



# SPIN CLUB

KANSAS 4-H SPECIAL INTEREST CLUB



## 4-H SPIN Clubs Volunteer Development Procedures

1. Assess or survey the interests of the youth.
2. Recruit volunteer with subject matter expertise.
3. Have volunteers complete Kansas 4-H volunteer screening process.
  - a. Determine the volunteer's prior knowledge of 4-H and tailor training to meet each volunteer's needs.
  - b. Conduct training individually and face-to-face.
  - c. Provide ongoing communication with volunteer. Frequent feedback is crucial when starting a SPIN club. It is not uncommon for the volunteer to express doubt at some point during this process.
  - d. Share additional sources of volunteer training that are available online: volunteer orientation.
4. Recruit a second volunteer to assist the teaching volunteer. It is a best practice to have "Two-Deep Leadership".
  - a. The assistant volunteer's main role will be to 1) ensure that Positive Youth Development is infused in the SPIN Club; and 2) provide for the safety of volunteers and youth.
  - b. This volunteer does not have to have subject matter expertise, but should be comfortable with and knowledgeable about working with youth.
  - c. Provide the same training for the assistant volunteers that the subject matter volunteer receives.
  - d. Teachers or retired teachers make excellent volunteers.
  - e. An older high school student or a college student can serve as the assistant volunteer. Consider college students working towards an education major for volunteering.
5. Provide ongoing communication and support of the SPIN Volunteers. This is the most important role of the staff member when working with SPIN clubs.
6. Meet with the volunteers to plan the meeting logistics and the learning activities. Include in the activities opportunities for youth to choose what they want to learn and do. Allow time for youth to provide input. SPIN clubs should be youth directed with the volunteers assisting the youth and facilitating their learning.
7. Plan to attend the first few meetings of the SPIN club and observe. At the end of each meeting, review the meeting with the volunteers; ask them how they felt the meeting went. What went well and what they would do differently. Work together to identify ideas for improvement. The staff member should determine when the new volunteers are ready to meet on their own.
8. Review member enrollment forms to determine if they are complete and signed by a parent or guardian.
9. Assure the volunteers that someone is available (a phone call away) if help is needed.
10. Ask volunteers to inform staff of any changes in the meeting schedule. Use club visits to take pictures and gather testimonials from participants to use for reporting or marketing of future SPIN clubs.
11. Ask members to complete the evaluation at the last meeting of the SPIN club. Evaluation tools can be administered by either staff or volunteers.
12. Attend the culminating event when youth demonstrate what they have learned by participating in the SPIN club.
13. Discuss the future of the SPIN club with the volunteer before the club is finished meeting. Ask if the volunteer is interested in continuing or teaching a second club in the future. Review options for continuing the club and determine the volunteer's interest.
14. Conduct a final meeting with the volunteers to assess/evaluate the SPIN club experience. Discuss ways to improve the delivery method, what worked, and what was challenging.
15. Provide recognition for the volunteers and send them a personal thank you note after the completion of the club.

Kansas State University Agricultural Experiment Station and Cooperative Extension Service



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