



Volunteer Kentucky!

Lesson Plan

Session #1: Overview

Generating, Educating, Mobilizing and Sustaining

Learning Objectives:

The participants will:

- *engage* in an icebreaker to acquaint themselves with other participants
- *utilize* the Framework Assessment for 'Volunteer Kentucky! Volunteerism Pre-Assessment Instrument' to evaluate the readiness of their volunteer program
- *identify* the steps involved in a comprehensive volunteer administration model

Resources:

- GEMS Model of Volunteer Administration <http://www2.ca.uky.edu/agc/pubs/CLD2/CLD23/CLD23.pdf>
- KELD Publication Series <http://www2.ca.uky.edu/kccl/keld.php>
- VRKC Taxonomy <http://nextgeneration.4-h.org/volunteerism/vrkc/>
- National Framework for 4-H Volunteerism Assessment <http://www.uwex.edu/ces/4h/ncrvd/ref/NLPVolunteerism.cfm>
- Volunteerism for the Next Generation <http://www.4-h.org/resource-library/professional-development-learning/4-h-volunteer-development/>
- Strengthening Organizational Leadership with the GEMS Model of Volunteer Administration (Generating, Educating, Mobilizing and Sustaining) CLD2-3. Available at: <http://www2.ca.uky.edu/agc/pubs/CLD2/CLD23/CLD23.pdf>

Session Goal:

To introduce a framework for community volunteer and/or leadership organizations to follow when generating, educating, mobilizing and sustaining volunteers.

Pre-Program Preparation / Materials:

- Print one copy of the *Kentucky Passport* for each participant.
- Duplicate one *KY License Plate table tent* for each participant.
- Laminate *signs* for the Demographic Round Robin for Learning Activity 1.1
- Download PowerPoint Presentation: "Demographic Round Robin" for Learning Activity 1.1
- Print one set of *Kentucky symbols cards* to use in Learning Activity 1.2. Cut 8 ½ x 11 cards into half sheets (8 ½ x 5 ½) with one term on each card.
- Print and duplicate a copy of the *Volunteer Kentucky! Volunteerism Pre-Assessment Instrument* for each participant for Learning Activity 2.1
- Download PowerPoint Presentation: *Volunteer Kentucky! The GEMS Model of Volunteer Administration* for Learning Activity 3.1



Session Goal:

To introduce a framework for community volunteer and/or leadership organizations to follow when generating, educating, mobilizing and sustaining volunteers.

- Presenter should review CLD2-3 *Strengthening Organizational Leadership with the GEMS Model of Volunteer Involvement: Generating, Educating, Mobilizing, Sustaining* to understand content sequence in overall organizational leadership development process.
<http://www2.ca.uky.edu/agc/pubs/CLD2/CLD23/CLD23.pdf>
- Print *GEMS Picture Cards* for the session evaluation for Learning Activity 3.2
- Print GEMS Steps for the session evaluation activity
- Secure laptop computer, projector and wireless access
- Markers
- Duplicate one copy of the ***Volunteer Kentucky! Culminating Project*** information sheet for each participant.

Background:

Share: Read the following excerpt:

“By involving volunteers, leaders and members, the outreach of community organizations and the programs they deliver is greatly extended to audiences which would otherwise not be served. Community organizations need to generate, educate, mobilize and sustain a variety of volunteers, members and leaders in order to effectively and efficiently disseminate quality educational and service programs. This becomes much easier and more effective when building a strong foundation in civic engagement. The GEMS Model provides this foundation.”

Objective #1: Engage in an icebreaker to acquaint themselves with other participants.

Introductory Activity:

Participants receive the *Volunteer Kentucky! Volunteerism Pre-Assessment Instrument* as they arrive and complete it individually.

Learning Activity 1.1:

Opener Participants will respond to questions or statements posed by the facilitator listed on the PowerPoint slide entitled *Demographic Round Robin*. (For each question, participants will introduce themselves to anyone with whom they are not familiar.)

Learning Activity 1.2:

Icebreaker Each participant will receive a flashcard from the facilitator and be instructed to find the matching card to create the correct pair using the *Matching Kentucky Symbols*

Objective #2: Utilize the Framework Assessment for Volunteer Kentucky! Volunteerism Pre-Assessment Instrument to evaluate the readiness of their volunteer program.

By involving volunteers, leaders and members, the outreach of community organizations and the programs they deliver is greatly extended to audiences which would otherwise not be served.



