-H volunteers. The value of the time given by Ohio 4-H volunteers is estimated to be in excess of \$41.8 million annually (108 hours per volunteer per year x \$24.05 – Independent Sector's average value per hour for individuals who volunteer in Ohio).

My primary administrative responsibilities include:

- Advance achieving the mission of The Ohio State University, College of Food, Agricultural, and Environmental Sciences, Ohio State University Extension, 4-H Youth Development by fostering high-quality 4-H programming in all 88 counties.
- Articulate a clear and compelling vision for Ohio 4-H that energizes faculty, staff, volunteers, members, and families.
- Ensure that 4-H programs are based on evidence-informed practices to support young people through experiential learning opportunities that provide 'sparks' for learning, postsecondary education, or a pathway to a career.
- Oversee the system of design teams that provide coordination, materials, and direction for the various areas of 4-H programming.
- Implement practices and procedures which ensure that young people are adequately protected from harm while in the University's custody and control.
- Communicate and enforce the University's statement of nondiscrimination.
- Participate in the recruiting, hiring and orientation of new 4-H professionals.
- Ensure that 4-H faculty and staff are adequately prepared to perform their respective duties through a comprehensive staff development program that addresses the needs of newly hired, mid-career, and seasoned professionals.
- Provide input to annual performance review of county-based 4-H faculty and staff.
- Develop clear philanthropic priorities for the Ohio 4-H Youth Development program for which advancement staff, Ohio 4-H Foundation Board, county 4-H professionals and volunteers, and others can seek funding.
- Identify financial, human, and in-kind resources to enhance 4-H Youth Development programming. Actively pursue options for generation of additional funds.
- Effectively manage the diverse funding portfolio that supports operation of the State 4-H Office and the Nationwide and Ohio Farm Bureau 4-H Center.
- Engage with representatives of state and local government, as well as other public and private partners.
- Pursue regional and national opportunities to enhance multi-state Extension 4-H Youth Development efforts. Collaborate with NCR 4-H Leaders, 4-H Program Leaders Working Group, 4-H ECOP Leadership Committee, and National 4-H Council. Ensure that Ohio 4-H is an active participant in national efforts to support and advance the 4-H movement.
- Support and steward strategic collaborations across all mission areas, program areas, colleges, other universities, government agencies, and non-profit organizations focused on youth development.
- Collaborate with Central State University to ensure we collectively administer a single 4-H youth development program in the state of Ohio.
- Serve as immediate supervisor of the faculty and staff of the State 4-H Office.
- Serve as a core team member of the Extension Leadership Team.
- Provide reports that document the quality, reach, and impact of the Ohio 4-H Youth Development Program to CFAES administrators and external stakeholders.

October 1, 2018 – October 31, 2018

From October 1, 2018 to October 31, 2019, I served as the Interim Assistant Director for Ohio State University Extension 4-H Youth Development. In this temporary position, I provided organizational, cross-disciplinary, and creative leadership for Ohio 4-H Youth Development programming. This 100% administrative role included providing financial and operational oversight of the state 4-H office, Nationwide & Ohio Farm Bureau 4-H Center, and Ohio 4-H Foundation. I was responsible for addressing budgetary and human resource administration, operations, program development, evaluation and implementation, internal and external partnerships, 4-H policies and procedures, and professional development of 4-H program professionals. In addition to the full time Interim Assistant Director role, I continued to perform Associate State Leader/Risk Management duties because the Acting Associate State Leader position was only filled at 80% FTE. Additionally, because the individual serving as the Acting Assoc. State Leader moved to a new job out-of-state, I fulfilled both job duties while identifying and on-boarding a new individual to assume those job duties.

Across Ohio's 88 counties, 167,765 youth ages 5 to 19 participated in 4-H clubs, activities, and special interest programs in CY 2018. Of these youth: 69,826 were members of 3,367 community 4-H clubs and 15,735 attended a summer 4-H camp. They were supported by more than 145 4-H Extension professionals and 15,988 adult 4-H volunteers.

In addition to Assistant Director responsibilities, I devoted a significant portion of my time to one-on-one instruction to help create and increase county Extension professionals' capacity, competence, and confidence in addressing human, fiscal, and liability-related issues associated with all aspects of Extension program management in general, and risks specific to working with the complexities of 4-H programs and partnerships more specifically. Examples of my efforts include coaching professionals through volunteer and member behavior management issues, crisis communications, building and enhancing core competencies (e.g., problem solving and conflict resolution), and building areas of expertise, (e.g., youth program management). I frequently interfaced with the Ohio State University Office of Legal Affairs and university/CFAES offices of Government Affairs and Communications to address and mitigate reputational and other programming risks and issues.

February 1, 2015 – September 30, 2018

Since February 1, 2015, I am an Assistant Professor in the Department of Extension within the College of Food, Agricultural, and Environmental Sciences at The Ohio State University and also Associate State Leader for 4-H Youth Development. In this 100% administrative faculty position, I provided leadership in the areas of risk management and program management. I supported the efforts of 600 Ohio State University Extension county-based professionals and their nearly 20,000 adult

volunteers who help deliver educational programming and outreach throughout the state. This includes all four program areas: 4-H, Agriculture & Natural Resources, Family & Consumer Sciences, and Community Development.

In addition to 4-H, I supported the efforts of more than 80 Ohio State University Extension's Agriculture & Natural Resources professionals and their Master Gardener Volunteer Coordinators and Certified Volunteer Naturalist programming. This includes more than 3,000 Master Gardener Volunteers.

My efforts focused on administrative and supervisory duties, addressing risk management, and supporting youth program management to build and strengthen organizational capacity in these areas. Major responsibilities include:

- Providing statewide leadership and direction for risk and reputation management in Ohio State University Extension and 4-H programming.
- Supporting the professional development of, and providing one-on-one instruction to, Extension professionals with emphasis on critical thinking, problem solving, navigating difficult conversations, and positive youth development.
- Interpreting, developing, implementing, communicating, and enforcing 4-H risk management and programming policies and procedures.
- Delivering corrective action, up to and including termination, to Ohio State University Extension volunteers and 4-H members in response to performance and/or conduct problems.
- Sharing information through internal written communication and meetings with 4-H professionals on risk management and positive youth development.
- Planning and implementing periodic trainings in risk management and youth program management for 4-H educators and other youth-serving professionals and volunteers.
- Reviewing county 4-H Educator job applications and conducting state-level screening of identified candidates.
- Providing supervision and performance management for 8 state 4-H office staff.
- Representing Ohio State University Extension and the University with federal, state, and local agencies and educational institutions.
- Proactively working to reach diverse audiences.

Key Themes

My administrative, creative and scholarly engagement, teaching, and service focus around two themes: (1) Risk Management (45%), and (2) Program Management (55%). I use them to present my work throughout the remainder of this document.

Current Appointments

02/2015 – Present	Assistant Professor, Department of Extension, College of Food, Agricultural, and Environmental Sciences, The Ohio State University
11/2019 – Present	State 4-H Leader and Assistant Director, Percent time commitment - 100% Administrative Position, Ohio State University Extension, College of Food, Agricultural, and Environmental Sciences, The Ohio State University

Academic Appointments

10/2018 – 10/2019	Interim State 4-H Leader and Assistant Director, Ohio State University Extension, College of Food, Agricultural, and Environmental Sciences, The Ohio State University
02/2015 – 09/2018	Associate State 4-H Leader, Ohio State University Extension, College of Food, Agricultural, and Environmental Sciences, The Ohio State University
2014 - 2015	Interim Associate State 4-H Leader, Ohio State University Extension, College of Food, Agricultural, and Environmental Sciences, The Ohio State University
2013 - 2014	Program Director, Special Study Assignment - Employee Relations & Ohio State University Extension Strategic Plan, Ohio State University Extension Administration, College of Food, Agricultural, & Environmental Sciences, The Ohio State University
2007 - 2013	Program Director, Family & Consumer Sciences Administration, Ohio State University Extension, College of Education and Human Ecology, The Ohio State University
2006 - 2007	Program Director, Ohio State University Extension, Department of Human Development & Family Science, College of Education and Human Ecology, The Ohio State University
2005 - 2006	Program Manager, Ohio State University Extension, Department of Human Development & Family Science, College of Human Ecology, The Ohio State University
2000 - 2005	Program Coordinator, Ohio State University Extension, Department of Human Development & Family Science, College of Human Ecology, The Ohio State University
1998 - 1999	Extension Agent 2, Family & Consumer Sciences, Madison County, Ohio State University Extension, The Ohio State University

1996 - 1998	Extension Agent 1, Family & Consumer Sciences, Madison County, Ohio State University Extension, The Ohio State University
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Other Positions

1999 - 2000	Corporate Instructor, SARCOM Enterprise Education, Inc., Columbus, OH
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Degrees

December 2014	Ph.D., The Ohio State University, (Major areas: Extension Education, Administration & Research; Minor: Human Resource Development)
December 1995	M.S., The Ohio State University, (Combined BS/MS degree program; Area of concentration: adolescent development)
December 1995	B.S., The Ohio State University, (Summa Cum Laude, with Distinction; Major: Child & Family Studies)

Fellowships, Internships, Residency

None

Certifications

April 2018 – Present	Human Subjects Protection Refresher Course for Social and Behavioral Research, Collaborative Institutional Training Initiative
February 2018	Ohio Ethics Law
August 2017 – Present	Workplace Violence Awareness for Faculty & Staff Supervisors
March 2017 - Present	Mental Health First Aid – Youth: Training to be able to identify the risk factors and warning signs of a variety of mental health challenges and how to respond appropriately. Mental Health First Aid USA.
November 2016	Assuring Quality Care for Animals/Pork Quality Assurance Plus, National Pork Board

Licensures

None

II. Core Dossier

Teaching

1) Undergraduate, Graduate, and Professional Courses Taught

The Department Chairperson of Agricultural Communication, Education, and Leadership invited me to teach COMLDR 5335: Volunteer and Human Resource Management the Spring Semesters of 2015, 2016, 2017, 2018, and 2019. I declined the offers in 2018 and 2019 due to schedule conflicts. Teaching this course was in addition to my 100% administrative Extension appointment.

Period Offered	Course Number and Title (Credit Hours)	Enrollment	% Taught, Role	Stdnt. Eval.	Peer Eval.	Other Eval.	Instr. Method
Spring 2017	5335 COMLDR 5335: Volunteer and Human Resource Management (3.00)	19	100%, Instructor: syllabus; course materials; teaching; grading	Yes	No	SEI overall rating - 4.5 (unit - 4.1; college - 4.3; univ - 4.3)	Didactic/Seminar
Spring 2016	5335 COMLDR 5335: Volunteer and Human Resource Management (3.00)	22	100%, Instructor: syllabus; course materials; teaching; grading	Yes	No	SEI overall rating - 4.7 (unit - 4.3; college - 4.1; univ - 4.3)	Didactic/Seminar
Spring 2015	5335 COMLDR 5335: Volunteer and Human Resource Management (3.00)	23	50%, Co-instructor: syllabus; course materials; teaching, grading, GTA supervision	Yes	Yes	SEI overall rating - 4.6 (unit- 4.6; college - 4.1; univ- 4.2)	Didactic/Seminar

2) Involvement in Graduate/Professional Exams, Theses, and Dissertations and Undergraduate Research

a. Graduate students – number completed and current

None

b. Describe any noteworthy accomplishments of graduate students for whom you have been the advisor of record...

N/A

c. Undergraduate research mentoring

None

d. Describe any noteworthy accomplishments of undergraduate students...

N/A

3) Involvement with Postdoctoral Scholars and Researchers

None

4) Extension and Continuing Education Instruction

a. Group instruction – 2/2015 through 5/2020

The table below provides a summary of my group teaching activities. While my positions have all been 100% administrative, I continue to engage with learners. Participants include Extension professionals, adult volunteers, and clientele-both youth and adults. Group teaching includes seminars, workshops, sessions, classes, webinars (e.g., CarmenConnect, Zoom, etc.), professional development training, classes, and on-going groups.

Risk Management

Total number of participants: 3,905

Instances of courses offered: 88

Program Management

Total number of participants: 4,640

Instances of courses offered: 97

Other Group Teaching

Total number of participants: 511

Instances of courses offered: 23

Group Teaching Total Number of Educational Contacts: 11,920

Group Teaching Total Number of Instances of Courses Offered: 264

b. Individual instruction – 2/2015 through 5/2020

I provide a summary of the individual instruction/personal consultation I have provided via telephone, email or other electronic (e.g., Zoom, text message, etc.) modalities, and one-on-one interactions in the table below. Participants include Extension professionals, adult volunteers, youth members, 4-H parents, community members, elected officials, and University colleagues. The duration of these didactic educational engagements range from minutes to multiple hours. Most individuals are seeking information related to policies, procedures, protocols, liability concerns, conflict resolution, accommodation requests, financial management, corrective action/progressive discipline, and crisis communications. This mode of instruction is fundamental to the administrative work I do given the unique needs and situations that require one-on-one attention.

Risk Management

Total number of contacts: 1,198

Program Management

Total number of contacts: 1,303

Other Individualized Instruction

Total number of contacts: 627

Total Number of individualized instruction interactions: 3,128

Extension Teaching

The total number of educational contacts for my group teaching and individual instruction activity is 15,048.

Date	Title	Sponsor	Enr.	% Taught	Candidate's Role	Formal Eval.	Times Offered
05/2020 – 01/2020	Individual Instruction: Risk Management	Ohio State University Extension	48	100	Individual consultation with Extension professionals and volunteers, as well as other university colleagues.	No	48
05/2020 – 01/2020	Individual Instruction: Program Management (i.e., addressing special needs, financial management, volunteer management, and COVID-19 program impacts)	Ohio State University Extension	165	100	Individual consultation with Extension professionals and volunteers, as well as other university colleagues.	No	165
05/2020 – 01/2020	Individual Instruction: Other (i.e., applying for extramural funding, professional development, new employee on-boarding, group process facilitation skills, leadership development)	Ohio State University Extension	34	100	Individual consultation with Extension professionals and volunteers, as well as other university colleagues.	No	34

Date	Title	Sponsor	Enr.	% Taught	Candidate's Role	Formal Eval.	Times Offered
05/2020 – 03/2020	Koffee with Kirk: COVID-19 Program Impacts, Updates, and Q&A (Program Management)	Ohio State University Extension	1,732	100	Presenter	No	10
05/15/2020	4-H and County/Independent Fairs: The Partnership Continues (despite the coronavirus): Ohio Fair Managers Association Board of Trustees Spring Meeting (Other)	Ohio Fair Managers Assn.	36	100	Presenter	No	1
05/2020	4-H, COVID-19, and County Fairs: Ohio Fair Managers Association Spring District Meetings (Program Management)	Ohio Fair Managers Assn.	315	100	Presenter	No	8
04/2020 – 01/2020	State 4-H Program Update for Ohio 4-H Foundation Executive Committee (Program Management)	Ohio State University Extension	21	100	Presenter	No	4
4/29/2020	Ohio 4-H Strong: Ohio 4-H Pivots in Response to COVID-19: Ohio 4-H Foundation Board of Trustees Spring Meeting (Program Management)	Ohio State University Extension	34	100	Presenter	No	1
4/8/2020	Risk Management for New Extension Professionals (Risk Management)	Ohio State University Extension	30	60	Co-presenter	Yes, EEET	1
03/2020 – 01/2020	Koffee with Kirk: Growing 4-H and Q&A (Program Management)	Ohio State University Extension	182	100	Presenter	No	3
03/2020 – 01/2020	Hot Topics: 4-H Program Update (Program Management)	Ohio State University Extension	110	100	Presenter	No	2
3/14/2020	<i>CANCELLED due to COVID-19</i> <i>Ohio State University Policy 1.50 Annual Training: (Risk Management)</i>	<i>Ohio State University Extension</i>	-	50	<i>Co-presenter</i>	<i>Would Have EEET</i>	-
2/11/2020	Moving Forward Together: 4-H Professionals Update (Program Management)	Ohio State University Extension	152	100	Presenter	No	1
02/10/2020	Dialogue with the AD: Ohio Joint Council of Extension Professionals (Program Management)	Ohio State University Extension	23	100	Presenter	No	1
2/6/2020	Partnering to Grow Positive Youth Development in Cincinnati (Other)	Ohio State University Extension	7	100	Presenter	No	1
1/27/2020	4-H Fundamentals: Volunteer Management (Risk Management)	Ohio State University Extension	25	75	Co-presenter	Yes, EEET	1
1/27/2020	Ohio 4-H & Farm Credit Mid-America: Partnering to Provide Opportunities to Our Future Learners and Leaders in Agriculture (Other)	Farm Credit Mid-America Advocates Council	96	100	Presenter	No	1
1/25/2020	Ohio State University Policy 1.50 Annual Training for Horse Advisors (Risk Management)	Ohio State University Extension	82	100	Presenter	Yes	1

