



University of Nevada
Cooperative Extension

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Clover CLIPS



VOLUME 24 • ISSUE 9 • SEPTEMBER 2016

University of Nevada Cooperative Extension • Northern Area/Western

Volunteer Education: Orienting and Welcoming 4-H Volunteers

Orientation is a critical component of any volunteer development program in that it is the first training stage for new volunteers. It's an ideal opportunity to help volunteers focus on the vision, achievements and momentum of the organization. The orientation process should provide a specific set of learning experiences tailored to various volunteer positions. Orientation should provide a sound knowledge of the volunteer organization and should prepare volunteers to begin the role for which they were selected.

Orientation can also be the first step in determining future training needs for volunteers. Marlene Wilson, nationally known volunteer management author and trainer, suggests the following specific items to include in volunteer orientation: the organization's mission, vision, values, philosophy, objectives, and staffing patterns; specific expectations and responsibilities of the volunteer role; the need for future training and the specific role description and any adjustments needed to fit the individual volunteer's talents or abilities.

Orientation is the responsibility of the supervisor. It should take place during the first three to six months of volunteer assignment.

Some of the common approaches are attendance at committee and project leader meetings; visits to other clubs; review of association pamphlets and other content; reading assignments; and interviews with selected volunteer leaders, including committee chairpersons.

Three Important Steps

In orientation, new volunteers learn about the organization, including its philosophy, mission, and staffing. They also learn about working with others and their specific job responsibilities.

Orientation should occur very soon after the new volunteers have been recruited. This makes their volunteer commitment real, and lets the volunteers know that what they are doing is important and needed. The three basic steps in orienting a new volunteer are described here briefly. They are taken from Missouri's *Volunteer Training Handbook*.

Step 1: Planning

Since each new volunteer is unique, the orientation planned should be unique. The volunteer and the salaried staff should work together to answer these questions:

- What does this volunteer already know?
- What does this volunteer need to know to do the job?
- What is the most effective way to present this information?
- Who should present this information?
- When will the orientation be conducted?

A volunteer role agreement form and orientation checklist are useful in planning the content of the orientation. When using an orientation checklist, keep in mind, however, that not every volunteer needs all this information. Tailor your presentation to the volunteer's needs.

Step 2: Conducting Orientation

It's essential that orientation be held very soon after the new volunteer is recruited. In some cases, orientation for groups of new volunteers may be scheduled on an on-going basis. More often, special orientation sessions will need to be scheduled as new volunteers are recruited. Orientation may take the form of small group meetings or individual visits.

One advantage of group meetings is that new volunteers begin to form networks for support and encouragement. They also gain a sense of being part of a larger effort.

You may conduct the orientation yourself, or involve others in presenting the information. Some others who might help with orientation are members, experienced volunteers, salaried staff, or other professionals.

Each new volunteer should receive an orientation packet. The packet should include:

- Agenda for orientation.
- List of other volunteers in similar positions.
- List of resources or contacts who can provide information.



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Carson City/Storey County Preps for Upcoming National 4-H Week

Carson City/Storey County 4-H is getting ready to celebrate National 4-H Week October 2-8. This year the week-long kick-off for the 4-H year will start with a build day for the National Youth Science Day Experiment on Saturday, October 1.

This year's experiment will center on drones and will begin at 10 a.m. at the Carson City/Storey County Extension office conference room, 2621 Northgate Lane in Carson City.



Those participating in the experiment will be invited to a showcase of the experiment on the evening of October 5. There will be pizza to enjoy, along with pictures and video of the build day activities.

The office will also host an open house and other activities that week. For more information and to reserve a spot for the experiment build day, call 775-887-2252.

Nevada Radon Poster Contest

Nevada students are invited to showcase their artistry and promote radon awareness by entering the 2017 Nevada Radon Poster Contest, offered by University of Nevada Cooperative Extension's Radon Education Program.

The contest is open to all children 9 to 14 years old enrolled in public, private, territorial, tribal, Department of Defense and home schools. Children can also enter through a sponsoring group, such as art, computer, library, reading, science, scouting or 4-H clubs.

The poster contest is offered by the Nevada Radon Education Program and is sponsored by University of Nevada Cooperative Extension and the Nevada Division of Public and Behavioral Health. Cash prizes for the top three entries are \$75 for first place, \$60 for second and \$45 for third. The top three entries are also awarded cash prizes for their teachers or sponsoring organization's representative toward classroom supplies. The winning entries also go on to compete in the National Radon Poster Contest. Last year,

Nevada winner Chris Rowe, from Carson Valley Middle School, went on to place first in the national contest and received \$1,000 with his poster, "Uncle Radon."

