



## Oklahoma Cooperative Extension Service

Oklahoma State University  
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OSU EXTENSION  
**4-H YOUTH DEVELOPMENT**

# Volunteer Development Information Sheet

I, Karla Knoepfli, Associate Extension Specialist 4-H Volunteer Development at Oklahoma State University invited you to participate in a brief survey regarding your level of comfort with core information regarding 4-H Youth Development efforts. Participation is requested because you have been involved in two or more volunteer continuing education lessons part of Unit 1 - This is 4-H,  Unit 2 – Getting the Most Out of 4-H or Unit 3 – Ready, Set Volunteer.

Please review the following information and ask any questions before choosing to participate in the survey.

**The Study:** The purpose of this survey is to determine your perceived level of understanding **prior to and after** participating in a series of 2-4 lessons from 4-H Volunteer Core Competencies,  Unit 1 - This is 4-H, Unit 2 – Getting the Most Out of 4-H or Unit 3 – Ready, Set Volunteer. Volunteer responses will be compiled to determine knowledge, skills, and behavioral changes that may have been the result of participating in programs. The survey will take about 15 minutes to complete – via hardcopy administered on site or on line via Qualtrics.

**Risks and Benefits:** There are no known risks associated with this project which are greater than those ordinarily encountered in daily life. There are no direct benefits or tangible rewards for participating in the study.

**Voluntary Participation:** Participation is completely voluntary – feel free not to do the survey, skip any questions or stop at any time. The decision to participate/not to participate will not affect a current or future relationship with Oklahoma State University or the Oklahoma 4-H program.

**Confidentiality:** Survey records will be kept private and are not tied back to any one individual. Research records will be stored securely and only researchers (state and district staff) and individuals (county educators) responsible for research oversight will have access to any written results summarizing group findings.

The consent process and data collection will be observed by research oversight staff responsible for safeguarding the rights and wellbeing of people who participate in research.

**Opting Out:** Participation is voluntary and you may opt out simply by not completing the survey.

**Contacts:** The survey will be administered by county OSU Extension personnel under the supervision of the State 4-H Office. You may ask the local staff any questions or you can reach me, Karla Knoepfli, at (405) 744-5394 or [karla.knoepfli@okstate.edu](mailto:karla.knoepfli@okstate.edu). If you have questions about your rights as a research volunteer, contact OSU IRB office at 405-744-3377 or by email [irb@okstate.edu](mailto:irb@okstate.edu) and reference the IRB # AG-19-57.

**Participant Rights:** I understand that my participation is voluntary, that there is no penalty for refusal to participate.

*Karla Knoepfli*

Associate Extension Specialist  
Oklahoma Cooperative Extension Service

**4-H Parent-Volunteer Continuing Education**  
**Educator Script**



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The Oklahoma Cooperative Extension 4-H Youth Development program is dedicated to equipping volunteers with the knowledge, skills and/or competencies needed to effectively deliver 4-H programs and projects at the club and county level. We are interested in learning if volunteer continuing education is providing the knowledge, skills and/or confidences necessary for parents/volunteers to fulfill volunteer opportunities.

Our continuing education opportunities are intended to develop your knowledge and skills, which in turn ensures the implementation of quality positive 4-H youth development program in \_\_\_\_\_ county.

We would like you to complete a survey, but you are not required to. Feel free to skip any items you do not feel comfortable answering or do not understand.

Your name will not be on the forms, so no response can be linked back to your answer(s). If you have any questions about the form, questions about what we are doing, please ask someone you trust for help. If you do not wish to participate you can stop at any time or by simply not answering the questions.

The survey is administered by \_\_\_\_\_ County OSU Extension under the supervision of the State 4-H Office. If you have questions about your rights as a research volunteer, you may contact the OSU IRB office at 405-744-3377 or by email [irb@okstate.edu](mailto:irb@okstate.edu) and reference the IRB # AG-19-57.

If you wish to take the survey begin by going on to the questions or accessing the survey at \_\_\_\_\_.

It will take about 10-15 minutes to complete. This is not a test and there is no right or wrong answers. Please DO NOT put your name on the survey.

Do you have any questions?

Thank you for your time as a volunteer and your dedication to the 4-H Youth Development effort.

# Evaluation

Oklahoma 4-H Volunteer Development Series



## WHO TO EVALUATE

All adults (21 or older) who participate in 4-H Parent-Volunteer educational opportunities are to be included, not just certified volunteer.”

## WHY WE ARE EVALUATING 4-H VOLUNTEER CORE COMPETENCIES:

Assist county professionals in assessing the parent and/or volunteer’s level of understanding of core knowledge essential to providing a quality 4-H experience to our youth.

