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 February 1st. 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