



**THE OHIO STATE
UNIVERSITY**

Geauga County
14269 Claridon Troy Rd
P.O. Box 387
Burton, OH 44021

Phone (440) 834-4656
Fax (440) 834-0057
geau@ag.ohio-state.edu

Dear Potential Geauga County 4-H Volunteer,

Thank you for your interest in volunteering with the 4-H program in Geauga County. According to the Ohio State University Extension Volunteer Policy effective November 1, 2002, all potential volunteers will: (1) receive a position description; (2) complete an application and return it to the Extension Office; (3) have references submit their reference forms to the Extension Office; (4) complete an interview; (5) submit to a criminal history fingerprint record check; and (6) agree to and sign the volunteer standards of behavior form.

Attached you will find all the information you will need to complete each phase of the volunteer selection process.

- Complete the volunteer application, standards of behavior form, and the county advisor agreement in their entirety and return **all three forms** to the Geauga County Extension Office, P.O. Box 387, Burton, OH 44021.
- Have two references submit reference forms to the Extension Office.
- Have a letter of support from the head volunteer of the club you are wishing to join (Advisor may email letter to the Extension Office).
- Have your fingerprints taken electronically.
- Contact the Extension Office to schedule your face-to-face interview with the 4-H Educator (all application materials must be submitted before an interview will be scheduled).
- Complete Ohio State University 4-H New Volunteer Orientation & Child Abuse Training.

The volunteer selection process takes approximately 4 to 6 weeks to complete and **must** be completed successfully before a volunteer begins to work with the Geauga County 4-H program. Therefore, please plan accordingly and return the enclosed application at your earliest convenience so that we may begin the process. To be an approved volunteer for the 2018 4-H year, the entire volunteer selection process must be completed by **March 31, 2019**.

Additional information can be found at <http://www.ohio4h.org/volunteers/>. Should you have any questions, please contact (440) 834-4656

Sincerely,

Alisha Faudie

Alisha Faudie
Extension Educator
4-H Youth Development

GEAUGA COUNTY 4-H VOLUNTEER APPLICATION FORM



I. General Information

Name: _____
(First) (Middle) (Last)

Mailing Address: _____
(Street) (City) (State) (Zip)

Phone: Day: (____) _____ Best time to Call: _____

Cell: (____) _____ Best time to Call: _____

Length of time at current address: _____ Date of Birth: _____
(MM/DD/YY)

Email: _____

Occupation: _____ Years at this employment: _____

Current Employer: _____ Work Phone: (____) _____

Business Address: _____
(Street) (City) (State) (Zip)

Previous Employment

(Years) _____ (Employer) _____ (Position) _____

(Years) _____ (Employer) _____ (Position) _____

II. Volunteer Interest

Why are you interested in volunteering for OSU Extension and Geauga County 4-H?

Which club(s) are you interested in volunteering with? _____

Please check the 4-H programs you are interested in:

Organizational Advisor – Serves as primary liaison between county 4-H professionals and club members, parents, and other club advisors

Project Advisor – Assists members with project experience in a given subject matter.

Activities Advisor – Aids members in planning and conducting club activities like fundraisers and club trips.

Cloverbud Advisor – Serves as the organizational, project, and activities advisor for the cloverbud members in a 4-H club.

General 4-H Volunteer – Assists with county 4-H activities and events such as project judging, 4-H camp, QA, style review, etc. This volunteer does not serve as a club advisor and will be called upon by county 4-H staff to assist with programming.

Age level(s) you prefer working with: 5-8 9-12 13-19 Adults

Please check the 4-H areas you are interested in:

- | | |
|---|---|
| <input type="checkbox"/> 4-H Camp | <input type="checkbox"/> Healthy & Home Living |
| <input type="checkbox"/> Child & Family Development | <input type="checkbox"/> Leadership & Citizenship |
| <input type="checkbox"/> Clothing & Textiles | <input type="checkbox"/> Livestock |
| <input type="checkbox"/> Cloverbuds | <input type="checkbox"/> Natural Resources |
| <input type="checkbox"/> Creative & Leisure Arts | <input type="checkbox"/> Shooting Sports |
| <input type="checkbox"/> Environment | <input type="checkbox"/> Small Animals |
| <input type="checkbox"/> Equine | <input type="checkbox"/> Science, Technology, Engineering, & Mathematics (STEM) |
| <input type="checkbox"/> Food & Nutrition | <input type="checkbox"/> Other (Please Specify) _____ |

Describe your skills, abilities, and hobbies, as related to this volunteer position.

