



SPIN CLUB

KANSAS 4-H SPECIAL INTEREST 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	Extension Staff Responsible	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 and processed.		
Check that the volunteer has completed online orientation.		
Discuss risk management 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.		
Work with volunteer to market program, before and during sessions; consider media and social media coverage: <ul style="list-style-type: none"> •TV or radio •Website •Newsletter •Twitter •Facebook •Video 		
Distribute Enrollment forms and Participation forms to SPIN club members.		
<ul style="list-style-type: none"> •Enrollment forms and Participations 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. •Check there are adequate resources for program. 		

Tasks	Extension Staff Responsible	Date Completed
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		



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