CFAES

OHIO STATE UNIVERSITY EXTENSION

OSU Extension Logan County
1100 S. Detroit St.
Bellefontaine, OH 43311

Phone 937-599-4227
logan.osu.edu

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. 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) agree to and sign the volunteer standards of behavior form; (5) submit to a criminal history fingerprint record check; (6) complete an interview; and (7) participate in an orientation/training program. **Applications to be a 4-H Volunteer in 2020 for Logan County are due back to the office by ~~December 31st, 2020~~ extended to March 15, 2021.**

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,

Justin L. Bower
Extension Educator, 4-H Youth Development
OSU Extension – Logan County

Kirk Bloir, Ph.D.
State Leader, 4-H Youth Development
Assistant Director, Ohio State University Extension

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4-H Volunteer Position Description

Position Title:
Logan County 4-H Club Volunteer Advisor

Time Required
Volunteer hours may vary from week to week depending on the needs of the club and club members.

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 websites 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.

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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, the 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.

Supervising Professionals:

Justin L. Bower
Extension Educator, 4-H Youth Development
College of Food, Agricultural, and Environmental Sciences
Ohio State University Extension - Logan County
1100 S. Detroit St., Bellefontaine, OH 43311
937-599-4227 Office
bower.183@osu.edu logan.osu.edu

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-hispancic

Race:_ White _ Black _ American Indian/Alaskan Native _ Hawaiian/Pacific Islander __ Asian **Residence:**

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 serve

Branch of Service:_Air Force_Army_Coast Guard_Marines_Navy

Branch 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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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 __Exisiting

If exisiting, name of club: _____

What time commitment do you initially desire to give?

_____

_____

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

Employer	*Position Title*	*Year*

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

Employer	*Position Title*	*Year*

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 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

Dear Potential Ohio 4-H Volunteer,

OSU Extension has been requiring fingerprint background checks of all new 4-H volunteers since 2002. The fingerprint background checks, along with our volunteer application, screening and training procedures are part of this commitment to keep our program participants safe. This is especially true for all 4-H members and our many other youth participants.

Over the past few years, universities and other youth-serving organizations across the nation have taken a hard look at their policies and procedures about protecting minors who participate in their programs. At Ohio State, these efforts have resulted in OSU Policy 1.50 (http://go.osu.edu/Policy150). Policy 1.50 builds on our already existing procedures and strengthens our overall commitment to the safety of youth. **A key part of the policy requires all adult 4-H volunteers to have an Ohio Bureau of Criminal Investigation (BCI) fingerprint background check before their volunteer service begins, and every four years thereafter. If you have not lived in Ohio the past five (5) consecutive years, you will also need to have a FBI criminal history background check conducted. The cost for the FBI check is in addition to the Ohio check.**

The information you need to provide when you go in for your fingerprint background check is at the end of this letter. Please take this letter with you when you go in to have your fingerprints taken. Be sure you know all of the required information, have a valid government issued photo ID, and acceptable form of payment to avoid making another trip. The fingerprint background check process will reveal past criminal convictions. The Ohio Revised Code specifies certain criminal convictions as disqualifying events that will result in immediate termination of current and all future OSU Extension volunteer status. You can view this list at: http://go.osu.edu/DQoffenses.

If you have completed an Ohio BCI fingerprint background check within the past twelve months for a reason related to working with children, working with the elderly, or certain types of licensure, you can ask BCI to send a copy of that report directly to OSU HR. This BCI request form can be found in this packet. Please follow the instructions on the form and send the request form directly to BCI. Please note: if you are not sure if you can request a copy of a past report, contact the BCI Civilian Identification Department toll free at 877-224-0043.

OSU Extension will reimburse you 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 attached 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.

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!

If you have questions or concerns about this process, please contact the Logan County OSU Extension Office at 937-599-4227. You can also call the State 4-H Office at 614-292-4444 and ask to speak with Kirk Bloir, State 4-H Leader.

Thank You!

Justin Bower

Justin L. Bower
4-H Extension Educator

Kirk Bloir

Kirk Bloir, Ph.D.
State Leader, 4-H Youth Development
Assistant Director, Ohio State University Extension

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tapereceiptinthisarea

4-H Volunteer Criminal History Fingerprint Background Check Procedure

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

In Logan County, 4-H volunteers should have their background check done at:

Logan County Sheriff's Department
284 County Road 32 S
Bellefontaine, OH 43311
Phone: 937-592-5731

BCI: $27.00 FBI (non-Ohio): $30 Both: $57
(exact cash or check only)

Monday & Wednesday
10:00 a.m. – 10:00 p.m.

