



## Introduction

NCR 4-H Volunteer Specialists present:



Online Volunteer Modules

### ***Division of Roles Among Three 4-H Club Volunteers***

#### **1. Parent/Adult Volunteer Organization**

- Organize & communicate family responsibilities at meetings
  - Snacks
  - Welcome Activities
- Oversee schedule for demonstrations.
- Organize volunteer opportunities (*consider providing a parent volunteer handout with suggested ways to help*)
- Encourage all parents to be screened volunteers
- Seek input from parents regularly
- Special event planning (i.e. holiday party, summer picnic)

#### **2. Youth and Project Organization**

- Oversee 4-H project experience schedule
  - Delegate planning and teaching of project areas
  - Work with 4-H project leaders and invited guests related to educational project experiences, including supplies needed, location requirements, etc.
  - Confirm date, time, and location with presenters prior to 4-H club meeting
  - Plan a thank you for presenters (e.g., card signed by club members)
- Work with youth to determine future projects. Determine ways to gather input.
- Plan club educational field trip experiences linked to project areas.

#### **3. Meeting and Business Organization**

- Communication with 4-H Extension Office - lead contact
- Train/work with youth officers
- Guide club officers to create final meeting agenda
- Communication (e.g., email, Facebook)
- Oversee Treasurer/Budget

#### **Shared Roles**

- Community Service project planning
- Fundraising