



## Volunteer training opportunities to be provided by the County 4-H Educator

### Training Requirements for New 4-H Volunteer Leaders:

To be approved as a 4-H volunteer leader, adults must complete required training. The modules in the **4-H Volunteer e-Learning Course** cover information about the purpose and philosophy of 4-H, the essential elements of positive youth development, how to conduct club meetings, after school programs and other types of gatherings, as well as techniques and tools for working with youth groups.

The following instructions outline how to access the 4-H Volunteer e-Learning Course:

- All of the modules in the E-learning Volunteer Training can be accessed from the Wyoming state 4-H web site under For Volunteers.
  - The password is *volunteer*
  - Each module includes a completion certificate. The state 4-H office receives notification when a prospective volunteer leader completes an e-learning module.
  - The state 4-H office will communicate the completion status to the county extension office.

Individuals who complete the on-line E-learning Volunteer Training modules are also required to **participate in an individual meeting** with the county 4-H educator and/or **attend a county orientation** for new 4-H volunteer leaders. This provides the prospective volunteer an opportunity to learn specifically about the county program. It also gives the county 4-H educator a chance to get to know the adult who wants to volunteer in the county 4-H program. A powerpoint with notes designed to help teach the county orientation is available on the state 4-H web site.

### Training Requirements for Existing 4-H Volunteer Leaders:

After the initial training, every 5 years a 4-H volunteer leader is required to participate in additional training that will benefit the volunteer's role in 4-H. There are many methods and/or opportunities to receive the training:

- Complete the 4-H Volunteer e-Learning Course a second time
- Attend county training offered by the 4-H educator or another designated 4-H volunteer leader
- Attend 4-H training offered at a district, state or regional level
- Attend external training around subject matter related to the volunteer's role in the 4-H program
- Attend training provided through their employment that would relate to their 4-H volunteer role (i.e. in-service training done through school district, leadership or management courses, etc.)

**Multiyear training outline/curriculum** – The Volunteer Development Issue Team is creating the multiyear training outline/curriculum to help county 4-H educators provide training for volunteer leaders in their 5<sup>th</sup> year who require additional training and rescreening. The purpose of the training is to establish standard training delivered statewide on an annual basis. The curriculum, powerpoint, and accompanying activities will be accessible from the state 4-H web site.

Year 1: Character Counts / Essential Element = Belonging  
Year 2: Resiliency / Essential Element = Independence  
Year 3: Service Learning / Essential Element = Generosity  
Year 4: Experiential Learning / Essential Element = Mastery  
Year 5: Open for Emerging Topics

#### **4-H Activities/Events Requiring Specialized Training:**

All **shooting sports** and **horse** related 4-H events, competitions, and/or activities must be directly supervised by an official 4-H volunteer leader who has received additional required UW 4-H training designated by the State 4-H Program for the discipline, event, competition, or activity being supervised.

All 4-H sponsored youth activities that involve overnight stays must be supervised by a minimum of two designated, adult **chaperones**. The chaperones can be two official 4-H volunteer leaders or one 4-H volunteer leader and a UW Extension professional. Chaperones for overnight stays must be at least 21 years of age and complete the additional chaperone training. The chaperone training module will be available on-line through the state 4-H web site beginning June 1, 2014.

Specialized training for volunteer leaders who work with **club chartering** and/or club or county **finances** is available on the state 4-H web site. These trainings cover the basic requirements and procedures for chartering and managing 4-H finances.

#### **Training for New Club Organizational Leaders:**

Training for new club organizational leaders would be provided when a new club starts or the leadership in an existing club changes. Topics to cover include:

- Club bylaws (template and volunteer leader guide on the state 4-H web site)
- A review of the content in the 4-H Leader Totes and how they can be helpful
- How to obtain club list (logistics of managing the club)
- Ways to involve others in helping with the club
- Club books – show good examples
- Portfolios and/or record book examples
- Meeting management