



SPIN CLUB

KANSAS 4-H SPECIAL INTEREST CLUB



Volunteer Checklist for Starting a New 4-H SPIN Club

Name _____ Club Name _____

Please keep this form for your records.

To Do	To be Completed by	Completed
Schedule a meeting with extension staff to discuss SPIN clubs and topics.		
Exchange contact information.		
Complete the volunteer screening forms and return to extension office		
Contact your references and ask them to complete and return reference forms as quickly as possible.		
Complete volunteer training.		
Decide on a skill level for participants, such as beginner, intermediate, or advanced; or identify an appropriate age group (elementary, middle, or high school youth); set a limit for the number of youth that can join.		
Select a location; set dates and times for at least 6 meetings.		
Make a list of supplies that will be needed and determine the supply costs for each participant.		
Decide who will purchase supplies and when they are needed.		
Discuss possible community service projects and youth leadership opportunities for your SPIN club members.		
Develop lessons for each meeting using the SPIN Club Volunteer Plan of Action form and discuss them with the extension staff.		
Discuss ways to keep your members and yourself safe during club activities; identify possible risks and develop a safety plan.		
Record expenses on the SPIN Club Volunteer Expense Record.		
Record the time you spend preparing for and leading SPIN club meetings on the SPIN Club Volunteer Time Log.		
Distribute and collect completed Enrollment forms and Participation forms at first meeting and return to extension office.		
Extension staff will email leader with a list of SPIN members that enroll at extension office.		
Extension office will make initial contact with members; beyond that it is the responsibility of the leader to send correspondence.		
Contact extension staff if you have questions.		
Share pictures, videos, or information with extension staff for local news media, 4-H website, social media, or newsletters.		
Share your success with extension staff — what went well; what you would do differently next time.		

Kansas State University Agricultural Experiment Station and Cooperative Extension Service



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This resource was adapted with permission of the University of Illinois Extension 4-H Youth Development.