If interested in the role of Project Advisor, specify what project area. _____

What qualifies you as an expert in this area?

Describe any special trainings, formal education, licenses/certifications and experience working with different age groups or targeted clientele related to this position.

Previous 4-H Experience:

Years: _____ Position(s): _____

Location(s): _____
(If in Geauga County, please specify which club(s))

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

(Year) (Organization) (Volunteer Role) (Duties)

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III. Background Information

This information will be kept in a confidential manner and accessible only to authorized personnel. A "yes" answer does not automatically exclude you from becoming an OSUE volunteer.

Have you ever been convicted of a misdemeanor? Yes No
If yes, please give date, nature, and disposition of offense.

Have you ever been convicted of a felony? Yes No
If yes, please give date, nature, and disposition of offense.

Other than the above, is there any fact or circumstance involving you or your background that would call into question your being entrusted with the supervision, guidance, and care of young people?
 No Yes, please explain.

I understand that a background check must be conducted before volunteer status can be given.

Signature, Volunteer Applicant

Date

IV. Personal References

Please provide three 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 and phone numbers. Please have them complete and return the attached reference forms to our office.

Name: _____ Relationship: _____ Phone: (____) _____

Address: _____
(Street) (City) (State) (Zip)

Name: _____ Relationship: _____ Phone: (____) _____

Address: _____
(Street) (City) (State) (Zip)

Name: _____ Relationship: _____ Phone: (____) _____

Address: _____
(Street) (City) (State) (Zip)

V. Volunteer Agreement

To be approved as a Geauga County 4-H Volunteer, you must:

- Be at least 18 years of age. (Previous 4-H members must wait one year after they are ineligible to participate in 4-H before one can apply to be a 4-H volunteer.)
- Complete an Ohio 4-H Volunteer Application.
- Be subject to a criminal background check and screening process.
- Comply with the Ohio State University Standards of Behavior Agreement
- Comply with the Geauga County Advisor Agreement.
- Complete annual OSU Child Abuse & Recognition training
- Submit complete application, references, and schedule the volunteer interview before the stated yearly deadline to the Geauga County 4-H Extension Office to be eligible for volunteer status for the current 4-H year.

PLEASE READ THE FOLLOWING BEFORE SIGNING:

▪ Media Release

I understand that photos and video/audio recordings of me may be made during 4-H meetings, events and activities that may be used in whole or in part by OSU Extension to promote the 4-H Youth Development Program.

▪ Trainings

If accepted as a OSU Extension Volunteer in the 4-H Youth Development Program, I agree to complete the basic orientation and trainings required of all OSU Extension 4-H Volunteers. In addition, I understand that additional training requirements may vary in each county and with specific volunteer positions.

- Volunteers who do not meet the yearly required trainings will be removed as a Geauga County 4-H Volunteer. If an individual wishes to return as a 4-H Volunteer, he/she must complete the volunteer screening process.
- I understand that the information I have provided may be verified by contacting persons or organizations identified in this application.
- I affirm that the information given in this application is true and accurate.
- I understand that the misrepresentation or omission of information required is just cause for non-appointment as a 4-H 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 _____

GEAUGA COUNTY ADVISOR AGREEMENT

Position Title: Geauga County 4-H Club Advisor

Volunteer Job Description:

A 4-H club advisor is an individual who works with a 4-H community or project club. The club advisor's function is to assist the club's members as they plan the club's program, conduct business, and enroll individually or as a group in one or more 4-H projects. Specifically, there are three types of club advisors.

1. Organizational Advisor - one who serves as the primary liaison between the county 4-H professionals and the club's membership, parents, and other advisors in that club.
2. Project Advisor - one who assists 4-H members with project experience in a given subject matter area.
3. Activities Advisor - one who works with members in planning and conducting club activities. Including but not limited to fund-raising, tours, community services, etc.
4. Cloverbud Advisor – one who works primarily with Cloverbuds. No project based expertise is necessary.

