



Dear Potential Holmes County OSU Extension Volunteer,

Thank you for your interest in becoming a 4-H Volunteer. Serving as volunteer for this youth development program can be one of the most rewarding experiences. In order to better guide you through the process, I have provided a detailed checklist including when to complete each step. **This process is to be completed before a volunteer begins work with the 4-H program or Livestock Committees.** If you have any questions, please do not hesitate to use our office as a resource.

- ____ **Step 1:** Pick up New Volunteer Packet from Extension Office or print from our website at holmes.osu.edu. You should also request a position description for the volunteer position for which you are applying.
- ____ **Step 2:** Complete and submit application and signed OSU Extension Volunteer Standards of Behavior to the Extension Office.
- ____ **Step 3:** Complete the BCI Background Check. **Please see the Background Check Letter & Reimbursement Form included in this packet.**
- ____ **Step 5:** Once we have received at least 2 completed references we will call to schedule your interview. This interview will consist of either one on one or a small group setting. Note: Delays in scheduling an interview may be experienced if references are not returned in a timely manner.
- ____ **Step 6:** Following the interview, you will be invited to attend a mandatory New Volunteer Training. This training will discuss the history of Extension, expectations of volunteers, and policies. New Volunteer Trainings will be held when 3 or more individuals register for dates. If there are less than 3 registered then the training may be rescheduled. Most New Volunteer Trainings will also include the Policy 1.50 training which is required of all 4-H volunteers.
- ____ **Step 7:** After each of these steps has been completed, you will receive a letter regarding your status as a 4-H volunteer.

Please note that all new volunteer applications must be completed by March 15th. Any applications turned in following this date will not become effective until October 1st and will start with the new 4-H year. All information related to the selection process may be updated periodically and will be kept in a secured file cabinet. This information will be kept on file for a minimum of three years following the receipt of your materials or the completion of your involvement as an Ohio State University Extension volunteer (whichever is longest). The release of this information will follow The Ohio State University Extension operating procedures and will be in accordance with Ohio law.

Working with individuals in your community can bring you immense satisfaction as you help them grow, learn, develop, and succeed. Additionally, volunteering provides you with an opportunity to gain new skills, help others, and meet new friends. We appreciate your cooperation and look forward to potentially working with you as we continue "To Make the Best Better" for the Youth of Holmes County.

Sincerely,

Hallie C. Rutt
4-H Educator



4-H Volunteer Background Check Notice– Do Not Disregard

Dear Ohio 4-H Volunteer:

Thank you for the time and talent you give to Ohio 4-H! Your hours of dedicated service allow us to deliver outstanding positive youth development experiences to well over 210,000 Ohio youth each year.

Ohio 4-H and our home institution, The Ohio State University, are committed to providing safe environments for everyone who participates in the programs and activities we offer. We join with the rest of the Ohio State community to build on and strengthen our existing youth safety policies and procedures. **A key component requires all adult 4-H volunteers, regardless of when they began service with us, to have a clear Ohio Bureau of Criminal Investigation (BCI) criminal history fingerprint background check on file with us before volunteer service begins, and every four years thereafter.**

OSU Extension has been requiring a criminal history background check before any new 4-H volunteer begins service since 2002. The background checks, along with our volunteer application, screening and training procedures are part of our commitment to keep program participants safe.

Please follow the enclosed instructions to have your background check conducted. If you do not intend to have a criminal history fingerprint background check, please immediately notify your county 4-H professional that you are resigning your volunteer role.

We understand the extra time this takes and know you will understand the importance of taking steps to help ensure the safety of all 4-H members. Should you have questions or concerns about this process, please don't hesitate to contact the Holmes County OSU Extension Office at: (330) 674-3015. You may also call the State 4-H Office at 614-292-4444 and ask to speak with Kirk Blair, Associate State 4-H Leader, or Tom Archer, State 4-H Leader.

Sincerely,

Hallie Rutt
Extension Educator, 4-H

Kirk Blair, Ph.D.
Associate State 4-H Leader

Thomas M. Archer, Ph.D.
State 4-H Leader



4-H Volunteer Criminal History Fingerprint Background Check Procedure

Please take this page with you when you go to have your background check.

In Holmes County, 4-H volunteers should have their background check done at:

Holmes County Sheriff's Office
8105 Twp. Rd. 574
Holmesville, OH 44633

Please be prepared to pay \$30.00 (cash or money order accepted).

