

2012 Fairfield County Volunteer Orientation Packet

Potential Volunteer Letter
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Standards of Behavior

**All application are due before March 1 of the
current year to be considered**



Volunteer Orientation Sessions

Welcome Volunteer as mentioned in your letter new volunteers to the 4-H program must complete a volunteer orientation session prior to beginning their service. These volunteer sessions are listed below and are held at the OSU Extension office. RSVP to the office (740-653-5419 x16) for the one you will be attending.

March 1st
7:00-9:00p.m.

March 20th
10:00 a.m.-12:00 noon

March 20th
7:00-9:00p.m.

Interviews The office will call you to set up a time for your interview.



**Ohio State University Extension
Fairfield County**

831 College Avenue, Suite D
Lancaster, OH 43130-1081
Phone 740-653-5419
Fax 740-687-7010
<http://fairfield.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.

Effective November 1, 2002 Ohio State University Extension implemented a new volunteer selection policy and procedures. 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 adhere to new selection procedures.

To more efficiently and effectively support our Ohio 4-H members, parents, volunteers, and professionals, Ohio State University Extension has a policy concerning the selection of individuals who desire to volunteer for the organization in a long-term and/or higher risk position. While the actual order of implementation may vary from county to county, all potential volunteers will: (1) receive a position description; (2) complete an application and return to Extension office; (3) have references collected by Extension professionals; (4) complete an interview; (5) submit to a criminal history fingerprint record check; (6) agree to and sign the volunteer standards of behavior form; and (7) participate in an orientation/training program.

Please know that all information related to the selection process may be updated periodically and will be kept in a secured file cabinet. This information will be kept on file for a minimum of three years following the receipt of your materials or the completion of your involvement as an Ohio 4-H volunteer (whichever is longest). The release of information will follow The Ohio State University and Ohio State University Extension operating procedures and will be in accordance with Ohio law.

Working with individuals in your community can bring you immense satisfaction as you help them grow, learn, develop, and succeed. Additionally, volunteering provides you an opportunity to gain new skills, help others, and meet new friends. We hope that you recognize the tremendous benefits of volunteering and will join us in helping ensure that everyone involved has a positive, educational experience.

We appreciate your cooperation and look forward to potentially working with you.

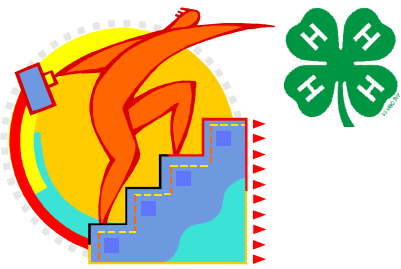
Sincerely yours,

Handwritten signature of Thomas M. Archer in cursive.

Thomas Archer
Assistant Director
4-H Youth Development

Handwritten signature of Hannah Kohler in cursive.

Hannah Kohler
Extension Educator
4-H Youth Development



Steps to Become a 4-H Volunteer

*By Hannah Kohler, Extension Educator,
4-H Youth Development, Fairfield County*



- 1) Review position description:** Read through the position description that follows this page. It outlines the expectations and responsibilities of your volunteer position. If you find that you are interested such a position, move to the next step. If you find that the position outlined is not a good fit for you, contact your Extension professional to discuss other volunteer position options.
- 2) Complete the OSU Extension Volunteer Application:** Complete the attached application and return it to: 4-H Volunteer Process, OSU Extension–Fairfield County, 831 College Ave, Suite D, Lancaster, Ohio 43130.
- 3) Provide references:** On the above application you will be asked to provide three references. You will want to contact those references and inform them that we will be contacting them for a reference. Please ask them to provide this information for us in a timely manner when requested. This step is one that causes the largest slow-down in the volunteer screening process and can delay your work with youth.
- 4) Complete a criminal history fingerprint record check:** All new volunteers must successfully pass this fingerprint record check. Please find the attached form on how to obtain this record check.
- 5) Complete an interview:** All new volunteers must schedule a time to meet with an Extension Educator for an interview. In Fairfield County, these interviews will only be conducted after all references have been returned.
- 6) Agree to and sign the OSU Volunteer Standards of Behavior Form:** This form is attached and can either be returned with your application or brought to the interview. It outlines clearly the standards of behavior to be followed when serving the Ohio 4-H program.
- 7) Attend a Volunteer Orientation Session:** All new volunteers are required to complete a Volunteer Orientation. The scheduled date(s) for this orientation is attached to the front of this packet. Depending on your volunteer position, the Extension Professional and you may discuss an alternative orientation process. It is recommended that all volunteers attend at least one volunteer education opportunity each year.
- 8) Welcome Aboard:** Once you have successfully completed these steps you can expect to receive a letter of invitation from your Extension Professional. Your volunteer appointment with OSU Extension and the Ohio 4-H program will be reviewed each term or year.