Qualifications:

- The ability to teach and motivate youth while nurturing positive self-esteem, decision making, responsibility, and leadership.
- A sincere interest in teaching and sharing knowledge and skills with youth and adults in an educational setting.
- The ability to organize information and materials and delegate responsibility.
- The ability to motivate other volunteers and parents to assume leadership roles.
- The ability to work and communicate effectively in both verbal and written forms.
- The ability to keep an open mind and listen to young people as they make their own decisions.
- The ability to work with minimal supervision from professional staff.
- A willingness to accept the responsibility to represent their individual county Extension program and the Ohio State University Extension program with dignity and pride by being a positive mentor for the youth in Geauga County 4-H clubs.
- A willingness to become familiar with and work within the philosophy and guidelines of the Ohio State University Extension, Ohio 4-H, and Geauga County 4-H programs.

Responsibilities:

- Support 4-H professionals, volunteers, and members in conducting meaningful education experiences to help youths grow and reach their fullest potential.
- Inform and encourage members, parents, and other volunteers to actively participate in 4-H opportunities such as 4-H camp, demonstration contests, public speaking contests, appropriate educational clinics, and county activities and events.
- Be committed to young people and their growth in all areas. Put the needs of youth **first** and awards and competition **second**.
- Involve members in making decisions and in planning a club program that will include project work, community service, and social/recreational activities. Encourage participation according to interest, abilities, and needs.
- Perform duties in a responsible and timely manner as outlined in the job description.
- Be aware of available projects and help member's select realistic ones.
- Encourage parents' assistance, cooperation, support, and attendance at 4-H club activities. Encourage them to support their child's project **without** doing it for them.
- Ensure that club officers learn how to plan and conduct club meetings and activities. Assist news reporter in publicizing activities. Assist older members in developing a leadership role.
- Inform the community of the 4-H program. Recruit new members when the club has openings. If your club is full and there are people who still want to join, refer their names, addresses, and phone numbers to the Extension office.

Requirements:

- **Participate in the following annual volunteer development opportunities:**
 1. New Volunteer Orientation & Mandatory OSU Child Abuse & Recognition Training
 2. A Qualifying Volunteer Training EventWork with the Extension office to gain additional information and assistance as needed. Volunteers who do not meet the yearly required trainings will be removed as a Geauga County 4-H Volunteer. Upon dissolution, if an individual wishes to return as a 4-H Volunteer, he/she must wait the period of one year (12 months) and complete the volunteer screening process.
- Submit to a BCI screening every 4 years of continued service.
- Maintain accurate club enrollment and club documentation. Submit required information to the Extension office in a timely manner and keep the office informed of any changes.
- **Plan at least eight (8) club business meetings per year.**
- Plan, with member's participation, the year's program and see that each member gets a copy. Also send a copy to the Extension office. The program, as much as possible, should include dates, times, places, and preferably who is responsible for planned activities.
- **Attend 75% of club meetings.** Three or more un-excused absences will result in probation. (Those needing to miss more than 3 meetings and have a valid reason, will need to obtain excused permission from the Extension office prior to the meetings. A written letter of explanation is required. All requests will be considered on a case by case basis.)
- Follow all 4-H guidelines and policies of the Ohio State University Extension, the Ohio 4-H program, and the Geauga County 4-H program.
- Volunteers must serve in a club in good standing for at least two years before entertaining the idea of starting a new club. All new clubs must have prior approval from the Extension Office.
- Organize, teach, and conduct one educational information workshop session per year with the 4-H club. Collaboration with other 4-H clubs and the community is encouraged but not required.
- Practice a non-discriminatory membership policy with memberships open to all youth, kindergarten through age 19 as of January 1st of the current membership year, without regard to race, color, creed, religion, sexual orientation, national origin, sex, age, or handicap.
- Return completed 4-H enrollment forms and fees, and project book fees to the Extension office by April 15. No changes will occur after April 15 without permission from the Extension office.

Applicant should retain pages 1-3 of Advisor Agreement for personal records.

Geauga County 4-H Advisor Agreement

The goal of the 4-H Advisor is to provide opportunities for youths to develop and grow using positive characteristics, so every individual is provided a positive environment in which to learn. This agreement sets the standard of behavior that all advisors are expected to follow.

I have read and understand the responsibilities I will be expected to fulfill as a 4-H club advisor. I will strive to the policies of the Geauga County and Ohio 4-H programs. I understand that failure to uphold the Ohio 4-H Standards of Behavior or the Geauga County Advisor Agreement will result in probation, loss of privileges, and/or mandated project area change. I understand that this agreement may be terminated by the volunteer or the Ohio State University Extension staff.

