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- ✿ **Schedule a meeting** with 4-H Staff to discuss opportunities to run a STEP Club. 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 **Club Planning Template** to outline your program plan. Clubs are suggested to meet in a 1-6 month setting, between 6- 12hrs. Use the **Example Timeline** document to establish a club meeting plan.
  - ✿ Work with your county office or sponsoring group to **market and recruit** youth for your STEP club. Registration can be managed by your county office staff or sponsoring group.
  - ✿ Communicate with your county office or sponsoring group to gather youth names and family contacts. **Get ready to host your first meeting!**
  - ✿ For you first meeting, work with your members to **develop goals** to add to your **Club Planning Template**. This is a good time to encourage kids to **identify personal goals** for their club experience as well.
  - ✿ **Facilitate club meetings** and contact your county office or sponsoring group with any challenges and/or successes. We are here to help!
  - ✿ Host a **recognition activity** or a **project showcase** on the last meeting and invite family members (optional). Remember to invite youth to complete a **youth evaluation** (for virtual sessions this can be added in Qualtrics or another survey tool).
  - ✿ Schedule a follow up meeting with sponsoring group to review the success, challenges. Perhaps plan for another session!
  - ✿ Please note: Although there is typically a suggested **fee for service** to implement STEP clubs, during the COVID-19 adjustments, it is suggested that 4-H and Extension based programs offer free services.

NJ 4-H Short Term Exploratory Program (STEP)