



Dear Potential Volunteer,

Let me take this opportunity to thank you for expressing an interest in becoming an Ohio State University Extension volunteer. Each year, thousands of volunteers contribute their time, energies, and talents that enable Ohio State University Extension to engage people in educational programs that meet their immediate needs.

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 complete a selection process under the direction of an Extension professional.

To more efficiently and effectively support our service recipients, 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 State University Extension 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.

# Volunteer Application

## I. GENERAL INFORMATION

Full Name: \_\_\_\_\_ Date of Birth (MM/DD/YY): \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Length of time at this address (years): \_\_\_\_\_

Phone: Day: \_\_\_\_\_ Cell: \_\_\_\_\_

Evening: \_\_\_\_\_ Best Time to Call: \_\_\_\_\_

Email: \_\_\_\_\_

## II. VOLUNTEER INTEREST

Why are you interested in volunteering for Ohio State University Extension?

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

Select the Ohio State University Extension program area you want to volunteer with below:

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

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?     YES     NO

If yes, please give date, nature, and disposition of offense.

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**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:** \_\_\_\_\_  
**Street Address:** \_\_\_\_\_ **City/State/Zip:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_  
**Street Address:** \_\_\_\_\_ **City/State/Zip:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_  
**Street Address:** \_\_\_\_\_ **City/State/Zip:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

*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:** \_\_\_\_\_

# Crawford County 4-H Advisor Job Description

## Introduction

Your most important functions as a 4-H Volunteer Advisor are: 1) to guide, teach, and counsel young people; and 2) to serve as a positive role model for them. The language you use and your conduct must be beyond reproach. 4-H advisors, through their leadership, must create an atmosphere in which the 4-H member(s) can learn skills, gain knowledge and work together as a part of a team. Through this, the member also gains a better understanding of himself and those around him. Anything that is done in 4-H should always be done with the best interest of the children in mind.

We have not attempted to list every duty you will have as a 4-H Advisor, but rather a framework to help understand our expectations of our advisors.

There are three basic types of advisors in the 4-H program: organizational, activity, and project. In many clubs one person handles all three. In clubs having more than one advisor, the organizational, or head advisor, guides in dividing the following responsibilities between all advisors in the club. In no way does this mean the head advisor has or should assume the ultimate authority for what happens in the club.

## Responsibilities

As a 4-H Volunteer, I agree to:

1. Be committed to young people and to their growth in all areas. I will be concerned with kids first and projects second.
2. Provide adult leadership for youth as directed by guidelines set forth by the State 4-H Office and Crawford County 4-H Advisory Committee, in an educational and recreational 4-H club setting. The health, safety, and welfare of the children shall be your primary concern at all times.
- \* 3. Secure organizational materials for club and project literature for members from the County Extension Office.
- \* 4. Complete enrollment forms, report changes in projects or members to the Extension Office on a timely basis.
5. Meet deadlines and encourage 4-H members to meet deadlines. Lead by your example.
- \* 6. Submit a year-end club treasury report to the Extension Office by September 1.
7. Involve members in making decisions in planning a club program that will include project work, community service, social events, and participation in county, district, and state programs.
8. Attend all (if possible) or at least most of the club meetings.
9. Provide 4-H members with learning experiences that help them develop standards and values, good moral character, and help them grow into productive leaders and good citizens.
10. Support the 4-H organization, its goals and philosophies, and be a good role model to 4-H members, both morally and emotionally.
11. Recruit new 4-H members. Help to promote 4-H in your community and throughout the county.

12. Provide recognition for 4-H members on an on-going basis. Evaluate members and their work. Praise them when they do a job well. Provide constructive criticism in a private setting.
13. Serve as a link between Ohio State University Extension, 4-H members, and parents.
14. Support other advisors in your club and/or 4-H and fair committee members publicly. If and when you disagree, do your best to work out the problems in private. Remember – a house divided against itself cannot stand.
15. Read 4-H newsletters and literature sent to you. Keep members informed about county activities, judging dates, and all 4-H requirements.
16. Participate in advisor training programs whenever possible, work with the 4-H Agent, Extension staff, or Key Leader if you need additional or special help.
17. Inform or contact the Extension Office regarding problems or needs that arise while carrying out your duties as a 4-H Advisor.
18. Be aware of available projects, and help members select realistic ones. Encourage parents to support their child's project work without doing it for them. Encourage parent participation – 4-H is a family affair.
19. See that your club's activities are publicized through your club's news reporter, and through the Extension Office.
20. Develop and use older members as leaders in your club.
21. Seek ways to utilize the skills and ideas of parents.
22. Plan to spend approximately 50-250 hours annually on 4-H work, depending on the specific advisor role.
23. Practice a non-discriminatory membership policy. 4-H must not discriminate on the basis of race, color, creed, religion, sexual orientation, national origin, gender, age, disability or Vietnam-era veteran status.

\* Duties especially relevant for Head Advisors

### **Qualifications and Abilities Needed**

1. Knowledge and appreciation of the needs of children and young people.
2. General organizational and leadership skills.
3. Ability to work effectively with members, parents, other advisors, and Extension Office staff.
4. An open mind, and a willingness to listen to young people – a willingness to let them make their own decisions.
5. Flexibility and willingness to try new things.
6. Time, interest, and a commitment to work toward the total development of youth.

**Ohio State University Extension Agrees to:**

1. Provide helpful, relevant training opportunities that strive to meet the needs of 4-H club members and volunteers.
2. Provide resources applicable to the job including books, pamphlets, video materials, newsletters, online resources, and others.
3. Be available to visit with you and provide support on a one-to-one basis.
4. Seek and consider ideas from 4-H volunteers to help improve the total 4-H program.
5. Provide appropriate and significant recognition.

**All Advisors are Responsible to:**

The Ohio State University Extension Educator responsible for the 4-H program and the County 4-H Advisory Committee.

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I have read and I understand the responsibilities that I will be expected to fulfill as a 4-H Volunteer. I understand that any behavior or action, demeaning or damaging to the 4-H image, including but not limited to such things as illegal activities, willful disregard of 4-H rules, public intoxication, habitual use of profanity, child abuse, etc. is cause for removal. I also understand that this agreement may be terminated by either party.

Signed \_\_\_\_\_  
4-H Volunteer