



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.

- Express interest by contacting the Geauga County 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).
- 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 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 2023 4-H year, the entire volunteer selection process must be completed by **March 31, 2024**.

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

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-Part A

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

VIII. SCREENING QUESTIONS-Part B

<p>*Have you been subject to investigation in connection to, charged with or convicted of crimes that are considered violent crimes under Ohio law, including but not limited to:</p> <table border="1"> <tr> <td>abduction,</td> <td>arson,</td> <td>assault,</td> <td>battery,</td> </tr> <tr> <td>burglary,</td> <td>child abuse,</td> <td>domestic violence,</td> <td>endangering children,</td> </tr> <tr> <td>escape,</td> <td>extortion,</td> <td>improperly discharging firearm,</td> <td>inciting to violence,</td> </tr> <tr> <td>intimidation,</td> <td>gross sexual imposition,</td> <td>human trafficking,</td> <td>inducing panic,</td> </tr> <tr> <td>kidnapping,</td> <td>menacing,</td> <td>manslaughter,</td> <td>murder,</td> </tr> <tr> <td>patient abuse,</td> <td>rape,</td> <td>robbery,</td> <td>resisting arrest with violence,</td> </tr> <tr> <td>riot,</td> <td>sexual battery,</td> <td>stalking,</td> <td>terrorism.</td> </tr> </table>				abduction,	arson,	assault,	battery,	burglary,	child abuse,	domestic violence,	endangering children,	escape,	extortion,	improperly discharging firearm,	inciting to violence,	intimidation,	gross sexual imposition,	human trafficking,	inducing panic,	kidnapping,	menacing,	manslaughter,	murder,	patient abuse,	rape,	robbery,	resisting arrest with violence,	riot,	sexual battery,	stalking,	terrorism.	YES	NO
abduction,	arson,	assault,	battery,																														
burglary,	child abuse,	domestic violence,	endangering children,																														
escape,	extortion,	improperly discharging firearm,	inciting to violence,																														
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riot,	sexual battery,	stalking,	terrorism.																														
<p>I understand that if I have questions on if I should disclose charges I will reach out to my county 4-H professional.</p>				YES	NO																												

*If Yes, please provide the information below:

Full Name and any other known aliases (e.g. maiden name): _____

The name of the investigating agency/county office that was involved: _____

The Charge(s)/Offense(s): _____

Court: _____ (i.e. Franklin County Common Pleas Court)

Case No: _____ Date of Conviction: _____



*Has any member of your current household been subject to investigation in connection to, charged with or convicted of crimes that are considered violent crimes under Ohio law, including but not limited to:				YES	NO
abduction,	arson,	assault,	battery,		
burglary,	child abuse,	domestic violence,	endangering children,		
escape,	extortion,	improperly discharging firearm,	inciting to violence,		
intimidation,	gross sexual imposition,	human trafficking,	inducing panic,		
kidnapping,	menacing,	manslaughter,	murder,		
patient abuse,	rape,	robbery,	resisting arrest with violence,		
riot,	sexual battery,	stalking,	terrorism.		
I understand that if I have questions on if I should disclose charges I will reach out to my county 4-H professional.				YES	NO

*If Yes, please provide the information below:

Name of Individual: _____

This individual's relationship to the volunteer applicant _____

The name of the investigating agency/county office that was involved: _____

The Charge(s)/Offense(s): _____

Court: _____ (i.e. Franklin County Common Pleas Court)

Case No: _____ Date of Conviction: _____

I understand that being a volunteer with 4-H is not guaranteed and may depend upon successful completion of the background check and the information disclosed in this form.	YES	NO
I understand that failure to disclose may result in an automatic disqualification or termination of my status as a 4-H volunteer.	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 professionally represent the activity/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 The Ohio State University.
- Not engage in abusive behaviors that physically or verbally threaten or harm anyone participating in or attending an Extension program, including youth.
- Not possess or consume intoxicating substances including drugs or alcohol while responsible for the care, custody or control of 4-H participants.
- Refrain from engaging in any criminal conduct. Comply with all applicable civil rights laws and policies, including but not limited to Ohio State equal opportunity, nondiscrimination policies, social media, 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’.
- Read and uphold the Youth Privacy Principles located at go.osu.edu/youthprivacy

I understand and agree that as a volunteer:

- I understand that I have an ongoing obligation to self-disclose to OSUE within three business days if I am indicted, pled guilty and/or are convicted of a crime which constitutes an offense of violence under Ohio law (Ohio Revised Code §2901.01(a)(9)).
 - 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 youth activities and programs. 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 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



THE OHIO STATE UNIVERSITY
EXTENSION



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GEAUGA COUNTY 4-H VOLUNTEER AGREEMENT

Position Title: Geauga County 4-H Volunteer

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 club members as they plan the club's program, conduct business, and enroll individually or as a group in one or more 4-H projects.

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:

- Volunteers must complete **Ohio 4-H New Volunteer Orientation** BEFORE March 24th.
- **Participate in the following annual volunteer development opportunities:**
 1. Activities & Programs with Minors, (Policy 1.50). Mandatory OSU Child Abuse & Neglect Recognition & Reporting Training per OSU Volunteer Policy. Completed annually by county deadline.
 2. Two Qualifying Volunteer Training Event per OSU Volunteer Policy completed annually by county deadline.

Work 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

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).*

Applicants may complete their background check at any official location. It is important to use the specific reason code and mailing address to avoid any additional delays.

Available locations: Lake/Geauga ESC (Auburn Career Center)
Hours: By appointment only.
(440) 350-2563 ext 0
<https://www.lakeesc.org/Fingerprinting.aspx>

Geauga County Sheriff's Office
Tuesday & Thursday: 8am – 1pm
Friday & Saturday: 8am – 12pm
(440) 279-2009
<https://sheriff.co.geauga.oh.us/FAQ.html>

Please call for an appointment. We offer same day appointments as the schedule permits.

* 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 they have submitted their application and has completed the background check. The office is open Monday through Friday 8:30am – 4:30pm.