

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: Hispanic Non-hispanicRace: White Black American Indian/Alaskan Native Hawaiian/Pacific Islander AsianResidence: Farm Town/Rural (<10,000) Town (10,000-50,000) Suburb (< 50,000) City (> 50,000)Military Service: No one in my family is currently serving My Parent serves My Sibling serves
 My Son/Daughter serves I/my spouse/partner serveBranch of Service: Air Force Army Coast Guard Marines NavyBranch Component: Active 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?



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

Type of 4-H Volunteer Position:

- 4-H Club:** Organizational Leader Cloverbud Leader Project Leader Resource Leader
- Project Area Interests:** _____
- Committee Member – list committee:** _____
- Camp** (check all that apply): Residential Day
- Special Interest/Emphasis Program – list program:** _____
- After-School Program – list site:** _____
- Community Center/Youth Organizational Partner – list site:** _____
- Other:** _____

If you are applying to volunteer with a community/project club, will you be requesting to start a new club or assisting with an existing club? New Existing

If existing, name of club: _____

What time commitment do you initially desire to give?

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

<i>Employer</i>	<i>Position Title</i>	<i>Year</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

<i>Employer</i>	<i>Position Title</i>	<i>Year</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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: _____ Phone: _____

Name: _____ Relationship: _____

Street Address: _____ City/State/Zip: _____

Email: _____ Phone: _____

Name: _____ Relationship: _____

Street Address: _____ City/State/Zip: _____

Email: _____ 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 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.

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).

Applicant Signature: _____ **Date:** _____

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 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 - 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.

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.