2020 Muskingum County
New 4-H Community Club Volunteer Application

Completed Volunteer Applications MUST be submitted to the Extension Office by 4:30 p.m. on January 15, 2020 to begin the selection process in 2020. All steps of the volunteer selection process must be completed by February 15, 2020 to begin volunteer service in 2020.

All 4-H clubs must have at least two approved volunteers by February 15, 2020. Clubs that do not have two approved volunteers on February 15 will not be considered active for the 2020 program year.

OSU Extension - Muskingum County
225 Underwood St.
Zanesville, OH 43701
740-454-0144
muskingum.osu.edu
New 4-H Volunteer Selection Process and Self-Checklist

Step #1:
Complete and submit the New Volunteer Application (last five pages of this packet) including five references with contact information including complete email and mailing addresses, signed Volunteer Standards of Behavior, a 4 x 6” head shot photo, and Fingerprint Background Webcheck® documentation. New volunteer applicants are required to complete a fingerprint background check as part of the application process. This background check is completed at the expense of the applicant and does not guarantee acceptance as an Ohio 4-H Volunteer. Expense for the background check can be reimbursed by The Ohio State University, if applicant completes and submits the OSU Extension 4-H Volunteer Request for Reimbursement Form.

Personal References Used:
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________

Date Webcheck® was completed: _______/_______/_______

*All components of Step #1 must be completed prior to scheduling an interview or orientation session! Scheduling is the responsibility of the applicant.

Step #2:
Schedule and attend Volunteer Interview and Orientation
Date of Interview: _____/_____/______ Time: _____  Attended: _____
Date of Orientation Training: _____/_____/_____ Time: _____  Attended: _____

Step #3
Confirm with Extension Office that Webcheck® results have been received:
Date Confirmed: _____/_____/_____

Step #4
Receive approval or denial email/letter from Extension Office:
Date Received: _____/_____/_____

Please follow up with the office to make sure all your necessary paperwork has been received and you have completed all steps necessary for the volunteer selection process!

REMINDER: Steps 1-3 must be completed in their entirety prior to a volunteer applicant being approved or denied.
2020 New 4-H Volunteer Notes

- Every new 4-H Volunteer MUST schedule and attend an individual interview and one orientation meeting.

- All interviews and orientations are held at OSU Extension Office, 225 Underwood Street, Zanesville (map on page 8).

- You MUST pre-register for the interview time and orientation session you wish to attend. Please call the Extension Office at 740-454-0144. Potential volunteers will only be scheduled after all components of Step #1 of the Volunteer Selection Process have been received in the Extension Office.

- If you are interested in volunteering with an existing club, be sure to discuss this with the current club volunteer(s). The clubs organizational volunteer must sign your application prior to submitting.

- Volunteers who want to work with both traditional club members and Cloverbuds must attend an orientation for each.

2020 Volunteer Interview Times

Interviews are scheduled every 15 minutes.

- Friday, January 17, 2020 1:30 p.m. - 4:00 p.m.
- Wednesday, January 22, 2020 10:00 a.m. - 12:00 noon 2:00 p.m. - 6:00 p.m.

2020 Volunteer Orientation Session Times

4-H Club Volunteer Orientations:

- Tuesday, January 28, 2020 10:00 a.m. - 12 noon
- Wednesday, February 5, 2020 6:00 p.m. - 8:00 p.m.

4-H Cloverbud Volunteer Orientation:

- Monday, February 10, 2020 6:00 p.m. - 8:00 p.m.
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) 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; and (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,

Kirk Bloir, Ph.D.
Assistant Director
4-H Youth Development

Jamie McConnell
Extension Educator
4-H Youth Development
Volunteer Position Description
4-H Youth Development
Ohio State University Extension

Position Title:
4-H Club Organizational Volunteer

Time Required
As needed by club

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 OSU 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 Professional:
Jamie McConnell
Extension Educator, 4-H Youth Development
Volunteer Position Description
4-H Youth Development
Ohio State University Extension

Position Title:
4-H Club Volunteer (Project and Activity)

Time Required
As needed by club

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.
- Provide appropriate recognition and awards to volunteers.

Mentor/Supervising Professional:
Jamie McConnell
Extension Educator, 4-H Youth Development
Volunteer Position Description
4-H Youth Development
Ohio State University Extension

Position Title:
4-H Cloverbud Volunteer
Ohio 4-H County Program Ohio State University Extension

Time Required:
As needed by club

General Purpose:
Support and work in partnership with 4-H professionals, volunteers and Cloverbud members in conducting meaningful educational experiences to help youth grow and reach their fullest potential.

Specific 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.

Qualifications & Expectations:
- 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 Agrees to:
- 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.