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

**Ohio State University Extension
Fairfield County**
831 College Avenue, Suite D
Lancaster, OH 43130-1081
Phone: (740) 653-5419
FAX: (740) 687-7010
<http://fairfield.osu.edu>

Position Title:
4-H Club Advisor

Time Required:
On-Going

Location:
Fairfield County, Ohio

General Purpose:

- ◆ Serve as a liaison between the county Extension office/county 4-H professional and 4-H members, their parents and other volunteers with regard to 4-H club programs.
- ◆ Secure, complete, and submit club organization/enrollment materials, and other requested materials to the county Extension office by the stated deadline.
- ◆ Plan, organize, and possibly teach meaningful educational experiences to help youth grow and reach their fullest potential.
- ◆ Support 4-H professionals, volunteers and members in conducting meaningful educational experiences to help youth grow and reach their fullest potential.
- ◆ Inform and encourage members, parents, and other volunteers to actively participate in appropriate 4-H opportunities.

Specific Responsibilities:

- ◆ To organize, teach, set a positive example, and lead members.
- ◆ Be committed to young people and their growth in all areas.
- ◆ Advise 4-H club members regarding their contributions to and participation in club activities.
- ◆ Be dedicated to young people and sensitive to their abilities and needs.
- ◆ Encourage 4-H members' and parents' interest and participation.
- ◆ Welcome parents' ideas, cooperation, support and attendance at 4-H activities.
- ◆ Follow all 4-H guidelines and policies of the Ohio State University Extension, Ohio 4-H Program and county 4-H program.
- ◆ Recruit new members when the club has openings.
- ◆ Attend all (or most) of the club meetings and activities.
- ◆ **Read 4-H newsletters and literature from the county Extension office and keep members, parents and/or other volunteers informed.**
- ◆ Participate in one or more volunteer development opportunities each year.
- ◆ Be aware of 4-H projects available, help members select projects and encourage parents to support their child's project work.
- ◆ Inform members and parents of project evaluation requirements and dates.
- ◆ Continually provide feedback to members, letting them know when they are doing a good job and advising them when they need to improve.
- ◆ Praise members for the progress they make.

OVER

Qualifications:**An individual serving as a 4-H Club Advisor must have:**

- ◆ The ability to teach and motivate youth while nurturing positive self esteem, decision making, responsibility, and leadership in the youth.
- ◆ 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 work and communicate effectively in verbal and written forms.
- ◆ The ability to motivate members, parents and other volunteers to assume leadership positions.
- ◆ The ability to work with minimal supervision from professional staff.
- ◆ A sincere interest in working with other volunteers and professional staff in an educational setting.
- ◆ A willingness to become familiar with and work within the philosophy and guidelines of Ohio State University Extension, Ohio 4-H Program and county 4-H program.

Ohio State University Extension Service Agrees to:

- ◆ Provide training opportunities that will help the volunteer meet the needs of members, volunteers, and parents.
- ◆ Provide appropriate manuals, pamphlets, audio-visual aids, newsletters and other resource materials.
- ◆ Have professionals available to consult with volunteers on a one-to-one basis.
- ◆ Provide opportunities for professionals to listen to volunteers' ideas to help improve the 4-H program.
- ◆ Provide appropriate recognition and awards to volunteers.

Mentor/Supervising Professional:

Hannah Kohler, Extension Educator, 4-H Youth Development, OSU Extension Fairfield County, 831 College Avenue, Suite D, Lancaster, Ohio 43130-1081, 740-653-5419, ext 19, email:kohler.61@osu.edu, web:<http://fairfield.osu.edu>



Fingerprinting Instructions

as of 1/2003

For Individuals Who Haven't Been Fingerprinted in the Previous 12 Months:

- 1) The simplest method of complying with the fingerprint requirement is to utilize the Fairfield County Sheriff's Department internet check system. To do this:
 - a. Visit the Sheriff's Office from 8:00 a.m. – 4:00 p.m. (M-F) (*Use the High Street entrance and the office is right inside the door on the left.*)
 - b. Take along your current, valid driver's license and social security card.
 - c. Request a BCI Check. The cost to you will be \$30.00 and checks should be made payable to: *Fairfield County Sheriff's Office.*
 - d. Request that the results be sent to the address at the bottom of this page.

