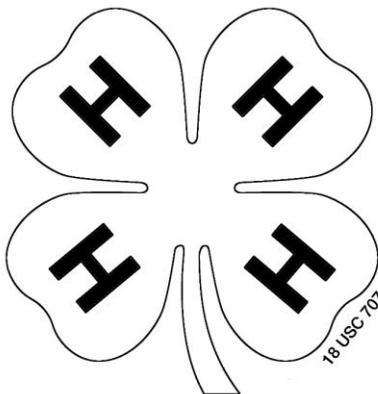


## **Host Site Facilitator's Guide**

**2011 North Central Region 4-H Volunteer e-Forum**

### **"Positive Youth Development"**

**Session 1: Monday, November 7 – 7:30-9:30 p.m. (ET); 6:30-8:30 p.m. (CT); 5:30-7:30 p.m. (MT)**



TO: Host Site Facilitator

Welcome to the 2011 North Central Region 4-H Volunteer e-Forum! We are glad you have chosen to host this event on behalf of 4-H Volunteers and Extension Staff in your area. Thank you for your time and efforts to help us make this training opportunity a successful one for all of the participants!

The 2011 e-Forum will take place on three separate evenings: **Monday, November 7; Thursday, November 17; and Tuesday, November 22.** Each session will begin at **7:30 p.m. ET** (6:30 p.m. CT and 5:30 p.m. MT), and is scheduled to last for two hours.

This Facilitator's Guide is designed to help you effectively prepare for the Webinar which will be delivered through Adobe Connect and then to facilitate some local discussion and activities throughout the session. We believe that interaction among the participants at your site will be a very valuable part of the e-Forum. Please familiarize yourself with the information in this Guide prior to the session and prepare any needed supplies to distribute to your participants.

Here are some helpful tips as you prepare to host this program:

- At least **24-48 hours before the session**, download the plug-in and test the settings/software on the computer you will use for the sessions. Make sure that you are able to access the presentation. To download the plug-in and test your computer's settings, visit: [www.extension.iastate.edu/testconnect](http://www.extension.iastate.edu/testconnect). In addition, you can go to <https://connect.extension.iastate.edu/northcentral4h> before the event, login using the "Guest" option and you will see a welcome slide playing music. If you see the slide and hear music, you should be good to go.
- If you have any **technical difficulties** with downloading or installing the Adobe Connect plug-in, please contact support by calling **515-294-8658**, let them know you are part of this program, and they will be more than happy to assist you.
- **10-15 minutes before the session** is scheduled to begin, connect to the online presentation room at: <https://connect.extension.iastate.edu/northcentral4h>
- If you have any **technical difficulties** with viewing the presentation during the session, contact technical support at **515-294-8658** and let them know you are part of this program.
- **Additional resources** that will be referenced during the session are available for volunteers to download following the session at the North Central Region Volunteer e-Forum 2011 Web site: <http://www.uwex.edu/ces/4h/ncrvd/NCRVF2011.cfm>
- Please encourage participants to provide their feedback regarding the e-Forum by completing the **evaluation instrument** available at: [https://purdue.qualtrics.com/SE/?SID=SV\\_3Vsu5NgUXWKB1M8](https://purdue.qualtrics.com/SE/?SID=SV_3Vsu5NgUXWKB1M8)

Thank you for your interest and participation!

Sincerely,

North Central Region 4-H Volunteer Specialists

## **General e-Forum Overview**

### **Purpose of e-Forum**

The North Central Region 4-H Volunteer e-Forum will enable 4-H Volunteers to learn from and interact with experts across the 12-state North Central Region. Volunteers will then be able to utilize lessons learned from the e-Forum with 4-H members throughout the year.

The e-Forum format will utilize technology to reach additional volunteers who are traditionally unable to attend face-to-face Forums. Opportunities will be included in the e-Forum sessions for volunteers to interact with one another during facilitated on-site instruction and via online chat with volunteer audiences across the region.

### **Target Audience**

The target audience for the North Central Region 4-H Volunteer e-Forum includes approved 4-H volunteers who work with youth primarily in club or project-based 4-H Youth Development Programs. Participants may include any and all levels of service tenure with the 4-H program. A secondary audience includes the 4-H Extension staff members who work with the volunteers to implement a successful 4-H program for the members. There are no prerequisites for this program.

### **Overall e-Forum Objectives**

At the conclusion of the North Central Region 4-H Volunteer e-Forum, each participant will be able to:

1. Identify at least one way to use techniques obtained from the e-Forum sessions in support of their service to the 4-H program.
2. Accurately state three components of a positive youth development program.
3. Recognize effective 4-H program management techniques that can be incorporated into their work with 4-H members.
4. Describe new and emerging 4-H curriculum in the areas of technology, science, and community service learning.

