



GUIDE TO ADMINISTERING CITIZENSHIP SURVEYS FOR ORGANIZATIONAL LEADERS

The citizenship surveys are to be completed at the May club meeting. If it not possible to complete the surveys in May, complete as soon after as possible.

Before the club meeting:

- Prior to printing the survey, you may enter the county name at the top of the survey, so members do not need to write it.
- Print copies of survey. This can be done at the Extension Office if needed. There are two versions of the survey, one for grades 3rd-6th and one for grades 7th-12th. Please have enough copies of each version for your club membership. If you are unsure of the grades of your membership, consult the local extension office.
- Have enough sharpened pencils on hand for the membership.
- Add the survey to the meeting agenda.
- If you are the only organizational leader, recruit another volunteer leader or parent to help administer the survey. Both you and your helper should review these instructions, the Administrator Instructions (page 2 of this document) and the surveys prior to the meeting.

At the club meeting:

- Break the membership into two groups, one 3rd-6th grade and one 7th-12th grade.
- Distribute surveys and pencils to each group.
- Read the survey questions to the members. Provide clarifying information as needed to help members understand the questions. Refer to the Administrator Instructions (page 2 of this document) for more information.
- The final question has a prompt, and the members are to complete the sentence. Read the prompt to them and provide clarification is asked what the member is supposed to write.

After the club meeting:

- Contact members who were not at the meeting and encourage them to complete the survey.
- Turn all completed surveys into the extension office.
- Complete the [Leader Incentive Form](#) online at <http://tinyurl.com/y354fvqt>

Thank you very much for your assistance!



ADMINSTRATOR INSTRUCTIONS FOR SURVEYS

Please read the survey instrument to the youth, being sure to highlight the points below.

Please fill in the check boxes below to describe yourself: *these may look different based on the survey*

What county are you enrolled in 4-H in: _____

How old are you now: 8-10 11-12 13-14 **Actual age not 4-H age.**

How many years have you been in 4-H: 1 2-3 4-5 6-7 **This includes the current year**

How many hours per week do you participate in 4-H: 1 hour 2-3 hours more than 3 hours

Which of the following 4-H activities have you participated in? (Mark each box that applies to you.)

Club Camp Fair After-School Program In-School Program Working on Projects at Home Other

Are you a county ambassador? Yes No Are you enrolled in the leadership project? Yes No

Are you a member of a 4-H leadership group? Yes No Have you ever been a 4-H club officer? Yes No

You are asked to respond to each of the statements below.

First circle the number that best describes your opinion of the statement **AFTER** participating in 4-H.

Second circle the number that best describes your opinion of the statement thinking back to **BEFORE** you participated in 4-H.

1. **Make sure they understand the scale, pointing out that which end is STRONGLY DISAGREE and which is STRONGLY AGREE.**
2. **Emphasize that AFTER Participating means RIGHT NOW and BEFORE means before joining 4-H or how they would respond if they had never been in 4-H.**
3. **You can read each of the statements, more than once if necessary, but if you do so, read them to the entire group.**
4. **Especially with younger youth you can stop to make sure they understand the statement before going on.**

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
1	2	3	4	5

Statement	AFTER Participating in 4-H					BEFORE Participating in 4-H								
<i>Circle the number that best describes your opinion of each statement.</i>	Strongly Disagree	1	2	3	4	5	Strongly Agree	Strongly Disagree	1	2	3	4	5	Strongly Agree

Please Complete the Following Statement: "Because of my 4-H leadership skills, I"