

4-H Volunteer Core Competencies Using Evaluation Tools

DEFINITION OF THE TERM 4-H VOLUNTEER

4-H Volunteer refers to any parent/guardian/grandparent; club, activity, or project leader; Parent-Volunteer Association Officer; Teen Leader; Foundation Board member; at-large volunteer, or other youth serving groups.

Our goal is to invite, promote and encourage as many people as possible to participate in education at the county level. The potential pool of “Certified Volunteers” and resource people for conducting county activities and events is enlarged when a level of awareness is nurtured in all prospective volunteers.

All persons who participate in 4-H Parent-Volunteer educational opportunities are to be included in reports. We are interested in more than just the “certified volunteer.”

WHY WE ARE EVALUATING 4-H VOLUNTEER CORE COMPETENCIES:

1. Assist county professionals in assessing the parent and/or volunteer’s level of understanding of core knowledge essential to a quality 4-H experience for the 4-H member, volunteer, family, club, and county program.
2. Assist the state 4-H program in assessing the level of a volunteers understanding of core knowledge being presented at the county level.
3. Assist the state in accessing the needs of county professionals presenting the core materials.

SIX-MONTH REPORT OF COMPETENCY USE (Evaluation Form A)

Each educator will need to develop a system, one which works best for them, to record and track materials used during a program year. To keep a record of material use one of the following tools or methods may be of assistance.

1. County Core Competency “Plan of Work”
2. “6 month Report of Unit __ Core Competency Use”
3. Monthly or weekly narratives turned into District offices or
4. Monthly Program Activity Reports

We ask that only one report be submitted per county. If more than one staff member is contributing to the implementation and use of the core materials please combine your records for each six-month period in which data is being collected: Period 1 August – January and Period 2 February – July.

EXTENSION EDUCATORS OBSERVATION OF RECOGNIZABLE CHANGE (Evaluation Form B)

As the Extension Educator in your county, you are the person(s) responsible with the management, training and evaluation of volunteers you work with on a daily, weekly or monthly basis. Because of your interaction with these volunteers, you should be able to recognize signs, that the use of Volunteer Core Competencies blended with subject matter, has made a difference in addressing the needs and increasing the knowledge level of your volunteers. These observations can be made and assessed by the questions volunteers ask, by materials they request, participation in activities and events, attendance at meetings and participation in Parent-Volunteer Association, etc. Each of these factors contribute to your assessment of county needs within the 4-H program area.

As you begin to focus continuing education/training efforts within your county using Core curriculum blended with subject matter, you should begin to see subtle, if not significant changes in attitudes and participation of volunteers and 4-H members. As 4-H clientele receive quality programming they begin to see how the small pieces fit within the “Big” picture making for a better 4-H experience. It certainly does not happen overnight, but providing repetition of Core materials, using a variety of presentation methods, can produce observable changes.

This evaluation tool is for you to assess observable changes in the knowledge and competencies of your 4-H volunteers over a six-month period of time. At the end of the program year your observations can then be compared with a summary of the Volunteer’s End-of-Year assessment. This will assist you as an educator, in refining educational objectives or even in repeating core areas.

VOLUNTEER EVALUATION TOOL(S) (Evaluation Forms C, D, E)

Evaluation of Individual Sections of Core Units - Within each unit of Core materials

Extension Educators will find evaluation tools which can be used to assess a volunteer’s level of comprehension following a P-V training. As an educator, use completed evaluations to assist you in readdressing information which is not fully understood.

In situations where educators develop a lesson using materials from more than one section of a particular unit or materials from more than one unit of core, please feel free to develop an evaluation tool composed of questions from multiple evaluation tools.

End-of-Year Evaluation - There are two sets of tools for end-of-year evaluation. The content of both formats is identical. The primary difference is that the first tool has been divided, with the first half (form C) being distributed at the beginning of a learning cycle or as someone begins attending training and the second-half (form D) is distributed at the end of the learning cycle.

Option 1 - “4-H Volunteer – My Understanding of 4-H Youth Development” (form E)

Option 2 - Before and After Evaluation Tools (forms C and D)

- “4-H Volunteer **Beginning-of-Year** Level of Understanding of 4-H Youth Development Programs” (form C)
- “4-H Volunteer **End-of-Year** Level of Understanding of 4-H Youth Development Programs” (form D)

Counties opting to use the Beginning (form C) and End (form D) of year evaluation tools in place of the “4-H Volunteer – My Understanding of 4-H Youth Development” (form E) evaluation **can not submit instruments C or D without the other because there is no point for determining a measurable difference.**

Delete the portions of the evaluation not emphasized in your county during any one program year. This will assist you in obtaining a more accurate evaluation.

RECORDING VOLUNTEER END-OF-YEAR EVALUATIONS

Until notified different (1/2004) – The state office will be recording the “4-H Volunteer” end-of-year evaluations. A summary of the data will be returned to your county. At the end of the program year (July – August), mail the completed evaluations to the state 4-H office by August 1.

Counties using the “**Beginning-of-Year**” may mail the instrument any time during the year or as they are collected.

DISTRIBUTION OF VOLUNTEER EVALUATION TOOL(S)

Do not rely on one method for collecting the evaluations. A mass mailing to all who participated in education during the year may not receive a high return rate. Make sure you have planned multiple methods for distribution and collection of the evaluations.

Before distribution, the county is responsible for filling in the district and county number. The county number is the same as that being used with the 4-H enrollment systems. See diagram 2.

The volunteers ID number will be the last 4 digits of their drivers license. See diagram 2.

As you distribute the evaluation tools, **be sure to explain the following:**

- How to fill it out.
- Communicate in a positive and enthusiastic manner, how the information will help you plan training that meets their needs.

The screenshot shows a Microsoft Word document with the following fields and callouts:

- Green callout box:** "County Office fills in district and county number before copying and distributing evaluations." with arrows pointing to the "District" and "County Number" fields.
- Pink callout box:** "ONLY FOR PURPOSES OF CORE EVALUATION - Each volunteer will write in the last 4 digits of their drivers license as a Volunteer ID number." with an arrow pointing to the "Volunteer ID Number" field.
- Blue callout box:** "County Number is the identification number assigned to your county for 4-H enrollment." with an arrow pointing to the "County Number" field.

The document content includes:

District _____

County Number _____

Volunteer ID Number _____
(For ID# use the last 4 digits of your Drivers License Number)

Oklahoma 4-H is dedicated to providing our volunteers with information and training that will help them be better 4-H parents, volunteers, and leaders in the local, county, and state 4-H program. What do you believe is your current level of understanding for each of the statements below?

What do you believe is your current knowledge level?				4-H Volunteer Beginning-of-Year Level of Understanding of 4-H Youth Development Programs
No Knowledge	Low	Good	Excellent	
				Check the level that most closely matches your understanding of 4-H Youth Development programs and the Cooperative Extension Service. Over the coming year your county educator will dedicate time to increasing your understanding of these topics through Parent-Volunteer Training, newsletters, P-V Home study Units, displays, etc.
				HISTORY OF THE COOPERATIVE EXTENSION SERVICE
				Knowledge level and understanding of the Cooperative Extension Service
				HISTORY OF 4-H
				Knowledge level and understanding of 4-H Youth Development Programs
				LOCAL 4-H CLUBS
				Understanding of a local club's purpose
				Understand how to maintain a 4-H club charter

Diagram 2