## **e-Forum Format and Structure**

The North Central Region 4-H Volunteer e-Forum will be taught in three sessions of two hours each, from 7:30-9:30 p.m. Eastern (6:30-8:30 Central, 5:30-7:30 Mountain). The sessions are scheduled as follows:

### *Session 1: Monday, November 7 – Positive Youth Development*

- The Teen Brain: A Work in Progress – Annette Haas, University of Wisconsin-Extension
- Quality Matters: In Chocolate and 4-H Programs – Brenda Shafer, University of Minnesota

### *Session 2: Thursday, November 17 – 4-H Program Management*

- Keeping Your Cool While Working with Youth – Pat McGlaughlin, Sheri Seibold, University of Illinois
- Reducing the Risks of 4-H Club Meetings – Vicki Schwartz, Brenda Young, Ohio State University

### *Session 3: Tuesday, November 22 – New & Emerging Curriculum*

- Get Connected in Your 4-H World – Rachelle Vetter, North Dakota State University
- 4-H Science – Dixie Sandborn, Michigan State University
- Community Service Learning – Steve McKinley, Purdue University

Each session will be delivered to host sites online via Adobe Connect, originated and hosted by Iowa State University Extension. 4-H Volunteers will be invited to attend the live sessions at a host site sponsored by a local 4-H program. 4-H Extension Professionals will serve as host site facilitators and lead local discussions and activities with the 4-H Volunteers. Instructions to connect to the Adobe Connect program are included on p. 2 of this Guide.

Relevant resources will be provided to the 4-H Volunteers at each host site for each session. Additional supplemental resources for e-Forum participants to access will be posted on the North Central Region Volunteer e-Forum 2011 Web site: <http://www.uwex.edu/ces/4h/ncrvd/NCRVF2011.cfm>.

A Qualtrics Survey will allow participants to comment on the quality and content of each of the e-Forum sessions and provide input on future volunteer training opportunities.

## Welcome to Session 1 of the North Central Region Volunteer e-Forum!

The title of this e-Forum session is “Positive Youth Development” and includes the following topics and presenters:

### **The Teen Brain: A Work in Progress**

*Presenter: Annette Haas, University of Wisconsin-Extension, [annette.haas@ces.uwex.edu](mailto:annette.haas@ces.uwex.edu)*

While 95% of the human brain has developed by the age of six, it is now known that a young person’s brain experiences a growth spurt around adolescence and is not fully developed until well into the 20s. The still-developing brain has a great effect on a teen’s behavior, from the disorganization of the frontal cortex to the emotional reactions from the amygdala to the cerebellum’s lack of coordination. As adults who work with young people (ages 10 and older), it’s important to understand these brain changes, the resulting behaviors and the implications for providing supportive, safe, and meaningful experiences and opportunities.

### **Quality Matters: In Chocolate and 4-H Programs**

*Presenter: Brenda Shafer, University of Minnesota, [shafe006@umn.edu](mailto:shafe006@umn.edu)*

Quality matters when it comes to youth programs. In fact, research has found that poor quality youth programs are not neutral but rather can have a negative effect on participants. Fortunately, there is a growing body of evidence revealing what "Quality" looks like, why young people in quality programs rate their experiences more positively and stay engaged longer, and how staff and volunteers can ensure they are offering experiences that truly engage young people. In addition to sharing research findings, participants in this session will identify elements of quality existing or lacking in their own clubs or groups and consider how they can improve quality to ensure positive outcomes for young people. Chocolate provided!

## Supply List

The following supplies will be needed at your host site for this session.

***Host Site Facilitators: Remember to test your equipment and connections prior to the session according to the instructions provided on p. 2.***

### General Supplies

- LCD Projector
- Laptop/Personal Computer (that is no more than 2-3 years old)
- Speakers for audio
- Internet connection (wired, high-speed network connection preferred)
- Extension cord/power strip
- Separate laptop with Internet connection for participants to complete the online survey at the end of the program (optional)
- Registration sheet to record attendance
- Name tag for each person
- Refreshments (optional)

### For Both Sessions

- Copies of PowerPoint handout for each participant.

### The Teen Brain: A Work in Progress

- Copies of “The Teen Brain: A Work in Progress” 2-page handout for each participant
- Copies of “What Teenagers Need from Parents, Teachers, and Other Adults” 4-page handout for each participant

### Quality Matters: In Chocolate and 4-H Programs

- A chocolate bar or piece of chocolate for each participant. Chocolate without nuts or other additives preferred. This will be used in an exercise, so if handed out early, instruct participants to unwrap but wait for further instruction before tasting.
- Copies of “Youth Program Quality Assessment Overview” 1-page handout for each participant

## Forum Introduction and Welcome

Slide	Slide Heading	Notes to Facilitator
1	Welcome to the 2011 North Central Region 4-H Volunteer e-Forum!	
2	Positive Youth Development	
3	Welcome from 4-H National Headquarters – Doug Swanson video	
4	Salute to Excellence Award - Robin Forney, IL	
5	Salute to Excellence Award Winner - Romelle Bymers, WI	
6	Tonight's E-Forum Program - Positive Youth Development	

## Topic 1: The Teen Brain: A Work in Progress

Presenter: Annette Haas, University of Wisconsin-Extension, [annette.haas@ces.uwex.edu](mailto:annette.haas@ces.uwex.edu)