Type of Volunteer

4-H Volunteer (Print)

4-H Volunteer signature

Date





This Standards of Behavior is a contractual agreement accepted by volunteers who commit to an Ohio State University Extension program. 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 Ohio State University Extension is a privilege and a responsibility, not a right.

Ohio State University Extension provides quality educational programs accessible to all Ohio citizens. The primary purpose of this Standard of Behavior is to insure the safety and wellbeing of all Extension program participants (i.e., members, their parents and families, professionals, and volunteers). Volunteers are expected to function within the guidelines of Ohio State University Extension and the individual (4-H, Agricultural & Natural Resources, Family & Consumer Sciences, Community Development) program area. Ohio State University Extension volunteers shall be individuals of personal integrity.

Ohio State University Extension volunteers will:

- Uphold volunteerism as an effective way to meet the needs of youth and adults.
- Uphold an 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 Ohio State University Extension.
- Not engage in abusive behaviors that physically or verbally threaten or harm any Extension program participant, including youth.
- Not commit a felonious act.
- Comply with all civil rights laws and policies, including but not limited to O.S.U. Extension equal opportunity, anti-discrimination laws, and program participant policy.
- Perform duties in a responsible and timely manner as outlined in the job description.
- Report immediately 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 that:

- Volunteers will not intentionally or purposefully place themselves in a position alone with a member of a vulnerable population, in a one-on-one situation, including, but not limited sharing sleeping quarters with non-related members and/or participants.
- Volunteers will endeavor to provide safe and healthy programs for all participants. In cases of illness or injury, participants will be treated on-site by the appropriate health care provider or taken to an appropriate health care provider if necessary, when a legal parent, guardian or caregiver is not available for consultation.
- Volunteers, 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 members or participants.

I have read and understand the Standards of Behavior and Member/Service recipient protection policy outlined above. I understand and agree that any act or omission on my part that contradicts any portion of these standards is grounds for immediate suspension and/or termination of my volunteer status with the Ohio State University Extension Program.

Signature

Date

Signature of Extension Professional

Date

Print Name



CONFIDENTIAL REFERENCE FORM
Geauga County 4-H Volunteer



Applicant's Name: _____

Your name: _____ Phone: () _____

In what capacity have you known this applicant? _____

How long have you known this applicant? _____

Please mark how you would evaluate the applicant's qualities.

Table with 5 columns: Quality, Excellent, Good, Fair, Not Known. Rows include Communication Skills, Organizational Skills, Dependability, Responsibility/Follow Through, Patience, Initiative, Flexibility, Resourcefulness, Ability to Organize, Sense of Fairness, Sense of Humor, Understanding of Youth, Ability to work with youth, Ability to work with adults, and Respect for Others.

Please share your comments regarding any of the above qualities by using specific examples, when possible.

Four horizontal lines for providing comments.

What qualities does this person have that will benefit 4-H as a Youth Organization?

Two horizontal lines for providing additional information.

How much experience does the applicant have working with people who are developmentally disabled, from different cultural back grounds, from different socio-economic backgrounds?

- Much experience Some experience Little or no experience Unknown

How would you describe this person's ability to handle records and/or money?

- Excellent. I would trust this person with my records and money.
 Fair. This person would do ok, but will need some help handling records and money.
 Poor. Handling records and money is a problem for this person.

How would you describe the applicant's general outlook/stability?

- Consistently positive and reasonable
 Usually positive and reasonable.
 Moody and hard to predict.
 Consistently negative, grumpy, and unreasonable.

Would you be willing to place your son or daughter or any other child for whom you are responsible for under the applicant's leadership?

- Yes No

Comments:

Do you know of any reason why this person should not be in an unsupervised leadership role with youth?

- Yes No

If yes, explain:

Are you aware of any limitations that would make this person an unsuitable volunteer to be working with youth?

- Yes No

If yes, explain:

Signature _____ Date _____

Thank you! We appreciate your assistance in helping Geauga County 4-H select the best qualified people to serve in volunteer roles.

All information you have provided will be kept confidential and used only to determine the candidate's suitability as a 4-H volunteer.

