

CFAES

OHIO STATE UNIVERSITY EXTENSION

VOLUNTEER APPLICATION



OHIO 4-H GROWS HERE

TRUE LEADERS AREN'T BORN ... THEY'RE GROWN



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES



PIKE COUNTY
pike.osu.edu

CFAES provides research and related educational programs to clientele on a nondiscriminatory basis. For more information, visit cfaesdiversity.osu.edu. For an accessible format of this publication, visit cfaes.osu.edu/accessibility.



Dear Applicant:

Let me take this opportunity to thank you for expressing an interest in becoming a Pike County 4-H volunteer. The volunteer contributions were critical in helping Pike County youth become caring, capable, and contributing citizens.

Ohio State University Extension **requires** that each potential adult and youth volunteer (who work directly with Ohio 4-H members on a regular basis) to complete the following:

- (1) complete the Ohio 4-H Volunteer Application Form and Interest Checklist
- (2) must have an approved fingerprint and background check on file at the State 4-H Office
- (3) read and sign the Ohio 4-H Volunteer Standards of Behavior
- (4) read and sign the Pike County 4-H Committee "Code of Conduct" form
- (5) a personal interview to be completed by the 4-H Youth Development Educator
- (6) provide the 4-H educator with 3 personal references (non-family)
- (7) attend and complete OSU Extension Youth Protection Policy training
- (8) attend New 4-H Volunteer training

Applications will be accepted until December 1. However, all BCI checks must be completed by December 31 of this year (per university policy) in order to be an approved 4-H club advisor for pre-fair and county fair activities. If you have any questions, please call the Extension Office at 740-289-4837, or email me at: jones.5640@osu.edu.

Sincerely,

Extension Educator
OSU Extension Pike County

Ohio 4-H 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: Home: _____ Best Time to Call: _____

Cell: _____ Best Time to Call: _____

Work: _____ Best Time to Call: _____

School District: _____ Email: _____

Are You a 4-H Alumni: Yes No If yes, what state and county: _____

Demographic Information

Occupation (optional): _____ Level of Education (optional): _____

Ethnicity: Hispanic Non-hispanicRace: White Black American Indian/Alaskan Native Hawaiian/Pacific Islander AsianResidence: Farm Town/Rural (<10,000) Town (10,000-50,000) Suburb (< 50,000) City (> 50,000)Military Service: No one in my family is currently serving My Parent serves My Sibling serves
 My Son/Daughter serves I/my spouse/partner serveBranch of Service: Air Force Army Coast Guard Marines NavyBranch Component: Active Guard Reserves

Health Considerations/Notes (i.e., food allergy, diabetes, etc...): _____

II. VOLUNTEER INTEREST

Why are you interested in volunteering for the Ohio State University Extension 4-H Program?



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

ohio4h.org

CFAES provides research and related educational programs to clientele on a nondiscriminatory basis. For more information: go.osu.edu/cfaesdiversity.

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

Type of 4-H Volunteer Position:

- 4-H Club:** Organizational Leader Cloverbud Leader Project Leader Resource Leader
- Project Area Interests:** _____
- Committee Member – list committee:** _____
- Camp** (check all that apply): Residential Day
- Special Interest/Emphasis Program – list program:** _____
- After-School Program – list site:** _____
- Community Center/Youth Organizational Partner – list site:** _____
- Other:** _____

If you are applying to volunteer with a community/project club, will you be requesting to start a new club or assisting with an existing club? New Existing

If existing, name of club: _____

What time commitment do you initially desire to give?

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

Employer	Position Title	Year
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

Employer	Position Title	Year
_____	_____	_____
_____	_____	_____
_____	_____	_____

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:

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, phone numbers and e-mail addresses.

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 Ohio State University Extension and agree to abide by the policies of Ohio State University Extension and the Ohio 4-H Program and to fulfill the volunteer responsibilities to the best of my ability.

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.

___ I GIVE ___ I DO NOT GIVE the Ohio State University permission to publish in print, electronic, or video formats the likeness or image of myself. 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. (If not completed, OSU Extension will not use publicity about your participation).

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 represent their individual county Extension 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 OSUE.
- Not engage in abusive behaviors that physically or verbally threaten or harm any Extension program participant, including youth.
- Not engage in any act prohibited by law.
- Comply with all civil rights laws and policies, including but not limited to OSUE equal opportunity, anti-discrimination laws, 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.

I understand and agree that as a volunteer:

- I will report any 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.

I have read, understand, and agree to be bound by the Standards of Behavior outlined above.

Printed Name

Signature

Date

{00211535-2} Approved 10/10/2013-VSchwartz



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES



Pike County Code of Conduct

4-H Youth and families along with volunteers participating in or attending local club, county, EERA, regional, state, and national programs, activities, events, shows, and contests sponsored for youth by the Ohio State University Extension - Pike County 4-H Youth Development Program and the Pike County Agricultural Society (herein – Pike County Senior Fair board) are required to conduct themselves according to the 4-H Code of Conduct that follows this introduction. The code operates in conjunction with the guidelines and regulations of the specific event, show, program, and/or activity.

The primary purpose of these expectations is to insure the safety and wellbeing of all Extension program participants (i.e., members, parents and families, volunteers, and professionals).