What You Need to Get Your Ohio 4-H Background Check

1. A government issued photo ID - such as your driver's license - with your current address, and showing your date of birth.
2. Your Social Security number - Know your number? No need to bring your SS card.
3. Use **2151.86** as the reason code you are having the background check.
4. If you have not lived in Ohio for the past 5 years, you must also have an FBI report.
5. Background check results **must be mailed to:**

Attention: Background Checks – 4-H HOLMES COUNTY
OSU Office of Human Resources
1590 N. High St., Ste. 300
Columbus, Ohio 43201

If the agency is not able to get a good scan of your fingerprints, please ask for an inked fingerprint card. You will then bring the inked card to the Extension office.

Note: The fingerprint background check process reveals past criminal convictions. The Ohio Revised Code specifies certain criminal convictions as disqualifying events that forbid current and future volunteer involvement with Ohio 4-H and OSU Extension. You can view this list at: <http://go.osu.edu/DQoffenses>.

If you would like to be reimbursed for the cost of your background check, keep your original receipt and bring it, along with this form, to your county OSU Extension office. Complete the form below and be sure your name appears on your receipt. We will submit a reimbursement request for you. The check will be mailed from OSU in Columbus; it may take eight to ten weeks to process and will not say 4-H, but OSU.

OSU Extension 4-H Volunteer Request for Reimbursement

Volunteer Name (Print first, middle, last): _____

Volunteer Signature: _____ Date: _____

For office use only. Tape receipt to top of this form before scanning.

Date volunteer reimbursement request received at Extension Office: _____ (month / day / year)

Name & initials of OSU Extension Professional receiving request: _____ Initials: _____

tape receipt in this area



Volunteer Position Description 4-H Youth Development Ohio State University Extension

**Position Title:**

4-H Club Organizational Volunteer

Time Required

On-going and dependent on county

General Purpose:

Serve as a liaison between the club's membership and the 4-H Youth Development professional regarding overall club management and leadership.

Specific Responsibilities:

- Serve as the primary community link between the County Extension office, County 4-H professionals and the 4-H club, maintaining communication with all club advisors.
- Secure, complete, and submit club organization/enrollment materials to the county Extension office.
- Provide county Extension office with all requested materials related to the 4-H club
- Ensure adequate supervision at all club functions.
- Involve members in developing club programs, including project work, community service, social events and participation in county, regional and state 4-H events.
- Assist officers to learn their responsibilities.
- Welcome parent/guardian interest, ideas, support, and attendance at club activities.
- Follow all O.S.U. Extension and 4-H Youth Development policies and procedures.
- Recruit new members when the club has openings.
- Attend all (or most) of the club meetings and activities.
- Read 4-H mailings and access information from the 4-H web to keep membership current.
- Participate in volunteer development opportunities to stay current and enhance leadership skills.
- Inform members/parents of 4-H guidelines and requirements.
- Provide positive and constructive feedback to members and parents/guardians.

Qualifications & Expectations:

- ◆ Ability, interest, and willingness to:
 - Work with volunteers and 4-H professionals to teach and motivate youth while nurturing positive self esteem, decision making, responsibility, and leadership.
 - Effectively organize, delegate, and communicate (verbal and written)
 - Work with minimal supervision from professional staff.
 - Become familiar with and work within the philosophy and guidelines of Ohio State University Extension, Ohio 4-H Program and the County 4-H program.

Ohio State University Extension Agrees to:

- ◆ Provide training opportunities to assist volunteers to meet needs of members and parents.
- ◆ Provide access to educational materials and resources.
- ◆ Have professional staff available to consult with and listen to volunteers.
- ◆ Provide appropriate recognition and awards to volunteers.

Mentor/Supervising Professionals:

County Extension 4-H Youth Development Professional(s)



Volunteer Position Description 4-H Youth Development Ohio State University Extension



Position Title:

4-H Club Volunteer (Project and Activity)

Time Required

On-going and dependent on county

General Purpose:

Support and work in partnership with 4-H professionals, volunteers and members in conducting meaningful educational experiences to help youth grow and reach their fullest potential.

