

# OSU Extension

## 4-H Volunteer Application

Revised 7.31.17

Adults or teens should complete and submit this 2-page application if they are interested in (a) teaching, coaching, advising or chaperoning youth in the 4-H Program; (b) teaching or mentoring volunteers; or (c) working beside Extension 4-H staff to support or conduct 4-H Programs **Submit application (print or online) to local County 4-H Office.** *If applicant needs assistance to complete application, contact the OSU County Extension 4-H Office.*

### Personal Information

Name \_\_\_\_\_  
First Full Middle Last

Address \_\_\_\_\_  
Apt. /Street/Route Town State Zip

Phone(s) \_\_\_\_\_  
Cell Home Work – as appropriate

E-Mail \_\_\_\_\_

In which Oregon County are you applying to be a 4-H volunteer? \_\_\_\_\_

Is there is a specific club with which you want to volunteer? Name here: \_\_\_\_\_

Have you lived outside of Oregon during the past seven (7) years? \_\_\_\_\_ No \_\_\_\_\_ Yes

**4-H volunteers assist in various roles. Some roles may require different age qualifications.**

You are (check one): \_\_\_Age 25 or older \_\_\_Age 19 – 24 \_\_\_Age 18 or younger

**You are interested in becoming a 4-H volunteer with the Oregon 4-H Program because:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Your skills, interests or hobbies that you could contribute to 4-H include:** *(e.g., organizing events, building robots, fundraising, coaching soccer, knitting, speaking another language)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Education, training or certification that may apply to a 4-H volunteer role:** *(e.g., Basic 1<sup>st</sup> Aide card, Master Gardener certificate, Toast Master level 3)*

\_\_\_\_\_  
\_\_\_\_\_

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**Your experience in 4-H, youth programs or other organizations includes:** (e.g., worked as youth camp counselor 3 summers, 4-H volunteer, 4-H alumni, coached Dance Team, developed lessons for Scouts)

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**Other information you would like to share as you are considered for a 4-H volunteer role:**

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**Personal References** Ask an employer, neighbor, current 4-H volunteer, or friend who knows you, your strengths and personal qualities. Do not list a family member. ***(To efficiently process a volunteer application it is critical to have complete information for three references.)***

**1. Name** \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Mailing Address \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**2. Name** \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Mailing Address \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**3. Name** \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Mailing Address \_\_\_\_\_

E-Mail Address \_\_\_\_\_

To the best of your knowledge, this information is correct: \_\_\_\_\_  
Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return this application to an OSU Extension 4-H Office.**  
***Thank you for applying to be a 4-H volunteer in Oregon.***

**For Extension 4-H Office Use** Date application received: \_\_\_\_\_ Application reviewed by: \_\_\_\_\_

Comments:

## Information for 4-H Volunteer Applicant

Revised: 7.31.17

### **Oregon 4-H Adult Volunteer Expectations (Copy)**

The opportunity to represent OSU as a 4-H volunteer is a privileged role. The purpose of the *4-H Adult Volunteer Expectations* is to clarify responsibilities regarding the safety and well-being of Oregon State University programs and all participants. The 4-H volunteer role is assigned to those who are willing to agree to behaviors that fulfill these responsibilities. Volunteers for 4-H are approved by Extension 4-H professionals. Actions contrary to these expectations may result in non-acceptance, suspension or termination of one's 4-H volunteer role.

1. Focus on the educational mission of the land grant university, including the equal opportunity and anti-discrimination policies. (4-H programs are accessible without regard to race, color, religion, gender, sexual orientation, national origin, age, marital status, disability, and veteran status.)
2. Obey local, state, federal laws. Follow guidelines established for county, state, and national 4-H programs.
3. Accept support and/or supervision from Extension program staff or designees.
4. Treat others courteously. Be a positive role model. Exhibit good sportsmanship.
5. Establish and maintain safe environments for all participants. Act responsibly to protect participants; and, keep confidential information (e.g., health forms) for those who-need-to-know.
6. Provide for physical and emotional needs of participants during programs. Not withhold necessities nor use physical punishment. Communicate that verbal, emotional, or physical mistreatment is unacceptable within the program. Report suspected abuse to protect those who cannot protect themselves.
7. Not use alcohol, marijuana, or other drugs, or be under those influences, while being responsible for 4-H programs or youth.
8. Handle funds and fundraising in an ethical manner and in accordance with federal, state and university regulations. (*Fundraising activities must be approved by Extension staff. 4-H funds are public assets, need to be expended for educational purposes, and must not be deposited into a private individual's bank account.*)
9. Handle equipment and machinery in a safe and responsible manner. Operate vehicles only with a valid operator's license and the legally required insurance coverage.
10. Treat animals humanely and provide appropriate care. Teach youth to do the same.

## **Information for 4-H Volunteer Applicant** (page 2 of 2)

### **The steps to apply to be a 4-H volunteer are to:**

- Complete and submit the (attached) *4-H Volunteer Application*, including complete contact information for three (3) references, who are not family members
- Submit authorization to conduct a *Criminal History Check (CHC)* - with official photo identification
- Successfully complete a background check (*CHC*) conducted by OSU Human Resources
  - If applicant has not lived in Oregon consistently for seven years, electronic fingerprinting will be part of a federal background check
  - If OSU Extension 4-H staff ask the applicant to drive as part of his/her 4-H volunteer role, then applicant will need to obtain and submit a report from the local Dept. of Motor Vehicles (DMV)
- Engage in a minimum of three (3) hours of 4-H orientation (combination of online and in-person)
- Then, (once applicant is approved) complete annual *4-H Volunteer Enrollment* as directed by the local 4-H Office, including signing and submitting the following forms:
  - *OSU Conditions of Volunteer Service* (including media release and waiver of liability)
  - *Oregon 4-H Adult Volunteer Expectations* (see copy on page 3)
  - *Health Form* and contact information, in case of an emergency

### **OSU Extension 4-H staff will:**

- Provide the volunteer applicant all necessary forms to move through the application process
- Request authorization to conduct a *Criminal History Check (CHC)* form and track the process with OSU Human Resources office
  - Re-submit *CHC* every two (2) years for recheck according to state law and OSU policy
- Contact and obtain information from three (3) personal references
- Provide an orientation for new 4-H volunteers
- May have a conversation with applicant
- Communicate the status of the application to volunteer applicant
- Continue to communicate with approved 4-H volunteers to complete *4-H Enrollment* annually

**Applicant, please retain *Information for Volunteer Applicants* (2 pages) for your 4-H records.**

Revised July 31, 2017

M. Lesmeister, P. Rose, P. Craven

Reviewed by D. Hart, S. Carlson, W. Hein, K. Herber, C. Sponseller, L. Walker, T. White, S. Withee

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