Please return this completed form to:
Ohio State University Extension
Gauga County
P.O. Box 387
Burton, OH 44021



CONFIDENTIAL REFERENCE FORM
Geauga County 4-H Volunteer



Applicant's Name: _____

Your name: _____ Phone: () _____

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How long have you known this applicant? _____

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Ohio State University Extension
Gauga County
P.O. Box 387
Burton, OH 44021



The Ohio State University Extension **Volunteer Selection Policy & Procedures**



Frequently Asked Questions.

Can you provide an overview of what the new policy and procedure will require?

Each new volunteer will: (1) receive a position description at time of application or when changing position; (2) complete an application in its entirety; (3) have, at minimum, two references collected; (4) complete an interview; (5) successfully pass a criminal history fingerprint background check; and (6) read, agree to, and sign a Standards of Behavior.

What happens if a potential volunteer refuses to complete any part of the required policy or procedures?

Individuals must fully complete all requirements in order to be considered for acceptance as a volunteer for Ohio State University Extension. Individuals not fully completing all requirements will not be accepted to volunteer by the organization.

Who determines if a potential volunteer is going to be accepted or not accepted?

The appropriate Ohio State University Faculty or Staff member will make the final decision of acceptance or non-acceptance, based on information collected throughout the selection process.

We are attempting to determine when it is necessary for an individual, who considers themselves a “parent helper” to complete the OSU Extension volunteer process.

First, we must recognize that it is sometimes difficult to distinguish between the two, however answering the following question may provide some clarity: (1) does the individual provide on-going support, leadership, supervision or guidance to children, other than their own and on two or more occasions each year? If the answer were yes, then the individual would need to complete the volunteer selection process. Please know that this same scenario may be used for any member of a vulnerable population, not just a 4-H club!

What happens if there is a conviction on the record of a potential volunteer?

Current legislation outlines fifty offenses that are considered automatically disqualifying offenses. Offenses beyond the fifty listed will be evaluated individually and decisions will be based on the nature of offense, time since offense, rehabilitative action taken and/or completed by the individual, and relationship to potential volunteer responsibilities.

We have potential volunteers that were fingerprinted in the last 12 months and they are bringing a copy of their report to our office. What do I do with them?

Please just send the reports to the State 4-H Office and we will make sure they are filed with all other reports and appropriately entered into our database.

How long does it take to receive the results on an individual’s civilian background check?

We are experiencing a 3 to 4 week turn-around time for results once they are submitted to the Bureau of Criminal Investigation & Identification (BCI&I). Those individuals who use the web-check system are getting results slightly quicker. It is important to remember that the county Extension professional is responsible for submitting the list of individuals that have submitted fingerprints to the State 4-H Office. Once the State 4-H Office receives results, they can then match results with the correct individuals and counties and report to the appropriate county.

Is there a rescreening process?

Yes, all active 4-H volunteers must resubmit for a background check every four years.

GEAUGA COUNTY 4-H VOLUNTEER

Procedure for Background Check & Interview

Where can I get my fingerprints taken?

Because the Ohio State University Extension submits more than 200 requests for background checks through BCI&I, since February 1, 2006, all background checks must be submitted electronically. This can either be done through WebCheck or other approved methods. We understand that there will be times when an ink-rolled fingerprint card will need to be submitted. These situations will be evaluated on an individual basis and will require submission of a waiver form with each card. Waivers will be granted for the following reasons:

1. Applicant's home address is 75 miles or more from the nearest WebCheck location.
2. Amputations or missing digits
3. Out-of-state applicant
4. Poor quality prints (not able to capture at the WebCheck location)

All OSU Extension volunteer will have their background check run using "reason code" 2151.86 (this refers to a specific section of the Ohio Revised Code).

Available location: Geauga County Educational Service Center (Board of Education)
470 Centers Street, Building 2
Chardon, OH 44024
440-279-1700
Hours: 8:00am – 2:30pm

Volunteers are encouraged to contact the Board of Education for payment information.
* Potential volunteers are required to pay *all* fees associated with the selection process.

Where do I send my results?

All fingerprint reports should be sent to: Background Checks – 4-H Geauga County
OSU Office of Human Resources
1590 N. High St. Suite 300
Columbus, OH 43201

Scheduling your interview.

It is the responsibility of the applicant to contact the Geauga County Extension Office at (440) 834-4656 to set up an interview only after he/she has submitted their application and has completed the background check. The office is open Monday through Friday 8:30am – 4:30pm. Interviews are conducted during regular business hours.