



STARTING A SPIN CLUB CHECKLIST

Name _____ Club Name _____

please keep this form for your records

TO DO	TO BE COMPLETED BY	COMPLETED
Schedule a meeting with 4-H Staff to discuss SPIN clubs and topics.		
Exchange contact information.		
Complete the volunteer screening forms and return to Extension office.		
Complete volunteer training.		
Decide on a skill level for participants, such as beginner, intermediate, or advanced; or identify an appropriate age group (elementary, middle, or high school youth); set a limit for the number of youth that can join.		
Select a location; set dates and times for the meetings.		
Make a list of supplies that will be needed and determine the supply costs for each participant.		
Decide who will purchase supplies and when they are needed.		
Discuss possible community service projects and youth leadership opportunities for your SPIN Club members.		
Develop lessons for each meeting using the SPIN Club Volunteer Plan of Action form and discuss them with the 4-H Youth Development professional.		
Discuss ways to keep your members and yourself safe during club activities; identify possible risks and develop a safety plan.		

Adapted with permission from University of Illinois Cooperative Extension

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SPIN VOLUNTEER TIME LOG

please keep this form for your records

TO DO	TO BE COMPLETED BY	COMPLETED
Record expenses on the SPIN Club Volunteer Expense Record .		
Record the time you spend preparing for and leading SPIN club meetings on the SPIN Club Volunteer Time Log .		
Collect completed enrollment forms at first meeting and turn in to Extension office.		
Contact 4-H Staff if you have questions.		
Share pictures, videos, or information with 4-H staff for local news media, 4-H website, social media, or newsletters.		
Share your success with 4-H staff – what went well; what you would do differently next time		