Mentor/Supervising Professional:
Jamie McConnell
Extension Educator, 4-H Youth Development
From I 70 West: Exit 7th St in Zanesville (exit 155); turn left onto Shinnick St. (at traffic light) continue to Underwood St, parking lot is on left

From I 70 East: Exit Underwood Street in Zanesville (exit 155); at the light turn left, go under I 70, continue past the Rural Services Building, turn right onto Shinnick St., parking lot on right (across the street from Wendy’s and Exxon Station)
I. General Information

Name: _______________________________________________________________________________________
   (First)  (Middle)  (Last)
Mailing Address: ______________________________________________________________________________
   (Street)  (City)  (State)  (Zip)
Phone: Day: ______________________  Best Time to Call: ______________________
   Eve: ______________________  Best Time to Call: ______________________
Length of time at this address (years): ____________  Date of Birth: ______________________
Email: ______________________________________________________________________________________
Club you are interested in volunteering for: _________________________________________________________
* I support this applicant applying to become an approved 4-H volunteer for our 4-H club.
   ________________________________________  (Signature of Organizational Volunteer of the club listed above)

II. Volunteer Interest

Why are you interested in volunteering for OSU Extension?
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
Which OSU Extension program area do you want to volunteer with?
   _____ Agriculture & Natural Resources
   _____ 4-H Youth Development
   _____ Master Gardeners
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? _____________________________________________________
Previous Work Experience (List current or most recent experience first):
Employer  Position/Title  Year
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
Previous Volunteer Experiences (List current or most recent first):
Organization  Volunteer Role  Year
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
Have you ever been convicted of a misdemeanor or felony?
If yes, please give date, nature and disposition of offence:

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.

### III. PERSONAL REFERENCES

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 email and mailing addresses and phone numbers.

I authorize the contact of listed references and understand that I am required to submit 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 the Ohio State University Extension and individual program areas and to fulfill the volunteer responsibilities to the best of my ability.

Applicant Signature: ___________________________ Date: __________________

**REFERENCES:**

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*We will be emailing reference forms when email is provided.*
IV. PLEASE ANSWER THE FOLLOWING:

Why do you want to be a volunteer? ________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

What skills and qualifications do you have that will help you as a 4-H volunteer? What do you see is your role as a volunteer?
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

What makes a person a good 4-H volunteer? ______________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

How would you work with an upset parent or volunteer? ____________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Describe how you would help a group of youth/adults reach a decision. _______________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

V. FINGERPRINT BACKGROUND WEB CHECK

All potential volunteers must complete an Ohio BCI Webcheck®, prior to submitting New Volunteer Application. If a potential volunteer has not lived in Ohio the past five (5) consecutive years, a FBI criminal history background check must also be conducted. The cost for the FBI check is in addition to the Ohio BCI check. All costs for background checks will be completed at the expense of the applicant and does not guarantee acceptance as an Ohio 4-H Volunteer. Volunteer applicants can be reimbursed by The Ohio State University for the expense of their background check. For reimbursement, applicants must complete and submit the next page, including their receipt, with all other application documents.

Potential volunteers will need the following information when completing their BCI Fingerprint Web Check:

1. Reason Code: 2151.86
2. All volunteer results must be sent to a central location at Ohio State University’s Office of Human Resources. That “mail to” address is: Attention: Background Checks - 4-H MUSKINGUM COUNTY
   OSU Office of Human Resources
   1590 N. High St., Ste. 300
   Columbus, Ohio 43201
   * OSU will only accept BCI results directly from BCI so be sure you use the right reason code and “mail to” address.

If you have completed an Ohio BCI Fingerprint Webcheck® in the past 12 months, contact our office directly about the possibility of having BCI forward those results to OSU for a small fee.

BACKGROUND CHECK INFORMATION:

Date Fingerprint Web Check was completed: _____/_____/____ Location: _____________________________

If you requested a copy of your results from Ohio Bureau of Criminal Investigation (BCI):
Date mailed: _____/_____/_____

continued to next page...
4-H Volunteer Criminal History Fingerprint Background Check Procedure

Please take this page with you when you go to have your background check.

In Muskingum County, 4-H volunteers should have their background check done at:
MUSKINGUM COUNTY SHERIFF’S DEPARTMENT
1840 East Pike
Zanesville, OH 43701
Monday-Friday, 9:30 a.m.-3:30 p.m.

Please be prepared to pay $30.00 (cash, money order or certified bank check accepted).

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 2151.88 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 MUSKINGUM 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: _______

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.

THE OHIO STATE UNIVERSITY
COLLEGE OF FOOD, AGRICULTURAL, AND ENVIRONMENTAL SCIENCES

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