

# Unpacking the 4-H Charter: Online Volunteer Training Modules

Feldhues, K., Bruynis, K., and Fraley, R.

## INTRODUCTION

This training provides a complete series of teaching modules to supplement or enhance 4-H volunteer training embedded in the 4-H charter. Each module breaks down the charter components thoroughly to provide a general but complete overview of topics. If an aspect is county specific, the narrator encourages the learner to ask further questions in their home program.

## MODULE TITLES

- 8 Key Components
- Club Chartering
- Club Financials
- Club Structure
- Fundraising
- Membership
- Mission, Vision, & Values
- Name & Emblem
- Volunteer Screening

## IMPORTANCE

### Improving Practices

- Gives 4-H professionals another avenue to teach Volunteers
- Provides quality programming on demand to busy volunteers.

### Improving People

- Provides flexible alternative training option.
- Enhances understanding of content that doesn't require face-to-face education.
- Accessible by volunteers in all 88 counties



Travis West, 4-H Youth Development Educator – Vinton County, presenting 4-H Chartering: Club Structure.

## Module Components

- Scripted video narrated by a 4-H professional with an embedded guiding powerpoint slides.
- Key takeaways emphasised and expanded upon in supplemental handouts
- Post test questions to gauge volunteers' knowledge of information retained from video trainings

## STEPS TO CREATION

1. Establish a funding source. The Ohio Valley EERA received funding from The Ohio 4-H Foundation.
2. Establish a partnership with video recording studio. For example, Ohio Valley EERA used a local school within the region for backdrop design, video recording, editing, etc.
3. Assign topics of interest to Extension Professionals. Each person drafts a 5-10 minute teaching segment on the assigned topic along with quiz and handout information.
4. Determine a peer editing system for the assigned scripts.
5. Produce videos and provide feedback of peer videos.
6. Generate modules to include the video, quiz, and handouts.
7. Provide online access of the modules to Extension Professionals and volunteers. IE: 4HOnline.

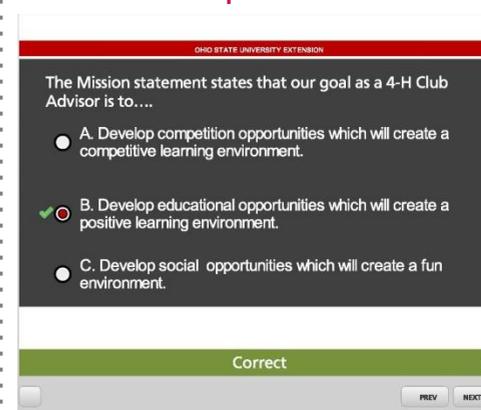
## TIPS & CHALLENGES

- Limited equipment resources for video recording and editing at the county level, lack of support from OSU Main Campus, find alternatives
- Partnership with local schools allow for technology sharing and media experience for youth
- Lighting is extremely important– our lack of lighting diminished the quality of the videos
- Production time is lengthy when working with groups– plan accordingly– which is a challenge for needing to update resources.
- Think early on about how the videos will be accessed and used and keep that in mind throughout creation.

## 4HOnline: Volunteer Training Module



## Module Quiz Component



## Certificate of Completion



## ACCESS

The Volunteer Training Modules are available through 4HOnline. This resource provides Extension Professionals with access to these modules to use as they see fit with their volunteers. Modules can be found through volunteer profiles, listed under trainings. For help accessing these modules, visit the 4HOnline Help Sheets on How To Access Your Family Profile and How to Register for 4HOnline Training via the Ohio 4-H Intranet.

## CONCLUSIONS

Developing quality, timely, practical training videos is a desired by both volunteers and Educators but comes with challenges.

Creating content that is general across a wide population, while still being worthwhile, applicable, and does not require updating too frequently is important if putting in the effort of creating.

Finding ways to make video production faster, that can be viewed by the masses instead of a somewhat limited system is something Extension needs to catch up on in order to meet the next generation of volunteers availability and interests.

Since the videos have become accessible through 4HOnline seven counties have used them. There has not been much publicity done since they were released but there have been multiple individual requests.

## ACKNOWLEDGEMENTS

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