Date	Title	Sponsor	Enr.	% Taught	Candidate's Role	Formal Eval.	Times Offered
1/24/2020	Ohio 4-H: Growing the Future: Ohio 4-H Foundation Ideation Meeting (Program Management)	Ohio State University Extension	32	100	Presenter	No	1
1/9/2020	4-H 101 (Program Management)	Ohio State University Extension	5	25	Co-presenter	No	
1/4/2020	Cheating to Win (Risk Management)	Ohio Fair Managers Assn.	102	45	Co-presenter	No	1
1/4/2020	4-H and County Ag. Society's Roles and Responsibilities for Butler County Senior Fair Board (Program Management)	Ohio Fair Managers Assn.	18	100	Presenter	No	1
12/2019 – 01/2019	Individual Instruction: Risk Management	Ohio State University Extension	207	100	Individual consultation with Extension professionals and volunteers, as well as other university colleagues.	No	207
12/2019 – 01/2019	Individual Instruction: Program Management (i.e., addressing special needs, financial management, and volunteer management)	Ohio State University Extension	189	100	Individual consultation with Extension professionals and volunteers, as well as other university colleagues.	No	189
12/2019 – 01/2019	Individual Instruction: Other (i.e., applying for extramural funding, professional development, new employee on-boarding, group process facilitation skills, leadership development)	Ohio State University Extension	110	100	Individual consultation with Extension professionals and volunteers, as well as other university colleagues.	No	110
12/2019 – 01/2019	State 4-H Program Update for Ohio 4-H Foundation Executive Committee (Program Management)	Ohio State University Extension	46	100	Presenter	No	9
12/2019 – 01/2019	Hot Topics: 4-H Program Update (Program Management)	Ohio State University Extension	350	100	Presenter	No	7
12/2019 – 01/2019	Dialogue with the AD: Ohio Joint Council of Extension Professionals (Program Management)	Ohio State University Extension	62	100	Presenter	No	4

Date	Title	Sponsor	Enr.	% Taught	Candidate's Role	Formal Eval.	Times Offered
10/22/2019	Ohio 4-H: Priorities for 2020 (Program Management)	Ohio State University Extension	152	100	Presenter	No	1
10/17/2019	Ohio 4-H Camping State Policy Updates (Risk Management)	Ohio State University Extension	185	25	Co-presenter	No	1
09/26/2019	Ohio 4-H Foundation Fall Board Meeting: The Lasting Impact of 4-H Involvement (Other)	Ohio State University Extension	38	100	Presenter	No	1
09/18/2019	Communication, Planning, and Support: Working Better Together (Program Management)	Ohio State University Extension	22	100	Presenter	No	1
09/12/2019	4-H Fundamentals (Risk Management)	Ohio State University Extension	27	25	Co-presenter	Yes, EEET	1
08/25/2019	Ohio 4-H State Dog Committee: Succession Planning (Program Management)	Ohio State University Extension	13	100	Presenter	No	1
08/20/2019	Hot Topics: Ohio 4-H Foundation Grants (Program Management)	Ohio State University Extension	62	50	Co-presenter	No	1
08/09/2019	Ohio 4-H Foundation Executive Committee Retreat: Where Do We Grow Next (Program Management)	Ohio State University Extension	8	100	Presenter	No	1
07/17/2019	Ohio 4-H Program Overview & Priorities: Area Leaders (Program Management)	Ohio State University Extension	21	100	Presenter	No	1
05/22/2019	Ohio State University Extension 4-H Youth Development: Zamorano University (Other)	Ohio State University Extension	4	100	Presenter	No	1
05/10/2019	4-H and County Fairs: A True Partnership (Other)	Ohio Fair Managers Association	28	100	Presenter	No	1
05/01/2019	4-H Legislative Day at the Statehouse (Program Management)	Ohio State University Extension	26	50	Co-presenter	No	1
04/13/2019	4-H Updates for the OFMA Districts 1 & 2 Spring Meeting (Other)	Ohio Fair Managers Association	125	100	Presenter	No	1
04/10/2019	4-H Foundation Spring Board Meeting: Connections and Collaboration (Program Management)	Ohio State University Extension	32	100	Presenter	No	1
04/04/2019	4-H Foundation Board New Member Orientation (Program Management)	Ohio State University Extension	4	50	Co-presenter	No	1
03/9/2019	Recognizing and Reporting Child Abuse and Neglect – Ohio State University Policy 1.50 Annual Training (Risk Management)	Ohio State University Extension	47	50	Co-presenter	Yes, EEET	2

Date	Title	Sponsor	Enr.	% Taught	Candidate's Role	Formal Eval.	Times Offered
02/20/2019	Ohio 4-H Non-Livestock Events at the Ohio State Fair (Program Management)	Ohio State University Extension	5	75	Co-presenter	No	1
02/19/2019	Hot Topics: Ohio 4-H Focusing on the Future (Program Management)	Ohio State University Extension	142	100	Presenter	No	1
01/31/2019	4-H 101 (Program Management)	Ohio State University Extension	8	100	Presenter	No	1
01/28/2019	Ohio 4-H Priorities for the Ohio 4-H Foundation Board Ideation Session (Program Management)	Ohio State University Extension	18	100	Presenter	No	1
01/26/2019	Ohio 4-H International Programming (Program Management)	Ohio State University Extension	12	100	Presenter	No	1
01/26/2019	Recognizing & Reporting Child Abuse & Neglect for Ohio 4-H Horse Advisors (Risk Management)	Ohio State University Extension	56	100	Presenter	Yes	1
01/8/2019	Ohio State University's Protection of Minors Policy Overview for Ohio State University Extension's Opioid Grant Working Group (Risk Management)	Ohio State University Extension	8	100	Presenter	No	1
12/2018 – 01/2018	Individual Instruction: Risk Management	Ohio State University Extension	256	100	Individual consultation with Extension professionals and volunteers, as well as other university colleagues.	Participant Feedback	256
12/2018 – 01/2018	Individual Instruction: Program Management (i.e., addressing special needs, financial management, and volunteer management)	Ohio State University Extension	229	100	Individual consultation with Extension professionals and volunteers, as well as other university colleagues.	Participant Feedback	229
12/2018 – 01/2018	Individual Instruction: Other (i.e., applying for extramural funding, professional development, new employee on-boarding, group process facilitation skills, leadership development)	Ohio State University Extension	105	100	Individual consultation with Extension professionals, volunteers, and members/parents, as well as other university colleagues.	Participant Feedback	105

Date	Title	Sponsor	Enr.	% Taught	Candidate's Role	Formal Eval.	Times Offered
12/2018 - 01/2018	Land Grant and Extension History (Other)	Ohio State University Extension	11	100	Presenter	Participant Feedback	3
12/13/2018	Ohio 4-H Shooting Sports (Risk Management)	Ohio State University Extension	109	100	Presenter	Participant Feedback	1
11/16/2018	Ohio State University's Protection of Minors Policy for Master Gardener Volunteers (Risk Management)	Ohio State University Extension	50	75	Co-Presenter	No	1
11/14/2018	Navigating Difficulty Conversations (Risk Management)	Ohio State University Extension	15	20	Co-Presenter	Participant Feedback	1
11/10/2018	Ohio 4-H & Ohio Fairs: Continuing the Partnership (Program Management)	Ohio Fair Managers Assn.	28	100	Presenter	No	1
11/8/2018	Ohio 4-H Livestock Projects & Quality Assurance (Program Management)	Ohio State University Extension	132	100	Presenter	No	1
11/7/2018	Ohio 4-H: Where Do We Go From Here? (Program Management)	Ohio State University Extension	159	100	Presenter	No	1
10/30/2018	Ohio 4-H Camping State Policy Updates (Risk Management)	Ohio State University Extension	107	50	Co-Presenter	No	1
10/25/2018	Ohio 4-H Conference Proposal Selection (Program Management)	Ohio State University Extension	13	100	Presenter	No	1
10/15/2018	Ohio 4-H Program Update (Program Management)	Ohio State University Extension	17	100	Presenter	No	1
10/2/2018	Search & Seizure Guidelines at 4-H Camps (Risk Management)	Ohio State University Extension	12	100	Presenter	No	1
10/1/2018 – 12/31/2018	Ohio 4-H Interim Assistant Director Update for Ohio 4-H Foundation Executive Committee (Other)	Ohio State University Extension	9	100	Presenter	No	3
10/1/2018 – 12/31/2018	Ohio 4-H Interim Assistant Director Updates for Hot Topics (Program Management)	Ohio State University Extension	141	100	Presenter	No	3
09/29/2018	Looking into the Future for Camp Whitewood (Program Management)	Ohio State University Extension	9	50	Co-Presenter	No	1
09/17/2018	Associate State Leader Update "Lightening Talk" (Risk Management)	Ohio State University Extension	14	100	Presenter	No	1
09/14/2018	Ohio State Fair 4-H Non-Livestock Events Wrap-Up (Program Management)	Ohio State University Extension	13	100	Presenter	No	1

Date	Title	Sponsor	Enr.	% Taught	Candidate's Role	Formal Eval.	Times Offered
07/18/2018	Protocol for Responding to Attorneys Representing Clientele (Risk Management)	Ohio State University Extension	27	100	Presenter	No	1
07/17/2018	Protocol for Responding to Attorneys Representing 4-H Members or Volunteers (Risk Management)	Ohio State University Extension	22	100	Presenter	No	1
06/26/2018	Overview of Ohio 4-H for Costa Rica Exchange Delegation (Other)	Ohio State University Extension	18	100	Presenter	No	1
06/20/2018	Ohio State University Policy 1.50 - Registering Children's Master Gardener Volunteer Programs (Risk Management)	Ohio State University Extension	32	40	Co-presenter	No	1
05/15/2018	Records Retention Schedule Update Hot Topics (Program Management)	Ohio State University Extension	41	90	Co-presenter	No	1
03/10/2018	Annual Policy 1.50 Training for 4-H Volunteers (Risk Management)	Ohio State University Extension	20	50	Co-presenter	Yes, EEET	1
02/22/2018	Annual Policy 1.50 Training for Miami Valley Extension Education & Research Area 4-H Volunteers (Risk Management)	Ohio State University Extension	37	100	Presenter	Yes, EEET	1
02/18/2018	Everything's OK Until Its Not: Risk Management for Camp Counselors (Risk Management)	Ohio State University Extension	23	100	Presenter	Yes	1
02/12/2018	Risk Management Hot Topics for Erie Basin 4-H County Professionals (Risk Management)	Ohio State University Extension	12	100	Presenter	No	1
02/6/2018	4-H Grows in Ohio (Program Management)	Ohio State University Extension	143	100	Presenter	Yes	1
02/3/2018	Recognizing & Reporting Child Abuse & Neglect for Ohio 4-H Dog Advisors (Risk Management)	Ohio State University Extension	57	100	Presenter	Yes	1
02/3/2018	4-H Dog Project Waiver Form, Liability Insurance, & Risk Management (Risk Management)	Ohio State University Extension	101	100	Presenter	Yes	1
01/27/2018	Recognizing & Reporting Child Abuse & Neglect for Ohio 4-H Horse Advisors (Risk Management)	Ohio State University Extension	83	100	Presenter	No	1
01/19/2018	Digging into the Gray Areas (Risk Management)	Ohio State University Extension	28	75	Co-presenter	No	1
01/19/2018	Volunteer Probation, Suspension, & Dismissal (Program Management)	Ohio State University Extension	28	100	Presenter	No	1
01/16/2018	Hot Topics: 4-H Horse Shows & Open Shows (Risk Management)	Ohio State University Extension	61	33	Co-presenter	No	1

Date	Title	Sponsor	Enr.	% Taught	Candidate's Role	Formal Eval.	Times Offered
01/6/2018	How [un]Ethical Are You? (Other)	Ohio Fair Managers Assn.	58	100	Presenter	No	1
01/2017 - 12/2017	Individual Instruction: Risk Management	Ohio State University Extension	269	100	Individual consultation with Extension professionals and volunteers, as well as other university colleagues.	Participant Feedback	269
01/2017 - 12/2017	Individual Instruction: Program Management (i.e., addressing special needs, financial management, and volunteer management)	Ohio State University Extension	236	100	Individual consultation with Extension professionals and volunteers, as well as other university colleagues.	Participant Feedback	236
01/2017 - 12/2017	Individual Instruction: Other (i.e., applying for extramural funding, professional development, new employee on-boarding, group process facilitation skills, leadership development)	Ohio State University Extension	93	100	Individual consultation with Extension professionals, volunteers, and members/parents, as well as other university colleagues.	Participant Feedback	93
12/11/2017	Understanding the Relationship Between 4-H and Jr. Fairs (Program Management)	Ohio State University Extension	5	50	Co-presenter	No	1
12/8/2017	4-H Volunteers, 4-H Grows, designExt & Finding Balance (Program Management)	Ohio State University Extension	13	100	Presenter	No	1
12/7/2017	Volunteer Risks (Risk Management)	Ohio State University Extension	14	100	Presenter	No	1
11/24/2017	Adult Chaperone Orientation for National 4-H Congress (Risk Management)	National 4-H Congress Design Team	119	75	Co-presenter	No	1
11/24/2017	National 4-H Congress Headquarters Volunteer Orientation (Program Management)	National 4-H Congress Design Team	18	100	Presenter	No	1

Date	Title	Sponsor	Enr.	% Taught	Candidate's Role	Formal Eval.	Times Offered
11/17/2017	Volunteer Management Expectations for Ohio State University Extension Master Gardener Volunteer County Coordinators (Risk Management)	Ohio State University Extension	76	100	Presenter	No	1
11/11/2017	National 4-H Congress Event Overview and Expectations for State Coordinators (Risk Management)	National 4-H Congress Design Team	32	100	Presenter	No	1
11/6/2017	National 4-H Congress Event Overview and Expectations for State Coordinators (Risk Management)	National 4-H Congress Design Team	68	50	Co-presenter	No	1
10/30/2017	Land Grant and Extension History (Other)	Ohio State University Extension	6	100	Presenter	No	1
10/26/2017	National 4-H Congress Event Overview and Expectations for State Coordinators (Risk Management)	National 4-H Congress Design Team	72	75	Co-presenter	No	1
10/24/2017	Annual Policy 1.50 Training for 4-H Professionals (Risk Management)	Ohio State University Extension	163	50	Co-presenter	No	1
10/4/2017	Risky Business (Risk Management)	Ohio State University Extension	8	100	Presenter	No	1
9/18/2017	Ohio 4-H Risk Management Update (Risk Management)	Ohio State University Extension	19	100	Presenter	No	1
9/15/2017	4-H Fundamentals: Navigating Difficult Conversations (Program Management)	Ohio State University Extension	28	100	Presenter	No	1
9/14/2017 – 6/13/2017	4-H 101: Ohio 4-H Risk Management Policies Overview (Risk Management)	Ohio State University Extension	9	100	Presenter	No	2
8/27/2017	Understanding the Relationship Between 4-H Volunteers and State Fair Superintendents (Program Management)	Ohio State University Extension	18	100	Presenter	No	1
8/25/2017	Ohio 4-H Programming for Ghana 4-H Visitors (Program Management)	Ohio State University Extension	5	100	Presenter	No	1
7/25/2017	The Roles & Relationships of County Extension Staff and 4-H Volunteers (Risk Management)	Ohio State University Extension	3	100	Presenter	No	1
7/7/2017	Ohio 4-H Program for Washington Mandela Fellows (Program Management)	Ohio State University Extension	3	100	Presenter	No	1
04/2017	Camp Counselor Role in Helping to Manage Risks (Risk Management)	Ohio State University Extension	141	100	Presenter	No	1

Date	Title	Sponsor	Enr.	% Taught	Candidate's Role	Formal Eval.	Times Offered
03/2017	Ohio 4-H Policies & Risk Management (Risk Management)	Ohio State University Extension	13	100	Presenter	No	1
03/2017	Insurance-Accident vs. Liability Hot Topics (Risk Management)	Ohio State University Extension	23	100	Presenter	No	1
03/2017	Ohio 4-H Policies Overview (Risk Management)	Ohio State University Extension	3	100	Presenter	No	1
03/2017	Recognizing & Reporting Child Abuse & Neglect (Risk Management)	Ohio State University Extension	34	50	Co-presenter	Yes, EEET	1
03/2017	Risk Management Do's & Don'ts (Risk Management)	Ohio State University Extension	22	100	Presenter	No	1
02/2017	Ohio 4-H Updates for Ohio Fair Managers Association (Other)	Ohio State University Extension	32	100	Presenter	No	1
02/2017	Search & Seizure Guidelines Overview for Camp Facility Managers (Risk Management)	Ohio State University Extension	8	100	Presenter	No	1
02/2017	Risk Management & Volunteer Issues (Risk Management)	Ohio State University Extension	58	100	Presenter	Yes, EEET	1
01/2017	Recognizing & Reporting Child Abuse & Neglect for Horse Advisors (Risk Management)	Ohio State University Extension	58	100	Presenter	Yes	1
01/2017	Updates to Fingerprint Background Checks (Risk Management)	Ohio State University Extension	18	100	Presenter	No	1
12/2016 - 01/2016	Individual Instruction: Risk Management	Ohio State University Extension	155	100	Individual consultation with Extension professionals and volunteers, as well as other university colleagues.	Participant Feedback	155
12/2016 - 01/2016	Individual Instruction: Program Management (i.e., addressing special needs, financial management, and volunteer management)	Ohio State University Extension	141	100	Individual consultation with Extension professionals and volunteers, as well as other university colleagues.	Participant Feedback	141