- 2) If you are completing a web-based check at a different agency, you will need to check with them to obtain hours of availability and costs. Please be sure that the results are sent to the address listed below. If they do not send the results on please consider the following acceptable practices:
 - a. Someone from the county office picks up the group of reports and sends them to the state office. If this is the case you must contact OSU Extension Fairfield County with this information.
 - b. The agency conducting the checks and thus receiving the reports sends the reports to our office and we will forward them to the state office.
 - c. You the volunteer provide us with a copy that we can then forward to the state office.
 - d. You the volunteer sends the copy of the report directly to the address listed below. Also stating on the report that you are a volunteer for Fairfield County

For Individuals Who Have Been Fingerprinted in the Previous 12 Months:

You will need to show proof, through the organization that conducted the check (obtain a copy of the check from them and send it to the address below).

PLEASE SEND ALL RESULTS TO:

Volunteer Fingerprint Assistant
Nationwide & Ohio Farm Bureau 4-H Center
2201 Fred Taylor Drive
Columbus, OH 43210



OHIO STATE UNIVERSITY EXTENSION VOLUNTEER APPLICATION FORM



I. GENERAL INFORMATION

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

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

Phone: Day: () _____ Best Time to Call: _____
Eve: () _____ Best Time to Call: _____

Are you a 4-H Alumni? _____ If so, what county/state/maiden name. _____

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

Email: _____

II. VOLUNTEER INTEREST

Why are you interested in volunteering for O.S.U. Extension?

Which OSU Extension program area do you want to volunteer with:

- _____ Agricultural & Natural Resources _____ Community Development
- _____ 4-H Youth Development _____ Master Gardener
- _____ Family & Consumer Sciences _____ other

If you marked 4-H Youth Development, what Club will you be helping with?

Do you prefer to work directly with youth or adults: ___ Youth ___ Adults ___ Both

If you prefer to work directly with youth, what age level(s) do you prefer?

Ages 5-8 _____ Ages 9-12 _____ Ages 13-19 _____ No Preference _____

What time commitment do you initially desire?

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

<u>Employer</u>	<u>Position Title</u>	<u>Year</u>

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

<u>Organization</u>	<u>Volunteer Role</u>	<u>Year</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

III. PERSONAL REFERENCES

Have you ever been convicted of a misdemeanor or a felony? _____

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 and phone numbers.

Name: _____
Relationship _____ Home Phone _____ Work Phone _____
Address: _____
(Street) (City) (State) (Zip)

Name: _____
Relationship _____ Home Phone _____ Work Phone _____
Address: _____
(Street) (City) (State) (Zip)

Name: _____
Relationship _____ Home Phone _____ Work Phone _____
Address: _____
(Street) (City) (State) (Zip)

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 the Ohio State University Extension and agree to abide by the policies of Ohio State University Extension and individual program areas and to fulfill the volunteer responsibilities to the best of my ability.

Applicant Signature: _____ Date: _____

Please return the application at your earliest convenience and contact us if you have any questions or wish further information. Thank you!

Ohio State University Extension embraces human diversity and is committed to ensuring that all research and related educational programs are available to clientele on a nondiscriminatory basis without regard to race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, or veteran status. This statement is in accordance with United States Civil Rights Laws and the USDA.
Keith L. Smith, Ph.D., Associate Vice President for Agricultural Administration and Director, Ohio State University Extension TDD No. 800-589-8292 (Ohio only) or 614-292-1868
Please call OSU Extension at 740-653-5419 if you wish to participate in programs and require special assistance or modifications for a



OHIO STATE UNIVERSITY EXTENSION VOLUNTEER STANDARDS OF BEHAVIOR & MEMBER/SERVICE RECIPIENT PROTECTION



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 Extension 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 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 Ohio State University Extension and the individual (4-H, Agriculture, 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 Extension program with dignity and pride by being positive mentors for the youth with whom they work.
• 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 protection 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 to, 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