

**Program Planning Details for Extension Program Area
Community Leadership and Civic Engagement**

Situation Statement *Enter description in paragraph format*

Assumptions *Enter description in paragraph format*

External Factors *Enter description in paragraph format*

Outcome Summary *Enter description in paragraph format*

Specific Inputs

- County Extension Faculty/Staff, Other UME faculty with related expertise
- Current/potential volunteers time, personal resources, expertise, and support efforts
- Community partners
- New and developing technology
- Facilities and equipment
- Office facilities and resources
- Training materials (curriculum materials, project materials, volunteer policy)
- Appropriated funds, Grant funds, and donations to carry out training, create promotional materials, offer recognition, and provide curriculum

Specific Outputs

- Identify local volunteer training needs. Conduct local Volunteer Training sessions in the areas of: club management, risk management, youth development principles and relative subject matter. Encourage participation in regional and state trainings such as the Teen and Adult Volunteer Forum, Animal Science Leader’s Forum. Teen Focus, etc.
- Training sessions that foster development of leadership among local volunteers, committees, 4-H youth.
- Contributions of local volunteers and 4-H youth to local and state Extension/4-H Committees
- Recruitment of new volunteers. Facilitate the registration of new volunteers and conduct required UME Volunteer Training
- Identify in-kind and financial contributions as needed to support training programs and efforts.

Specific Outcomes for Individualized Program Efforts (List Below)

Outcomes		Evaluation Indicators	Evaluation Methods
Short Term (1-2 yrs)	Training needs of local volunteers are identified and utilized to determine planned training opportunities	Development and completion of training needs/ interest assessment tool List of prioritized training needs of local volunteers	Volunteer training needs/interest assessment tool Results of Volunteer training needs/interest assessment

	<p>4-H Volunteers will seek training opportunities on club management, youth development and relative subject matter.</p> <p>4-H volunteers will become more knowledgeable of club management best practices and positive youth development principles.</p> <p>4-H members will learn life skills in leadership areas including decision making, communicating, teamwork, goal setting, responsibility, problem solving, etc..</p> <p>4-H volunteers and youth will serve on local and state Extension/4-H advisory groups, planning committees, etc.</p> <p>Write job descriptions for new volunteer opportunities that promote leadership development.</p> <p>Resources are available to plan, promote, conduct and potentially offer registration scholarships for volunteer/youth training and leadership related programming.</p> <p>Local faculty/staff seek and participate in professional development opportunities to learn about new volunteer management practices and develop personal and professional leadership ability.</p>	<p>Attendance at local and state volunteer training sessions</p> <p>Increase in knowledge of best practices by volunteers.</p> <p>Increase in the subject matter learned by youth participating in workshops related to leadership</p> <p>Volunteer/youth participation in program advisory and planning meetings.</p> <p>New opportunities for volunteer involvement in the local program have job descriptions</p> <p>Increase in monetary funds available for programming.</p> <p>List of related professional development opportunities, Prioritize by need and relevance.</p>	<p>Number of volunteers attending Workshop/Training as shown by attendance lists.</p> <p>Workshop/Training Pre and Post Tests and/or Evaluations</p> <p>Workshop/Training Event Pre and Post Tests and/or Evaluations</p> <p>Number of volunteers and youth serving on committees/planning groups</p> <p>Job descriptions posted on local Extension webpage and distributed via other methods</p> <p>Monies budgeted for volunteer training activities are identified. In-kind and other donations are received to support. New grants to support efforts are funded.</p> <p>List of attended professional development opportunities.</p>
<p>Medium Term (3-4 yrs)</p>	<p><i>Enter outcome statements here</i></p>	<p><i>Enter indicators here</i></p>	<p><i>Evaluation methods here</i></p>

Long Term (5+ yrs)	<i>Enter outcome statements here</i>	<i>Enter indicators here</i>	<i>Evaluation methods here</i>
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