



4-H Program Quality Framework

Providing Dynamic Leadership for the 4-H

Youth Development Program

The mission of the Wyoming 4-H Program is to empower youth to reach their full potential, working and learning in partnership with caring adults. Extension professionals' work with extension office staff and volunteers to provide dynamic program leadership for the 4-H youth development program resulting in a measurable positive impact on enhancing life skills of youth, adults and volunteers.

In support of the 4-H mission, the University of Wyoming 4-H Youth Development programs will:

- Reach out to all segments of our diverse population
- Provide formal and non-formal focused experiential learning
- Provide opportunities to develop skills and values that benefit youth throughout life
- Foster leadership and volunteerism in youth and adults
- Work to strengthen families and communities
- Use science and research based knowledge and the land grant university system
- Build internal and external partnerships for program development and funding opportunities

This framework includes the following components of the 4-H program:

- 4-H Clubs
- Volunteer Management
- 4-H Groups
- Effective Communication
- Learning Experiences
- Recognition
- Teen Leadership
- Financial management and resource development
- Community partnerships
- Marketing
- Professional development

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1. The 4-H Club program is an integral part of the county 4-H program.

- _____ **New members are enrolled, and current members are re-enrolled annually.**
- _____ **All 4-H clubs are chartered and renewed annually.**
- _____ **Ensure clubs adhere to state and federal policies regarding youth protection, membership, safety, participation, and finances.**
- _____ **Establish relationships with clubs and club volunteers by visiting each club once per year.**
- _____ **Regular communication with leader/co-leaders to evaluate club progress utilizing the end of year club evaluation and renewal checklist.**
- _____ Training is provided to members to support club participation (i.e. club officer training, record book training, etc.).
- _____ Clubs, Educators, and volunteers incorporate the Thriving Model of Positive Youth Development.
- _____ Ensure appropriate materials and experiences are provided for Cloverbud youth ages 5 to 7.
- _____ Visit and engage with 4-H clubs in an on-going basis.
- _____ County membership recruitment goals are set and evaluated.
- _____ Efforts to start new clubs is in effect.
- _____ Other outreach efforts to expand 4-H educational programs to new audiences.

2. Volunteers are a vital component in 4-H program development, implementation, and growth.

- _____ **All enrolled volunteers are screened and trained in accordance with UW Extension 4-H policies.**
- _____ **Volunteers receive on-going training to update them on programs, policies, and procedures that impact their work with youth.**
- _____ **Establish or maintain annual personal communication about programming and needs with club volunteers, committee volunteers, county-wide project volunteers, coaches, etc.**
- _____ New volunteers should be utilized every year; the number of new volunteers reflects your county goals to increase 4-H membership.
- _____ The Volunteer Research Knowledge Competency (VRKC) taxonomy is utilized to determine, develop, and deliver trainings.
- _____ Provide applicable training for other adults who support the 4-H program (judges, fair superintendents, etc.).
- _____ The volunteer base reflects the diversity of your communities.
- _____ Volunteer participation in regional and state training opportunities is encouraged and specific program area trainings are advertised and shared.

3. Organized 4-H groups are essential in planning and conducting educational events and programs, and providing other support as appropriate.

***Bold**=Required

*Non-bold=Growth potential

- _____ **Advisory groups are in place and active** (county council or development committees)
- _____ **4-H groups are chartered and renewed annually** (those with an EIN).
- _____ **Establish or maintain annual personal communication about programming and needs with county council, expansion and review committee, development committees, other chartered 4-H groups, etc.**
- _____ The groups set goals and meet on a regular basis.
- _____ Teen and adult volunteers are provided an opportunity to be an active part of planning and implementation of the program, such as advisory groups and planning committees.
- _____ Training is provided to support the groups in fulfilling their roles and responsibilities.
- _____ The groups reflect the demographics of your county and membership of groups includes youth; youth voices are welcomed and valued.
- _____ Program/project committees are developed to provide support and growth to specific projects and activities. (horse, livestock, family consumer science, shooting sports, fair, etc.)
- _____ Volunteer involvement on state level development committees is encouraged and supported.
- _____ Other groups are utilized for needs assessment and impact related to youth issues and their development (faith groups, service organizations, schools, etc.).

4. A viable communications system (enrollment software, newsletter, county extension website, social media, etc.) is used to communicate on a regular basis with members and volunteers.

