Flow Chart for Starting New 4-H SPIN Clubs

**Idea**

**Volunteer Recruitment**
- Call a lead
- Set up initial meeting

**Initial Meeting**
- Go over 4-H, how it's different
- What is SPIN?
- My vision for them
- Volunteer role description
- Kansas Volunteer Screening Process

**Send Paperwork**
- Sent
- Appointed

**Plan**

**Schedule Planning Meeting**
- Create sample lesson plan
- Preassess risk
- Insurance needed?
- Fee details

**Discuss**
- Program Plan
- Club name
- Meeting times, dates, location
- Age group, number of kids
- How to incorporate 4-H
- Plan culminating event
- Enrollment, fees, insurance

**Volunteer Training**
- Finish any training

**Marketing**
- Create / disseminate flyers
- Facebook post
- Extension website post
- Twitter post
- Other

**Club Creation**
- Obtain club charter, if necessary
- Obtain FEIN # if necessary

**Risk Management**
- Create risk management plan
Enrollment
- 4-H Enrollment Form
- 4-H Participation Form
- Fee?
- Insurance?
- Enter in 4-H Data System

1st Club Meeting
- Attend meeting
- Take pictures
- Assess volunteers
- Share assessment
- Attend 2nd meeting, if necessary

Culminating Event
- Take pictures, testimonials

Follow-up
Volunteer
- Meet to discuss
- Plan expansion / continuation with 4-H

Publicity
- Contact local media about success
- Facebook
- Twitter
- Extension website

This resource was adapted from the Flow Chart for Starting New SPIN Clubs, by Michelle Bisel, with the permission of University of Illinois Extension 4-H Youth Development.