Specific Responsibilities:

- ◆ Provide a variety of 4-H project related learning experiences, including:
 - Coordinate and conduct educational activities related to project areas.
 - Monitor progress towards project completion.
 - Prepare members for judging, skillathon, and exhibition
 - Informing members of project requirements, deadlines, and events & activities.
 - Provide constructive feedback to members, parents, and families.
- ◆ Advise members in coordinating/conducting club activities, including:
 - Community service, fund raising, club trips & tours, recreational activities, achievement programs, promotional activities, parent's night and others.
- ◆ Promote 4-H opportunities in your club and local community, including:
 - Encourage 4-H members' and parents' interest and participation.
 - Invite parents' ideas, cooperation, support and attendance at 4-H activities.
 - Recruit new members when the club has openings.
 - Inform members of county 4-H events & activities.
- ◆ Actively participate as a volunteer by:
 - Follow OSU Extension and 4-H Youth Development guidelines and policies.
 - Attending all (or most) of the club meetings and activities.
 - Read 4-H mailings and access information from the 4-H web to keep members, parents and/or other volunteers informed.
 - Participate in volunteer development opportunities.

Qualifications & Expectations:

- ◆ Ability, interest, and willingness to:
 - Work with volunteers and 4-H professionals to teach and motivate youth while nurturing positive self esteem, decision making, responsibility, and leadership.
 - Effectively organize, delegate, and communicate (verbal and written)
 - Work with minimal supervision from professional staff.
 - Become familiar with and work within the philosophy and guidelines of Ohio State University Extension, Ohio 4-H Program and the County 4-H program.

Ohio State University Extension Agrees to:

- ◆ Provide training opportunities to assist volunteers to meet needs of members and parents.
- ◆ Provide access to educational materials and resources.
- ◆ Have professional staff available to consult with and listen to volunteers.
- ◆ Provide appropriate recognition and awards to volunteers.

Mentor/Supervising Professionals:

County Extension 4-H Youth Development Professional(s)

4-H Cloverbud Volunteer Position Description

The importance of this position description is two-fold: 1) your role as a 4-H Cloverbud volunteer is essential for the 4-H Cloverbud program and the responsibilities for 4-H Cloverbud volunteers should be clearly described and understood, and 2) to meet the OSU Extension Volunteer Selection Policy and Procedure requirements, all 4-H volunteers must have a written position description.

Position Title

4-H Cloverbud Volunteer
Ohio 4-H County Program Ohio State University Extension

Responsibilities

- Willingness to become familiar with and work within the philosophy and guidelines of Ohio State University Extension, Ohio 4-H Program, and county 4-H program.
- Provide an emotionally and physically safe environment.
- Serve as a liaison between the county Extension office/staff and 4-H Cloverbud members, their parents/guardians, and those working with you.
- Support 4-H professionals and members in conducting meaningful educational experiences to help young people grow and reach their fullest potential.
- Inform and encourage members, parents, and other volunteers to actively participate in appropriate 4-H opportunities.
- Give support and recognition to members.
- Understand the importance of being a positive role model.
- Have fun.
- Let the 4-H Cloverbud children know you care.
- Be committed to young people and their growth in all areas.
- Utilize the Ohio 4-H Cloverbud Curriculum Instructional materials or other approved activities while working with 4-H Cloverbud children.
- Be aware of available learning experiences and help the club members select appropriate activities.
- Maintain open communications with other club volunteers.
- Be dedicated to young people and sensitive to their needs.
- Follow the guidelines and policies of Ohio State University Extension, Ohio 4-H Program, and county 4-H program.
- Attend 4-H Cloverbud events, meetings, and activities.
- Read 4-H newsletters and literature from the Extension office and their web site and keep members, parents, and others informed.
- Participate in appropriate volunteer development opportunities.

4-H Cloverbud Volunteer Qualifications

- Been approved through the OSU Extension Volunteer Selection Policy and Procedure requirements (includes a background check).
- A sincere interest in working with 4-H members.
- An interest in learning the characteristics of 4-H Cloverbud-aged children.
- The ability to teach and motivate youth while nurturing positive self-esteem, decision-making, responsibility, and other important life skills.
- The ability to work with minimal supervision from 4-H professional staff.

Ohio State University Extension Will:

- Provide training opportunities that will help the volunteer meet the needs of members, volunteers, and parent/guardians.
- Provide appropriate manuals, pamphlets, newsletters, and other resource materials.
- Have professionals available to consult with volunteers on a one-to-one basis.
- Provide appropriate recognition and awards to volunteers.
- Give leadership for recruitment of members.

Written by Scott Scheer, OSU Extension, 4-H Specialist – Cloverbuds.