Posters in this year's poster contest should convey one of these messages: 1) What is radon? 2) Where does radon come from? 3) How does radon get into our homes? 4) Radon can cause lung cancer, and 5) Test your home for radon. Posters will be judged on content accuracy, visual communication of the topic, reproducibility and originality. They can be created with crayon, markers, paint, collage, pencil, photographs or computer graphics.

There is no fee to enter, but each child is limited to one entry. Entries must be received at 4955 Energy Way, Reno, NV 89502 by October 31. Contact Susan Howe, radon program director for Cooperative Extension, at 775-336-0248 or robertss@unce.unr.edu for more information on the contest. For more information on the dangers of radon and the Nevada Radon Education Program, visit <http://www.unce.unr.edu/programs/sites/radon/> or call the Radon Hotline at 1-888-Radon10 (888-723-6610).



Painting with Miss Rosie

Rosie Laird has come on board with Carson City 4-H as the new leader for a 4-H Art club. A well know local artist, Miss Rosie is excited about teaching 4-H'ers 9 – 11 years of age how to use oils to create a landscape painting.

The first club meeting is October 14, 6:30 – 8:30 p.m. at the Carson City UNCE conference room, 2621 Northgate Ln, Suite 12. This club meets for six weeks. Members will begin learning how to use this exciting medium under the leader's direction.

Enrollment is limited to the first 10 who come by the office or call to register. There is a \$10 fee for supplies.

For more information please call the Carson City 4-H office at 775-887-2252.



Carson City/Storey County 4-H First Ever Day Camp a Success

Carson City/Storey County Extension and its 4-H program held its first ever week-long day camp August 1-5. The goals of the camp were that it be educational and loads of fun. According to participating youth surveys both goals were reached and then some.

The week started with a field trip to Spooner Lake where youth were introduced to the surrounding trees and shrubs by Specialist Ed Smith and Ann Bollinger from Carson City Open Spaces. On day two, youth were hosted by Carson City library where they learned coding and designed their own patterns for the library's 3D printers.

Day three the youth ventured to Silver Saddle Ranch for a photography outing with outdoor and wildlife photographer Larry Burton. Day four was dedicated to STEM and numerous science experiments with Jim Barcellos.

The week ended with a field trip to Reno's Bug and Butterfly House with Extension Educator Joy Newton. The youth learned about different insects and how to euthanize and properly pin them in a showcase.

The Carson City/Storey County Extension office plans to offer more day camps during the coming year so keep looking in Clover Clips for upcoming topics and dates.



Douglas County 4-H Sign-up Night

Don't miss your spot. Sign up for the new 4-H year Monday, September 19 at the Douglas County 4-H Sign-up and Orientation Night, 6:30-8:00 p.m. This is for new and returning members ages 5-19 years and their parents.

Learn about the projects available for the coming 4-H year. Project leaders will be on hand to answer your questions and hand out calendars and project requirements.

- All slots are on a first come-first served basis and projects fill up quickly.
- Membership enrollment cards will be available upon check-in; and must be completed and turned in to ensure your slot in a project.
- There are no fees to sign up, however you may wish to purchase 4-H T-Shirts. This is the only time to order T-shirts for the new 4-H year (cash or check only please).

Individual 4-H Projects may require member supply dues, but they will not need to be paid until your first project meeting, generally in early October.

The event is at Carson Valley Methodist Church at 1375 Centerville Lane, Gardnerville. For more information, please call 775-782-9960.

2017 4-H Youth in Action Awards

National 4-H Council is now accepting applications for the 2017 4-H Youth in Action Awards to be presented at the eighth annual Legacy Awards in Washington, D.C. on March 21, 2017. As the highest honor National 4-H Council awards to 4-H youth, the 2017 awards will recognize one remarkable 4-H'er within each pillar area: Agriculture; Citizenship; Healthy Living; and STEM.

The Youth in Action Award honors four 4-H'ers who have gained critical life skills through their 4-H experience and have utilized those skills to overcome a challenge, or challenges, they have faced. Each of the honorees are outstanding 4-H'ers who epitomize 4-H youth empowerment and leadership.

In addition, the winners have demonstrated the positive impact they've made with their family, peers and community through their 4-H experiences.

One national Youth in Action Award 2017 winner will be selected from the four pillar winners.

