



Dear Potential Ohio 4-H Volunteer,

Let me take this opportunity to thank you for expressing an interest in becoming an Ohio 4-H volunteer. Each year, more than 25,000 adult and teen volunteers contribute their time, energies, and talents that enable Ohio 4-H to reach nearly 300,000 youth, helping Ohio 4-H fulfill its mission of helping youth to become caring, capable, and contributing citizens.

All individuals who are interested in volunteering with Ohio State University Extension and working with a member of a vulnerable population (minors, elderly over age 65, or individuals with disabilities, etc.) must complete a selection process under the direction of an Extension Professional.

To more efficiently and effectively support our Ohio 4-H members, parents, volunteers, and professionals, Ohio State University Extension has a policy concerning the selection of individuals who desire to volunteer for the organization in a long-term and/or higher risk position. While the actual order of implementation may vary from county to county, all potential volunteers will:

- (1) receive a position description
- (2) complete an application and return to Extension office
- (3) have references collected by Extension professionals
- (4) complete an interview
- (5) submit to a criminal history fingerprint record check
- (6) agree to and sign the volunteer standards of behavior form
- (7) participate in an orientation/training program.

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 4-H 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.

We appreciate your cooperation and look forward to potentially working with you.

Sincerely yours,

Thomas M. Archer, Ph.D.
State Leader, 4-H Youth Development
Assistant Director, Ohio State University Extension

Michelle Stumbo
Extension Educator
4-H Youth Development

**OSU Extension Volunteer
Fingerprinting Background Check**

All volunteers are required to have a BCI Background Check on file.

1. You will need a current/valid Driver's License or state-issued I.D. to get your background check. Below are fingerprinting options we know about in Meigs County at this time. Additional locations around the state can be located using the Ohio Attorney Generals Website (<http://www.ohioattorneygeneral.gov/Services/Business/WebCheck/Webcheck-Community-Listing.aspx>)
2. Contact the agency for times, costs and forms of payment accepted.
3. If asked for a code when completing the check use code **2151.86** or if they won't accept use code **No ORC: 4-H Volunteer**
4. If you have not lived in Ohio continuously for the past 5 years, you will also need to complete an FBI background check.
5. Questions? Contact OSU Extension-Meigs County at 740-992-6696.

Athens-Meigs ESC (BCI & FBI)	Meigs County Sheriff's Office (BCI & FBI)
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39105 Bradbury Rd

104 East Second Street

Middleport, OH

Pomeroy OH 45769

(740) 992-3883

740.992.3371

Send Results To:

Attention: Background Checks – Meigs County 4-H

OSU Office of Human Resources

1590 N. High St., Ste. 300

Columbus, Ohio 43201 extvolunteerbgcheck@osu.edu

PH 614-292-6996 FX: 614-292-5937

**Please take these instructions with you when completing your
background check! Bring your receipt to the
Meigs County Extension Office to submit for reimbursement.**

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:

- 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 Standards of Behavior outlined above.

Printed Name _____

Signature _____

Date _____



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES





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

Position Title:

4-H Club Volunteer (Project and Activity)

Time Required

On-going

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)*

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 _____
Race _____
Residence _____
Military Service _____
Branch of Service _____
Branch Component _____
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:

Project Area Interest:

Committee Member – list committee:

Camp (*check all that apply*): 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>
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Previous Volunteer Experience: (List current or most recent experience first)

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