4-H VOLUNTEER GUIDE 2020-2021

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WHAT TO EXPECT, WHEN DEALING WITH THE UNEXPECTED?

by Natalie Cunha

It seems that changes are continuous with the current pandemic that we are all facing. This is a time of at-home learning, personal growth, and increasing interest in the future of our communities. As we move forward with the 4-H program year, I hope all 4-H Club and Project Leaders utilize this guide as well as the 4-H Virtual Toolbox on the State 4-H website.

I have come to realize that it is time to appreciate that Zoom offers us a way to still connect with our friends, family, and coworkers. It is not ideal, of course we would all love to be together in-person but I hope this handout will give you some comfort and guidance for this upcoming 4-H program year.

Currently, Placer/Nevada 4-H in-person programing is still not covered by UC ANR for over 10 people: 8 youths and 2 adults. In-person events must have UC insurance coverage (FURs) and COVID-19 guidelines (Safety Plan) in place to support the event. This announcement will remain in place through the end of the year.

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MAINTAINING MONTHLY 4-H CLUB MEETINGS

Club Leaders and Project Leaders, Start Here!

- Club Leader: similar to how you start a normal 4-H program year, choose a monthly meeting time and find out who your Project Leaders are this year.
- Project leaders take the time to check in with your members and plan meeting times with them!

Every club operates differently, just like every county, some things may work for some of your members and some things may not. The best thing to realize is that new meeting formats are new to everyone and participation will vary.

Enrollment needs to be completed as soon as possible, within the first 30 days of planned meeting attendance!

Setting Zoom Meetings:

Your local CES's can set the first zoom meeting for your club or project meetings to then vote on zoom spending.

Placer-**ncunha@ucanr.edu**

or

Nevada- **jsimmons@ucanr.edu**

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Computer Zoom Example:

Meeting Topic: Our Wild California Virtual Camp

Meeting Time: Jul 13, 2020 08:30 AM Pacific Time (US and Canada)
Every day, until Jul 24, 2020, 12 occurrence(s)
Jul 13, 2020 08:30 AM
Jul 14, 2020 08:30 AM
Jul 15, 2020 08:30 AM
Jul 16, 2020 08:30 AM
Jul 17, 2020 08:30 AM
Jul 18, 2020 08:30 AM
Jul 19, 2020 08:30 AM
Jul 20, 2020 08:30 AM
Jul 21, 2020 08:30 AM
Jul 22, 2020 08:30 AM
Jul 23, 2020 08:30 AM
Jul 24, 2020 08:30 AM

Please download and import the following iCalendar (.ics) files to your calendar system.

Add to Calendar   Add to Google Calendar   Add to Yahoo Calendar

Start Meeting

As a host, you have the ability to start and end the meeting.

If the above button is not clickable, try copying and pasting the following link into the address bar of your web browser

https://ucanr.zoom.us/s/91944893010

Or join meeting with the following methods

Attendance Options:

- On Zoom you can have everyone enter their name in the chat box. Chat box can be saved.
- Everyone can voice their name and they can be written down.
- One person can be in charge of writing down all names and phone numbers on the zoom meeting, then match them with members.

This may be overwhelming at first without a traditional sign-in sheet, but having one person in charge of attendance may be easiest.

** Virtual meeting can not require attendance. **

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Avoid Zoom Bombing & Zoom meeting privacy options:
Zoom offers lots of options to keep your meetings secure and to prevent unwanted guests from interrupting your meetings.
Of course, you'll need to balance usability and the security controls you add.

For the most part, the most effective ways of keeping interlopers out of your meeting:
• Don't publish a public link to your event on the web or social media;
• Avoid using your Personal Meeting ID (PMI) to host events. Your PMI is essentially one continuous meeting and people can pop in and out all the time. Learn about meeting IDs and how to generate a random meeting ID by using Zoom's "schedule" feature;
• Require participants to enter a password to enter the meeting: https://support.zoom.

Enthusiasm & Creating Connection on Zoom

1. Make sure that you are on "gallery mode" in the upper right hand corner of the zoom screen click the small box filled with more boxes.
2. Ask for all videos to be TURNED ON & check in with youth throughout the call.
3. It is better to be over the top excited on zoom and delegate discussion, than monotone and waiting for youth to speak, call on them!

Reminder: Every zoom event must have 2 adults, on the zoom call.

First Meeting, Please invite and introduce the County CES!
Discuss 4-H Changes, and Rules.