Each YIA pillar winner will receive a \$5,000 scholarship for higher education, be featured as the 4-H Youth Spokesperson for their pillar area and an all-expenses paid trip to Washington, D.C. to be recognized at National 4-H Council's Legacy Awards.

Applications are available at 4-h.org/4-h-legacy-awards/youth-in-action-application/. The deadline for applications is October 24, 2016, 5:00 p.m. ET. No applications will be accepted after the deadline. All questions can be sent to YouthinAction@4-H.org



Bring the Family to Field Day

Come enjoy Field Day, a showcase of Cooperative Extension programming, 9 a.m. – 2 p.m., September 24, at UNR Main Station. The Main station is located at 5895 Clean Water Way, near the intersection of East McCarran Blvd. and Mill Street.

Family oriented activities include the Ember House-promoting Wildfire Awareness and reducing the wild-fire threat to homes, STEM-based, hands-on activities for kids and perhaps some 4-H project animals to show from Washoe County 4-H Youth Development Programs.

There will be several booths showcasing Cooperative Extension projects. Lyon County will highlight their programming, including Know Nevada Insects, IPM, Horticulture and 4-H.

Members of the Master Gardeners program will have displays focusing on vegetable gardening, proper pruning and fall planting.

Other booths include Flood Awareness, Preservation and Climate Change; the Federally Recognized Tribes Program; a booth presenting results of ongoing crop research; and one with materials on developing local food businesses in Nevada,

For more information, contact Sam Mitchell at 775-336-0259 or email mitchells@unce.unr.edu.

Strike it Rich with Gold Show

The 2016 Strike It Rich Summer Series 4-H Horse Shows, concludes with the Gold Show on September 17, at the UNR Equestrian Center, 1000 Valley Rd. in Reno.

The *Show within a Show* for Cloverbuds will take place in another arena at the Equestrian Center and run concurrently with the classes for older riders. All Cloverbud events are in that arena and are exhibition only.

The points earned at this show are added to the points earned at the July 23 Copper show and the Silver Show on August 20. High point is tabulated on the same horse/rider combination. Each exhibitor is required to show in Showmanship and at least one rail class.

Twelve High Point Buckles will be awarded at the end of the show with Series total points tabulated for each discipline and for each age group plus novice rider competitors.

Class lists and entry forms for the Silver and Gold shows are available on the Washoe County 4-H Calendar at

<http://www.unce.unr.edu/4H/counties/washoe/> or on Facebook at www.facebook.com/washoecounty4h

4-H members in neighboring California counties are also invited to compete. For more information, contact Sam Mitchell at 775-336-0259 or email mitchells@unce.unr.edu.



Orienting Volunteers

(Continued from page 1)

- Forms and paperwork to be completed.
- Copy of volunteer’s preliminary role agreement form and a blank copy of the role agreement form.

Try not to overload volunteers with materials at the first session. Decide which materials need to be explained immediately and which can be discussed at future sessions.

At the end of the orientation session or soon after, a final role agreement form should be completed. This form should be signed by the volunteer and the salaried staff member. Copies of the agreement form should be kept by each person signing it. This becomes the volunteer’s contract.

Step 3: Follow-Up

A personal visit, phone call, or note soon after orientation is vital for several reasons:

- It builds a sense of belonging and teamwork.
- It provides the volunteer with an opportunity to ask questions and seek clarification.
- It sets the stage for future training.
- As volunteers begin work in their new roles, it is important that open communication be maintained.

Responsibilities of the 4-H Program to Volunteers

4-H salaried staff and volunteer managers have the holistic responsibility of orienting, supporting, and nurturing 4-H volunteers.

4-H professionals have the following responsibilities to 4-H volunteers:

- To accept volunteers as part of the staff by including them in training and meetings that pertain to their volunteer assignment.
- To establish and communicate clear lines of authority so volunteers know to whom they are responsible.
- To accept and treat volunteers with the same respect accorded salaried staff, sharing confidential information if they can function better with that information.
- To help volunteers understand why their contributions toward a particular responsibility are important.
- To communicate volunteers’ suggestions for different ways of accomplishing objectives or new approaches that will improve the goals of 4-H will be taken into consideration.
- To orient new volunteers, particularly those with limited experience and resources, to feel accepted by others.
- To be willing to counsel a volunteer if the individual is no longer performing a useful function.
- To allow a volunteer to leave a particular position once the objectives have been accomplished.
- To allow new experiences, or encourage improperly placed volunteers to seek new assignments.
- To extend appropriate recognition to volunteers.
- To encourage 4-H members, parents, and professional and volunteer staff to welcome and involve volunteers.