Ohio 4-H Volunteer Application

I. GENERAL INFORMATION

Full Name: _____ Date of Birth (MM/DD/YY): _____

Street Address: _____

City/State/Zip: _____ Length of time at this address (years): _____

Phone: Home: _____ Best Time to Call: _____

Cell: _____ Best Time to Call: _____

Work: _____ Best Time to Call: _____

School District: _____ Email: _____

Are You a 4-H Alumni: Yes No If yes, what state and county: _____

Demographic Information:

Occupation (optional) _____ Level of Education (optional) _____

Ethnicity (check one) Hispanic Not Hispanic

Race (check all that apply) White Black American Indian/Alaskan Native Hawaiian/Pacific Islander Asian

Residence (check one) Farm Town/Rural Town Suburb City
(Less than 10,000) (10,000 to 50,000) (More than 50,000) (More than 50,000)

I and/or my spouse/partner My parent(s) I have a sibling(s) I have a dependent(s)

Branch of Service Air Force Army Coast Guard Marines Navy

Branch Component Active Duty National Guard Reserves

Health Considerations/Notes (i.e. food allergy, diabetes, etc....) _____

II. VOLUNTEER INTEREST

Why are you interested in volunteering for the Ohio State University Extension 4-H Program?

Type of 4-H Volunteer Position Applying:

4-H Club (check one) Organizational Club Leader Cloverbud Leader Project Leader Resource Leader

Project Area Interest: _____

Committee Member – list committee: _____

Camp: check which one(s) Residential Day

Special Interest/Emphasis Program – list program: _____

After-School Program – list school site: _____

Community Center/Youth Organizational Partner – list center/partner site: _____

Other: _____

If you are applying to volunteer with a community/project club, will you be starting a new club or assisting with an existing club? Please check appropriate box. New Club Existing Club

Name of Existing Club: _____

Do you prefer to work directly with youth or adults? _____ Youth _____ Adults _____ Both

If you prefer to work directly with youth, what age level(s) do you prefer?

_____ Ages 5-8 _____ Ages 9-12 _____ Ages 13-19 _____ No Preference

What time commitment do you initially desire? _____



PERMISSION TO USE PHOTOGRAPHIC FORM FOR PROMOTION CONTINGENT UPON COMPLETING VOLUNTEER PROCESS:

Ohio State University Extension would like to share the positive results of youth and volunteer participation in Extension and 4-H Youth Development events. However, in some cases, volunteers may prefer not to permit such publicity.

I GIVE I DO NOT GIVE the Ohio State University permission to publish in print, electronic, or video formats the likeness or image of myself. I release all claims against the University with respect to copyright ownership and publication including any claim for compensation related to use of the materials. (If not completed, OSU Extension will not use publicity about your participation).

Previous Work Experience: (List current or most recent experience first)

<u>Employer</u>	<u>Position Title</u>	<u>Year</u>

Previous Volunteer Experience: (List current or most recent experience first)

<u>Organization</u>	<u>Volunteer Role</u>	<u>Year</u>

III. PERSONAL REFERENCES

Have you ever been convicted of a misdemeanor or a felony? YES NO

If yes, please give date, nature, and disposition of offense.

Please note: A criminal record will be considered as it relates to specifics of the volunteer position for which you are applying. A criminal record may prevent an individual from volunteering, depending on the nature of the offense.

References: List **non-family members** who have knowledge of your skills, abilities, and qualifications. Individuals should have worked with you on projects and activities and/or have direct experience with or knowledge of your qualifications. Please provide complete addresses, phone numbers and e-mail addresses.

Name: _____ Relationship: _____

Street Address: _____ City/State/Zip: _____

Email: _____ Home Phone: _____ Cell Phone: _____

Name: _____ Relationship: _____

Street Address: _____ City/State/Zip: _____

Email: _____ Home Phone: _____ Cell Phone: _____

Name: _____ Relationship: _____

Street Address: _____ City/State/Zip: _____

Email: _____ Home Phone: _____ Cell Phone: _____

I authorize the contact of listed references and understand that I am required to submit to a fingerprint criminal background check prior to final consideration of my application to volunteer. I understand that misrepresentation or omission of required information is just cause for non-appointment as a volunteer with Ohio State University Extension. I understand that I serve at the pleasure of the Ohio State University Extension and agree to abide by the policies of Ohio State University Extension and the Ohio 4-H Program and to fulfill the volunteer responsibilities to the best of my ability.

Applicant Signature: _____ **Date:** _____

Return completed application to your OSU Extension County Office visit extension.osu.edu for your county's current address and more info.

