



2021 - 2022

Dear Potential 4-H Volunteer,

Attached to this letter you will find a complete 4-H Advisor application packet. I encourage you to review all materials and information thoroughly and to contact me at the Extension Office should you have questions.

Let me take this opportunity to thank you for expressing an interest in becoming an Ohio State University Extension volunteer. Each year, thousands of volunteers contribute their time, energies, and talents that enable Ohio State University Extension to engage people in educational programs that meet their immediate needs.

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 service recipients, 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. **Applications to be a 4-H Volunteer in 2022 for Logan County are due back to the office by December 31st, 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 following The Ohio State University's record retention policy. 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

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

Position Title: 4-H Club Financial Volunteer

Time Required:

On-going and dependent on county needs, normally includes one hour of program planning per hour of club activity.

General Purpose:

Support and work in partnership with 4-H professionals, extension staff, volunteers and members in conducting meaningful educational experiences and developing youth members' life skills especially in the area of club financial management.

Specific Responsibilities:

- Serve as the primary liaison between 4-H professionals, extension staff, volunteers, members, and families when reporting club finances
- Maintain and promote communication with all club volunteers, members and families
- Prepare yearly club budget under direction of all members and volunteers
- Assist the club treasurer in preparing an accurate Treasurer's Report for club meetings
- Assist the club treasurer to maintain accurate record of income and expenses
- Complete monthly reconciliation of financial records
- Assist club treasurer in collecting dues/funds and writing receipts for funds collected
- Deposit received club funds with in one week of receipt
- Serve as one of the signers on bank account and ascertain that all club accounts have a minimum of two signers
- Annually submit "Yearly Financial Summary" and "Equipment Inventory" by posted deadline
- Lead and organize club fundraising following Ohio 4-H and Ohio State University policy
- Lead and organize club fundraising following National 4-H Name & Emblem policy when designing materials
- Follow all OSU Extension and Ohio 4-H Youth Development policies and procedures
- Ensure adequate supervision at all fundraising activities
- Read Ohio 4-H news and access information from the Ohio 4-H web site to keep members informed of opportunities
- Participate in volunteer development opportunities annually to stay current and enhance leadership skills
- Inform members/parents of 4-H guidelines and requirements

Qualifications & Expectations:

- Work with Extension professionals and volunteers to teach and motivate youth while nurturing positive self-esteem, decision making, responsibility and leadership
- Be dedicated to youth and sensitive to their abilities and needs
- Effectively organize, delegate, and communicate with other club volunteers
- Work with minimal supervision from OSU Extension professional staff
- Be familiar with and work within the philosophy and guidelines of OSU Extension, the Ohio 4-H program and the county 4-H program
- Maintain legal, ethical, and responsible management of 4-H funds and abide by all IRS 501c3 nonprofit guidelines

Ohio State University Extension Will:

- Provide training opportunities to assist volunteers to meet needs of members and parents
- Provide access to educational materials and resources and also provide recognition to volunteers
- Have professional staff available to consult with and listen to volunteers

Mentor/Supervising Professionals: County and State Extension 4-H Youth Development Professional(s)

Ohio 4-H Volunteer Application

I. GENERAL INFORMATION

Email: _____

Full Name: _____

Preferred Name: _____

Date of Birth (MM/DD/YY): _____

Mailing Address: _____

City/State/Zip: _____

County of Residence: _____

Primary Phone: _____

Secondary Phone: _____

Length of time at this address (years): _____

Please circle the appropriate response in each line

Gender	Male	Female	Gender Identity Not Listed	Prefer not to state	
Residence	Farm	Town/Rural (<10,000)	Town/City (10,000-50,000)	Suburb (< 50,000)	City (> 50,000)
Ethnicity:	Hispanic	Non-Hispanic	Prefer not to state		
Race:	White	Black/African American	American Indian Alaskan Native	Hawaiian Pacific Islander	Balance (other combinations)
				Asian	Prefer not to state

II. EMERGENCY CONTACT

Full Name: _____

Relationship to Member: _____

Contact Phone: _____

Contact Email: _____

III. VOLUNTEER TYPE

Please circle the appropriate response

Program Volunteer (committee)	Please List Committee:	
Camp Volunteer	Circle Role: Adult Volunteer or Camp Nurse	
Club Volunteer - Circle specific role to the right	Cloverbud Leader	Project Leader - teaching specific project skill
	Organizational Club Leader	Resource Volunteer - coordinates club activities
Project Volunteer	County project leader – shooting sports or other specialized projects	

List the 4-H Club you wish to apply to serve with.

4-H Club Name: _____



IV. OTHER INFORMATION

Military Service: ___ I am serving in the Military
 ___ 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 (circle)	Air Force	Army	Coast Guard	Marines	Navy	DOD Civilian	Not applicable
Branch Component (circle)	Active	Guard	Reserves	Not applicable			

Health Considerations/Notes (e.g., food allergy, diabetes, food allergies, special accommodations needed, etc....)