-Information condensed from Volunteerism for the Next Generation at 4-H.org

**Northern Area/ Western
September Dates to Remember**

Sept. 5 – Labor Day Holiday
Offices Closed

Sept. 17 – Strike It Rich, Summer Horse
Series Gold Show

Sept. 5 – Douglas County 4-H Sign-up
Night, at CV Methodist

Sept. 23-24 – State 4-H Shooting Sports
Match in Elko

Sept. 24 – Field Day at UNR Main Station

Your 4-H Mission Minute

Volunteers play a vital role in the ongoing growth and development of those in the 4-H Youth Development program. Our network of over 500,000 volunteers provide caring and supportive mentoring to all 6 million 4-H’ers, helping them grow into true leaders.

4-H offers research based programming, developed by the universities of our national Cooperative Extension System. There are many programs in Science, Citizenship and Healthy Living.

Become a 4-H Volunteer today and help create life-changing experiences for youth in your community. Volunteers are managed through local 4-H offices so we recommend contacting your community’s 4-H office to learn how you can get involved. Find the 4-H program nearest you by contacting your county Extension Office.

-Condensed from 4-h.org/get-involved/volunteer/



4-H is a program of University of Nevada Cooperative Extension

NORTHERN AREA/WESTERN

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Unless stated differently, all meetings are held at your local Cooperative Extension office.

4-H Events Calendar September 2016



DATE	WESTERN AREA AND OTHER COUNTIES	CARSON CITY/STOREY COUNTY	DOUGLAS COUNTY	WASHOE COUNTY
1		4 Paws, Fuji Exhibit Hall, 6:30-8 p.m.		
3		Cloverbuds Club, 1-3 p.m.		
5	LABOR DAY HOLIDAY - OFFICES CLOSED			
7		Bouncing Bunnies, Fuji Exhibit Hall, 6:30-8 p.m.		Please note: Due to the number of club meetings in Washoe County, we cannot list them all here.
8		4 Paws, Fuji Exhibit Hall, 6:30-8 p.m.		
9		Carson Hot Shots, Cap. City Gun Club, 6-9 p.m.		
10	Fernley Little Critters 4-H Rabbit & Cavy club Community Show, Out of Town Park in Fernley	Comstock Hot Shots, Ice House Range, 9 a.m.-3 p.m.		
11		Comstock Hot Shots, Ice House Range, 9 a.m.-3 p.m.		
13				Horse Leaders' Mtg, 5:30 p.m.
14		Carson Cluckers, UNCE Conf. Rm., 6:30-8 p.m.		
15		4 Paws, Fuji Exhibit Hall, 6:30-8 p.m.		
17	High Desert Horsemen Trail Trial, Fort Churchill State Park, Forms & info at www.hdhorseman.org	Cloverbuds Club, 1-3 p.m. Comstock Hot Shots end-of-year BBQ and shoot, location TBA		Strike it Rich, Summer Horse Series Gold Show, UNR Equestrian Center, 8 a.m.
18		Comstock Hot Shots final shoot, location TBA		
19		Target Rippers, Fuji Exhibit Hall, 6:30-8 p.m.	Sign-Up Night for 4-H, Carson Valley Methodist Church, 6:30 p.m. Leaders' Council following Sign-Up Night	
20				Livestock Leaders' Mtg., 6 p.m.
23		Carson Hot Shots, Cap. City Gun Club, 6-9 p.m.		
23-24	State 4-H Shooting Sports Match, Elko			
24	Field Day at UNR, Main Station			Field Day at UNR, Main Station
26			Teen Leadership, 2:30-4 p.m. Crochet for Teens, CV Methodist, 6-8 p.m.	
27			Rabbits Orientation, 4-H office, 6:30 p.m.	