Social Capital, Social Justice & the 4-H Essential Elements

Belonging	Mastery	Legend
I. Positive relationship with a caring adult	4. Engagement in learning	Social Capital
2. An inclusive environment	5. Opportunity for Mastery	Social Justice
3. A safe environment		
Independence	**Generosity**	
6. Opportunity to see oneself as an active participant in the future	8. Opportunity to value and practice service for others	
7. Opportunity for self-determination		

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VOLUNTEER ADULTS ENROLLMENT

NECESSARY STEPS for Club and Project Leaders:

FIRST: ALL adult volunteers, NEW or RETURNING, must enroll in *4honline*. *NEW Volunteers ONLY* complete a *LiveScan*.
** *Returning Volunteers with no break in service DO NOT need to do a LiveScan*

SECOND: ALL adults must complete the volunteer training in *Campus eXtension.*

THIRD: If/when planning meeting(s)/project(s), leaders MUST complete a Facility Use Request form (FUR).
This form can be found under Resources--> Club Leader Resources
Why: *This provides insurance coverage for you and your 4-H function!*

Resources:
https://www.4honline.com
https://campus.extension.org

Adult Enrollment Courses
New Volunteers:
MODULE 1: 4-H Volunteer Orientation 40 min
MODULE 2: Foundation of Positive Youth Development 20 min
MODULE 3: Toward an Intercultural Connected 4-H 60 min
MODULE 4: Abuse Risk Management for Volunteers 15 min
MODULE 5: Reporting Child & Abuse Neglect 40 min

Returning Volunteers:
Abuse Risk Management for Volunteers 15 min
Reporting Child & Abuse Neglect 40 min

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Facility Use Forms

HOLDING 4-H MEETINGS, PROJECTS, OR EVENTS

For **ALL** projects, meetings or events, Club/ Project Leader **MUST** submit a **Facility Use Request** (FUR) Submit PRIOR to the beginning of projects, meetings, or events the 4-H CES at the 4-H office, *Allow 10-14 days to process requests. New facilities may take longer.*

PLEASE BE AWARE

IN ADDITION to our forms, many facilities have their own * User Agreement, Applications and/or Facility Use Request forms that will need to be completed and signed.
Forward them to the CES at the 4-H office for completion.
Only the County Director may sign these forms. DO NOT SIGN

Click on forms to print

FACILITY REQUEST PROCEDURE

Club/Project Leader

1) **Facility availability**
   a. Contact facility, verify availability, and reserve/hold date(s) needed. ***For Vet Halls only – check calendar and then go to step 2***.
   b. Inquire if additional forms * from facility is needed and forward forms to CES at 4-H office. ·This step can be accomplished by E-Mail or uploaded during the On-Line FUR submission

2) **Complete and Submit a FUR (required for ALL Projects & meetings)**
   a. **Club/Project meetings (multiple dates)**
      · On-Line survey (electronic FUR) – Recommended
      · Hard-copy FUR
   b. **Events (single date)**
      · On-Line FUR/survey (electronic FUR) - Recommended
      · Hard-copy FUR

3) **Additional documents required by facility?**
   a. Application, Contract, or agreements:
      · Include with your Hard copy FUR
      · Upload with your On-Line FUR/Survey – (Bottom of survey)

4) **Completion of Facility Request - (4-H office task)**
An E-mail with a letter of Additional date(s) and Time(s) confirming request will be sent to club/project leader once facility request has been completed and confirmed by facility. At that time, project, meeting, or event can move forward.

REQUIRED DOCUMENTS by LOCATION

At Club / Project Leader's home or private property.

1) FUR Facility Use Request form (Hard copy or On-Line survey)

Once received, 4-H office will request from the Club/ Project leader (Homeowner) the following:
2) Attachment D – fill out and send back with signature
3) Proof of Homeowner insurance coverage (Declaration page only)

Once 4-H office has received and processed the above, UC will send a Certificate of Insurance to provide UC's insurance coverage to the homeowner.

Click here for additional location information

We are currently requiring Safety Plans and COVID survey from ALL project leaders as well!

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Countywide Financial Spending Approval

The *Volunteer Spending Request* form needs to be used for all Countywide spending requests, prior to the spending, in order to insures that you will receive a prompt refund.

This form, paired with the *4-H Check Request reimbursement* form, needs to be turned in to the UC Placer County 4-H office, for reimbursement.

These multiple steps have to be in place until we have our Placer County Management Board in place.