Saturday
8:00 a.m. – 8:00 p.m.

Midwest Regional Educational Service Center
1973 SR 47
Bellefontaine, OH 43311
Phone: 937-599-5195

BCI Cost: $35.00 FBI (non-Ohio): $35 Both: $70
(exact cash or check only)

BY APPOINTMENT ONLY ON WEDNESDAYS

OTHER OPTIONS:

There are many agencies and businesses around Logan County that provide background checks and may have more convenient hours and locations. These options are not free but you can get reimbursed through the process outlined at the bottom of this page. A list of agencies that may be able to process your background check can be found here:
http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing

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 Logan 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:* _____

MIKE DEWINE
OHIO ATTORNEY GENERAL

Civilian Identification
Office 877-224-0043
Fax 740-845-2633

P.O. Box 365
London, OH 43140
www.OhioAttorneyGeneral.gov

REQUEST FOR COPY OF OHIO BACKGROUND CHECK:

***This request form can only be used if you have submitted fingerprints in the past 12 months for working with children, working with the elderly, or certain types of licensing.**

PLEASE GIVE THE SPECIFIC REASON FINGERPRINTED OF YOUR LAST BACKGROUND CHECK: _____

NAME: _____

SSN:_____DOB:_____

SEND BACKGROUND RESULT TO:

NAME: Attn: Background Checks - 4-H Logan County OSU Office of Human Resources

STREET: 1590 N. High St., Suite 300

CITY: Columbus

STATE: OH ZIP CODE: 43201

_____ PLEASE CHECK IF YOU WANT YOUR RESULT SENT TO THE OHIO DEPT. OF EDUCATION FOR TEACHER CERTIFICATION.

Return this letter with your payment of $8, payable to Treasurer, State of Ohio.

I hereby certify that I have given the above mentioned person or agency permission to obtain a copy of any conviction record pertaining to me in the files of the Ohio Bureau of Criminal Investigation.

*REQUIRED:
APPLICANTS SIGNATURE: _____

DATE:_____APPLICANT'S PHONE NUMBER: _____

Updated 12/04/13

Interview Information

The interview is an important component to the comprehensive volunteer selection process and allows both the organization and the potential volunteer to make informed decisions about participation.

Without this significant step in the selection process, many misplaced or inappropriate volunteers may end up serving organizations, ultimately leading both the volunteer and the organization to be dissatisfied (Patterson, 1998). Having the wrong person in a volunteer position causes increased stress and work for paid staff due to poor performance, volunteer dissatisfaction, complaints, and inadequate services delivery. Interviewing allows the applicant and the interviewer to determine if there is a good match between individual's interests, skills, abilities, and the organization's needs.

The interview provides an opportunity for the 4-H Professional to:

- Promote the organization to potential volunteers;
- Expand on the information provided in the potential volunteer's application;
- Further investigate the validity of the information provided by potential volunteers;
- Obtain additional verbal and non-verbal information;
- and Look for other positive and negative characteristics.

The interview provides an opportunity for the potential 4-H volunteer to:

- Learn more about the organization, individuals, and programs;
- Develop a more complete understanding of volunteer roles and responsibilities;
- Further understand organizational culture, norms and values;
- and Decide if the organization/position is a good fit with their skills, abilities and interests, and time commitments.

Once a potential 4-H volunteer has returned a completed application and signed standards of behavior form to the Extension office, references have been contacted, and the BCI/FBI background check has been received, the Extension office will be in contact with you to set up an interview.

At the interview expect to go over your volunteer position, OSU Extension and 4-H policies, and a brief overview of OSU Extension. You will be given more information about orientation/training at your interview.

If you have any questions throughout the volunteer hiring process please call the Logan County Extension office at 937-599-4227 or visit logan.osu.edu for more information.

Sincerely,

Justin L. Bower
Extension Educator, 4-H Youth Development
OSU Extension – Logan County

Kirk Bloir, Ph.D.
State Leader, 4-H Youth Development
Assistant Director, Ohio State University Extension

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