Are You a 4-H Alumni: ___ YES ___ NO **State and County:** _____

Why are you interested in volunteering for the Ohio State University Extension 4-H Program?

V. ABOUT YOU

Job Title: _____ **Employer:** _____

Work Phone: _____ **Ext.** _____

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

<i>Employer</i>	<i>Position Title</i>	<i>Years</i>	<i>Contact Name</i>	<i>Contact Phone</i>

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

<i>Organization</i>	<i>Volunteer Role</i>	<i>Years</i>	<i>Contact Name</i>	<i>Contact Phone</i>



VI. REFERENCES

Reference 1

Name:		Relationship:	
Mailing Address:		City/State/Zip:	
Email:		Phone:	

Reference 2

Name:		Relationship:	
Mailing Address:		City/State/Zip:	
Email:		Phone:	

Reference 3

Name:		Relationship:	
Mailing Address:		City/State/Zip:	
Email:		Phone:	

VII. PHOTO RELEASE

Photo Release: 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. The Ohio State University may publish in print, electronic, or video formats the likeness or image of me/my child. 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.

- YES, I do give permission
- NO, I do not give permission

VIII. SCREENING QUESTIONS

Do you currently hold a valid Driver's License?	YES	NO
Do you have current vehicle liability insurance?	YES	NO
Do you intend to use your personal vehicle for 4-H Volunteer work, including personal transportation to and from 4-H events?	YES	NO
Have you ever had a background screening prior to now?	YES	NO
Have you ever been accused or charged with an offense involving a minor?	YES	NO
Has any member of your current household ever been accused of or charged with an offense involving a minor?	YES	NO
Have you ever been accused of or charged with an offense of domestic assault?	YES	NO
Have you ever had a protective or no contact order issued against you?	YES	NO
I understand that I am required to submit for a fingerprint background screening.	YES	NO

IX. WAIVER

Volunteer Waiver, Release, Hold Harmless, and Indemnification Agreement

I hereby apply to participate as a volunteer in programs conducted in cooperation with Ohio State University Extension of the Ohio State University, and I acknowledge as follows: I fully understand and acknowledge that there are inherent risks and dangers in my participation in volunteer activities and my participation in said activities and use of any equipment or materials related to such activities and my participation may result in injury or illness and/or damage to my personal property. I understand other participants, accidents, forces of nature or other causes may cause these risks and I hereby accept these risks.

In consideration of such acknowledgment, I/we do hereby agree to release, discharge, and hold harmless Ohio State University Extension, The Ohio State University, its trustees, officers, agents, and employees of and from all causes, liabilities, damages, claims, or demands whatsoever on account of any injury or accident arising out of my participation as a volunteer in Ohio 4-H Youth Development program throughout the dates of my volunteer service.

I have read this release before signing below, and I fully understand the contents, meaning, and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions prior to signing, and I agree that my failure to do so will be interpreted as a complete acceptance of the terms of this release.

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 with integrity.
- 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, nondiscrimination policies, 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.
- Do their best to help youth thrive while exploring their ‘sparks’.

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.
 - If I have been background checked and have had a break of service for less than 12 months, I will disclose any convictions that occurred during the break within three business days of commencement of participation in activities and programs with minors. If the break in service is longer than 12 months, I must be background checked again.
- 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 red-flag behaviors, 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 at the OSUE’s sole discretion.

I have read, understand, and agree to be bound by the **VOLUNTEER STANDARDS OF BEHAVIOR** outlined above.

Volunteer Signature

Date



2021 - 2022

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.

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 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 licensures, 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 Blair, State 4-H Leader.

Thank You!

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

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

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: \$32.00 FBI (non-Ohio): \$35 Both: \$60
(exact cash or credit card only)

Tuesday 8:00 a.m. – 2:00 p.m. Saturday
Wednesday 12:00 a.m. – 6:00p.m. 8:00 a.m. – 12:00 p.m.

Midwest Regional Educational Service Center

Same building as Discovery Center
1973 OH-47 West
Bellefontaine, OH 43311
Phone: 937-599-5195

BCI Cost: \$35.00 FBI (non-Ohio): \$35 Both: \$70
(exact cash, check, credit card)

BY APPOINTMENT ONLY ON TUESDAYS

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: _____ 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: _____

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:

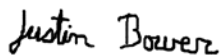
- Learn more about the organization, individuals, and programs;
- Develop a more complete understanding of volunteer roles and responsibilities;
- Further understand organizational culture, norms and values;
- and Decide if the organization/position is a good fit with their skills, abilities and interests,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



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES



logan.osu.edu

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