Safety Issues and Expectations

Presentation Objectives:
- Participants will be able to identify at least 5 expectations/responsibilities of Purdue Cooperative Extension Service volunteers.
- Participants will learn safety procedures to use when working with youth groups.
- Participants will become aware of additional insurance options available when planning special youth outings.
- Participants will review guidelines for arranging transportation of youth.

How to Use this Presentation:
- This presentation is designed to help you share some of the basic responsibilities and expectations that you should have of your volunteers. Its goal is to provide your audiences with the background information they should have to serve as volunteers in the Purdue Cooperative Extension Service.
- The presentation module includes:
  1. A PowerPoint presentation. (NOTE: You can print out the slide presentation to make overheads, if desired).
  2. A script keyed to the PowerPoint slides.
     - The script provides you with background information to make it easy for you to present the program in your community.
     - It can be adjusted to fit your audiences’ needs, the amount of time you have allocated for the presentation, and your individual presentation style.
     - The information in the script is for your use and background. Use as much or as little with each slide as your situation calls for.
     - We recommend that you do not read the script as printed, but rather that you become familiar enough with the information so that you can adapt it for your specific audience and give the presentation using notes you have developed.
  3. A fact sheet that can be handed out prior to the presentation if you think the group will want to take notes, or it can be saved until the end, and provided to the audience as a reinforcement of the pertinent information you provided.
4. An evaluation form that should be administered at the conclusion of the program. This evaluation assesses whether the participants have learned the important facts associated with child abuse risks. All evaluations should be returned to the State 4-H Dept. immediately following the presentation. Send them to the attention of: Optimizing Your Potential as a 4-H Volunteer – attention: Renee McKee, 1161 AGAD, West Lafayette, IN 47907-1161.

Adaptations of the Presentation:

This presentation is designed as an approximately 30 minute program covering some of the very basic volunteer expectations and responsibilities and safety precautions for youth work. You may wish to adapt the presentation in some way to better suit your particular situation. Suggested adaptations include:

- Combine this presentation with portions of Module 1, 4-H Volunteer Process power point presentation for use with new volunteers.
- Divide the presentation into the volunteer expectations section and the safety expectations sections for shorter presentations.
- You may wish to include small group discussions following the presentation about risky situations that volunteers may encounter and have groups report how they would handle each.

References:

- Wilson, Carolyn. Effective 4-H Club Meetings. Ohio 4-H Volunteer Fact Sheet #9. The Ohio State University, Cooperative Extension Service. Columbus, Ohio.