



October 26, 2018

## 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 allowed us to deliver outstanding positive youth development experiences in 4-H clubs, groups and special interest programs to more than 156,000 young Ohioans last year.


OSU Extension 4-H Youth Development and our home college and institution, the College of Food, Agricultural and Environmental Sciences at The Ohio State University, are committed to providing safe environments for everyone who participates in our programs and activities. A key component of that commitment is the requirement that all adult 4-H volunteers have a clear Ohio Bureau of Criminal Investigation (BCI) fingerprint background check on file with us before volunteer service begins, and every four years thereafter. These background checks, along with our volunteer application, screening, training and annual agreement to honor our volunteer standards of behavior, are part of our overall youth protection policies and procedures.

Our records indicate you are due for a background check this year. **To continue your service as a 4-H volunteer, you must have an Ohio BCI fingerprint background check completed by December 31, 2018.** Follow the enclosed instructions as you complete your background check.

We understand the extra time this takes and know you understand the importance of taking steps to help ensure the safety of all 4-H members, and we appreciate it! Please do your best to have your background check completed by the deadline so that you will be able to continue to be a 4-H volunteer in 2019. If you do not intend to have this done, please notify your county 4-H professional that you are resigning your volunteer role at this time.

If you have questions or concerns about this process, please contact the Wood County OSU Extension Office at [dewese.6@osu.edu](mailto:dewese.6@osu.edu). You can also call the State 4-H Office at 614-292-4444 and ask to speak with the State or Associate State 4-H Leader.

Thank You!



Jayne Roth  
Extension Educator  
4-H Youth Development



Kirk Blair, Ph.D.  
Associate 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 Wood County, 4-H volunteers should have their background check done at:

Wood County Sheriff's Office  
Deputy Amy Taulker  
1960 E. Gypsy Lane Rd.  
Bowling Green, OH 43402

**Please be prepared to pay \$32.00 (cash only).**

#### 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 WOOD 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



## Fingerprinting Services:

Wood County Sheriff's Office  
Deputy Amy Taulker  
1960 E. Gypsy Lane Rd.  
Bowling Green, Ohio 43402  
419-354-9137- extension 9007

Registration for Webcheck Fingerprinting appointments are now taken online at [www.woodcountysheriff.com](http://www.woodcountysheriff.com) - click on Services on left side of screen and follow the instructions for Webcheck Fingerprinting.

Cost: \$32.00 Cash

Please fill out the enclosed Waiver for Web Check Fingerprints, make an appointment online. Bring \$32 cash and your driver's license.

If you have been fingerprinted within the last 6 months, please submit a copy of your report along with your Volunteer Application to the OSU Extension Office.

### **Important Fingerprint Information:**

If you have had your fingerprints done within the past 12 months for another agency, you may submit them to the State 4-H Office by filling out the attached document, submit an \$8.00 fee and mailing it to the Ohio Attorney General's office; they will not accept them from anywhere else.

If your fingerprints do not fall within the 12 month grace period, 4-H requests that the next time you have your fingerprints done that you have a copy of the results sent to the State 4-H Office and they will re-adjust your renewal dates. The codes used for most agencies are accepted for 4-H If they are not acceptable, you will be contacted with further instructions.

### **Background check results must be mailed to:**

Attention: Background Checks – 4-H Wood County  
OSU Office of Human Resources  
1590 N. High St., Ste. 300  
Columbus, OH 43201

# WOOD COUNTY SHERIFF'S OFFICE

MARK WASYLYSHYN  
Sheriff



ERIC L. REYNOLDS  
Chief Deputy

## Waiver for Web Check© Fingerprints

Please print the following information:

\_\_\_\_\_  
(Name: Last, First, Middle)

\_\_\_\_\_  
(Address, City, State and Zip Code)

\_\_\_\_\_  
(Social Security #)

\_\_\_\_\_  
(Date of Birth)

\_\_\_\_\_  
(Phone)

### **TYPE OF BACKGROUND CHECK REQUESTED:**

- BCI (OHIO)** I have been an Ohio resident for the last 5 years.  
I further understand that \$32.00 is the charge for this service.
- FBI (National)** I am an out of state resident, or have not lived in Ohio for the past 5 years.  
I further understand that \$35.00 is the charge for this service.
- BCI & FBI Needed**  
I further understand that \$67.00 is the charge for this service.

### **PLEASE CHECK IF YOU WANT YOUR RESULTS SENT TO THE OHIO DEPARTMENT OF EDUCATION FOR TEACHER CERTIFICATION**

Request a copy of results mailed to me

Request to mail results to an Agency:

Agency: \_\_\_\_\_

Agency's Address: \_\_\_\_\_

(Address, City, State and Zip Code)

***I hereby certify that I have given the Wood County Sheriff's Office permission to obtain all criminal history information pertaining to me in the files of the Ohio Bureau of Criminal Identification and Investigation (BCI&I).***

***By placing my fingerprint images on the NATIONAL WebCheck© Scanner, I am authorizing BCI&I to release criminal information about me to the person(s)/agencies identified in this request for a period of one year from the date of this transaction.***

***I hereby release BCI&I and any and all individuals identified in this request from all liability in connection with the dissemination of such criminal history information.***

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## 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.