Date	Title	Sponsor	Enr.	% Taught	Candidate's Role	Formal Eval.	Times Offered
12/2016 - 01/2016	Individual Instruction: Other (i.e., applying for extramural funding, professional development, new employee on-boarding, group process facilitation skills, leadership development)	Ohio State University Extension	90	100	Individual consultation with Extension professionals, volunteers, and members/ parents, as well as other university colleagues.	Participant Feedback	90
12/2016	4-H Affiliate Expectations for Master Clothing Educators (Program Management)	Ohio State University Extension	4	100	Presenter	No	1
12/2016	Recognizing & Reporting Child Abuse & Neglect (Risk Management)	Ohio State University Extension	11	50	Co-presenter	Yes	1
11/2016	Recognizing & Reporting Child Abuse & Neglect (Risk Management)	Ohio State University Extension	155	100	Presenter	Yes	1
11/2016	National 4-H Congress Policies & Procedures While On-site for State Chaperones (Risk Management)	Ohio State University Extension	173	50	Co-presenter	No	1
11/2016 - 10/2016	National 4-H Congress Policies Overview for State Coordinators (Risk Management)	Ohio State University Extension	58	50	Co-presenter	No	3
10/2016 – 9/2016	Risk Management Do's & Don'ts (Risk Management)	Ohio State University Extension	31	100	Presenter	No	2
10/2016	Policy 1.50 Review (Risk Management)	Ohio State University Extension	23	100	Presenter	No	1
10/2016	4-H Volunteer Development for Crossroads Extension Education & Research Area (Program Management)	Ohio State University Extension	13	100	Presenter	No	1
10/2016 - 01/2016	Land Grant & Extension History (Other)	Ohio State University Extension	33	100	Presenter	No	5
09/2016	Risk Management Update for Ohio Valley Extension Education & Research Area (Risk Management)	Ohio State University Extension	7	100	Presenter	No	1
09/2016	Risk Management Basics for New 4-H Professionals (Risk Management)	Ohio State University Extension	5	100	Presenter	Yes	1
08/2016	Policy 1.50 for Ohio State University Child Care Center Employees (Risk Management)	Ohio State University Extension	108	100	Presenter	No	1
07/2016	Changes to County 4-H Endowment Earnings Disbursements Hot Topics (Program Management)	Ohio State University Extension	36	50	Co-presenter	No	1

Date	Title	Sponsor	Enr.	% Taught	Candidate's Role	Formal Eval.	Times Offered
07/2016	Ohio 4-H Program Overview (Program Management)	Ohio State University Extension	2	100	Presenter	No	1
05/2016	Making Sense of Insurance (Risk Management)	Ohio State University Extension	10	100	Presenter	No	1
05/2016	Recognizing & Reporting Child Abuse & Neglect (Risk Management)	Ohio State University Extension	18	100	Presenter	No	1
05/2016	State Fair Update (Program Management)	Ohio State University Extension	41	100	Presenter	No	1
05/2016	Newer 4-H Professionals Webinar (Program Management)	Ohio State University Extension	9	50	Co-presenter	No	1
05/2016	April Hot Topics: County Endowments (Program Management)	Ohio State University Extension	37	100	Presenter	No	1
04/2016	Risk Management & Insurance (Risk Management)	Ohio State University Extension	5	100	Presenter	No	1
04/2016	Realities and Challenges of 4-H Youth Program Management (Program Management)	Ohio State University Extension	19	100	Presenter	No	1
03/2016	Background Check and Policy Update for MGVS (Risk Management)	Ohio State University Extension	35	100	Presenter	No	1
03/2016	Recognizing & Reporting Child Abuse and Neglect (Risk Management)	Ohio State University Extension	47	50	Co-presenter	Yes, EEET	3
02/2016	Making Sense of Insurance (Risk Management)	Ohio State University Extension	142	50	Co-presenter	No	1
02/2016	Master Clothing Educators Spring Workshop (Program Management)	Ohio State University Extension	26	100	Presenter	No	1
01/2016	Ohio Joint Council of Extension Professionals Assistant Directors Question & Answer Session (Program Management)	Ohio State University Extension	18	100	Presenter	No	1
01/2016	Child Maltreatment for Horse Advisors (Risk Management)	Ohio State University Extension	123	100	Presenter	No	1
01/2016	Fingerprint Background Check Update for State Extension Advisory Committee (Risk Management)	Ohio State University Extension	23	100	Presenter	No	1
01/2016	4-H Fingerprint Background Check Update (Risk Management)	Ohio State University Extension	20	100	Presenter	No	1

Date	Title	Sponsor	Enr.	% Taught	Candidate's Role	Formal Eval.	Times Offered
12/2015 - 02/2015	Individual Instruction: Risk Management	Ohio State University Extension	128	100	Individual consultation with Extension professionals and volunteers, as well as other university colleagues.	Participant Feedback	128
12/2015 - 02/2015	Individual Instruction: Program Management (i.e., addressing special needs, financial management, and volunteer management)	Ohio State University Extension	228	100	Individual consultation with Extension professionals and volunteers, as well as other university colleagues.	Participant Feedback	228
12/2015 - 02/2015	Individual Instruction: Other (i.e., applying for extramural funding, professional development, new employee on-boarding, group process facilitation skills, leadership development)	Ohio State University Extension	130	100	Individual consultation with Extension professionals, volunteers, and members/parents, as well as other university colleagues.	Participant Feedback	130
11/2015	Fall 4-H Professionals In-Service (Risk Management)	Ohio State University Extension	144	100	Presenter	No	1
11/2015	Ohio Valley Extension Education & Research Area Meeting (Program Management)	Ohio State University Extension	11	100	Presenter	No	1
10/2015 - 03/2015	Protection of Minors Policy 1.50 Overview (Risk Management)	Ohio State University Extension	252	100	Presenter	Yes	7
09/2015	Understanding Ohio State University and Ohio State University Extension Volunteer Policies (Risk Management)	Ohio State University Extension	34	100	Presenter	Yes	1
08/2015	Policy 1.50 for Ohio State University Child Care Center Employees (Risk Management)	Ohio State University Extension	123	100	Presenter	No	1
07/2015	Land Grant & Extension History (Other)	Ohio State University Extension	10	100	Presenter	No	1

Guest Lecture

I present a summary of the guest lectures I have provided in the table that follows. In each instance, I was invited to present to students in Agricultural Communication, Education, and Leadership courses.

Date	Title	Sponsor	Enr.	% Taught	Candidate's Role	Formal Eval.
02/2020	Legal Issues in Managing Volunteers COMLDR 5335: Volunteer and Human Resource Management (Risk Management)	Agricultural Communication, Education, and Leadership, The Ohio State University	19	100%	Prepared and presented 1.5-hour class session.	Peer evaluation of instruction letter provided to me by Dr. Theresa Ferrari.
02/2019	Legal Issues in Managing Volunteers COMLDR 5335: Volunteer and Human Resource Management (Risk Management)	Agricultural Communication, Education, and Leadership, The Ohio State University	15	100%	Prepared and presented two-hour class session.	Peer evaluation of instruction letter provided to me by Dr. Bob Horton.
03/2018	Barriers to Volunteer Programs: Legal Issues while Managing Volunteers COMLDR 5335: Volunteer and Human Resource Management (Risk Management)	Agricultural Communication, Education, and Leadership, The Ohio State University	16	100%	Prepared and presented two-hour class session.	Peer evaluation of instruction letter provided to me by Dr. Scott Sheer.
04/2016	Youth Organizations and Program Management AEE 29587 Youth Organizations & Program Management (Risk Management)	Agricultural Communication, Education, and Leadership, The Ohio State University	22	100%	Prepared and presented mini-lecture on managing and mitigating risks in youth-serving organizations; Q&A panel member.	Feedback from course instructor: "I could see the written reflections that the students enjoyed learning from you. They also had positive comments in class when we debriefed about our discussion."
04/2015	Youth Organizations and Program Management AEE 29587 Youth Organizations & Program Management (Risk Management)	Agricultural Communication, Education, and Leadership, The Ohio State University	25	100%	Prepared and presented mini-lecture on managing and mitigating risks in youth-serving organizations; Q&A panel member.	Feedback from course instructor: "The students positively commented on the information and insights you shared."

5) Curriculum Development

As an Extension administrator, my curriculum development efforts have focused on creating instructional materials and teaching tools related to 4-H program and risk management for both Extension professionals and clientele. I also revised, updated, and created course instructional materials and instructional methodologies for the COMLDR 5335 Volunteer & Human Resource Management course I was invited to teach.

Child Abuse/Neglect Recognition & Reporting: Ohio State University Policy 1.50 Annual Training: is currently available in the 4-H Professionals BuckeyeBox shared folder.

Year Developed Including Dates of Revision if Applicable: 2016; 2nd version available in 2017; rebranded in 2018; revised and rebranded in 2020.

Overview/Need: Ohio State University's Policy 1.50 aims to promote the safety and welfare of minors who are entrusted to

the university's care when they participate in university sponsored activities and programs. Among other things, the policy requires annual training for all University faculty, staff, appointees, students, student employees, graduate associates, and volunteers who work in activities and programs with minors. This includes approximately 16,000 4-H volunteers and 1,000 MGVs.

Ohio State University's Office of Human Resources (OHR) provided on-line modules for those with Ohio State University name.# accounts, however Extension volunteers do not have name.# accounts and cannot access the OHR training. OHR attempted to provide the on-line module files in an alternative format for use by county Extension professionals and for use via the 4HOnline platform (our 4-H member and volunteer database and information management platform). Those efforts were largely unsuccessful due to technical difficulties, browser incompatibility, and limited internet bandwidth/access in Ohio's rural areas. Because of these challenges, county Ohio State University Extension professionals needed an easy to use resource to deliver the required, annual Policy 1.50 training.

Overall Objective: To support the protection of minors who participate in university sponsored activities and programs and to meet the training requirements of Ohio State University Policy 1.50, this curriculum is focused on training volunteers about:

- Understanding criminal history fingerprint background check requirements.
- Understanding the Standards of Behavior.
- Recognizing signs of physical, emotional, and sexual abuse, as well as neglect and what that might look like in Extension settings.
- Reporting suspected child abuse and neglect, including who must report; how, when, and where to report; and protection of good faith reporting.
- Identifying ways to help prevent child abuse.

Target Audience: Ohio State University Extension's 150 county 4-H professionals and 16,000 4-H volunteers (numbers are approximate). Central State University county agents also have access to use the materials.

Curriculum Description: An easy to use PowerPoint presentation, teaching outline, instructor notes, and participant handout. The 2017 version included added slides and information related to the opioid epidemic and associated impacts on child neglect and abuse.

Role: Created 50% of presentation, handout, teaching outline, and instructor notes. Co-developed with Lisa Siciliano-Miller, Ohio State University Extension Lake County 4-H educator, and former Department of Children's Services social worker.

Use by Others: Curriculum was shared with 155 4-H professionals at the 2016 fall in-service, and 163 at the 2017 fall in-service. Both versions are posted for download in the 4-H Professionals BuckeyBox folder. The 2016 version was downloaded 162 times, the 2017 opioid version 94 times, and the 2020 version 57 times. My co-author and I have not tracked the number of volunteers county educators have trained with the curriculum, however a conservative estimate is approximately 8,000 per year - half of all 4-H volunteers. When all in-person programs were cancelled due to COVID-19, this material was used by three Ohio State University Extension county 4-H educators to create online learning modules. More than 1,175 volunteers completed these online learning modules.

Impact: When used, end of session evaluations show that the vast majority of participants "agree" and "strongly agree" they learned new information and are able to identify signs of abuse/neglect and proper reporting procedures.

Ohio State University Protection of Minors Policy 1.50: currently available from the author.

Year Developed Including Dates of Revision if Applicable: 2015, revised 2016, rebranded in 2018.

Overview/Need: Over the past several years, universities and other youth-serving organizations across the nation have taken a hard look at their policies, procedures, and practices aimed at the protection of minors who participate in their programs. At Ohio State University, these efforts resulted in an expanded protection of minors policy that applies to all programs offered across the university. The Protection of Minors Policy 1.50 builds on already existing procedures and strengthens the University's overall commitment to youth safety. The expanded policy requires fingerprint background checks initially and every four years thereafter, annual signed standards of behavior, annual child abuse and neglect awareness and reporting training, and annual registration of programs offered for minors. The policy required many changes for Ohio State University Extension's employees and 20,000+ volunteers.

Overall Objective: To create awareness and understanding of the requirements and implementation of Ohio State University's expanded protection of minors policy (a.k.a., Policy 1.50) within Ohio State University Extension.

Target Audience: Ohio State University Extension professionals, especially 4-H professionals and adult volunteers.

Curriculum Description: PowerPoint presentations, teaching outlines, and instructor notes.

Role: Created 100% of presentation materials, teaching outlines, and instructor notes.

Use by Others: Used by at least 25 county 4-H professionals.

Impact: When used, end of session evaluations show the vast majority of participants “agree” and “strongly agree” they learned new information.

COMLDR 5335: Volunteer & Human Resource Management Course: currently available from the author.

Year Developed Including Dates of Revision if Applicable: 2015, revised 2016 and 2017

Overview/Need: Educational and non-profit organizations are increasingly turning to unpaid community volunteers to help them achieve their missions, carry-out their projects, and deliver their programs. Those working in such organizations frequently lack specific knowledge and skills in volunteer and human resource management. This upper-level undergraduate and introductory graduate level course is offered winter semester in the Department of Agricultural Communication, Education, and Leadership.

Overall Objective: To identify and apply effective practices and skills in the field of volunteer and human resource management necessary for the productive functioning of community-based, educational, and governmental agencies.

Target Audience: Ohio State University students.

Curriculum Description: Syllabus, PowerPoint presentations, teaching outlines, instructor notes, course handouts, and teaching methods.

Role: Updated course syllabus, created 75% of other course materials.

Use by Others: Dr. Scott Scheer used curriculum materials when he taught the course in 2018. Dr. Bob Horton used the material when teaching the course in 2019 and 2020.

Impact: Students made positive comments on end of course evaluations, such as, “Thanks, I really learned a lot this semester.” Dr. Scheer commented that the materials were all “very good.” Dr. Horton commented that the materials were “excellent.”

Ohio 4-H Camping Program Volume 2: has been blind peer reviewed and is currently available for download at <https://u.osu.edu/ohio4hcamping/>

Year Developed: 2017

Overview: Camp is the highest risk activity Ohio 4-H offers. In order to ensure counselors and staff are equipped with the necessary information to be prepared and have a successful camp, 4-H professionals must have the background knowledge of how to plan for, properly train counselors and staff, and evaluate programming.

Overall Objectives: To provide: (1) material for planning, implementing, and evaluating camp to 4-H professionals who serve as camp directors; and (2) resources and best practices for 4-H professionals who serve as camp directors to use when training camp counselors.

Target Audience: 4-H professionals throughout Ohio, as well as 4-H professionals in other states with active overnight, residential camping programs.

Curriculum Description: This curriculum provides information that camp directors should consider when planning for camp. This is Volume 2.0, which adds to the initial curriculum distributed in 2016. Items included in this curriculum are:

- Overview of Ohio 4-H Camping
- Counselor/Staff Selection
- Counselor Training Lessons (46 total lessons)
- Camp Programming
- Camp Evaluations (counselor)

Role: I contributed 50% of the “Response Matters! Active Threat Guidelines” and reviewed 3 curriculum sections; my overall percent contribution is estimated to be approximately 5%. Team members include: Hannah Epley, Mary Beth Albright, Cassie Anderson, Carolyn Belczyk, myself, Steve Brady, Kathy Bruynis, Leslie Cooksey, Erin Dailey, Katherine Feldhues, Doug Foxx, Rachael Fraley, Connie Goble, Becca Goodman, Larry Hall, Stephen Heppe, Ashley Hughey, Christy Leeds, Jamie McConnell, Jayne Roth, Hallie Rutt, Gwen Soule, Jill Stechshulte, Jenny Strickler, Michelle Stumbo, Tim Tanner, Travis West, and Tracy Winters.

