**Voices of Cooperative Extension History: the process**

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| http://www.extension100years.net/MCMS/RelatedFiles/%7B4D6A4C20-17E7-42B2-934B-CD00A16515BD%7D/WhiteGreen.jpg**Preparation** | **Research** | Learn the history of Cooperative Extension Service in your community, county, state.  |
| **Learn** | Learn interviewing and story-telling techniques. Study the “Voices of 4-H History” model; visit <http://4-HHistoryPreservation.com/Voices/> for a handy “Tool Kit.”  |
| **Practice**  | Practice interviewing/vide-taping colleagues, cooperators, donors and beneficiaries so you are comfortable asking questions; learn how to probe for deeper answers.  |
| **Identify** | Who are some people who made your local Cooperative Extension program(s) strong? Consider asking local 4-H members to do the interviews, based on 4-H Voices Project.  |
| **Define** | What is the story these people can tell about local Cooperative Extension history? |
| **Brainstorm** | What are the questions you’d like to/need to ask to illustrate this story? |
| **Action** | **Practice**  | Practice interviewing/video-taping colleagues, cooperators and beneficiaries; ask how your questions will tell the story of the local Cooperative Extension Service History.  |
| **Equip** | Secure the necessary equipment: microphone, recorder, tripod, video camera. |
| **Practice**  | Practice interviewing and video-taping; become comfortable operating audio and video equipment. If local 4-H’ers are doing the interviewing, help them practice as well.  |
| **Schedule**  | Explain project to potential interviewees; schedule time to interview and video-tape, maybe several people at one time. Maybe let interviewees see questions in advance. |
| **Record**  | Get Media Releases from interviewees; conduct the interview(s) and taping(s). |
| **Edit**  | Review the audio and video tapes; edit to useable length. |
| **Sharing** | **Distribute**  | Go public with the “Voices of Extension History” to radio, TV, fairs, commemorative events; share a copy with your County and University Extension Offices. |
| **Share**  | Let the interviewee(s) hear/see the edited tapes for possible corrections. |
| **Thank**  | Come up with a personal and meaningful way to express your appreciation to the people you interviewed. Maybe the 4-H interviewers could write “Thank You” notes. |
| **Combine**  | Some individual interviews/videotapes might relate to others, so a broader series or story can be told. Re-edit the respective tapes accordingly to create this unique story. |
| **Reflection and****Expansion** | **Tell us**  | Share your project with the National 4-H History Preservation Team (info@4-HHistoryPreservation.com); we’d like to know if/how the “Voices of 4-H History” model has worked to help document the “Voices of Cooperative Extension History.”  |
| **Expand**  | Based on this year’s success, make plans for future interviews/tapings. This is not the end; this is the beginning. There is a lot more history to record! |
| **Document**  | Interview and videotape yourselves (and/or 4-H interviewers) to create an account of the “Voices of Extension History” project; do this throughout the process. Other communities and counties will be interested in how you accomplished your project; your model will become a training piece for them when they start their own project.  |
| **Repeat**  | Involve others in the project; find other staff, participants, beneficiaries, community leaders and cooperators to interview/videotape; expand training to new participants.  |

<http://4-HHistoryPreservation.com>