

**4-H ORGANIZATIONAL/CLUB LEADER ASSESSMENT**

Annually, the Extension Educator(s) and the organizational leader(s) meet to review performance and to assess the volunteer's needs related to the volunteer position in which they were hired to serve. It is recognized that these are the minimum expectations; individual counties may make additions to this document.

Name: \_\_\_\_\_ Club \_\_\_\_\_ Year \_\_\_\_\_

**Training/Continuing Education:**

Documented in 4HOnline Data Management System:

- 4-H Volunteer Enrollment Current
- Working with Minors training
- Title VII & IX Training
- Four Continuing Educations completed, if not how many completed \_\_\_\_\_

**Club Management – Charter Renewal**

Documented in 4HOnline Data Management System:

- Club Charter renewal process completed.

**Specific Duties:**

	Not Met		Satisfactory		Superior
	1	2	3	4	5
1. Immediately addressed and reported any behavior that endangers a child or group of youth or negatively impacts the surroundings.	1	2	3	4	5
2. Familiar 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.	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 programming efforts.	1	2	3	4	5
10.	1	2	3	4	5
11.					

**Working Relationships**

	Needs Improvement		Satisfactory		Excellent
	1	2	3	4	5
a. Relations with other volunteers, parents and families	1	2	3	4	5
b. Relations with staff	1	2	3	4	5
c. Relations with 4-H membership	1	2	3	4	5
d. Initiative	1	2	3	4	5
e. Flexibility	1	2	3	4	5
f.	1	2	3	4	5
g.	1	2	3	4	5

Comments by Extension Educator regarding above areas:

Comments by volunteer regarding above areas:

Most significant achievement during period of evaluation:

Major area in which improvement, change or further training would be desirable, with description of suggested course of action”

Overall, how does the volunteer feel about remaining in this position? What change in nature of responsibilities or procedures 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 between now and the next evaluation period?

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

Other recommendation or comments:

Scheduled date of next evaluation:

\_\_\_\_\_

Date

\_\_\_\_\_

Organizational Leader Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Extension Educator