Use by Others: This curriculum was shared with 112 individuals at the Camp Program Director In-Service to 4-H and camping professionals throughout Ohio in November 2017.

Impact: After presenting the curriculum to individuals at state and national presentations, session participants have made comments about how easy it is to navigate, and the benefit of the menu of options. An online evaluation also solicited feedback from individuals who used the curriculum. Their feedback includes:

- The lesson plans are the most useful. Most are pretty easy to put together without using a large amount of time to do so.
- The curriculum is organized; it is helpful they are organized by competency. This helps me plan out the year's lessons and know I've hit multiple areas.
- The layout of the lesson is useful; knowing the competency breakdown, how much time an activity will take, and what supplies would be needed in an easy to find location.
- Easy to use activities to do at meetings, but also can be adapted to change from year to year.
- The curriculum helps me keep my training interesting- I may be covering the same topic but it is a different way.

Additionally quantitative results include,

- 100% of individuals who utilized the curriculum would recommend it to others to use.
- 97% indicate they plan to use the curriculum in the future.

Ohio 4-H Camping Program: has been blind peer reviewed and is currently available for download at go.osu.edu/Ohio4HCampingCurriculum2016.

Year Developed: 2016

Overview: Camp is the highest risk activity Ohio 4-H offers. In order to ensure counselors and staff are equipped with the necessary information to be prepared and have a successful camp, 4-H professionals must have the background knowledge of how to plan for, train counselors and staff, and properly evaluate the programs.

Overall Objectives: To provide: (1) material for planning, implementing, and evaluating camp to 4-H professionals who serve as camp directors; and (2) resources for 4-H professionals who serve as camp directors to use when training camp counselors.

Target Audience: The target audience for this curriculum is 4-H professionals throughout Ohio, as well as 4-H professionals in other states with active overnight, residential camping programs.

Curriculum Description: This curriculum provides information for what camp directors should consider when planning for camp. Items included in the curriculum are:

- Overview of Ohio 4-H Camping
- Counselor/Staff Selection Components
- Camp Resources, Policies, and Procedures
- Camp Marketing and Fundraising
- Counselor Training Lessons (27 total lessons)
- Camp Programming
- Camp Logistics
- Camp Evaluations (camper, counselor, and parents)

Role: I contributed approximately 50% to creating the "Camp Resources/Policies and Procedures" section that includes the Ohio 4-H Health Form and Immunization Exemption, Accident/Incident Form, Camping Annual Requirements, Camp Facility Management, and Camp Records Retention. I also helped to review 3 sections of the curriculum. My overall percent contribution is approximately 5%. Team members are Hannah Epley, myself, Steve Brady, Leslie Cooksey, Erin Dailey, Katherine Feldhues, Nadine Fogt, Doug Fogg, Becca Goodman, Larry Hall, Ashley Hughey, Christy Leeds, Jamie McConnell, Jayne Roth, Hallie Rutt, Gwen Soule, Jill Stechshulte, Jenny Strickler, and Tim Tanner.

Use by Others: This curriculum was shared with 108 individuals at the Camp Program Director In-Service to 4-H and camping professionals throughout Ohio in October, 2016. Additionally, 119 individuals from 25 states and Saudi Arabia have downloaded portions of the curriculum.

Impact: Comments from an online evaluation include:

- "This curriculum is one of the best resources offered to the 4-H professionals in Ohio."
- "The curriculum is extremely helpful in accomplishing goals and objectives in the county camping program. Guides serve as a great management tool in getting the job done."
- "It will be helpful to have a wide variety of camping ideas to implement in county programs. This curriculum makes 4-H professionals look at what is new and innovative in the 4-H Camping world."

Additional, quantitative results from the survey include:

- 98% of individuals indicated they plan to use the curriculum in the future
- 84% of Ohio 4-H professionals indicated they utilized the curriculum in their camping programs

- 82% of individuals said they would definitely recommend the curriculum to others to use
- 35% of respondents indicated the policies and procedures piece was one of the most useful pieces of the curriculum.

6) Brief Description of Your Approach to and Goals in Teaching, Major Accomplishments, Plans for the Future in Teaching

Approach to and Goals in Teaching

As a 100% administrator, my approach to and goals in teaching have focused on increasing the awareness, knowledge, skills, and aspirations of learners to build their competence and confidence. Much of my teaching takes place in a variety of non-formal learning environments, including individual instruction and professional development workshops/in-services (face-to-face, online, webinars, phone calls, resident instruction). My teaching involves adult audiences (Extension professionals, volunteers, key stakeholders, clientele), youth audiences (4-H members and program participants), or a combination of both. I develop materials to support learner engagement, both in print and audiovisual.

I embrace a learner-centric approach to teaching that is informed by adult learning, social learning, and information processing theories. I use a competency-based, rather than a content-driven, approach to establish clear goals and objectives for each learning engagement. Formal and informal needs assessment strategies and direct interaction with learners help me to better understand my target audience so that I can incorporate salient examples that resonate with them. I also use instructional strategies that appeal to different learning styles (auditory, visual, kinesthetic) and information processing preferences (rational/emotional). I firmly believe that learners learn best when they are active participants, and when they are having a little fun. I strive to stay current with emerging best practices, incorporate relevant technology tools, and apply principles of reflective practice to improve my teaching effectiveness.

Major Accomplishments

Since starting in February 2015, I have provided personal consultation and group instruction on risk and volunteer management, as well as other associated topics, reaching more than 15,048 educational contacts. My one-on-one instruction of 3,128 represents an average of 60 individualized instruction interactions each month over the past 52 months. Topics addressed frequently encompass understanding and implementing policies, procedures, best practices, conflict resolution, negotiating difficult conversations, and handling reputational risk management. I strive to educate, mediate, and provide solutions that are in the best interests of the organization, while being responsive to Extension professionals, volunteers, partners, and members of the community. My efforts in these areas are helping to build organizational competence and capacity.

I have been invited to teach at Extension regional trainings and camp trainings on topics related to risk management and program management. I am a frequent presenter at statewide in-service trainings and on the "Hot Topics" webinars. I also provide leadership for the on-going development, assessment, and revision of Ohio's nationally recognized 4-H curriculum materials (e.g., 200+ 4-H member project book titles and Learning Lab Kits). Each year, approximately 145,300 Ohio 4-H project books and learning kits were purchased by members in Ohio, as well as all other 49 states. The cost recovery revenue generated from these sales exceeds \$1,000,000 annually; net earnings are shared among 4-H and supporting units. Additionally, I provided leadership for the development and implementation of an on-boarding (orientation and training) for newly hired county-based 4-H professionals. This involved identification of training content and the redirection of a partial FTE to support those on-going efforts.

Plans for the Future

I plan to continue contributing to teaching in my administrative role, however my focus will shift from risk management (because the next Associate State 4-H Leader will assume that primary role), to building a stronger foundation among Extension 4-H professionals and volunteers in positive youth development/youth thriving, developmental science, program accountability, and excellence in engaged Extension scholarship. Our rapid move and adoption of virtual methodologies due to COVID-19 will undoubtedly result in an increased focus on the continued use and efficacy of digital learning engagement.

7) Evaluation of Teaching

Formal teaching evaluations, such as the EEET (Evaluation of Effective Extension Teaching) instrument, the SEI (Student Evaluation of Instruction), and peer evaluation of instruction have helped me identify teaching strengths and areas for improvement. An example of an area for improvement, as indicated by scores on EEETs, was "stimulated me in wanting to learn." To improve in this area, I identified and implemented instructional techniques and strategies that included reducing the number of words on presentation slides, increasing the use of pictures and/or graphics, changing examples to be more salient, increasing audience participation, and being more clear when giving activity directions. Results of these efforts are reflected in my overall average EEET scores, which went from being slightly below the Extension and 4-H average in 2015 to being at or above those averages since then. Additionally, my average scores on the "stimulated me in wanting to learn" item, which was 4.41 in 2015 (range = 4.09 - 4.86), increased to 4.66 in 2017 (range = 4.59 - 4.75), 4.84 in 2018 (range = 4.62 - 4.93), and was 4.78 in 2019 (range = 4.67 - 4.92). Participant feedback and direct observation of participants are two examples of informal evaluation methods that help me evaluate the quality of my teaching. I also use fixed response end-of-program evaluation tools to help assess participant engagement and learning. I plan to continue to use EEET, peer reviewer assessments, and reflective practice to assess and improve my ability to offer engaging learning environments.

8) Awards and Formal Recognition for Teaching

2017, Team Teaching Award: One Program Area, Honorable Mention, Epsilon Sigma Phi, Alpha Eta Chapter, Ohio Joint Council of Extension Professionals.

2015, Team Teaching Award: Extension & Non-Extension Collaborators (5 or more team members) for Ohio Military Teen Adventure Camp, Epsilon Sigma Phi, Alpha Eta Chapter, Ohio Joint Council of Extension Professionals.

9) Other Academic Advising

None – Academic Advising is not a component of my 100% administrative role.

10) Completion of Teaching Development Programs

11/2018. Teaching Practices Inventory, Teaching Support Program. The Michael V. Drake Institute for Teaching and Learning at the Ohio State University.

Impact: Allowed me to reflect on effective instructional practices I currently use.

11/2018. Teaching@Ohio State, Online learning modules, Teaching Support Program. The Michael V. Drake Institute for Teaching and Learning at the Ohio State University.

Impact: Increased my awareness of effective evidence-based teaching strategies and techniques.

2/2020. Teaching@OhioState, Reading list reflection, Teaching Support Program. The Michael V. Drake Institute for Teaching and Learning at the Ohio State University.

Impact: Deepened my awareness of additional strategies and techniques to better engages learners.

Research

1) List of Books, Articles, and Other Published Papers

Published Work Type	Number of Publications
Chapters in Edited Books	1
Bulletins, Tech Reports, Fact Sheets	3
Peer-Reviewed Journal Articles	3
Editor-Reviewed Journal Articles	1
Total	8

a) Books (other than edited volumes) and monographs

None

b) Edited books

None

c) Chapters in edited books

1. **Blair, K., & Scheer, S. D.** (In Press). Engaging Ohio's Youth and Fulfilling the Land-Grant Mission Through 4-H Youth Development. In S. Gavazzi & D. Staley, Eds., *Fulfilling the 21st Century Land-Grant Mission: Essays in Honor of The Ohio State University's Sesquicentennial Commemoration*. Ohio State University Press. [Invited]
60% Authorship: Created manuscript outline, wrote historical perspectives section, edited and revised the manuscript, corresponding author with editors.

d) Bulletins, tech reports, and fact sheets

1. Feldhues, K., & **Blair, K.** (2018). "County Level 4-H Advisory Committees." Ohio State University Extension. [Peer-Review] (Published) <https://ohioline.osu.edu/factsheet/4h-48>.
50% Authorship: Researched and compiled information, co-wrote, and edited the factsheet. Designed to be shared with county 4-H professionals, Area Leaders, and county 4-H advisory committee members. Submitted for blind peer review to Ohio State University Extension 4-H Youth Development.
2. Epley, H. K., & **Blair, K.**, (2017). "4-H Camp Active Threat Guidelines". Ohio State University Extension. [Peer-Review] (Published) <https://ohioline.osu.edu/factsheet/4h-42>
50% Authorship: Researched and compiled information about active threat situations for 4-H camps; wrote content

and revised after receiving feedback from county professionals. Shared resource at in-services, Hot Topics webinar, via email, and posted on website. Blind peer reviewed.

3. Epley, H., **Bloir, K.**, & Dick, J., (2015). "Camp Management FAQs". Ohio State University Extension. [Peer-Review] (Published) <https://ohioline.osu.edu/factsheet/4h-34>
30% Authorship: Researched and had discussion with co-authors related to content, structure and flow; wrote responses. Blind peer reviewed.

e) Peer-reviewed journal articles

1. Homan, D., Epley, H., & **Bloir, K.**, (In press). Are volunteers competent in positive youth development? Perceptions from three stakeholder groups. *Journal of Youth Development*.
Invited to be part of the 2020 special issue on volunteer management.
20% Authorship: Helped to draft, edit, and refine the manuscript which was based on a research study conducted by the authors on perceptions and importance of volunteer competencies in Ohio. The *Journal of Youth Development* special issue acceptance rate is unknown. The 2019 overall acceptance rate for *JYD* was 77%.
2. **Bloir, K.**, & Scheer, S. D., (2017). "Exploring Employee Readiness for Change in a State Extension System". *Journal of Extension*, 55(6), Article 6FEA3.
<https://joe.org/joe/2017december/a3.php>
75% Authorship: Wrote manuscript based on dissertation research; worked with co-author to revise; submitted and corresponded with JOE editor. JOE's cumulative acceptance rate is 29.5%.
3. Homan, D. M., **Bloir, K. L.**, & Epley, H. K., (2017). "Evaluating Volunteer Competencies to Achieve Organizational Goals." *The International Journal of Volunteer Administration*, XXXII, no. 2, 40-54.
https://www.ijova.org/docs/Full_Issue_October_2017.pdf.
25% Authorship: Helped to draft, edit, and refine the manuscript which was based on a research study conducted by the authors on perceptions and importance of volunteer competencies in Ohio. IJOVA's cumulative acceptance rate is 65%.

f) Editor-reviewed journal articles

1. **Bloir, K.** (In press). Resource Review: Clearinghouse for Military Family Readiness. *Journal of Youth Development*.
The 2019 overall acceptance rate for *JYD* was 77%.

g) Reviews (indicate whether peer reviewed)

None

h) Abstract and short entries (indicate whether peer reviewed)

None

i) Papers in proceedings (indicate whether peer reviewed)

None

j) Unpublished scholarly presentations (indicate whether peer reviewed)

Invited Presentations

National

1. **Bloir, K.**, Presenter. "A.B. Graham's Enduring Legacy: Still Imagining, Inspiring, & Innovating." Presented at 2018 National Association of Extension 4-H Agents Conference. Columbus, OH. (2018)
Developed and presented content to Life Member Seminar. 27 individuals attended the presentation.
2. Homan, D., & **Bloir, K.** Presenter. "Ohio's 4-H Volunteer Competencies Study." Presented at 2019 National Extension Conference on Volunteerism, 4-H Volunteer Management Pre-conference. Billings, MT. (2019)
50% Authorship: Co-developed content based on research study and co-presented. 38 individuals attended the session.

State

1. **Bloir, K.**, & Dick, J., Presenter. "Volunteer & Risk Management." Presented at May 2016 Newish 4-H Educators' Webinar. Columbus, OH. (2016)
50% Authorship: Developed content, presented information, answered questions.
2. **Bloir, K.**, & McClaskey, S., Poster Presenter. "4-H: Making the Best Better for Ohio Youth." Presented at 2016 Ohio State University Outreach & Engagement Forum. Columbus, OH. (2016)
50% Authorship: Assisted with poster content; presented poster at forum and answered questions.

3. **Bloir, K.**, Presenter. "Policy 1.50 Update." Presented at February 2015 4-H Professionals In-Service. Columbus, OH. (2015)
4. **Bloir, K.**, & Dick, J., Presenter. "Volunteer & Risk Management." Presented at May 2015 Newish 4-H Educators' In- service. Columbus, OH. (2015)
50% Authorship: Developed content, presented information, and answered questions.
5. **Bloir, K.**, & Ferrari, T., Poster Presenter. "Military Teen Adventure Camps." Presented at 2015 Ohio State University Outreach & Engagement Forum. Columbus, OH. (2015)
50% Authorship: Assisted with poster content; presented poster at forum and answered questions.

Other Presentations

International

1. Homan, D., Birkenholz, R., **Bloir, K.**, & Epley, H., Presenter. "Common Goals, Different Cultures: Exploring Volunteer Development in Ghana and the U.S." Presented at Associational for International Agricultural and Extension Education 34th Annual Conference. Merida, Mexico. (2018) [Peer-Review]
40% Authorship: Edited presentation based on authors' research studies; 100% of presentation to 22 participants representing Extension and other international academic institutions and NGOs. Acceptance rate unknown.