VOLUNTEER STANDARDS OF BEHAVIOR

These Standards of Behavior are accepted by volunteers who commit to an Ohio State University Extension (“OSUE” or “Extension”) program as a condition of their volunteer status. The Standards of Behavior shall guide volunteer’s behavior during their involvement in Extension programs. Just as it is a privilege for Ohio State University to work with individuals who volunteer their time and energies to the organization, a volunteer’s involvement with OSUE is a privilege and a responsibility, not a right.

OSUE provides quality educational programs accessible to all Ohio citizens. The primary purpose of this Standard of Behavior is to ensure the safety and well-being of all Extension program participants (i.e., members, their parents and families, professionals, and volunteers). Volunteers are expected to function within the guidelines of OSUE and the individual program area (4-H, Agricultural & Natural Resources, Family & Consumer Sciences, and Community Development). Extension volunteers shall act with personal integrity.

Ohio State University Extension volunteers will:

- Uphold volunteerism as an effective way to meet the needs of youth and adults.
- Uphold each individual’s right to dignity, self-development, and self-direction.
- Accept supervision and support from professional Extension staff while involved in the program.
- Accept the responsibility to represent their individual county Extension program and The Ohio State University.
- Conduct themselves in a courteous and respectful manner, exhibit good sportsmanship, and provide positive role models for all youth.
- Respect, adhere to, and enforce the rules, policies, and guidelines established by their individual county Extension program and OSUE.
- Not engage in abusive behaviors that physically or verbally threaten or harm any Extension program participant, including youth.
- Not engage in any act prohibited by law.
- Comply with all civil rights laws and policies, including but not limited to OSUE equal opportunity, anti- discrimination laws, and program participant policy.
- Perform duties in a responsible and timely manner as outlined in the position description.
- Immediately report any threats to the volunteer’s emotional or physical well-being to the county Extension professional.
- Accept the responsibility to promote and support Extension programs in order to develop an effective county, state, and national program.
- Handle animals and operate machinery, vehicles, and other equipment in a responsible manner.

I understand and agree that as a volunteer:

- In accordance with Ohio State University policy, *Self-Disclosure of Criminal Convictions Policy 4.17*, I am required to self-disclose criminal convictions within three business days of the conviction.
- I will uphold and support the responsible and lawful use of social media. In so doing, I will not create or post social media content that is abusive, threatening, defamatory, obscene, harassing, or creates a hostile environment.
- I will report any child abuse, sexual abuse, or neglect in accordance with university policy
- I will not intentionally or purposefully place myself in a position alone with a member of a vulnerable population in a one-on-one situation, including, but not limited to sleeping quarters with participants.
- I will not, under any circumstances, physically, verbally, or emotionally abuse or fail to provide the basic necessities of care, such as food or shelter to participants.
- I will endeavor to provide a safe and healthy program/camp experience for all participants.
- My volunteer status is subject to immediate suspension or termination based on any act or omission that Extension determines to be contrary to any portion of these standards or otherwise in conflict with the goals of OSUE.

I have read, understand, and agree to be bound by the **VOLUNTEER STANDARDS OF BEHAVIOR** outlined above.

Volunteer Signature

Date

CFAES provides research and related educational programs to clients on a nondiscriminatory basis. For more information:

<http://go.osu.edu/cfaesdiversity>.



head • heart
hands • health

4-H Volunteer e-Learning Course

Welcome to the 4-H Volunteer e-Learning Course

If you see scroll bars on the right side or bottom of this screen, please press the F11 key to temporarily hide extra toolbars while you are taking this training.

This site uses "pop-up" windows to display certain information. In order to display the pop-up's, please ensure your browser pop-up setting's are set to "Medium" or "Low."

Please enter the following information to continue:

First Name:

Last Name:

State:

Password:

Login

**Register by entering your Name and State.
The Password is "volunteer".**

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**Work through each Course section:
About the Course
About 4-H
Youth Development
Getting Started in 4-H
Leadership & Teaching**



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4-H Volunteer e-Learning Course

Course Selections:

- HOME
- ABOUT THE COURSE
- ABOUT 4-H
- YOUTH DEVELOPMENT
- GETTING STARTED
- LEADERSHIP/TEACHING
- LOGOUT

About 4-H **Youth Development**

About the Course

Leadership & Teaching **Getting Started in 4-H**

Please select a topic from above or browse all topics with the menu to the left. If this is your first time here, please select "About the Course" in

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When you have completed each module, print the certificate. Submit the certificates (4 total) to the OSU Extension Office for your Volunteer File.