

- ✿ **Schedule a meeting** with 4-H Staff to discuss volunteering as a STEP Club leader. A minimum of two, approved adult leaders are required to organize a club.
- ✿ Participate in the **Department of 4-H Youth Development Volunteer Appointment Process** including the Rutgers Youth Protection training and background check. Sign up on 4-H online.
- ✿ Use the **Program Planning Template** to outline the curriculum you will teach. It is suggested that clubs meet in a 1-6 month setting, between 6-12hrs. Use the Example Time Line document to establish a club meeting plan.
- ✿ Work with your county office to **market and recruit** youth for your STEP club. Registration can be managed by your county office staff.
- ✿ Communicate with your county office to gather youth names and family contacts. **Get ready to host your first meeting!**
- ✿ **Facilitate club meetings** and contact your county office with any challenges and/or successes. We are here to help!
- ✿ Work with your county office to gather recognition certificates and project area pins. Host a **recognition ceremony** or a project showcase (with certificates) on the last meeting and invite family members (optional)
- ✿ Schedule a follow up meeting with 4-H Staff to share photos and to review the success, challenges, and complete Volunteer Evaluation form. Perhaps plan for another session!

NJ 4-H Short Term Exploratory Program (STEP)