National

1. Homan, D., **Bloir, K.**, & Epley, H. Presenter. "Creating New or Evaluating Existing Volunteer Competencies to Guide Recruitment, Education, and Evaluation." Presented at 2019 National Extension Conference on Volunteerism. Billings, MT. (2019) [Peer-Review]
25% Authorship: Co-developed content, edited PowerPoint presentation and handout, and co-presented information. 19 individuals attended the presentation.
2. **Bloir, K.**, & Krieger, J., Presenter. "Reducing Risk in Extension Programming: A County & State Perspective & Team." Presented at 2017 National Extension Conference on Volunteerism. Asheville, NC. (2017) [Peer-Review]
70% Authorship: Co-developed content, PowerPoint presentation and handout, and co-presented information. 22 individuals attended the presentation.
3. **Bloir, K.**, & Miller, L. Presenter. "Child Abuse and Neglect: What You Need to Know as a Volunteer." Presented at 2017 National Association of Extension 4-H Agents Conference. Indianapolis, IN. (2017) [Peer-Review]
50% Authorship. Edited proposal helped to develop the PowerPoint presentation and delivered half of the presentation. Sessions had a 49% acceptance rate. 31 individuals attended the presentation.
4. Homan, D., **Bloir, K.**, & Epley, H. K. Presenter. "How Competent Are Our Volunteers? Perceptions from Three Stakeholder Groups." Presented at 2017 National Association of Extension 4-H Agents Conference. Indianapolis, IN. (2017) [Peer-Review]
30% Authorship. Edited proposal; helped to develop and delivered a portion of the presentation, which was based on the authors' research study. Sessions had a 49% acceptance rate. 25 individuals attended the presentation.
5. **Bloir, K.**, Poster Presenter. "Extension Professionals: Driving Tides of Change or Anchored in Safe Harbors." Presented at 2016 Epsilon Sigma Phi National Conference. Cape May, NJ. (2016) [Peer-Review]
Created poster content based on synthesis of dissertation research.
6. **Bloir, K.**, Presenter. "Ohio 4-H Volunteer & Teen Conference." Presented at 2016 National 4-H State Leaders Meeting. Tucson, AZ. (2016) [Peer-Review]
Developed and presented content and PowerPoint slides.
7. Albright, M. B., Arnett, N., & **Bloir, K.**, Poster Presenter. "Organizational Change the Ohio JCEP Way." Presented at 2015 Epsilon Sigma Phi Annual Conference. Coeur d'Alene, ID. (2015) [Peer-Review]
33% Authorship: Drafted poster content and graphs based on analysis of survey data.
8. **Bloir, K.**, Poster Presenter. "Are You 'Immune' to Change?" Presented at 2015 Epsilon Sigma Phi National Conference. Coeur d'Alene, ID. (2015) [Peer-Review]
Created poster content based on synthesis of research on resistance to change.
9. **Bloir, K.**, & Scheer, S. D., Poster Presenter. "Employee-Supervisor Relationship Quality and Employee Readiness for Change." Presented at 2015 Epsilon Sigma Phi National Annual Conference. Coeur d'Alene, ID. (2015) [Peer-Review]
75% Authorship: Poster presentation based on my dissertation research. Analyzed and summarized data,

developed implications and future directions, and created poster content and layout.

10. **Bloir, K.**, Cochran G., & King, J., Presenter. "Maximize Your Relationships through Coaching with Emotional Intelligence." Presented at 2015 NAE4-HA National Conference. Portland, OR. (2015) [Peer-Review]
60% Authorship: Wrote the conference proposal, updated the PowerPoint slides, and presented 100% of the concurrent session at the conference.

State

1. Arnett, N., & **Bloir, K.**, Presenter. "Ohio 4-H Fiercely Embracing Workforce Development." Presented at Ohio State University Extension Annual Conference. Columbus, OH. (2019)
40% Authorship: Compiled information, reviewed PowerPoint and handout, prepared and delivered approximately 40% of presentation; presented to 58 Ohio State University and Central State University Extension professionals.
2. **Bloir, K.**, & Epley, H. K., Presenter. "Campline: Risk Management Addition [sic]." Presented at Ohio 4-H Fundamentals In-Service. Columbus, OH. (2018)
50% Authorship: Researched information, prepared, and delivered approximately 50% of presentation; presented to 21 Extension professionals. Authors are listed in alphabetical order by the event planner.
3. **Bloir, K.**, Epley, H. K., Foxx, D., Roth, J., & Tanner, T. Presenter. "How to make camp directing feel less like stepping on a Lego! New to being a camp director-part 2." Presented at Ohio 4-H Camp Program Director's In-Service. Columbus, OH. (2018)
10% Authorship: Assisted with completing and reviewing information, helped edit presentation, and co-presented to 15 participants who were extension professionals and camp facility managers.
4. Epley, H. K. & **Bloir, K.** Presenter. "So You're New to Being a Camp Director." Presented at Ohio 4-H Camp Program Director's In-Service. Columbus, OH. (2018)
25% Authorship: Assisted with completing and reviewing information, helped edit presentation, and co-presented to 15 participants who were extension professionals and camp facility managers.
5. Homan, D., **Bloir, K.**, & Epley, H. K., Editor. "Ohio 4-H Volunteer Survey Results." Presented at Ohio 4-H Conference. Columbus, OH. (2018) [Peer-Review]
10% Authorship: Edited presentation based on authors' research study; it was presented to 11 participants.
6. Dick, J., Epley, H. K., & **Bloir, K.** Presenter. "Managing the Risk of 4-H Club Trips and Overnight Events." Presented at Ohio 4-H Conference. Columbus, OH. (2017) [Peer-Review]
33% Authorship: Researched information, helped to develop content, and edited PowerPoint; presented to 12 participants on ways to manage risks in their 4-H camps, trips, and overnight settings.
7. Epley, H. K., **Bloir, K.**, & Dick, J., Presenter. "Ohio 4-H Camp State Policy Updates." Presented at Ohio 4-H Camp Program Director's In-Service. Columbus, OH. (2017)
20% Authorship: Researched information and edited presentation; presented to 107 Extension professionals and camp facility managers.
8. Epley, H. K., **Bloir, K.**, & Dick, J., Editor. "So You're New to Being a Camp Director." Presented at Ohio 4-H Camp Program Director's In-Service. Columbus, OH. (2017)
20% Authorship: Researched information and edited presentation; presented to 12 Extension professionals and camp facility managers.
9. Homan, D., **Bloir, K.**, Epley, H. K., Krieger, J., & Dick, J. Presenter. "Ohio Volunteer Survey." Presented at Ohio 4-H Professionals' February In-Service. Columbus, OH. (2017) [Peer-Review]
20% Authorship: Researched information, edited PowerPoint presentation, and presented a portion of the information; presentation was repeated three times reaching 28 Extension professionals.
10. **Bloir, K.**, Dick, J., & Epley, H. K., Editor. "Ohio 4-H Camp State Policy Updates." Presented at Ohio 4-H Camp Program Director's In-Service. OH. (2016)
20% Authorship: Researched information and edited presentation; presented to 113 Extension professionals and camp facility managers. Authors listed alphabetically by the event organizer.
11. **Bloir, K.**, Dick, J., & Epley, H. K., Editor. "So You're New to Being a Camp Director." Presented at Ohio 4-H Camp Program Director's In-Service. Columbus, OH. (2016)
20% Authorship: Researched information and edited presentation; presented to 22 Extension professionals and camp facility managers. Authors listed alphabetically by the event organizer.
12. Albright, M. B., Arnett, N., & **Bloir, K.**, Poster Presenter. "Organizational Change the Ohio JCEP Way." Presented at 2015 Ohio State University Extension Annual Conference. Columbus, OH. (2015) [Peer-Review]
33% Authorship: Drafted poster content and graphs based on analysis of survey data.

13. Albright, M. B., **Bloir, K.**, & Arnett, N., Presenter. "Ohio JCEP Survey Results." Presented at 2015 Ohio Joint Council of Extension Professionals Annual Business Meeting. Columbus, OH, (2015)
33% Authorship: Drafted presentation content and graphs based on analysis of survey data. Presented 1/3 of the information.
14. **Bloir, K.**, & Scheer, S. D., Poster Presenter. "Employee-Supervisor Relationship Quality & Employee Readiness for Change." Presented at 2015 OARDC Annual Conference. Columbus, OH, (2015) [Peer-Review]
75% Authorship: Poster presentation based on my dissertation research. Analyzed and summarized data, developed implications and future directions, and created poster content and layout.
15. **Bloir, K.**, & Scheer, S. D., Poster Presenter. "Employee-Supervisor Relationship Quality Predicts Employee Readiness for Change." Presented at 2015 Ohio State University Extension Annual Conference. Columbus, OH. (2015) [Peer-Review]
75% Authorship: Poster presentation based on my dissertation research. Analyzed and summarized data, developed implications and future directions, and created poster content and layout.
16. Epley, H. K., & **Bloir, K.**, Presenter. "Ohio 4-H Camping Annual Requirements Update." Presented at Ohio 4-H Camp Directors In-Service. Columbus, OH. (2015)
25% Authorship: Researched and validated information, contributed to development of the PowerPoint slides, and presented to 100 participants who were Ohio Extension professionals and camp facility managers.
17. **Bloir, K.**, Dick, J., & Epley, H. K., Presenter. "So You're New to Being a Camp Director." Presented at Ohio 4-H Camp Program Director's In-Service. Columbus, OH. (2015)
45% Authorship: Researched information, contributed to development of PowerPoint presentation, and presented to 18 participants who were Ohio Extension professionals and camp facility managers. Authors listed alphabetically by the event organizer.

k) Potential publications under review (indicate authorship, date of submission, and to what journal or publisher the work has been submitted)

None

2) List of creative works pertinent to your professional focus

Creative Work Type	Number
Other Creative Works	34
Total	34

a) Artwork

None

b) Choreography

None

c) Collections

None

d) Compositions

None

e) Curated exhibits

None

f) Exhibited artworks

None

g) Inventions and patents

None

h) Moving image

None

i) Multimedia/databases/websites

None

j) Radio and television

None

k) Recitals and performances

None

l) Recordings

None

m) Other creative works

1. **Bloir, K.**, Author. "4-H Fundamentals – Policy 1.50 & Risk Management." PowerPoint Presentation. 2020.
Teaching resource to build awareness and knowledge of Ohio State University's protection of minors' policy, background check process, and provide an introduction to risk management.
2. **Bloir, K.**, Author. "Moving Forward Together." PowerPoint Presentation. 2020.
Teaching resource and communication tool to help 4-H professionals understand my vision and the direction Ohio 4-H Youth Development will be moving. Incorporates responsiveness to the external review, national 4-H growth goals, and an overview of core Ohio 4-H program components expected to be present in each county's programming.
3. **Bloir, K.**, Author. "Ohio 4-H: Growing the Future." PowerPoint Presentation. 2020.
Teaching resource to introduce findings from a national survey of 4-H alumni to help build awareness and understanding of the impact of participating in 4-H.
4. **Bloir, K.**, Author. "Ohio 4-H & Farm Credit Mid-America: Partnering to Provide Opportunities to Our Future Learners and Leaders in Agriculture." PowerPoint Presentation. 2020.
Teaching resource and communication tool created to share my vision for Ohio 4-H programming growth and examples of programming designed to engage underserved audiences in creating greater awareness of the food system and agriculture.
5. **Bloir, K.**, Author. "Ohio 4-H Strong: #InThisTogether." PowerPoint Presentation. 2020.
Teaching resource and communication tool to create awareness and understanding of COVID-19's impacts on statewide Ohio 4-H programming, creative and innovative responses as programming moved to all online, and strategies for continued member and volunteer engagement.
6. **Bloir, K.**, Epley, H.K., & Wright, J. Developer. "Frequently Asked Questions – 4-H Professionals." 2020.
75% Authorship: Compiled information regarding COVID-19 impacts and decisions on the Ohio 4-H program. This resource is designed in response to 4-H professionals' questions about the cancellation of all in-person 4-H programming impacts.
7. **Bloir, K.**, Epley, H.K., & Wright, J. Developer. "Frequently Asked Questions – 4-H Volunteers & Members." 2020.
75% Authorship: Compiled information regarding COVID-19 impacts and decisions on the Ohio 4-H program. This resource is designed in response to 4-H volunteers' and members' questions about the cancellation of all in-person 4-H programming.
8. **Bloir, K.**, Author. "2019 Ohio 4-H Conference Evaluation Summary." PowerPoint Presentation. 2019.
Developed questions, edited questionnaire, analyzed data, and generated summary report.
9. **Bloir, K.**, Author. "Ohio 4-H: Connections & Context." PowerPoint Presentation. 2019.
Teaching resource to create awareness and understanding of national, regional, and state organizational context and my fundraising goals and priorities to help advance Ohio 4-H programming.
10. **Bloir, K.**, Author. "Ohio 4-H: Focusing on the Future." PowerPoint Presentation. 2019.
Teaching resource to create awareness and understanding of my vision and goals for Ohio 4-H programming.
11. **Bloir, K.**, Author. "Ohio 4-H: Growing Together." PowerPoint Presentation. 2019.
Teaching resource to create awareness and understanding of 4-H marketing and messaging efforts.
12. **Bloir, K.**, Editor. "Ohio State University Extension 4-H Youth Development Internal Self-Study Report." 2019.
75% Authorship: Researched and compiled information about the Ohio 4-H program and State 4-H Office programmatic leadership, as well as edited others' sections contributed for the purposes of the External 4-H Program Review.
13. Epley, H. K., & **Bloir, K.**, Developer. "2020 Camping Update." 2019.
50% Authorship: Researched and compiled information for what the updates for 4-H camping annual requirements, changes for the 4-H camping program are, and any other updated policies. Shared resource at camp director in-service and online with 4-H professionals throughout the state.
14. **Bloir, K.**, Author. "2018 Ohio 4-H Conference Evaluation Summary." PowerPoint Presentation. 2018.
Revised survey questions, edited Qualtrics questionnaire, analyzed data, and generated summary report.
15. **Bloir, K.**, & Epley, H.K., Developer. "Other Considerations Regarding Guidelines for Searching the Belongings of Participants." 2018.
50% Authorship: Researched and compiled information regarding decision making guides for search and seizure

protocol. Shared resource at camp director in-service, and also through email and online. This resource is designed to assist county 4-H professionals with risk management concerns at their camp programs.

16. Epley, H. K., & **Bloir, K.**, Developer. "2019 Camping Update." 2018.
50% Authorship: Researched and compiled information for what the updates for 4-H camping annual requirements, changes for the 4-H camping program are, and any other updated policies. Shared resource at camp director in-service and online with 4-H professionals throughout the state.
17. **Bloir, K.**, Author. "2017 Ohio 4-H Conference Evaluation Summary." PowerPoint Presentation. 2017.
Edited survey questions and Qualtrics questionnaire, analyzed data, and generated summary report.
18. **Bloir, K.**, Author. "Fall Leaf Fun." for Cloverbud Connections Newsletter. 2017. [Editor-Reviewed].
https://ohio4h.org/sites/ohio4h/files/imce/volunteers/connections_newsletter/Fall%20Leaf%20Fun.pdf
Researched information and wrote the "Click It, Print It, Do It" activity.
19. **Bloir, K.**, Author. "Strep Throat Information for Camper Parents." email template. 2017.
Researched information and created the informational email template.
20. Epley, H. K., & **Bloir, K.**, Developer. "2018 Camping Update." 2017.
<https://ohio4h.org/sites/ohio4h/files/imce/2018%20Camping%20Update.pdf>
50% Authorship: Researched and compiled information regarding changes and updates to the 4-H camping annual requirements, as well as other policy updates. Shared resource at camp director in-service, online, and via email to professionals throughout the state to use with their local camping programs.
21. **Bloir, K.**, & Epley, H. K., Developer. "4-H Camp Active Threat Guidelines." 2017.
<https://ohio4h.org/sites/ohio4h/files/imce/Camp%20Active%20Threat%20Guidelines.pdf>
50% Authorship: Researched and compiled information regarding active threat situations for 4-H camps. Shared resource at in-services and through email, in addition to posting online. The item is intended to assist county professionals when planning for potential active threat situations at camp.
22. **Bloir, K.**, & Lundberg, R., Author. "2017 National 4-H Congress Adult Orientation." 2017.
50% Authorship: Reviewed, revised, and updated the document that provides adult National 4-H Congress chaperones information about risk and behavior management while at the Congress event; shared online via three webinars and in-person to more than 115 individuals.
23. **Bloir, K.**, & Lundberg, R., Author. "2017 National 4-H Congress Special Dietary Consideration." 2017.
75% Authorship: Researched and wrote this informational piece to provide adult National 4-H Congress chaperones information about food sensitivities and allergies while at the Congress event; shared with more than 105 individuals.
24. **Bloir, K.**, & Lundberg, R., Author. "2017 National 4-H Congress Suggested State Meeting Agenda." 2017.
50% Authorship: Reviewed, revised, and updated the document that provides adult National 4-H Congress chaperones information to cover with their youth delegates during their daily state delegation meetings while at the Congress event; Shared in-person to more than 105 individuals.
25. **Bloir, K.**, Epley, H. K., & Dick, J., Author. "4-H Camp Insurance Coverage Quick Facts." 2017.
<http://www.ohio4h.org/sites/ohio4h/files/imce/camps/CampInsuranceQuickFacts-2-2017.pdf>
45% Authorship: Researched and compiled insurance information; shared resource via 4-H Hot Topics webinar and through email, in addition to posting online; This quick facts sheet aims to provide county professionals important information when they secure camp medical professionals and helps to educate them about insurance requirements and limitations.
26. **Bloir, K.**, Epley, H. K., & Schira, A., Developer. "Ohio 4-H Risk Management: Guidelines for Searching the Belongings of Participants in Camps, Trips and Other Overnight Programming Activities." 2017.
<http://www.ohio4h.org/sites/ohio4h/files/imce/camps/4-HCampSearchGuidelines-2-2017.pdf>
50% Authorship: Researched and compiled first draft and final draft of the document; shared resource via 4-H Hot Topics webinar and through email, in addition to posting online; these guidelines inform the practice of county professionals should they ever have to search the belongings of a program participant.
27. **Bloir, K.**, Author. "2016 Ohio 4-H Conference Evaluation Summary." PowerPoint Presentation. 2016.
Developed questions, edited questionnaire, analyzed data, and generated summary report.
28. Epley, H. K., & **Bloir, K.**, Developer. "2017 Camping Update." 2016.
<http://www.ohio4h.org/sites/ohio4h/files/imce/camps/2017%20Camping%20Update.pdf>
50% Authorship: Researched, compiled, and confirmed information regarding updates/changes for 4-H camping annual requirements, as well as other updated policies.