Slide	Slide Heading	Notes to Facilitator
7	The Teen Brain: A Work in Progress	
8	Objectives	
9-12	A Pop Quiz	For the statements on the next four slides, ask for the group's consensus and then respond to the poll question on behalf of your group.
13	Timeline of Brain Development	
14	Defining Adolescence	
15	Storm & Stress	
16	Significant Parts of a Teen's Brain	
17	Emotional Brain: Amygdala	
18	What Emotion do you see? picture	
19	What emotion do you see? Poll question	Ask for the group's consensus on which emotion they see - A, B, C, or D and then respond to the poll question on behalf of your group.
20	Communication Gap	
21	What Does This Mean in Terms of Behavior	
22	Encourage Healthy Risks During the Teen Years	Please hand out copies of "The Teen Brain: A Work in Progress. Implications for Adults who Work with Teens."
23	Decision-Making: Frontal Cortex	
24	Pruning and Organizing	
25	What Does This Mean in Terms of Behavior?	
26	Keep Communicating	
27	Provide Guidance and Opportunities	
28	Brain Coordination: Cerebellum	
29	What does this mean for behavior?	

30	Provide Opportunities for Enriching Experiences	
31	Zits cartoon	
32	Adolescents and Sleep	
33	The Teen Brain and the Essential Elements of Youth Development	
34	What Teens Need From Adults	Please hand out copies of <i>“What Teenagers Need from Parents, Teachers, and Other Adults.”</i>
35	What Teens Need From Adults	
36	Designing Learning for Teens	
37	Reflect on the Teen Brain	Please have participants discuss each question. Type in the chat box one response that was shared in your group.
38	Now What?	Please have participants discuss each question. Type in the chat box one response that was shared in your group.
39	References	

## Topic 2: Quality Matters: In Chocolate and 4-H Programs

Presenter: Brenda Shafer, University of Minnesota, [shafe006@umn.edu](mailto:shafe006@umn.edu)

Slide	Slide Heading	Notes to Facilitator
40	Quality Matters	
41	We hear a lot about “Quality”	
42	What do you associate with Quality?	Presenter will say a word and at your site have participants shout out the thoughts that come to mind. If you wish, type in a response, but no more than one.
43	Quality Chocolate	
44	Quality Chocolate	
45	Quality Chocolate	
46	How to Judge Chocolate Quality	If possible, everyone should have a chocolate bar or piece of chocolate in their hands so they can participate in this pleasurable activity. Plain chocolate bars/pieces rather than candy bars with multiple ingredients work best (i.e. Hershey bars, Dove chocolates, as opposed to Snickers or Butterfinger). If you don't have chocolate, just ask the audience to use their imaginations.
47	What Do Chocolate and Youth Programs Have in Common?	
48	Quality	
49	Because it Matters	
50	Quality Matters in Youth Programs	
51	Youth in Poor Quality Programs	
52	Quality Programs: Research	

53	Quality Programs: Your Experience	
54	Assessing Youth Program Quality	
55	Point of Service Focus	
56	Youth Program Quality at POS	Please hand out copies of "Youth Program Quality Assessment Overview"
57	Youth PQA Scoring	
58	Emotional Safety	
59	Physical Safety	
60	Emergency Safety Procedures	
61	Supportive Environment	
62	Supportive Environment	
63	Supportive Environment	
64	Supportive Environment	
65	Interaction	
66	Interaction	
67	Engagement	
68	Engagement	
69	Sources	

## Invitation to 2012 NCRVF

(Slides 70-96)

Kansas 4-H and the Kansas Association of 4-H Volunteers invite you to the 2012 North Central Regional Volunteer Forum, October 11 – 14, Wichita Kansas.

Workshop proposals are now being accepted. Full information is on our 2012 Volunteer Forum website: [www.Kansas4-H.org/2012ncrvolunteerforum](http://www.Kansas4-H.org/2012ncrvolunteerforum) Proposals are due January 16, 2012.

Registration information will be online at the 2012 NCR Volunteer Forum website before March 1, 2012.

## Closing

Slide	Slide Heading	Notes to Facilitator
97	E-Forum Resources	Please encourage participants to visit the e-Forum Web site to obtain additional information. <a href="http://www.uwex.edu/ces/4h/ncrvd/NCRVF2011.cfm">http://www.uwex.edu/ces/4h/ncrvd/NCRVF2011.cfm</a>
98	E-Forum Survey	Please encourage participants to complete this online survey to share their thoughts about the e-Forum. If you have a laptop available in the meeting room, participants could complete the survey before they leave. <a href="https://purdue.qualtrics.com/SE/?SID=SV_3Vsu5NgUXWKB1M8">https://purdue.qualtrics.com/SE/?SID=SV_3Vsu5NgUXWKB1M8</a>
99	E-Forum Sessions	

***Thank you, Host Site Facilitators, for your assistance with this session of the 2011 NCRVe-F!!***