

Coös County 4-H Volunteer Orientation Portable File Box Contents

1. 4-H Volunteer Interview Questions
2. Checklist for New Leader Orientation
3. General 4-H Brochures
 - a. Discover the World Together (generic color 4-H Brochure)
 - b. Join 4-H in Coös County (members)
 - c. Join the 4-H Cloverbud Program (cloverbuds)
 - d. Volunteer Opportunities in 4-H (volunteers)

note: b,c, & d adapted from Cheshire County
4. Project Selection Guide (a very handy general reference for new volunteers)
5. 4-H Web Sites of Interest (brief fact sheet that I developed)
6. Targeting Life Skills (full-sized color print out - serves as a basis for discussion about life skill development)
7. Ages and Stages Fact Sheets
 - a. Grade K-5
 - b. Grades 4-8
 - c. High School

note: I have gone to these characteristics of youth fact sheets because they are more concise. They discuss characteristics under 4 categories: physical; social; emotional; and intellectual.
8. General Youth Development Fact Sheets
 - a. The Seven Developmental Needs of Young Adolescents - A Checklist
 - b. Belonging, Mastery, Independence, & Generosity fact sheet
 - c. Youth Bill of Rights (a list of statements from Georgia 4-H youth that illustrates the perspective of youth - very impactful)
9. Risk Management
 - a. Reducing Risk for 4-H Volunteers (this receives a thorough review and stimulates lots of discussion)
 - b. UNHCE Transportation Policy
10. Volunteer Service Descriptions
 - a. Organizational Leaders
 - b. Project Leaders
11. Miscellaneous Fact Sheets
 - a. Parent Involvement - A Guide for Leaders

- b. Working With All Youth in 4-H
 - c. Coös County Minimum Completion Guidelines
12. Welcome to the World of 4-H Newsletters
- a. What is 4-H
 - b. Starting a 4-H Club or Group
 - c. Planning and Conducting 4-H Club Meetings
 - d. Leadership and Teaching Techniques
- note:* I used to mail these out 1/month for 4 months after the orientation but this has become too cumbersome so I give them out all at once.
13. Welcome to the World of 4-H Video
- note:* Don't tell Wendy because I think it's probably illegal, but I burn DVD's of this 4-part orientation which is designed to compliment the newsletters. I give one to each new volunteer - hey, it costs about 40 cents and we don't have to chase down loaned out copies.
14. 4-H Source Book (National 4-H Council Catalog with CCS curriculum)
15. Other
- a. Sample CCS curriculum
 - b. 4-H Leader Handbook (I use this as a reference for project leaders so that they know that it is a resource that's available to them. I give a copy to new clubs)
 - c. A folder of sample forms
 - i. 4-H Animal Approval Form
 - ii. 4-H Horse Approval Form
 - iii. Record of 4-H Lease
 - iv. Youth Medical Care and Treatment Form
 - v. NH 4-H Event Youth Code of Conduct/Permission & Release
 - vi. Activity Driver Form
- note:* These are forms that typically are referenced during many orientations and I like to have an example of the form handy.
16. Enrollment Forms
- a. Volunteer Agreement Forms
 - b. 4-H Enrollment Form
 - c. UNHCE 4-H Project Codes
- note:* These items are included for those volunteers who would like to finalize their paperwork on the spot as opposed to through the mail. I often print out a custom letter of appointment for each volunteer prior to the orientation and present it to them after they've turned in their completed Checklist for New Leader Orientation, Volunteer Agreement , and 4-H Enrollment Form.
17. Originals
- note:* I have a folder in the back of this portable file box with white copies of all of the above documents. This way I can have support staff quickly update the contents without having to search for digital copies.