## PREPARING EVALUATION FORM

1. Delete the portions of the evaluation not emphasized in your county during any one program year. This will assist in obtaining a more accurate evaluation of the content covered. See diagram 1 on page 2.
2. Before distribution, the county is responsible for filling in the district and county name at the top of the page. The county number is the same as that being used with the 4-H enrollment systems.
3. The **IRB :Information Sheet** must be attached to any evaluation distributed and/or explained to the group prior to completion. An educator script has been provide for oral instructin. Communicate in a positive and enthusiastic manner, how the information will help you plan training that meets their needs.

Do not rely on one method for collecting the evaluations – on site, USPS, email or link to *Qualtrics* will increase return rate. Make sure you plan multiple methods for distribution and collection of the evaluations at the end of the program year. This form is **not intended for use at the end of each PV- Continuing Education session.**

## EVALUATION SUMMARY

At the conclusion of your Parent-Volunteer Continuing Education, for the current program year (in conjunction with your POW), distribute and collect evaluations to those who participated in Unit 1 – This is 4-H, Volunteer Core Competency trainings January – December. Submit evaluations to the state 4-H office and they will be summarized and returned.

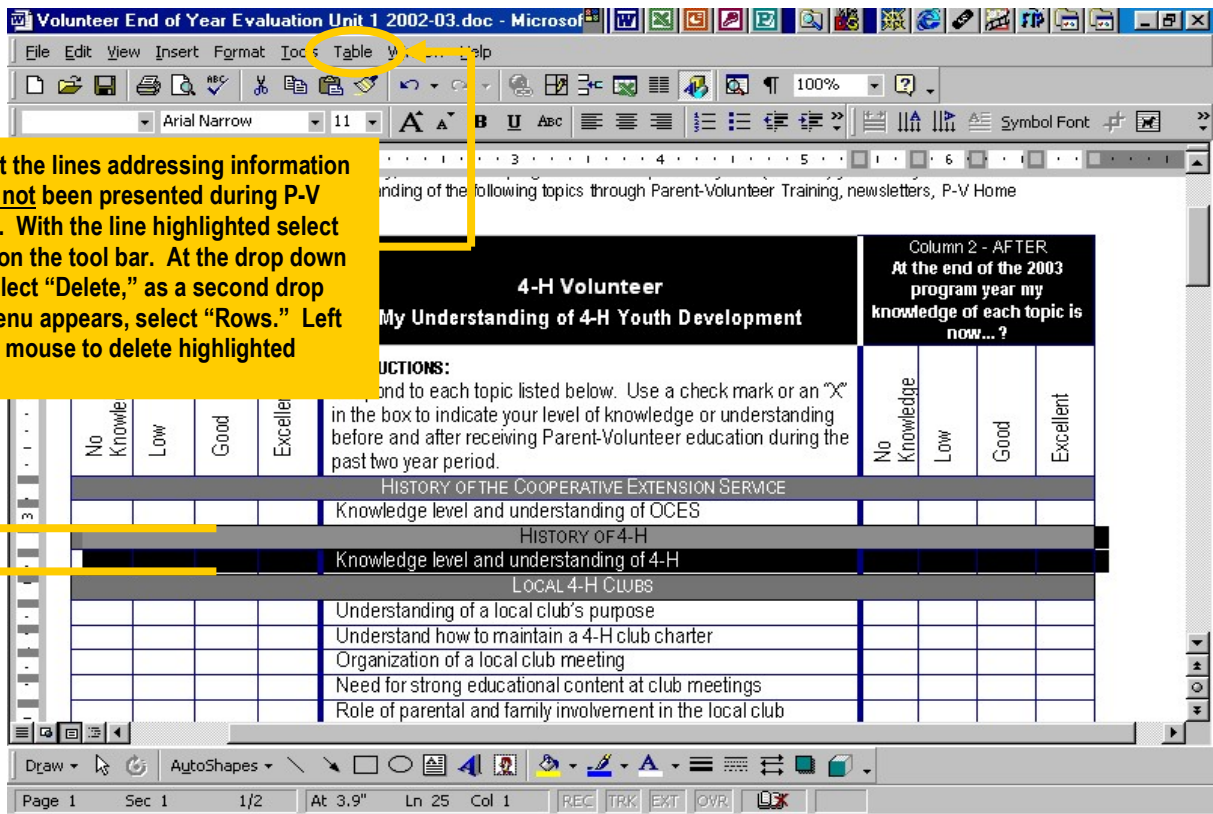


Diagram 1

