

4-H CLUB/CLOVERBUD LEADER ASSESSMENT

Annually, the Extension Educator(s) and the organizational leader(s) meet to talk about the volunteer’s personal and club goals, accomplishments, and challenges related to their role. It is recognized that these are the minimum expectations; individual counties may make additions to this document.

Name: _____ Club _____ Year _____

Continuing Education:

Recorded in Data Management System:

- 4-H Volunteer Enrollment Active
- Four Continuing Educations completed, if not how many completed _____
- Working with Minors – annual review of university policy
- Title VII & IX Training – annual review of university policy

Club Management – Charter Renewal

- Club leadership team did an annual reflection of their goals, accomplishments, and challenges.
- Club Charter renewal process completed.

Specific Duties per Club Leader Agreement:

	Not Met	2	Satisfactory	4	Superior
1. Immediately addressed and reported any behavior that endangers a child or group of youth or negatively impacts the surroundings (meeting or activity). Appropriately used Incident and Accident form 8.	1	2	3	4	5
2. In advance of a meeting/activity/event, re-familiarized yourself with policies related to first aid, emergency plans or any other risk management procedures of Oklahoma State University, OK 4-H Youth Development, and the county 4-H program. Appropriately used Activity and Intent form 7.	1	2	3	4	5
3. Maintained clear, frequent, and timely communications with youth, families, volunteers, and extension office.	1	2	3	4	5
4. Club Charter renewed with the assistance of club members, volunteers, and parents.	1	2	3	4	5
5. Organized the club through youth officers and committees. Ensure these groups are trained for effective leadership – preparing for meetings, basic parliamentary procedure, conducting meetings, and developing committees.	1	2	3	4	5
6. Returned On TRAC plans, enrollment, financial review, and other required annual reports to the county office in a timely manner.	1	2	3	4	5
7. Assured that the Club is represented at all county Parent-Volunteer Association meetings.	1	2	3	4	5
8. Assured that the Club is represented at all county Volunteer Continuing Education opportunities.	1	2	3	4	5
9. To recruit and involve other volunteers in club programming efforts – project leaders, committees, programming, etc.	1	2	3	4	5
10.	1	2	3	4	5
11.	1	2	3	4	5

Primary Duties per Club Leader Agreement (These are only a few of the primary duties listed on the club leader agreement.)

	Not Met	2	Satisfactory	4	Superior
1. Ensured that the club maintained the “Civil Rights Assurance Statement” on behalf of Oklahoma 4-H.	1	2	3	4	5
2. Ensured the safety and well-being of club members and families attending meetings and activities.	1	2	3	4	5
3. Promote responsibility, personal growth, and planning of 4-H project work by members, families, and volunteers.	1	2	3	4	5
4.	1	2	3	4	5
5.	1	2	3	4	5

Working Relationships

	Needs Improvement		Satisfactory		Excellent
1. Relationship with other volunteers, parents, and families	1	2	3	4	5
2. Relationship with staff	1	2	3	4	5
3. Relationship with 4-H membership	1	2	3	4	5
4. Initiative	1	2	3	4	5
5. Flexibility	1	2	3	4	5
6.	1	2	3	4	5
7.	1	2	3	4	5

Extension Educator thoughts/comments to above areas:

Volunteer's thoughts or comments to above areas:

Volunteer's perceived most significant achievement during this past program year:

Areas/topics in which further continuing education would be desirable and/or areas for personal growth. Course of action discussed.

Overall, how does the volunteer feel about remaining in this position? What change in responsibilities or practices would improve the ability of the volunteer to contribute to the 4-H program?

What are the major goals for the volunteer to accomplish in their position during the next program year/defined period?

- 1.
- 2.
- 3.
- 4.
- 5.

Other recommendation or comments:

Scheduled date of next assessment/meeting/follow-up:

Date Club/Cloverbud Leader Signature

Date Extension Educator(s)