4-H Affiliate Member Orientation Checklist

This resource is designed to be used by 4-H Educators with 4-H Affiliate Members at the start of their term on a 4-H Affiliate Group (4-H Council or 4-H Fair Board) and annually at the start of the 4-H Affiliate Group's "year". Additional resources, training ideas and support are provided at the end of the document.

- ❑ Share resources and expectations including:
  - o 4-H Council Handbook
  - o 4-H Affiliate member role description
  - o 4-H Adult Behavioral Expectations
  - o 4-H Policies and Procedures

  Reinforce these resources and expectations as needed.

- ❑ Create Ground Rules and Meeting Expectations with officers and/or members.

- ❑ Share/remind members of Purdue Extension 4-H Youth Development's structure and of their reporting chain of command.
  - o 4-H structure - Copy.docx
  - o Share information about how you work, what you expect from them and how you envision working together.
  - o Have members share information about themselves, what they expect of you and how they envision working with you.

- ❑ Share/remind members of Extension and 4-H Mission, Vision and History (during onboarding and annually as needed).

- ❑ Share/remind members of Council/Fair Board's purpose. 4-H Policies and Procedures 5.2. ***(Check MOU and by-laws to assure alignment.)***

  - o Review their Constitution, By-laws, and other guiding documents

  - o 4-H Council- focuses on working in conjunction with the County 4-H Extension Educator to provide guidance and support for the year-round County 4-H Youth Development Program, including 4-H delivery methods such as clubs, projects, in school, after school, and camps.

  - o 4-H Fair Board- responsible for the year-round operation and maintenance of the fairgrounds property, which the Fair Board may own and/or manage. The Fair Board works in conjunction with the County 4-H Extension Educator and 4-H Council to establishing the dates and schedule for the annual 4-H Fair exhibition. The 4-H Fair Board also follows a process that allows other

Purdue Extension and non-Extension groups to utilize the facilities and fairgrounds throughout the year.

❑ Review and discuss objectives and functions.
  o 4-H Council Handbook

Additional resources:

- 4-H Adult Behavior Expectations
- 4-H Affiliate Member Role Description
  o 4-H Affiliate Member Role Description Public
  o On the web through 4-H Home>Volunteer>Resources and Development>Volunteer Role Descriptions
  o Volunteer Role Descriptions – Indiana 4-H Hub
  o On the 4-H Hub through Volunteer Resources>Volunteer Role Descriptions
- 4-H Council Handbook
  o 4-H Council Handbook (purdue.edu)
  o On the web through 4-H Home>Volunteer>Resources and Development
- 4-H Policies and Procedures: Section 5- County 4-H Program Governance-
  o Section 5: County 4-H Program Governance (purdue.edu)
  o On the web through 4-H Home>About 4-H>Policies and Procedures
- 4-H Policies and Procedures: Section 8- 4-H Affiliate Standards
  o Section 8: 4-H Affiliate Standards (purdue.edu)
  o On the web through 4-H Home>About 4-H>Policies and Procedures
- Indiana 4-H Volunteer Development Resources
  o Resources and Development (purdue.edu)
- Working with Extension Boards and Advisory Committee resources
  o Working with Boards and Advisory Committees – Purdue Extension Hub
- North Central Region Volunteer Development Resources
  o North Central Region 4-H Volunteer Development – Cooperative Extension (wisc.edu)
- National 4-H Volunteer Resource Hub
  o National 4-H Volunteerism Resource Hub (extension.org)
- National 4-H Council (log in required)
  o 4-H - Login - National 4-H Council
  o Available under Volunteer Development Resources

Additional training ideas:

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- Real Colors- contact Tony Carrell for a list of state certified instructors
- Conflict Resolution- contact Jamie Morris
- Invite affiliate members to attend 4-H events, activities and club meetings (i.e. camp, workshops, etc.).
- Schedule general connection time before, during and/or separately from council/board meetings to build and strengthen relationships.

Additional support:

- Jamie Morris- morri688@purdue.edu
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