



SPIN CLUB



STAFF CHECKLIST FOR STARTING A NEW 4-H SPIN CLUB

Date _____ Staff Person _____

Contact Name	Street Address	Work Phone
Associated Agency	City, ZIP	Cell Phone
Agency Contact	Email	Best time to contact

TASKS	DATE COMPLETED
Volunteer Interview, including discussion on volunteer role description and volunteer application process; provide volunteer application forms	
Screening forms completed and received in Extension office; staff processes forms and submits for background checks	
Screening forms approved, processed, and entered into DMS	
Volunteer training and orientation: BIG-M, PYD and enrollment forms <input type="checkbox"/> Session 1 <input type="checkbox"/> Session 2 <input type="checkbox"/> Session 3	
Certify that volunteer has completed the online A 4-H Pledge Keeping Youth Safe training by submitting a copy of the "you have viewed the 4-H child protection course" to Extension office	
Volunteer is associated with a partnering organization YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, provide name of agency and address: _____ _____	
Phone: _____	

<p>RISK MANAGEMENT AND COMPLIANCE</p> <ul style="list-style-type: none"> • Certificate of Nondiscrimination Form from program site • Memorandum of Understanding for program site if needed • Certificate of Insurance required? YES <input type="checkbox"/> NO <input type="checkbox"/> <ul style="list-style-type: none"> o If yes, submit request Certificate of Insurance Request form to University of Illinois Office of Risk Management • Contract required? YES <input type="checkbox"/> NO <input type="checkbox"/> <ul style="list-style-type: none"> o If yes, submit contract to University of Illinois Purchasing Dept. <p>Note: Extension Staff and volunteers cannot sign any contract</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Discuss community service opportunities with volunteer	
Discuss celebration of mastery for culminating event	
Discuss program planning with volunteer, incorporating youth voice and youth leadership opportunities; work with the volunteer to begin developing the SPIN Club Volunteer Plan of Action	
Discuss community service opportunities with volunteer	
<p>Work with volunteer to market program, before and during sessions; consider media and social media coverage</p> <ul style="list-style-type: none"> •TV or radio •Website •Newsletter •Twitter •Facebook •Video 	
Distribute enrollment forms to SPIN club members	
<p>Quality Assurance</p> <ul style="list-style-type: none"> •Enrollment forms are complete and signed •Attend first club meeting •4-H Pledge included at start of meeting •Assist with completing and collecting forms if needed •Take pictures of youth engaged in hands-on learning (signed photo release form required) •Check for adequate volunteer/youth ratio •Check there are adequate resources for program 	
Follow up with volunteer before last club meeting to discuss future volunteer opportunities and or program expansion	
Document success stories	
Distribute and collect evaluations and feedback. Extension staff can assist volunteer and youth if needed	
Attend culminating event	
Review program data including number of volunteer hours, number of youth reached, and evaluation data	