29. **Bloir, K., & House, P.,** "Child Abuse & Neglect Recognition & Reporting Pocket Reference." 2015 - 2017.
50% Authorship: Wrote and edited information and design layout for this two-sided credit card-size quick reference based on Ohio State University's protection of minors policy. Printed and distributed 40,000 cards to Ohio State University Extension county professionals and volunteers. Created in 2015, revised in 2017.
30. **Epley, H. K., & Bloir, K.,** Developer. "Day Versus Residential Camp." 2015 - 2016.
<http://www.ohio4h.org/sites/ohio4h/files/imce/camps/Resident%20vs.%20Day%20Camp.pdf>.
50% Authorship: Researched and compiled information outlining the difference between day and residential camps; Provides information on whether the event/activity would qualify as a camp or another workshop, program, etc.; shared resource at camp director in-service, via email, and posted online for use by 4-H professionals throughout the state. Created in 2015, revised in 2016.
31. **Bloir, K., Dick, J., & Epley, H. K.,** "Ohio 4-H Camp Cell Phone Policy." 2015.
33% Authorship: Wrote and verified information regarding Ohio 4-H's cell phone policy. Developed accompanying resource for the policy. Shared at camp director in-service, via email, and online with 4-H and camping professionals throughout the state to use with camping programs.
32. **Epley, H. K., & Bloir, K.,** Developer. "2016 Camping Update." 2015.
50% Authorship: Researched, compiled, and confirmed information regarding updates/changes for 4-H camping annual requirements, as well as other updated policies.
33. **Bloir, K., & Epley, H. K.,** Developer. "Ohio 4-H Health Form." 2015-2016, 2020
50% Authorship: Researched and provided information to include on the form; facilitated initial review by Ohio State University Legal. Used by all Ohio 4-H overnight camps. Created in 2015, revised in 2016. 2020 revision includes a new section for socio-emotional and behavioral issues based on growing concerns in these areas.
34. **Bloir, K., & Epley, H. K.,** Developer. "Ohio 4-H Incident/Accident Report Form." 2015.
75% Authorship: Researched and compiled information to include on this reporting form; Created form layout; Interfaced with Ohio State University Extension Administrative Cabinet and Camping Specialist. This resource was shared with 4-H and camping professionals throughout the state.

3) Brief Description of the Focus of the Candidate's Research, Scholarly or Creative Work, Major Accomplishments, and Plans for the Future, including Works in Progress

Focus

My specializations in the areas of 4-H program management and risk management, along with my administrative leadership role guide my applied research efforts and provide focus for my scholarly and creative works.

Major Accomplishments

In the area of applied research, working with colleague H. Epley, I secured funding for a Graduate Research Associate. Epley and I worked with the graduate student over the 2016-2017 academic year to create and implement a survey designed to assess perceptions of Ohio 4-H volunteer competencies, analyze the data, and create and distribute county-specific reports (which have been provided to all 88 counties). Study findings were published in an *International Journal of Volunteer Administration* article and shared at the Association for International Agricultural and Extension Education annual conference that was held in Merida, Mexico and at the National Extension Conference on Volunteerism. From a regional perspective, members of the North Central Extension Region volunteer state specialists working group have expressed an interest in exploring the possibility of replicating our study. Within Ohio, study results are being used to help guide efforts of the 4-H Volunteerism & Community Clubs Design Team to better meet 4-H volunteer training needs.

I also identified a lack of substantive evaluation data for the annual Ohio 4-H Conference given the significant human resource and financial inputs. In 2016, I added questions to the post-conference on-line evaluation to address this gap. Questions were included in 2017, 2018, and 2019. Results indicated conference goals were being met, but more importantly, that adult volunteers retain information they learn at the conference and return to their counties and clubs to put that knowledge into actual practice.

Findings from my dissertation research, which focused on the impact supervisors have on Ohio State University Extension employees' willingness to engage in organizational change initiatives, were published in a *Journal of Extension* article. As Ohio State University Extension continues to implement DesignExt significant organizational transformation efforts (i.e., moving from a supervisory structure of 5 Regional Directors and 88 County Extension Directors, to 24 Area Leaders), there may be opportunities for application of my research findings.

Plans for the Future

Plans for future applied research include: (a) replicating the Oregon Thriving Model applied research study with Ohio 4-H participants, and (b) collaborating with Extension colleagues in the North Central Extension Region to replicate our Ohio volunteer competencies study and/or assess volunteer management practices.

In the area of scholarly and creative works, I have focused on creating materials focused on risk management and program management to help guide county Extension 4-H professionals' program implementation. Examples of these include the Ohio

4-H Camp Cell Phone Policy, Guidelines for Searching the Belongings of Participants, 4-H Camp Active Threat Guidelines, Ohio 4-H Accident/Incident Report Form, and Child Abuse & Neglect Recognition and Reporting Pocket Reference cards.

Since I accepted the State 4-H Leader role, my plans for future efforts have shifted away from risk management and will now focus on transformational organizational change, youth thriving, and engaged scholarship. Works in progress include revisiting tenants of organizational change in light of the disruptive changes caused by COVID-19, using existing data to understand the pathways through 4-H that youth and volunteers take, and replicating the 4-H Thriving Model research.

4) Description of Quality Indicators of the Candidate's Research, Scholarly or Creative Work Such as Citations; Publication Outlet Quality Indicators Such as Acceptance Rates, Ranking, or Impact Factors of Journal or Publisher; or Other Indicators of the Candidate's Work

A peer-reviewed article is published in the *Journal of Extension*, a journal that brings the scholarship of university outreach and engagement to educators and practitioners around the world. This journal has an acceptance rate of 29.5%, the average for the years 2013-2017. One of the peer reviewers of the article by Bloir & Scheer in the *Journal of Extension* made the following comment: "This is one of the most powerfully important manuscripts I have reviewed in years. It was well-written about an important topic that should be of interest/concern to many in Extension." Another peer-reviewed article appears in the *International Journal of Volunteer Administration*; this journal seeks to provide an exchange of ideas and a sharing of knowledge and insights about volunteerism and volunteer management and administration, both in North America and internationally.

An article co-authored with a grant-funded graduate research associate, based on our applied research project examining volunteer competencies, was invited to be included in a forthcoming special issue of the *Journal of Youth Development*. I was invited to co-author a chapter about 4-H Youth Development programming for the forthcoming book, *Fulfilling the 21st Century Land-Grant Mission: Essays in Honor of The Ohio State University's Sesquicentennial Commemoration*. Earlier works that I published prior to 2015 continue to be cited.

I have been invited as a peer reviewer for the *Journal of Extension* and the *Journal of Human Sciences & Extension*, as well as a continuing reviewer of the Military Teen Adventure Camp grant proposals, which awards more one million in funding annually.

I presented/co-presented scholarly seminars at 17 State, 10 national, and 1 international gatherings of Extension and other youth development peers and partners. I also authored/co-authored 34 scholarly and creative works. The Program Participant Incident/Injury Report form I co-developed was adopted for use at the National 4-H Congress and National 4-H Conference events. It has also been requested by colleagues in Wisconsin, West Virginia, Oregon, and Michigan. My contributions to curriculum include co-authoring the risk management section of the "Ohio 4-H Camping Program." That curriculum has been shared with 108 4-H professionals and was requested by an additional 119 individuals from 25 states and Saudia Arabia.

5) Research Funding

My efforts to secure extramural funding to support 4-H programming across the state include:

- 21 grants funded, totaling \$ 1,716,960
- 1 grant pending, requesting \$ 250,000
- 2 grants not funded, totaling \$ 348,927

This funding supports direct 4-H program delivery, the expansion of 4-H programming to reach underserved audiences, and volunteer training and development. It also supports the salary and benefits of Extension professionals to be able to have organizational capacity to develop, deliver, and evaluate 4-H programming. Examples include increasing digital literacy in 26 counties; training more than 1,200 4-H volunteers and teens each spring; training and certification for more than 800 4-H shooting sports instructors serving in shooting sports 4-H clubs in 83 counties and 757 4-H shooting sports youth campers; adventure camping experiences for military teens from across the nation; enabling sustained efforts to reach and engage underserved audiences; and supporting the salary and benefits of 4-H professionals who provide programmatic support and coordination for statewide programming. Applied research funding has also been secured to support a graduate research associate and study aimed at validating the continued relevance of the Volunteer Research Knowledge and Competency (VRKC) model, which is used nationally to guide training for individuals who serve as 4-H Volunteers.

a) Funded research, including contracts and clinical/teaching/practice trials, on which the candidate is or has been the principal investigator
None

b) Funded research, including contracts and clinical trials, on which the candidate is or has been the co- investigator

1. 08/2016 - 05/2017. Ohio 4-H Positive Youth Development Research Agenda. Patricia Kunz Brundige Youth Development Fund for Positive Youth Development Research. (\$47,500, Total Award) Research Grant. 02/2016.
PI: **Bloir, K.**, & Epley, H. K.
Percent Effort: 50

Description: I researched information, co-wrote proposal, recruited, selected, oriented, and provided training and supervision for a graduate research assistant who assisted with conducting applied research. Results from the research have been reported in multiple presentations for both lay and professional audiences in-state, nationally, and internationally. Additionally, results have been published in a peer-reviewed journal article and a lay-publication, and county-specific results and implications were developed and sent to each of Ohio's 88 county 4-H office units.

c) Proposals for research funding that are pending or were submitted but not funded

None

d) Funded training grants on which the candidate is or has been the equivalent of the principal investigator

1. 07/2019 – 06/2020. Ohio FY19-20, 4-H Shooting Sports Instructor Training Workshops. Ohio Department of Natural Resources Division of Wildlife. (\$108,600, Total Award) Training Grant.
PI: **Bloir, K.**
Role: Principal Investigator Percent Effort: 50

Description: I worked with the program implementer and Ohio State University's Office of Sponsored Programs to prepare and submit the proposal to ODNR; I monitor program implementation and expenditures. Grant pays a portion of the State 4-H Shooting Sports Coordinator's FTE; my role is to support the on-going recruitment and training of certified shooting sports 4-H volunteers to ensure youth members and their parents understand and follow guidelines and remain safe while participating in project activities (Risk Management). My role also includes supporting the purchase of needed supplies and equipment for shooting sports-focused camps for youth. Due to COVID-19 and the prohibition of in-person activities, I worked with the funder to obtain approval to shift support to be able to provide online training for current shooting instructors.

2. 6/2019 – 11/2019. 2019 4-H Citizenship Washington Focus. National 4-H Council. (\$24,000, Total Award) Training Grant. 6/2019.
PI: **Bloir, K.**
Co-PI: McCutcheon, L., & Fowler, A.
Role: Principal Investigator
Percent Effort: 50

Description: I wrote the grant narrative and budget and submitted the application packet. Grant funds support CWF participation and action plan implementation in 2 counties. The grant involves teams of county 4-H teens and professionals working with their local Ohio Farm Bureaus to implement educational programs in their local communities. (Program Management).

3. 1/2019 – 07/2020. 4-H Microsoft Digital Ambassadors. National 4-H Council. (\$259,200, Total Award) Training Grant. 12/2018.
PI: **Bloir, K.**
Co-PI: McClaskey, S.
Role: Principal Investigator
Percent Effort: 50

Description: I co-wrote the grant narrative and budget and submitted the application packet. Grant funds support programming in 26 counties, and partial FTE of a State 4-H Office Program Manager. The grant involves teams of county 4-H volunteers and professionals working with older teens to offer internet and digital literacy programs to their local communities. (Program Management).

4. 07/2018 – 06/2019. Ohio FY18-19, 4-H Shooting Sports Instructor Training Workshops. Ohio Department of Natural Resources Division of Wildlife. (\$108,600, Total Award) Training Grant. 10/2018.
PI: **Bloir, K.**
Role: Principal Investigator Percent Effort: 50

Description: I worked with the program implementer and Ohio State University's Office of Sponsored Programs to prepare and submit the proposal to ODNR; I monitor program implementation and expenditures. Grant pays a portion of the State 4-H Shooting Sports Coordinator's FTE; my role to support the on-going recruitment and training of certified shooting sports 4-H volunteers to ensure youth members and their parents understand and follow guidelines and remain safe while participating in project activities (Risk Management). My role also includes supporting purchase of needed supplies and equipment for shooting sports-focused camps for youth.

5. 03/2019. 2019 Ohio 4-H Conference. Ohio 4-H Foundation. (\$5,000, Total Award) Training Grant. 12/2018.
PI: **Bloir, K.**
Role: Principal Investigator
Percent Effort: 75

Description: I co-wrote and updated the grant narrative and proposed budget and will write and submit the final report. The funds help support an annual statewide training event in which more than 1,200 4-H volunteers and teen members attend educational sessions aimed at helping them improve their ability to offer higher quality positive youth development program experiences for the members in their clubs (Program Management).

6. 03/2018. 2018 Ohio 4-H Conference. Ohio 4-H Foundation. (\$2,500, Total Award) Training Grant. 11/2017.

PI: **Bloir, K.**

Role: Principal Investigator

Percent Effort: 75

Description: I co-wrote and updated the grant narrative and proposed budget and wrote and submitted the final report. The funds help support an annual statewide training event in which more than 1,200 4-H volunteers and teen members attend educational sessions aimed at helping them improve their ability to offer higher quality positive youth development program experiences for the members in their clubs (Program Management).

7. 07/2017 – 06/2018. Ohio FY17-18, 4-H Shooting Sports Instructor Training Workshops. Ohio Department of Natural Resources Division of Wildlife. (\$108,600, Total Award) Training Grant. 12/2017.

PI: **Bloir, K.**

Role: Principal Investigator

Percent Effort: 50

Description: I worked with the program implementer and Ohio State University's Office of Sponsored Programs to prepare and submit the proposal to ODNR; my role will be to monitor program implementation and expenditures. Grant will pay a portion of the State 4-H Shooting Sports Coordinator's FTE; my role will be to support the on-going recruitment and training of certified shooting sports 4-H volunteers to ensure youth members and their parents understand and follow guidelines and remain safe while participating in project activities (Risk Management). My role also includes supporting the purchase of needed supplies and equipment for shooting sports-focused camps for youth.

8. 07/2016 – 06/2017. Ohio FY16-17, 4-H Shooting Sports Instructor Training Workshops. Ohio Department of Natural Resources Division of Wildlife. (\$95,200, Total Award) Training Grant. 06/2016.

PI: **Bloir, K.**

Role: Principal Investigator

Percent Effort: 50

Description: I worked with the program implementer, Ohio State University's Office of Sponsored Programs, and ODNR to secure funding. Monitored program implementation and expenditures. Grant paid a portion of the State 4-H Shooting Sports Coordinator's FTE, which supported the training of 461 shooting sports 4-H volunteers to ensure youth members and their parents understand and follow guidelines and remain safe while participating in project activities (Risk Management); Supported the purchase of needed supplies and equipment for shooting sports-focused camps, attended by 383 youth campers.

9. 03/2017. 2017 Ohio 4-H Conference. Ohio 4-H Foundation. (\$5,000, Total Award) Training Grant. 11/2016.

PI: **Bloir, K.**

Role: Principal Investigator

Percent Effort: 75

Description: I co-wrote and updated the grant narrative and proposed budget, and wrote and submitted the final report. The funds help support an annual statewide training event in which more than 1,200 4-H volunteers and teen members attend educational sessions aimed at helping them improve their ability to offer higher quality positive youth development program experiences for the members in their clubs (Program Management).

10. 03/2016. 2016 Ohio 4-H Conference. Ohio 4-H Foundation. (\$2,500, Total Award) Training Grant. 11/2015.