Placer County 4-H Youth Development
Volunteer Spending Request Form
E-Mail, Mail or drop off with Backup documents to Placer County 4-H Office, 11477 E Ave., Auburn, CA

Please PRINT Clearly

Volunteer requester name: _____ Club Name: _____
Phone: ( ) _____ E-Mail: _____

Store/ Vendor/ Website name: _____
Location : _____
Purpose of this spending request: (Please describe in details to purpose for this spending request)
_____
_____
_____

Account to be charged: _____ Acct #:_____
Please note: If purchase is for awards, submit a list of awards and recipients within 14 days of event.

Expenditure details:

Item(s)	Description	Purpose	Amount

Amounts over $499 will need to be approved the County Director   **Total amount requested:**

By signing below, I confirm that the above expenditures will be purchased with the purpose of supporting the Placer County 4-H Youth Development program. I also understand that the above expenditures will need to be pre-approved by the project coordinator, event coordinator, by a council decision, or the County Director before purchasing.

_____   _____
Volunteer Signature   Date

REVIEW and APPROVAL

Reviewed and approved by 4-H CES

_____   _____
4-H CES Signature   Date

Reviewed and approved by County Director

_____   _____
County Director Signature   Date

Spending request approval date: _____
Emailed/communicated to Volunteer: _____ By _____

Click on form above to download

Both forms can be found on the Placer County website, under Resources --> Club Leader Resources--> under additional forms on the bottom left side of the page.

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New 4-H Year, Club Leader Reports (due October 30th, 2020)

Program Planning Report
Fundraising Report
Club Budget

Program Planning Guide
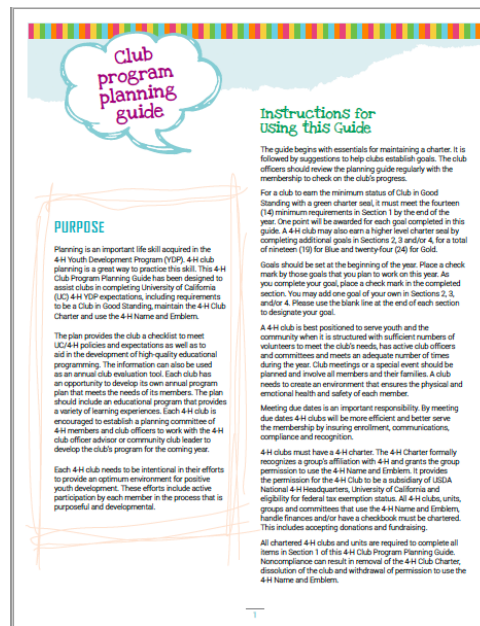
All of these forms can be found on the Placer 4-H website, under Resources, Club Leader Resources.

Fundraiser Approval 8.7

Club Budget 8.4

PVSA
Presidential
Volunteer Service
Awards
Countywide Award

The PVSA award is now being offered as a Countywide Project. There is no project enrollment, therefore if a youth wish to be involved in tracking their volunteer hours, they will need to notify the County office by **January 1st.**

The form located to the right will be due by **July 31st, 2021**.
The Form can be found on the Placer County 4-H website: --> Left side bar: PVSA, the form will be labelled "Placer PVSA".

UCCE Placer County is the certifying organization for the PVSA award. If a youth turn in their volunteer hours that do not meet the PVSA criteria, the hours will be declined.

The President's Volunteer Service Award
UC ANR 4-H YDP in Placer County
2020 - 2021 4-H Program Year
DUE DATE = Friday, July 31, 2021_____
for Volunteer Service Hours performed from July 1st, 2020 - June 30th, 2021
Return to: UCCE Office, 11477 E Ave Auburn, CA 95603
or via EMAIL: ncunha@ucanr.edu

Member's Name:_____Club:_____Age: _____
(as of 1/1/2020)
Phone:_____ Award You are Applying for: _____ **TOTAL ALL HOURS:_____**
If you have any questions, please contact your 4-H Community Club Leader or the 4-H Office at (530)889-7379.

AWARD LEVEL	BRONZE	SILVER	GOLD
4-H KIDS Ages 5-10	26-49 Hours	50-74 Hours	75 + Hours
4-H TEENS Ages 11-15	50-74 Hours	75-99 Hours	100 + Hours
4-H YOUNG ADULTS 16 - 19	100-174 Hours	175-249 Hours	250 + Hours

Date	Hours	Briefly describe work performed

		Total hours for this page

Member's Initial _____   Leader's Initial _____   Page No. _____ of _____

Date	Hours	Briefly describe work performed

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Virtual Meeting Resources

https://ucanr.edu/sites/ca4H/Virtual Toolbox/

4-H at Home:
https://ucanr.edu/sites/ca4H/

You can also find virtual 4-H meeting resources on the Placer County 4-H website, under the virtual 4-H meeting resource tab.

