Dear Potential Holmes County OSU Extension Volunteer,

Let me take this opportunity to thank you for expressing an interest in becoming an Ohio State University Extension volunteer. Each year, thousands of volunteers contribute their time, energies, and talents that enable Ohio State University Extension to engage people in educational programs that meet their immediate needs.

Volunteers may work with vulnerable populations (minors, elderly over age 65, or individuals with disabilities) and are required to follow The Ohio State University's Volunteer Selection Procedures. An applicant will be accepted as an OSU Extension Volunteer pending successful completion of all requirements. You are encouraged to complete your application process as soon as possible. **This process is to be complete before an individual begins work as a volunteer.**

1. **Receive a position description for the volunteer position.**
2. **Read, agree to, and sign the OSU Extension Volunteer Standards of Behavior form.**
3. **Complete a volunteer application, in its entirety. Submit signed Standards of Behavior form and volunteer application to the Holmes County OSU Extension Office.**
4. **Provide full names and addresses/email addresses of at least 3 non-relatives as personal references. References will be contacted by email (preferably) or mail. A minimum of two references must be returned.**
5. **Complete an interview with an OSU Extension Staff member. The OSU Extension Office will contact you to schedule your interview.**
6. **Submit to and pass a criminal history fingerprint record check. Please specify 2151.86 as the reason for your BCI check.** The Holmes County location for fingerprinting is the Holmes County Sheriff’s Department. The cost is $30.00. Checks are not accepted. You must pay cash or take a money order. **Please bring receipt and reimbursement form to the office to submit for reimbursement.**

    Please have fingerprints and record check sent to:
    
    **Attention: Background Checks – 4-H HOLMES COUNTY**
    
    **OSU Office of Human Resources**
    
    1590 N. High St., Ste. 300
    
    Columbus, Ohio 43201

7. **Attend a Volunteer Orientation Training or complete an on-line training.**

Please call the OSU Extension Office for Orientation program dates or on-line program details.

Please know that 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 information will follow The Ohio State University and 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 an opportunity to gain new skills, help others, and meet new friends. We hope that you recognize the tremendous benefits of volunteering and will join us in helping ensure that everyone involved has a positive, educational experience.

Please contact the OSU Extension Office if you have questions or need more information. 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.

Updated 11/05/2017
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)
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:
  o Coordinate and conduct educational activities related to project areas.
  o Monitor progress towards project completion.
  o Prepare members for judging, skillathon, and exhibition
  o Informing members of project requirements, deadlines, and events & activities.
  o Provide constructive feedback to members, parents, and families.
♦ Advise members in coordinating/conducting club activities, including:
  o 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:
  o Encourage 4-H members’ and parents’ interest and participation.
  o Invite parents’ ideas, cooperation, support and attendance at 4-H activities.
  o Recruit new members when the club has openings.
  o Inform members of county 4-H events & activities.
♦ Actively participate as a volunteer by:
  o Follow OSU Extension and 4-H Youth Development guidelines and policies.
  o Attending all (or most) of the club meetings and activities.
  o Read 4-H mailings and access information from the 4-H web to keep members, parents and/or other volunteers informed.
  o Participate in volunteer development opportunities.

Qualifications & Expectations:
♦ Ability, interest, and willingness to:
  o Work with volunteers and 4-H professionals to teach and motivate youth while nurturing positive self esteem, decision making, responsibility, and leadership.
  o Effectively organize, delegate, and communicate (verbal and written)
  o Work with minimal supervision from professional staff.
  o 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 (Less than 10,000) ☐ Town (10,000 to 50,000) ☐ Suburb (More than 50,000) ☐ City (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)

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<th>Employer</th>
<th>Position Title</th>
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Previous Volunteer Experience: (List current or most recent experience first)

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<th>Organization</th>
<th>Volunteer Role</th>
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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.
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
P: 330.674.1936

East Holmes Central Office
6108 CR 77 Millersburg • OH • 44654
P: 330.893.2610

Please be prepared to pay $25.00 to 30.00

**It is recommended you call either location to ensure the service is available at the time you plan to go.

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: ____________________

OSU Extension 4-H Volunteer Request for Reimbursement

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

Volunteer Signature: _________________________________________  Date: ____________________

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OSU Extension 4-H Volunteer Request for Reimbursement

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OSU Extension 4-H Volunteer Request for Reimbursement

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Volunteer Signature: _________________________________________  Date: ____________________

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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.

Website: http://4h.wsu.edu/volunteertraining/course.html

Register by entering your Name and State. The Password is “volunteer”.

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