PI: **Bloir, K.**

Role: Principal Investigator

Percent Effort: 75

Description: I co-wrote and revised the grant narrative and proposed budget, and wrote and submitted the final report. The funds help support an annual statewide training event in which more than 1,200 4-H volunteers and teen members attend educational sessions aimed at helping them improve their ability to offer higher quality positive youth development program experiences for the members in their clubs (Program Management).

11. 03/2015 - 12/2015. Ohio 2015 Military Teen Adventure Camp Grant. U.S. Department of Agriculture. (\$420,260, Total Award) Training Grant. 10/2014.

PI: Ferrari, T., **Bloir, K.**

Co-I: Epley, H.K., Szolosi, A., & Twilley, D.

Role: Principal Investigator

Percent Effort: 25

Description: I co-wrote the grant narrative, prepared the budget, worked with the co-investigators to obtain required

information, and assisted with program implementation, including program planning, logistics, and risk management.

e) Proposals for training grants that are pending or were submitted but not funded

Pending

1. 06/2020 – 06/2023. Investing in Youth by Growing 4-H Through Support of Ohio State University Extension 4-H Youth Development. Meijer Foundation. (\$250,000, Total Award) Submitted 4/2020.

PI: **Bloir, K.**

Role: Principal Investigator Percent Effort: 90

Description: I worked with a development officer to prepare and submit the proposal to the Meijer Foundation. The proposal is part of a multi-state request for funding to implement a three-year initiative focused on growing 4-H participation and programming in three urban areas that have historically been underserved: Akron, Cleveland, and Toledo. Funding will provide financial incentives to older teens and neighborhood volunteers in Akron, Cleveland, and Toledo to build and grow a network of community-based 4-H programming opportunities that engages both youth and adults in positive youth development.

Submitted but not funded

1. Date Submitted On: 05/2017- Date Denied: 9/2017. RWJF-National 4-H Council Partnership: Culture of Health. Robert Wood Johnson Foundation. (\$70,000, Total Award) Training Grant. (Unfunded)

PI: **Bloir, K., & Bebo, P.**

Co-I: Rennekamp, R., Wapner, A., McCutcheon, J.

Role: Multi-PI

Explanation of Role: I worked with collaborators to respond to RFP; wrote four sections of the proposal; submitted proposal; served as main point of contact with the sponsor.

Percent Effort: 40

Description: I wrote the grant narrative, prepared the budget, worked with the co-investigators to obtain their information, and was the main point of contact with the sponsor.

2. Date Submitted On: 10/2015 - Date Denied: 11/2015. Ohio 2016 Military Teen Adventure Camp Grant. U.S. Department of Agriculture. (\$278,927, Total Award) Training Grant. (Unfunded)

PI: **Bloir, K., & Ferrari, T.**

Co-I: Szolosi, A., and Twilley, D.

Role: Principal Investigator

Percent Effort: 75

Description: I wrote the grant narrative, prepared the budget, worked with the co-investigators to obtain their information, and was the main point of contact with the sponsor.

f) Any other funding received for the candidate's academic work

1. 01/2020 – 12/2020. 2020 Farm Credit Mid-America Grant to Ohio 4-H. Farm Credit Mid-America. (\$45,000, Total Award) Training Grant. 1/2020.

PI: **Bloir, K.**

Percent Effort: 45

Description: I worked with the development team to generate a 2019 annual report; identify priorities for the 2020 grant request to support and advance Ohio 4-H programming; met with Farm Credit Mid-America staff; and presented at their meetings. My efforts resulted in a \$20,000 increase and 4-year commitment to support growing 4-H participation with underserved audiences in Cincinnati, Cleveland, Toledo, and Youngstown. Due to COVID-19, I requested and received approval from the funder to shift uses of some of the grant funds to support 4-H camp facilities.

2. 02/2020 – 12/2020. 2020 Nationwide Foundation Grant to Ohio 4-H. Nationwide Foundation. (\$35,000, Total Award) Training Grant. 02/2020.

PI: **Bloir, K.**

Percent Effort: 40

Description: I worked with the development team to generate a 2019 annual report; identify priorities for the 2020 grant request to support Ohio 4-H programming; met with Nationwide officials; and am monitoring/approving grant expenditures. Due to COVID-19, I requested and received approval from the funder to shift uses of the grant funds to support urgent programming needs, including support of 4-H camp facilities.

3. 01/2019 – 12/2019. 2019 Farm Credit Mid-America Grant to Ohio 4-H. Farm Credit Mid-America. (\$25,000, Total Award) Training Grant. 12/2018.

PI: **Blair, K.**

Percent Effort: 33

Description: I worked with the development team to generate a 2018 annual grant report, identify priorities for the 2019 grant request to support Ohio 4-H programming, and monitored/approved grant expenditures.

4. 02/2019 – 9/2020. Capital and Access to Maximize Participation (CAMP). National 4-H Council. (\$25,000, Total Award) Training Grant. 02/2019.

PI: **Blair, K.**

Co-I: Epley, H.; Goodson, B.

Percent Effort: 30

Description: I worked with the co-investigators, Office of Sponsored Programs, and Ohio State University fiscal to ensure grant expenditures are in alignment with grant and Ohio State University guidelines. Grant funding supported improvements to 4-H Camp Palmer to increase accessibility for individuals with disabilities.

5. 02/2019 – 12/2019. 2019 Nationwide Foundation Grant to Ohio 4-H. Nationwide Foundation. (\$35,000, Total Award) Training Grant. 02/2019.

PI: **Blair, K.**

Percent Effort: 33

Description: I worked with the development team to identify funding request priorities for the 2019 grant request to support Ohio 4-H programming and monitored/approved grant expenditures.

6. 02/2018 – 12/2018. 2018 Nationwide Foundation Grant to Ohio 4-H. Nationwide Foundation. (\$35,000, Total Award) Training Grant. 12/2017.

PI: Archer, T.

Co-I: **Blair, K.**

Percent Effort: 33

Description: I worked with PI and development team to identify priority request uses for the 2018 grant funds to support Ohio 4-H programming.

7. 02/2017 – 12/2017. 2017 Nationwide Foundation Grant to Ohio 4-H. Nationwide Foundation. (\$35,000, Total Award) Training Grant. 12/2016.

PI: Archer, T.

Co-I: **Blair, K.**

Percent Effort: 33

Description: I worked with PI and development team to identify priority request uses for the 2017 grant funds to support Ohio 4-H programming.

8. 02/2016 – 12/2016. 2016 Nationwide Foundation Grant to Ohio 4-H. Nationwide Foundation. (\$35,000, Total Award) Training Grant. 12/2015.

PI: Archer, T.

Co-I: **Blair, K.**

Percent Effort: 33

Description: I worked with PI and development team to identify priority request uses for the 2016 grant funds to support Ohio 4-H programming.

9. 02/2015 – 12/2015. 2015 Nationwide Foundation Grant to Ohio 4-H. Nationwide Foundation. (\$35,000, Total Award) Training Grant. 2/2015.

PI: Archer, T.

Co-I: **Blair, K.**

Percent Effort: 33

Description: I worked with PI and development team to identify priority request uses for the 2015 grant funds to support Ohio 4-H programming.

6) List of Prizes and Awards for Research, Scholarly, or Creative Work

2018	Creative Works Award: 1st Place Bulletins and Monographs, Epsilon Sigma Phi, Alpha Eta Chapter, Ohio Joint Council of Extension Professionals
2018	Excellence in Camping, Ohio National Association of Extension 4-H Agents.
2018	Excellence in Camping, North Central Region National Association of Extension 4-H Agents.
2017	Educational Package-Team, Ohio National Association of Extension 4-H Agents.
2016	Creative Works Award: 1st Place - Educational Exhibit, Professionally Assisted, Epsilon Sigma Phi,

	Alpha Eta Chapter, Ohio Joint Council of Extension Professionals.
2016	Creative Works Award: Honorable Mention - Educational Exhibit, Internally Produced, Epsilon Sigma Phi, Alpha Eta Chapter, Ohio Joint Council of Extension Professionals.
2016	Top 10 Poster - 2016 Epsilon Sigma Phi National Conference.
2015	Creative Works Award: 1st Place Bulletins & Monographs for Camping FAQs, Epsilon Sigma Phi, Alpha Eta Chapter, Ohio Joint Council of Extension Professionals.
2015	Top Research Poster - 2015 Ohio State University Extension Annual Conference, Ohio State University Extension.
2015	Top 10 Poster - 2015 Epsilon Sigma Phi National Conference.

Service

1) List of Editorships or Service as an Editorial Reviewer or Board Member for Journals, University Presses, or Other Learned Publications

Invited Manuscript Reviewer

2017 Journal of Human Sciences and Extension (JHSE).

Editor

2015 - Present Ohio 4-H Volunteer Handbook.

Peer Reviewer

2016 - Present National Association of Extension 4-H Agents Annual Conference.

2018 – Present Ohio 4-H Factsheets and Bulletins Peer Review Process.

2) List of Offices Held and Other Service to Professional Societies

2016 - 2018	Chair. National Association of Extension 4-H Agents, Ohio Section, Membership Chair. <i>Coordinated and tracked all Ohio's new, renewing, and life memberships with the Ohio Joint Council of Extension Professionals treasurer and national organizational office.</i>
2016 - 2018	Chair. National Association of Extension 4-H Agents, 2018 National Conference Speakers Subcommittee. <i>Worked with committee members and conference planners to identify and secure keynote and cap note speakers.</i>
2015 - Present	Member. Ohio Joint Council of Extension Professionals, Grants & Scholarships Selection Subcommittee. <i>Review quarterly grant and scholarship applications.</i>
2015 - Present	Member. Ohio Joint Council of Extension Professionals, Scholarships, Grants, & Recognition Committee. <i>Judged submissions for creative works teaching awards and served as co-emcee of awards presentation at annual meeting.</i>
2015 - 2018	Member. National Association of Extension 4-H Agents, 2018 National Conference Planning Committee.
2014 - Present	Active Member. National Association of Extension 4-H Agents.
2005 - Present	Active Member. Epsilon Sigma Phi, Alpha Eta Ohio Chapter.
2014 - 2015	Chair. Ohio Joint Council of Extension Professionals, Nominating Committee.
2014 - 2015	Past President. Ohio Joint Council of Extension Professionals, Board of Directors.
2013 - 2015	Member. Ohio Joint Council of Extension Professionals, Executive Committee.

3) List of Consultation Activity (industry, education, government)

2020	Government, Ohio Governor DeWine's County Fairs Task Force, Ohio Department of Agriculture. Appointed Task Force Member. <i>Notes: Met daily for 8 days to provide input and advice for the creation of county fairs sector specific operating guidelines in response to COVID-19 and the move to Responsible RestartOhio.</i>
2017 - Present	Government, Youth Quality Assurance Education Workgroup, Livestock Care Standards Committee, Ohio Department of Agriculture. Invited Workgroup Member.

Notes: Provided input to update Section 901-19-07 Quality assurance of the Ohio Administrative Code that pertains to the Department of Agriculture Livestock Exhibitions (<http://codes.ohio.gov/oac/901-19-07v1>) and revised and rewrote the associated "APPENDIX A: FOOD ANIMAL YOUTH QUALITY ASSURANCE MINIMUM STANDARDS" which passed through the Ohio General Assembly's Joint Committee on Agency Rule Review (JCARR) process and is available at http://codes.ohio.gov/pdf/oh/admin/2018/901-19-07_ph_ff_a_app1_20180412_0810.pdf

2015 - Present

Education, job-related, and key achievement: Professional consultation in candidate's areas of expertise regarded as part of normal job duties.

4) Clinical Services, State Specific Clinical Assignments

N/A

5) Other Professional/Public Community Service Directly Related to the Candidate's Professional Expertise, If Not Listed Elsewhere

Conference Participation

2016

Moderator, Table Discussion Facilitator, The Ohio State University Buckeye Summit on Food Security, Columbus, OH.

Education

2019

Evaluator, Ohio Youth Capital Challenge.

Notes: A partnership of Ohio FFA, Ohio Farm Bureau, and Ohio State University Extension 4-H Youth Development. Teams of teens prepare and present arguments for changing policies affecting the agricultural and food system.

2017 - 2018

Department of Agricultural Communication, Education, and Leadership Student Intern Host.

Notes: Hosted and mentored two college students pursuing degrees in Agricultural and Extension Education. The students completed one semester of study under my supervision while they rotated through various learning experiences in the state 4-H office.

2017 - 2018

Evaluator, Goat Skillathon Station Facilitator at the Ohio State Fair.

2016

County Extension Director Assessment Center, Role Player, Ohio State University Extension, Columbus, OH.

2015

Action Leadership Retreat, Role Player, Ohio State University Extension, Columbus, OH.

2015

Evaluator, Clark County Fair King & Queen Contest Judge, Ohio State University Extension Clark County, Springfield, OH.

2010 - Present

Evaluator, Workforce Preparation Judge at the Ohio State Fair.

Invited Peer Reviewer

2016 - 2019

Military Teen Adventure Camp Grant Proposals.

Notes: I have been invited to review grant proposals for the past 4 years. Funds award total in excess of \$3.5 million.

Professional Service

2018 – Present

National 4-H Program Leaders Working Group (PLWG) – ECOP 4-H Leadership Committee, APLU

Notes: I was selected by my North Central Region State 4-H Program Leader peers to represent them on this national 4-H system governance workgroup, contributing to discussions and decisions related to setting national 4-H programming guidelines, policies, and priorities. The PLWG is responsible for chartering, and providing oversight to, national committees, task forces, and study groups that are addressing 4-H programmatic concerns.

2018 – 2019

Ohio Department of Health, Bureau of Environmental Health & Radiation Protection – Resident Camp Program, Resident Camp Rule Review Committee.

Notes: I was invited to serve on this committee by the Ohio Department of Health Recreation Programs Administration. Several meetings were held to review the rules for resident camps in the Ohio Administrative Code (OAC 3701-25). I made suggestions for policy and verbiage improvements that were incorporated.

2015 – Present	<p>North Central Extension Region State 4-H Leaders</p> <p><i>Notes:</i> I represent Ohio State University Extension 4-H Youth Development on this regional workgroup, contributing to discussions and decisions related to setting multi-state programming efforts, national 4-H priorities and policies (e.g., focus on inclusion and diversity, civil discourse, 4HOnline data management, volunteer management and training, and national 4-H marketing efforts).</p>
2017	<p>National 4-H Congress Design Team - Headquarters Committee Chair (Risk Management), North Central Region State Leader Representative, National 4-H Headquarters, NIFA, USDA.</p> <p><i>Notes:</i> Served 2nd of the two-year commitment to plan, implement, and evaluate the National 4-H Congress event. In addition to two face-to-face meetings in Atlanta, GA, and four conference calls, the Design Team convenes in Atlanta, GA, on the Tuesday before Thanksgiving to make final preparations for the 1,200 youth and adult participants' arrival on the Friday after Thanksgiving. I handled all risk management during the 5-day event. HQ Chair and co-chair are responsible for revising and updating participant registration forms, participant handbook and code of conduct, conducting adult chaperone orientation sessions, organizing the assembly of participant registration packets, orienting HQ volunteers, conducting on-site registration, interfacing with the hotel food service director to address all food allergy/sensitivity issues (of which there were a considerable number), enforcing the code of conduct and handling violations with state chaperones, and working with state chaperones on any medical emergencies.</p>
2016	<p>National 4-H Congress Design Team - Headquarters Committee Chair-elect (Risk Management), North Central Region State Leader Representative, National 4-H Headquarters, NIFA, USDA.</p> <p><i>Notes:</i> Served 1st of the two-year commitment to plan, implement, and evaluate the National 4-H Congress event. In addition to, two face-to-face meetings in Atlanta, GA, and four conference calls, the entire Congress Design Team convenes in Atlanta, GA, on the Tuesday before Thanksgiving to make final preparations for the 1,200 youth and adult participants' arrival on the Friday after Thanksgiving. I handled all risk management during the 5-day event. HQ Chair and co-chair are responsible for revising and updating participant registration forms, participant handbook and code of conduct, conducting adult chaperone orientation sessions, organizing the assembly of participant registration packets, orienting HQ volunteers, conducting on-site registration, interfacing with the hotel food service director to address all food allergy/sensitivity issues (of which there were a considerable number), enforcing the code of conduct and handling violations with state chaperones, and working with state chaperones on any medical emergencies.</p>
2015 - Present	<p>Peer Review of Teaching.</p> <p>Observe colleagues' teaching and write constructive critiques identifying areas of success and opportunities for improvement. To date, I have observed instruction and written peer review of teaching letters for more than 20 colleagues.</p>

6) Administrative Service

a) Unit Committees

Department - Ohio State University Extension

2020 – Present	<p>Civil Rights Review Committee</p> <p><i>Notes:</i> This committee meets every-other week with staff from the university's Office of Institutional Equity in support of advancing Extension diversity, equity, and inclusion efforts.</p>
2019 – Present	<p>A&P 4-H Educator Promotion Review Committee</p> <p><i>Notes:</i> This committee reviews and makes recommendations regarding promotion requests of county 4-H educator on the administrative and professional track. Committee members reviewed 18 promotion requests in June 2019, and 7 in 2020.</p>
2019 – Present	<p>Executive Council, Appointed Member.</p> <p><i>Notes:</i> This is Extension's executive administrative team. It meets monthly. It has been meeting weekly since March 2020 to provide organizational guidance in response to COVID-19.</p>

2018 – Present	Extension Leadership Team (ELT; formerly 'Super Cabinet'), Appointed Member. <i>Notes:</i> This is Extension's administrative team that includes the 24 area leaders, operations, learning and organizational development, strategic initiatives, and program council members. It meets quarterly to discuss issues that impact the Extension organization as a whole.
2018 – Present	Program Council, Appointed Member. <i>Notes:</i> This is Extension's programmatic administrative team that includes the four program area Assistant Directors, operations, learning and organizational development, strategic initiatives, and the Associate Director of Programs. It meets monthly to discuss issues related to, and provide leadership efforts for, Extension programming.
2015 - Present	State-level County 4-H Educator Screening Committee, Appointed Member. <i>Notes:</i> I review application materials and interview candidates to determine who moves onto county interviews. Since starting in my current position, I have served on 55 county 4-H educator interview committees, reviewing more than 805 applications and participating in the screening of more than 210 candidates resulting in 50 hires over the past 5 years.
2014 - 2015	Human Resource Alliance Workgroup, Appointed Member <i>Notes:</i> Committee met to discuss Ohio State University Extension-related HR issues and concerns as CFAES centralized HR functions.