Learning Activity 2.1:

- Reflect** After completing the *Volunteer Kentucky! Volunteerism Pre-Assessment Instrument*, participants will work in teams to identify areas of greatest and mutual needs
- Realization** After reflecting upon their individual results from the *Volunteer Kentucky! Volunteerism Pre-Assessment Instrument*, participants will conclude that they need a framework for expanding volunteer involvement in their organization and its programs.

Objective #3: Identify the steps involved in a comprehensive volunteer administration model.

Learning Activity 3.1:

- Presentation** Facilitator will share the PowerPoint Presentation *Overview of the GEMS Model of Volunteer Administration*.
Distribute Fact Sheet CLD2-3 *Strengthening Organizational Leadership with the GEMS Model of Volunteer Administration*.

Learning Activity 3.2:

- Apply** Facilitator will conclude the session by reviewing the categories and steps involved in the GEMS Model of Volunteer Administration using the *GEMS Picture Cards*
- According to the GEMS Model, what are the steps involved in **G**enerating volunteers?
 - According to the GEMS Model, what are the steps involved in **E**ducating volunteers?
 - According to the GEMS Model, what are the steps involved in **M**obilizing volunteers?
 - According to the GEMS Model, what are the steps involved in **S**ustaining volunteers?
- Process** The facilitator will engage participants in a discussion designed to assess their reactions to the workshop while assessing the knowledge, opinions, skills and aspirations. The facilitator will select questions from the following list to pose to the participants and lead a large-group discussion:
- *What are the greatest needs of the audience(s) and communities served by your organization and its programs?*
 - *What are the most important volunteer roles in your organization?*
 - *What steps should be involved in screening volunteer applicants for your organization?*
 - *What topics should be included in an orientation program for volunteers in your organization?*
 - *What are the educational needs of volunteers in your organization?*
 - *What are the most effective ways of supervising volunteers in your organization?*
 - *In what ways could volunteers be engaged in providing service to your organization without having contact with the audience?*



Community organizations need to generate, educate, mobilize and sustain a variety of volunteers, members and leaders in order to effectively and efficiently disseminate quality educational and service programs.

- *What is the average length of service for volunteers in your organization?*
- *What is the turnover rate of volunteers in your organization?*
- *How do you evaluate volunteer contributions?*
- *How do you recognize volunteer contributions and service?*

Summary:

Share: Read the following excerpt:

“In the next four sessions, you will learn how to apply the GEMS Model of Volunteer Administration in your organization. GEMS will provide the framework necessary to expand your volunteer program. You will also identify and complete a culminating project that will expand the volunteer program in your organization.”

Session Evaluation:

Give each person an individual *GEMS Step Card*. Instruct them to arrange themselves in the correct order in which the steps appear in the GEMS Model. Determine how accurately the group has aligned the GEMS categories and steps and how well the group has retained the material by reviewing the four categories and 18 steps in the GEMS Model.

For the next session:

- Each participant should bring the tools and marketing materials utilized when recruiting new volunteers to serve their organization. (These will be used to create a Volunteer Recruitment Packet for their organization).
- Bring your Passport to each meeting in order to have credit given by the instructor.
- Distribute one copy of the ***Volunteer Kentucky! Culminating Project*** information sheet to each participant.

References:

Culp, III, K. (2013). Strengthening Organizational Leadership with the GEMS model of Volunteer Involvement.

<http://www2.ca.uky.edu/agcomm/pubs/CLD2/CLD23/CLD23.pdf>

Culp, III, K. (2004). The GEMS toolbox. [On-line] Available at:

http://www2.ca.uky.edu/4hguid/e/gems_toolbox. Accessed on January 22, 2015.

Culp, III, K., Deppe, C.A., Castillo, J.X. & Wells, B.J. (1998). The GEMS model of volunteer administration. *The Journal of Volunteer Administration* 16(4)36-41.

Culp, III, K., McKee, R.K., & Nester, P. (2010). Volunteer Research, Knowledge & Competency Taxonomy. Volunteerism for the Next Generation. Washington, DC: National 4-H Headquarters

<http://nextgeneration.4-h.org/volunteerism/vrkc/>

Patton, M.Q. (1990). Editor's introduction. *Journal of Extension* [On-line], 28(3).

Available at: <http://www.joe.org/joe/1990fall/index.html>

Developed by: Culp, III, K., Averbeck, M.S., Doyle, J., Kelley, D. & Stewart, L. (2015) as a class projected of the Advanced Volunteer Administration Academy, University of Kentucky Extension.

Involving volunteers in community based non-profit organizations becomes much easier and more effective when building a strong foundation in civic engagement. The GEMS Model provides this foundation.