Placer County
Steps to Success 2020-2021

2020-2021 Placer County 4-H

Steps to Success to Show and/or Sell an Animal at the Fair, or Represent Placer County 4-H at State Fair Horse Shows

Listed below are the additional County requirements in accordance with the 4-H Steps to Success:

- •Eligibility to Show and/or sell an animal at the fair
- •Represent Placer County 4-H at State Fair Horse Shows.

1. Must be enrolled in 4-H and any market animal projects by county due date - November 30, 2020

2. Submit a 4-H Record Book in paper format or typed and printed, which must include:
- Personal Development Report
- "My 4-H Story"
- Project Report form completed and signed by Project Leader for each project.
- If a Junior or Teen Leader, then completed Junior ot Teen Leadership Development Report Form.

3. Attend 80% of animal project meetings, animal projects require more hours for follow-up support.
- After two misses, absences must be made up.
- You have 60 days to complete make up meetings.
- Make-up must be pre-approved and meeting make-up form must be signed off by the Project Leader.
- If the project is delivered virtually, 6 hours of programming must be completed. Attendance cannot be mandatory for virtual meetings.

4. If you add or drop a project, or make any other changes in your enrollment, you must make the change in your 4hOnline family account.

5. Youth must complete the animal ethics course yearly and print proof of completion and submit to the EACH fair(s) that they are participating in. http://yqca.org/

6. Participate in a workday for the Placer County fair that youth are registered to sell/show in.

For the latest information and dates of Countywide Events and Activities, and more information on Record Books visit the Placer County 4-H website: http://ucanr.org/placer4h
Revised 9/21/2020

Enrollment Deadlines
To enroll in animal projects
For returning members: November 30th
For New Members: January 1st

Club End of Year Forms
due: **September 1st**

1. Form **6.3** - *Annual Financial Report*
2. Form **6.2** - *Annual Inventory Report -List all items owned by the club*
3. Form **8.5** *Year End Club Peer Review*
4. Form **8.6** *Year End Club Peer Review Checklist*

These forms can be found on the Placer County website under "Treasurer Information".

Treasurer's Manual:

http://4h.ucanr.edu/files/14647.pdf

Finishing for the Year

Form 6.3 - Annual Financial Report

ANNUAL FINANCIAL REPORT	
July 1, _____ to June 30, _____	
County:	Treasurer Name:
Club Name:	Treasurer Phone:
EIN:	Treasurer Email:
Bank Account (Complete a separate Form 6.3 for each account) ☐ Checking ☐ Savings ☐ Other	
Bank Name:	Last 4 Digits of Account Number:

Balance at the end of the previous year $: _____

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Welcoming Placer County's new Volunteer Management Board for 2020-2021!

VOLUNTEER MANAGEMENT BOARD
PLACER COUNTY 4-H

2020/2021 Phase I::

- Executive Team (3)
- Budget & Finance
- Expansion & Review
- Adult Camp Key Leader
- Youth Camp Key Leader (2)

Please review job descriptions & apply for 2020 positions at:
https://ucanr.edu/sites/placercounty4h/
Applications Open until October 31st, 2020

2021/2020 Phase II:

- Director Liaison to Fairs
- Director of Fundraising
- Youth Program Development Key Leader
- Animal Science Key Leader
- Civic Engagement & Community Service Key Leader
- Incentives & Recognition Key Leader
- STEAM Key Leader
- Youth Leadership & Life Skills Key Leader
- Healthy Living Key Leader

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The Placer/Nevada Counties
Cooperative Extension offices
are Here for YOU!

If you have any questions,
youth development ideas, we are here
to make it happen.

Please do not hesitate to reach out to us!

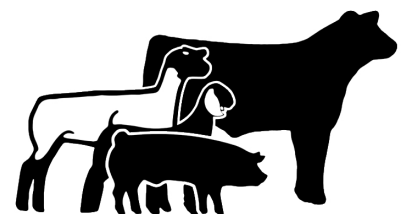Natalie Cunha (Placer)
ncunha@ucanr.edu
or
Jill Simmons (Nevada)
jsimmons@ucanr.edu

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