Program - Ohio 4-H

2018 – Present	Ohio 4-H Foundation Board of Trustees, Appointed Member. <i>Notes:</i> In the role of State 4-H Leader, I am a permanent member of the board. I provide on-going guidance and direction to their philanthropic and grant-making efforts. The board holds an annual fundraising event that generates in excess of \$100,000, and awards approximately \$200,000 in grants.
2018 – Present	Ohio 4-H Foundation Board of Trustees Executive Committee, Appointed Member. <i>Notes:</i> In the role of State 4-H Leader, I am a permanent member of the board's executive committee. I provide on-going guidance and direction via monthly conference calls and help develop the agendas of quarterly board meetings.
2018 – Present	Ohio 4-H Foundation Board of Trustees, Development Committee, Appointed Member. <i>Notes:</i> In the role of State 4-H Leader, I am a permanent member of the board's development committee. I provide on-going guidance and direction to their philanthropic efforts via monthly conference calls, including the planning and execution of the annual 'Celebration of Youth' fundraiser that generates in excess of \$100,000 in a single evening through sponsorships and silent and live auctions.
2018 – Present	Ohio 4-H Foundation Board of Trustees, Grants Committee, Appointed Member. <i>Notes:</i> In the role of State 4-H Leader, I am a permanent member of the board's grants committee. I provide on-going guidance and direction to their annual grant-making efforts, which awards approximately \$200,000 annually through a competitive grant process: 83 proposals were reviewed in 2018; 80 in 2019.
2018 – Present	Ohio 4-H Foundation Board of Trustees, Endowment Committee, Appointed Member. <i>Notes:</i> In the role of State 4-H Leader, I am a permanent member of the board's endowment committee. I provide on-going guidance and direction to their endowment-building efforts. In 2018 and 2019, the board provided \$1,000 match to counties who increased their endowment principle by that amount; 57 counties benefited from the match in 2018; 55 in 2019.
2018 – Present	Ohio 4-H Foundation Board of Trustees, Stewardship Committee, Appointed Member. <i>Notes:</i> In the role of State 4-H Leader, I am a permanent member of the board's stewardship committee. I provide on-going guidance and direction to their donor recognition and stewardship efforts, including hand-written thank you notes to the 100s of donors who give more than \$1,000 annually.
2018 – Present	4-H – Advancement Workgroup, Co-Leader. <i>Notes:</i> CFAES Advancement Development Officers and I meet monthly to identify,

prioritize, pursue, and steward current and new donors. I provide on-going guidance and direction to program goals and vision, which is then translated into donor-centric materials and appeals. I provided overall vision for the “Time and Change” campaign priorities for the statewide 4-H program. The target goal is to raise \$11 million by the end of the campaign.

2015 - Present	<p>4-H State Staff Interview Committees, Appointed Member.</p> <p><i>Notes:</i> I co-developed, and/or revised 16 position descriptions, reviewed more than 280 applications, and interviewed 48 candidates for those positions.</p>
2015 - Present	<p>4-H State Specialists Workgroup, Member.</p> <p><i>Notes:</i> I participate in monthly meetings; develop an Ohio 4-H applied research agenda; co-plans an annual meeting with involvement of the 4-H Internal Advisory Committee.</p>
2015 - Present	<p>4-H Internal Advisory Committee, Appointed Member.</p> <p><i>Notes:</i> I participate in and provide leadership for bi-monthly meetings of this group to discuss and address Ohio 4-H programming and policy matters. Outcomes of note include revisions to the Cloverbuds and 4-H membership age policies, such as the Cross-County Lines membership policy.</p>
2015 - Present	<p>4-H Professional Development Committee, Co Leader.</p> <p><i>Notes:</i> I participate in and provide leadership for regular meetings of this group of about a dozen county 4-H professionals (number varies from year to year) to plan, implement, and evaluate two annual 4-H professionals' in-services. They are held at the 4-H Center in February and October or November each year. Annual attendance at each in-service averages 150.</p>
2015 - Present	<p>4-H State Office Professional Development Committee, Leader.</p> <p><i>Notes:</i> I provide leadership for this standing committee of 6 State 4-H Office faculty and staff to plan, implement, and evaluate professional development opportunities and to promote and maintain an overall positive, collegial, working environment. Annual efforts include a spring staff professional development retreat, a holiday office retreat, and monthly birthday acknowledgments.</p>
2015 - Present	<p>4-H Innovative Programming Design Team, Liaison.</p> <p><i>Notes:</i> I am the liaison between this Design Team and the State 4-H Office and State Specialists Workgroup to brainstorm programming ideas and facilitate two-way communication.</p>
2015 - 2018	<p>Ohio Valley Extension Education & Research Area 4-H Program Professionals Group, Liaison.</p> <p><i>Notes:</i> I was the liaison between this Extension Education & Research Area group and the State 4-H Office to facilitate on-going communication.</p>
2015 - Present	<p>Ohio 4-H Conference Planning Committee, Co-Leader.</p> <p><i>Notes:</i> I am the co-leader of this group of 30+ that meets quarterly to plan and implement the annual Ohio 4-H Conference, which has an average attendance of 1,200 adult volunteers, youth members, and 4-H professionals; More than 100 educational concurrent sessions are offered; Volunteer recognition also a major component with the service reception for those who have volunteered 40, 45, 50, 55, 60, 65, 70, and 70+ years, as well as the annual volunteer awards (Hall of Fame, Meritorious Service, Innovator, Community Service, and Friends of 4-H).</p>
2015 - Present	<p>Ohio 4-H Conference Proposal Selection Committee, Co Leader.</p> <p><i>Notes:</i> I am the co-leader of this committee to review 100+ educational session proposals and identify those that will be of most benefit to the volunteers and older 4-H teens who attend the annual conference. I also identify topics and presenters for invited sessions.</p>
2015 - Present	<p>Ohio 4-H Curriculum Committee, Co-Leader.</p> <p><i>Notes:</i> I am the co-leader of this committee to monitor, assess, review, and provide direction for Ohio's comprehensive portfolio of 4-H's member project books (200+); I help to determine which projects to drop, prioritize titles for updates and revisions, and explore potential topic areas to add. In addition, I help direct efforts aimed at developing on-line</p>

formats (e.g., eBook, Canvas, App development, etc.); I help to ensure project books are developmentally appropriate and follow the experiential learning model.

b) College or University Committees

College of Food, Agricultural, and Environmental Sciences

2020	Food Supply Chain Task Force, Appointed Member. <i>Notes:</i> Committee appointed by the Dean to coordinate a collegewide response to support COVID-19 disruptions to the food supply chain.
2019 – Present	Facility Fees Task Force, Appointed Member. <i>Notes:</i> Committee appointed by the Dean to review collegewide facility rental fees and recommend new guidance for common fees and practices.
2018 – Present	Dean's Charity Steer Show Planning Committee, Appointed Member. <i>Notes:</i> Committee planning the steer show and charity auction held at the 2019 Ohio State Fair; More than 900 spectators attended in-person and nearly 8,000 watched via Facebook live stream; Raised \$152,000 was raised to benefit the Ronald McDonald House, as well as awareness of agriculture, 4-H, and the needs of youth and families served by Ronald McDonald House Charities of Central Ohio.
2018 – 2019	Workforce Development Specialist Search Committee, Appointed Member <i>Notes:</i> Committee reviewed more than 100 applications, screened 9 semi-finalists, and interviewed 3 finalist candidates.

University - The Ohio State University

2015 - Present	Protection of Minors Policy Advisory Committee, Appointed Member. <i>Notes:</i> Committee provides advice and guidance to Ohio State University Human Resources and the Ohio State University Office of Compliance and Integrity related to the Activities and Programs with Minor Participants Policy 1.50. Committee meets at least quarterly.
2015 - Present	Protection of Minors Policy Governance Committee, Appointed Member. <i>Notes:</i> Committee reviews exemption requests and other matters related to Activities and Programs with Minor Participants, Ohio State University Policy 1.50 implementation and oversight. Over 710,000 youth participate in university-sponsored activities and programs each year.
2016 - 2017	Use of Volunteers at The Ohio State University Exploratory Policy Committee, Invited Member. <i>Notes:</i> Committee formed under Office of Human Resources umbrella to explore the need for a universal policy on the use and management of volunteers by university entities. A determination was made that a single, university-level policy was not needed as volunteer management at the unit level was sufficient.
2016	Denman Undergraduate Research Forum, Judge. <i>Notes:</i> I judged 10 undergraduate student research poster presentations.
2014 - 2015	Protection of Minors Policy Development Committee, Invited Representative. <i>Notes:</i> Committee reviewed, wrote, and wordsmithed what would become the expanded Activities and Programs with Minor Participants Policy 1.50 that was approved by the Board of Trustees.

c) Initiatives undertaken to enhance diversity in the candidate's unit, college or the university

2019, May	Ohio State University Extension, USDA/NIFA Civil Rights Compliance Review <i>Summary:</i> Coordinated the generation of two statewide and 14 county-specific 4-H reports
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as required by the external review based on participation data in the 4-H Online database. The statewide reports were each in excess of 500 pages. Provided documentation regarding nondiscrimination and coordinated state-level staff interviews and participated in 3 interviews with the NIFA review team.

2018, April

Ohio 4-H LGBTQ+ Summit

Summary: Administratively and programmatically supported this two-day educational opportunity designed to increase understanding and ability to support diverse audiences. Attended by 86 adults and 54 youth from 15 states.

2017, May

Implicit Bias Training for State 4-H Office Staff

Summary: I organized and invited Dr. Kathy Lechman, Director of Equity & Inclusion for the College of Food, Agricultural, and Environmental Sciences, to conduct implicit bias training for State 4-H Office faculty and staff at our annual spring professional development retreat.

2015 - Present

The Ohio State University, College of Food, Agricultural, and Environmental Sciences. Diversity Initiative

Summary: CFAES provides research and related educational programs to clientele on a nondiscriminatory basis. For more information, visit cfaesdiversity.osu.edu. For an accessible format of this publication, visit cfaes.osu.edu/accessibility. Programming efforts are consistent with all University diversity policies and affirmative action plans. I fully embrace this diversity initiative and strives to take action steps to ensure it is carried out, such as deliberate thought and specific attention given to the use of gendered pronouns, religious references, diversity of culture and ethnicity in pictures used, avoidance of religious holidays when scheduling activities and events, and the review of applicants for county educator and other position openings.

d) Administrative positions held (e.g. graduate studies chair)

- 2019 – Present State 4-H Leader and Assistant Director, Ohio State University Extension, College of Food, Agricultural, and Environmental Sciences, The Ohio State University
- 2018 – 2019 Interim State 4-H Leader and Assistant Director, Ohio State University Extension, College of Food, Agricultural, and Environmental Sciences, The Ohio State University
- 2015 - 2018 Associate State 4-H Leader, Ohio State University Extension, College of Food, Agricultural, and Environmental Sciences, The Ohio State University
- 2014 - 2015 Interim Associate State 4-H Leader, Ohio State University Extension, College of Food, Agricultural, and Environmental Sciences, The Ohio State University

e) Service as a graduate faculty representative on a dissertation in another unit or university

None

7) Advisor to Student Groups and Organizations

None

8) Office of Student Life Committees

a) List office of student life committees on which the candidate has served

None

b) Summarize participation in Student Life programs such as fireside discussions, lectures to student groups outside of the candidate's unit, addresses or participation at student orientation

When called upon, I have met with the Ohio State University Collegiate 4-H student group to respond to their questions and address concerns regarding the university's protection of minors policy as it relates to their annual Plow Boy Prom and Carving New Ideas Camp, in addition to sharing information about careers in Extension, 4-H, and the larger field of youth development.

9) List of Prizes and Awards for Service to the Profession, the University, or the Unit

- 2017. Distinguished Service Award - 4-H, Epsilon Sigma Phi, Alpha Eta Chapter, Ohio Joint Council of Extension Professionals.
- 2016. Administrative Leadership Recognition, Epsilon Sigma Phi, Alpha Eta Chapter, Ohio Joint Council of Extension Professionals.

- 2016. Distinguished Service Award, Ohio National Association of Extension 4-H Agents.

10) Brief Elaboration that Provides Additional Information about Service Activities Listed Above

Drawing upon my specialization in risk management, I provide proactive leadership in service activities that impact tens of thousands of participants, not only in the Ohio 4-H program, but nationally as well. My efforts help to ensure that a safe and welcoming environment is provided – one of the 8 essential elements of positive youth development. Examples include:

- Service on The Ohio State University Protection of Minors Policy Governance and Advisory Committees, helping to shape, implement, support, and enforce compliance with policy and procedures aimed at safeguarding young people; Nearly 1 million youth participate in activities and programs sponsored by Ohio State University each year (4-H accounts for half of these).
- Two years of service with the National 4-H Congress Design Team overseeing all aspects of risk management and on-site registration for the event; More than 1,200 youth and adult chaperones from across the nation participate in National 4-H Congress annually.

I play a substantial administrative service role in helping to shape the profile of county and state 4-H professionals. Examples include:

- Reviewing more than 805 applications and conducting screening interviews with 210 candidates, which resulted in 50 county 4-H educator hires over the past 5 1/2 years; I have helped to hire one-third of all current county Ohio State University Extension 4-H educators.
- Reviewing more than 280 applications and conducting interviews with 48 candidates, which resulted in hiring and on-boarding 12 new state 4-H office professional staff members, representing one-half of the current staff.

I am actively involved in providing leadership to committees focused on improving the knowledge, skills, and abilities of Extension professionals and volunteers to deliver high-quality, positive youth development experiences. Examples include:

- Providing leadership to the Ohio 4-H Conference Planning Committee and the 4-H Professional Development committee to plan, develop, and conduct annual in-service and other educational opportunities; These self-improvement opportunities are attended by almost every Ohio State University Extension 4-H professional.
- Serving as the membership chairman for the Ohio chapter of the National Association of Extension 4-H Agents, I was able to help newly hired 4-H professionals connect to the state and national network of peer mentors and create awareness of the professional development scholarships and grants available through those associations.

My service efforts also include activities that helped to shape the Ohio laws. Examples include:

- Serving on the Ohio Department of Agriculture's Youth Quality Assurance Education Workgroup to revise and update the Ohio youth livestock quality assurance education standards, now included in the section 901-19-07 of the Ohio Administrative Code; More than 30,000 Ohio 4-H members and FFA livestock participants must comply with these educational requirements to exhibit their market livestock projects at their fair.
- Providing support for the legislative debate over fingerprint background checks for Ohio 4-H volunteers, now included in section 3335.361 of the Ohio Revised Code; This impacts more than 16,000 4-H volunteers.

Most recently, my efforts have been devoted to responding to the global health pandemic and providing calm, steadfast leadership for the statewide 4-H program. I have received numerous expressions of appreciation from county 4-H professionals, volunteers, and members, while also fielding considerable expressions of concern, dismay, and disappointment due to the cancellation of 4-H's most cherished summer programming activities and events. Working in tandem with our college development team, we launched a successful crowd-source funding campaign to support the immediate financial needs of 4-H camp facilities. That effort has resulted in nearly \$75,000 in donations and a large gift of \$270,000 from a 4-H camp alumni.