



OSU Extension 4-H Volunteer Application

Revised 1.12.16

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)

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

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

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:

OSU Extension

4-H Volunteer Application

Oregon 4-H Adult Volunteer Expectations

The purpose of the *Adult Volunteer Expectations* is to clarify our responsibility and promote the safety and well-being of all Oregon State University program participants. The opportunity to represent OSU is a privileged role to be held by those who are willing to agree to behaviors that fulfill that trust. 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 a part of 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. *Continued*



OSU Extension 4-H Volunteer Application Oregon 4-H Volunteer Selection Process

The steps for an individual to apply to be a 4-H volunteer are to:

- Complete and submit this *4-H Volunteer Application*, including complete contact info for three references.
- Read, sign and submit the *OSU Conditions of Volunteer Service* (including *Media Release*) form
- Read, sign and submit the *Oregon 4-H Adult Volunteer Expectations* (see the summary above)
- Provide *Health Form* and contact information, in case of an emergency
- Engage in a minimum of three (3) hours* of 4-H orientation (combination of online and in-person)

If applicant will work directly with youth, three (3) or more times during 1 year, or be responsible for overnight activities, then 4-H staff will request potential volunteer to:

- Submit *Authorization to Conduct a Criminal History Background Check*
- Successfully complete a background check (conducted by OSU Human Resources), and
 - o If applicant has not lived in Oregon for at least seven years, a background check, with fingerprints will be necessary
 - o If 4-H staff ask applicant to drive as part of their 4-H volunteer role then a review of DMV records is necessary

OSU Extension 4-H staff will:

- Provide the volunteer applicant all necessary forms to move through the application process
- Contact and obtain information from three (3) personal references
- Provide new 4-H volunteer orientation
- Have a personal interview with applicant (optional)
- Communicate the status of the application process to potential volunteer
- Request *Authorization to Conduct a Criminal History Background Check* form and re-submit it every two (2) years for recheck according to state law and OSU policy

*Change from two (2) hours to three (3) hours of minimum 4-H volunteer orientation, as of January 2016

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

M. Lesmeister Jan. 2016

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

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