- _____ **A 4-H newsletter (paper or electronic) for members, leaders, and/or parents is consistently distributed.**
- _____ **Specific information to targeted audiences is shared to alert them of educational opportunities, events, and policy/rule changes.**
- _____ **zSuite enrollment database is kept up-to-date to ensure communication to current program participants.**
- _____ **Have a working knowledge of state policies and processes to effectively communicate to members, volunteers, and parents** (achievement program, county and state fair registration, state 4-H events registration, state and national opportunities, certificate of liability, etc.).
- _____ **Staff members are accessible to volunteers, members, and parents through face to face, phone contact, and email.**
- _____ **A county 4-H website maintained with a calendar of events.**
- _____ Other forms of social media are used as a communication tool for program participants.

5. Appropriate learning experiences are conducted at the county level to support youth, clubs, project and youth development work.

- _____ **Resources are identified and/or provided to support learning experiences.** (Curricula, fact sheets, project guidelines, videos, etc.)
- _____ **Encourage individual reporting for project learning, involvement, leadership, and community service with on-line record books.**
- _____ Learning experiences are offered to enhance project work (camps, clinics, contests,

workshops, etc.).

- _____ Learning experiences are offered to enhance positive youth development (camp, volunteer training, leadership training, life skill development, etc.).
- _____ A program assessment is completed to determine educational needs, program priorities, and/or growth opportunities.
- _____ Program evaluations are used to document the impact of learning experiences for youth and adults.
- _____ Learning experiences are planned and conducted in partnership with volunteers and teens.

6. Recognition (through events, publicity, and other methods) is consistently provided for youth and adults.

- _____ **An annual event for youth to exhibit their projects is provided (i.e. fair)**
- _____ **Annual recognition occurs for 4-H participants and clubs.** (Achievement program, honors club, etc.)
- _____ **Adult volunteers are recognized for their service** (may be same as youth recognition).
- _____ The National 4-H Recognition Model is utilized to recognize participants for their accomplishments.
- _____ Personal letters recognizing members and leaders for special accomplishments are sent as appropriate.
- _____ Elected officials, Extension administrators, and other stakeholders are invited to assist in providing recognition to youth and/or adults (this may include attending events, providing certificates, or proclamations, etc. when appropriate).

7. Specific leadership and personal development programs and activities for teens are offered and implemented.

- _____ **There are ongoing opportunities for teens to serve in leadership roles in the 4-H program.**
- _____ Teens are engaged in decision making, planning, and implementation of county-wide educational events or training programs.
- _____ Teens serve in leadership roles in their 4-H clubs.
- _____ Specific training is provided for teens in support of their leadership roles.
- _____ There is an active teen/ambassador program.

8. Appropriate financial management and resource development systems are in place to ensure program sustainability, financial accountability, and transparency.

- _____ **Complete annual IRS and financial reporting including club/group 990's and UW GEN update list.**
- _____ **Ensure all clubs/groups with bank accounts have proper EIN's and obtain EIN's for new clubs.**

- _____ **Develop a county 4-H program budget and share with members and volunteers.**
- _____ **Ensure a financial review/audit system is in place and complete timely reviews/audits for all clubs and groups.**
- _____ **Approve fundraising efforts for 4-H clubs and groups.**
- _____ Develop and/or support fundraising, donor solicitation, and/or grant opportunities for the county 4-H program.

9. Community partnerships

- _____ **Establish and cultivate positive relationships with elected officials.**
- _____ **Establish a positive working relationship with fair personnel** (fair board, manager, secretary, coordinator, etc.).
- _____ Develop partnerships with community youth organizations to share resources and opportunities for youth.
- _____ Partner with local school or school groups.
- _____ Engage with civic and service organizations to expand program opportunities.

10. Marketing and promotion activities include a variety of methods to publicize the 4-H program and recruit youth and adults.

- _____ 4-H promotional materials are developed and/or distributed (i.e. flyers, brochures, etc.).
- _____ Regular news releases are sent to available local media outlets.
- _____ The county 4-H program has representation at community events such as parades, back to school nights, and other local events which may provide exhibit space or an opportunity to speak on behalf of 4-H.
- _____ A recruitment plan and/or event(s) for recruiting club members is in place
- _____ A recruitment plan and/or event(s) for recruiting volunteers is in place

11. A personal and professional development plan is an important aspect of developing the 4-H program and individual careers.

- _____ **Participate in UW Extensions professional development opportunities** (EPIC, area meetings, initiative team, etc.).
- _____ **Complete the required UW Extension reporting** (Impact statements, annual summary, contact reporting, etc.).
- _____ Seek out and participate in additional professional development opportunities as appropriate.
- _____ Develop a professional development plan utilizing the PRKC assessment and guidelines.