

Dear Potential Ohio 4-H Volunteer,

Thank you for expressing an interest in becoming an Ohio 4-H volunteer. Each year, thousands of adult and teen volunteers contribute time, energies, and talents that help enable Ohio 4-H to fulfill its mission of helping youth to become caring, capable, and contributing citizens.

Ohio State University Extension has specific policies and procedures for volunteer selection. All individuals who are interested in volunteering with Ohio State University Extension and working with a member of a vulnerable population (minor, elderly over age 65, or individuals with disabilities) must adhere to OSU Extension selection procedures.

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. 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 it to the Extension office; (3) have references collected by Extension professionals; (4) submit to a criminal history fingerprint record check; (5) complete an interview; (6) agree to and sign the volunteer standards of behavior form; and (7) participate in a 4-H volunteer Orientation Program.

Please know that this information may be updated periodically and will be kept in a secured file. This information will be kept on file for a minimum of one year following the receipt of your application or the termination 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 operation 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 people and develop important relationships. 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,



Joy E. Sharp  
Extension Educator  
4-H Youth Development

# OHIO STATE UNIVERSITY EXTENSION

## PROCEDURE FOR VOLUNTEER SCREENING FOR ALL POTENTIAL 4-H VOLUNTEERS IN PICKAWAY COUNTY

The following steps need to be taken by all potential 4-H Volunteers **prior to acting in the capacity of a 4-H Volunteer Leader in Pickaway County:**

1. Pick up the Potential 4-H Volunteer packet at OSU Extension, Pickaway County, second floor, Pickaway Service Center, 110 Island Road, Circleville, Ohio. Our office hours are Monday, 8:00am – 7:00pm, and Tuesday-Friday, 8:00am – 4:30pm. Or download the packet from our OSU Extension, Pickaway County website (<http://pickaway.osu.edu>). The Packet includes: 1) General 4-H Volunteer Position Description; 2) Volunteer Application Form; 3) Standards of Behavior.
2. Complete the application, sign the standards of behavior and submit both forms to the Extension office. Our office will send letters to the listed references. Applicants will want to follow up with references, reminding them that it is important to return the reference form to the Extension Office as soon as possible, as the application is not complete until all reference forms are received.
3. The Applicant must submit to a mandatory criminal background check. Applicants will need to make an appointment to have fingerprints taken and be prepared to pay the \$30 cash fee at the time of fingerprinting. If an applicant has received a criminal background check within the last twelve months of applying, this background check can be submitted and will be accepted by OSU Extension. **After the background check results are received by OSU Extension, an interview will be scheduled.**
4. The interview will be conducted as an informal discussion of volunteer experiences, strengths the candidate can bring to the program, and views on working with adults and children. If the interview is successful, the following will take place: The applicant will receive a letter from OSU Extension indicating one of the following: 1) the applicant has been accepted pending participation in a 4-H Volunteer Orientation meeting within one year; 2) the applicant has not been accepted; or 3) More information is needed prior to making a decision.
5. Acceptance as a 4-H volunteer does not automatically give the individual the right to become an advisor in the club of one's own choosing. If an applicant is interested in becoming an advisor in an already established club, the potential volunteer must gain permission to be an advisor in a specific club from the club's organizational advisor.
6. If an applicant is interested in establishing a new 4-H club, upon acceptance as a 4-H volunteer, OSU Extension can provide the appropriate information on starting a new 4-H club in Pickaway County.





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



**Position Title:** 4-H Club Volunteer Organizational, Project or 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)*

**INTEREST CHECK LIST FOR OHIO 4-H VOLUNTEER**

<u>WHAT I LIKE TO DO</u>	<u>A LOT</u>	<u>A LITTLE</u>	<u>NOT AT ALL</u>
Speaking To Groups	_____	_____	_____
Organizing Programs/Events	_____	_____	_____
Leading a Discussion Group	_____	_____	_____
Keeping Records/Doing Paperwork	_____	_____	_____
Typing	_____	_____	_____
Camping	_____	_____	_____
Contacting People	_____	_____	_____
Teaching Adults	_____	_____	_____
Teaching Youth (ages 5-8)	_____	_____	_____
Teaching Youth (ages 9-12)	_____	_____	_____
Teaching Youth (ages 13-20)	_____	_____	_____
Drawing or Sketching	_____	_____	_____
Presiding At Meetings/Events	_____	_____	_____
Serving on Committees	_____	_____	_____
Writing News Articles	_____	_____	_____
Appearing On Radio/TV	_____	_____	_____
Meeting New People	_____	_____	_____
Junior Fair Work	_____	_____	_____
Fund Raising	_____	_____	_____
Developing Displays	_____	_____	_____

## 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?



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ohio4h.org

CFAES provides research and related educational programs to clientele on a nondiscriminatory basis. For more information: go.osu.edu/cfaesdiversity.

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?**

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

<b>Employer</b>	<b>Position Title</b>	<b>Year</b>
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**Previous Volunteer Experience** (list current or most recent experience first):

<b>Employer</b>	<b>Position Title</b>	<b>Year</b>
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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:

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**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 possess or consume intoxicating substances including drugs or alcohol while responsible for the care, custody or control of 4-H participants.
- 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, 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 follow Ohio State University Institutional Data Policy, which specifies requirements for protecting institutional data, including but not limited to 4-H member and volunteer personal data.
- 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

Updated 11/2020



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**4-H Volunteer Criminal History Fingerprint Background Check Procedure**  
**Please take this page with you when you go to have your background check.**

In Pickaway County, we recommend that you have your background check done at:

**Pickaway County Educational Service Center (PCESC)**

2050 Stoneridge Road, Circleville, OH 43113

Contact Lydia Rittinger at the PCESC office at 740-474-7529 to schedule a fingerprinting appointment.  
Please be prepared to pay \$30.00 **cash** or **money order** (they do not accept checks).

**DOT Grove City**

3387 Farm Bank Way, Grove City, OH 43123

614-725-6068

Hours: M-F 8:00 – 4:30 (Walk-Ins Welcome)

Please be prepared to pay \$34.00 cash or credit/debit card

**Nationwide Background Checks**

117 S. Court Street, Circleville, Ohio 43113

614-877-3357

Hours: M-T 9:00 – 5:00 & F 9:00 – 2:00 (Walk-Ins Welcome, you can call ahead for availability)

Please be prepared to pay \$35.00 with cash or check - \$36.05 with credit/debit card

**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 a FBI report run.
5. Background check results must be mailed to:

**Attention: Background Checks – 4-H PICKAWAY COUNTY**

**OSU Office of Human Resources**

**1590 N. High St., Suite. 300**

**Columbus, OH 43201**

tape receipt in this area

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 then submit a reimbursement request for you. The reimbursement check will be mailed from OSU in Columbus; it may take eight to ten weeks to process.

**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: \_\_\_\_\_