Labor Day
September 5

Upcoming 4-H Events Calendar



DATE	WESTERN AREA AND OTHER COUNTIES	CARSON CITY/STOREY COUNTY	DOUGLAS COUNTY	WASHOE COUNTY
October 2016				
1		Carson Cloverbud Club, 1-3 p.m. National 4-H Science Experiment practice, UNCE conf. rm., 10-12 noon	Cloverbud Hiking Day, 9-10 a.m. or 10-11 a.m. River Fork Ranch.	Silver Knolls Spurs Autumn Antics 4-H Horse Show, Lemon Valley arena
2-8	National 4-H Week			
3		Target Rippers, Fuji Exh. Hall, 6:30-8 p.m.	Teen Leadership begins, 2:30-4 p.m. Crochet, CV Methodist, 6-8 p.m.	Please note: Due to the number of club meetings in Washoe County, we cannot list them all here.
4			Portfolios due 4 p.m. or earlier, 4-H office. T-shirt orders due 4 p.m. or earlier Rabbit Intro 6:30 p.m.	
5	National Youth Science Experiment	Bouncing Bunnies, Fuji Exhibit Hall, 6:30-8 p.m.	Beyond Gardening, Tractor Supply Co., 4:30-6:30 p.m.	
6		4 Paws, Fuji Exhibit Hall, 6:30-8 p.m.	Horse Intro, DC Fairgrounds, 6:30 p.m.	
7		Carson City Hot Shots, Cap. City Gun club, 6-9 p.m.		
8			Horse, Tractor Supply Co., 9 a.m.-12 p.m.	Washoe Home Arts and Sciences Fall Festival, 10 a.m. - 1 p.m. Long Line and Driving horse clinic, Lemmon Valley Arena
9			Crochet, Tractor Supply Co., 1-3 p.m. Rabbit, Tractor Supply Co., 3-5 p.m.	
10			Teen Leadership, CV Methodist, 2:30-4 p.m. Awards Night, CV Methodist, 6:30 p.m.	
11		Carson Cluckers, UNCE Conf. Rm., 6:30-8 p.m.		
12			Quilting and Sew a 4-H Tie, Tractor Supply Co., 3-6 p.m. Beyond Gardening, 4:30-6 p.m.	
13		4 Paws, Fuji Exhibit Hall, 6:30-8 p.m.	Teen Leadership, 2:30-4 p.m.	
14			Teen Leadership, 2:30-4 p.m.	
15		Cloverbuds Club, 1-3 p.m.	PINGO: Pumpkin Bingo, 4-H Fundraiser, CV Methodist Church, all day Shooting Sports Archery, DC Fairgs., TBA	
17		Target Rippers, Fuji Exh. Hall, 6:30-8 p.m.	Crochet, 6-8 p.m. Leaders' Council, 7 p.m.	Small Animal Leaders' Meeting, 6 p.m.
18				Horse Leaders' Mtg, 5:30 p.m. Livestock Leaders' Mtg., 6 p.m.
19			Quilting, 6:30 p.m.	
20		4 Paws, Fuji Exhibit Hall, 6:30-8 p.m.		
21		Carson City Hot Shots, Cap. City Gun club, 6-9 p.m.		
22			Shooting Sports Archery, DC Fairgrounds, TBA	
24				Leaders' Council meeting, 6 p.m. Home Arts & Sciences mtg., following Leader's Council
26			Leader training and council, 6 p.m.	
28	NEVADA DAY HOLIDAY - OFFICES CLOSED			
29	Nevada Day Parade, Carson City, All Day			
31			Teen Leadership, 2:30-4 p.m.	
November 2016				
2		Bouncing Bunnies, Fuji Ex. Hall, 6:30-8 p.m.		
3		4 Paws, Fuji Exhibit Hall, 6:30-8 p.m.		
4		4-H Painting, UNCE Conf. Rm., 6:30-8 p.m. Carson City Hot Shots, Cap. City Gun club, 6-9 p.m.		
5		Carson Cloverbud Club, 1-3 p.m.		
7		Target Rippers, Fuji Exh. Hall, 6:30-8 p.m.		
8	National Election Day			
9		Carson Cluckers, Fuji Exh. hall, 6:30-8 p.m.		
11		4-H Painting, 6:30-8 p.m.		
11	VETERANS' DAY HOLIDAY - OFFICES CLOSED			
15				Horse Leaders' Mtg, 5:30 p.m. Livestock Leaders' Mtg., 6 p.m.
17		4 Paws, Fuji Exhibit Hall, 6:30-8 p.m.		
18		4-H Painting, 6:30-8 p.m. Carson City Hot Shots, Cap. City Gun club, 6-9 p.m.		
19		Carson Cloverbuds, 1-3 p.m.		
21		Target Rippers, Fuji Exh. Hall, 6:30-8 p.m.		Small Animal Leaders' Meeting, 6 p.m.
24-25	THANKSGIVING DAY AND FAMILY DAY HOLIDAY - OFFICES CLOSED			