- Parents, members and volunteers are expected to function within the guidelines of Ohio State University Extension, 4-H program and Pike County Fair.
- Involvement with the Ohio State University Extension 4-H program and Pike County Fair is a privilege and a responsibility, not a right. Ohio State University Extension provides quality educational programs accessible to all citizens.

4-H youth and their families along with volunteers will behave in a manner which promotes good character:

- I will be supportive of the county program, help my child with project selection, and assist my child with project completion without doing the work for the member.
- I will conduct myself in a courteous and respectful manner, exhibit good sportsmanship, and provide positive role models for all youth.
- I will respect, adhere to, and enforce the rules, policies, and guidelines established by their individual county Extension program and Ohio State University Extension and the Pike County 4-H Committee and the Senior Fair board
- I will uphold an individual's right to dignity, self-development, and self-direction.
- I will not actively engage in postings, listings, or pictures that are deemed inappropriate, on any Social Media forums. I will use all electronic media responsibly, and respect the rights and feelings of all members and adults in my correspondence to others.
- I will handle animals and operate machinery, vehicles, and other equipment in a responsible manner
- I will see that my child attends all scheduled 4-H club activities and notify the club advisor if my child is unable to attend.
- I will help with club and county 4-H activities such as fundraising, refreshments, and other club and county needs.
- Read the 4-H newsletter, mailings, Project Selection and Requirement Guide, Junior Fair Book and other information with my child(ren).
- Encourage my child to participate in club/county skillathons/project judgments, 4-H camp, public speaking opportunities, county 4-H fund-raisers, etc.
- No person is to coach an exhibitor while the exhibitor is showing or fitting an animal in the show ring.
- Will follow the Pike County 4-H project requirements, Ohio Department of Agriculture and the Pike County Senior Fair board requirement and ruling.

As a 4-H youth and family along with volunteers, I WILL NOT:

- Use or possess drugs, alcohol, tobacco, and/or related paraphernalia.
- Use foul, vulgar, inappropriate language or gestures.
- Steal or be in possession of stolen property.
- Physically, verbally, or sexually harass, threaten or behave in such a way that could cause mental distress or physical injury to any person.
- Possess, handle, transmit, or conceal any objects that can be construed as a dangerous weapons or instruments.
- Engage in abusive behaviors that physically or verbally threaten or harm any Extension program participant, including youth.
- Commit a felonious act.
- Verbal abuse, physical abuse, or harassment toward directors, judges, ring stewards, superintendents, employees, OSU Extension Staff, Sr. and Jr. Fair Board members, club advisors or the volunteers of the Pike County Fair will not be tolerated. You may be escorted from the fairgrounds, premiums forfeited, and upon Pike County Agricultural Society Rule Committee's or the Pike County 4-H committee and Extension Office's decision, the family members may not be able to exhibit at the Pike County Fair.

Consequences of Behaviors

- The adults, 4-H youth and/or volunteer for the youth involved in the violation will be notified or made aware of the violation by the Pike County 4-H Committee, Senior Fair board and the Extension Educator.
- The adults, 4-H youth and/or volunteer will be notified of the incident and the actions taken by the Pike County 4-H Committee, Senior Fair board and Extension Educator. When necessary, arrangements will be made to remove the 4-H youth, family and or volunteer from the event.
- The 4-H youth, family and volunteer can/may be barred from participating in national, state, district, and/or county events for up to a year, as determined by the Extension Educator, in consultation with the 4-H Advisory Committee and Senior Fair board.
- Should a violation occurs at a competitive event, 4-H youth, family and/or volunteers may be disqualified from the event and/or be ineligible for accompanying awards. Decision will be made by the event chairman and designated event committee. The 4-H youth may be barred from participating/competing in subsequent events. Further actions will be determined in consultation with the 4-H Advisory Committee, Senior Fair board, Extension Educator and appropriate individuals.
- When warranted (i.e., violation of Ohio laws) the situation may be turned over to the proper law enforcement authorities.

Pike County Code of Conduct Agreement

I _____, as a member of _____
Volunteer **Group Representing**

have read the Pike County 4-H/Jr. Fair Code of Conduct and agree to abide by it. I also accept the consequences for my actions, if I choose not to follow the code.

Volunteer Signature

Date



4-H Volunteer Criminal History Fingerprint Background Check Procedure

Please take this page with you when you go to have your background check.

In Pike County, 4-H volunteers should have their background check done at:

PIKE COUNTY SHERIFF'S OFFICE

14050 US 23, WAVERLY, OHIO 45690 (740) 947-2111

ROSS-PIKE EDUCATIONALSERVICE DISTRICT

100 E THIRD ST, PIKETON, OHIO 45661 (740-289-4171)

Please be prepared to pay \$35.00 (cash or check accepted).

What You Need to Get Your Ohio 4-H Background Check

- 1. A government issued photo ID - such as your driver's license - with your current address, and showing your date of birth.
2. Your Social Security number - Know your number? No need to bring your SS card.
3. Use 2151.86 as the reason code you are having the background check.
4. If you have not lived in Ohio for the past 5 years, you must also have an FBI report.
5. Background check results must be mailed to:

Attention: Background Checks - 4-H PIKE COUNTY
OSU Office of Human Resources
1590 N. High St., Suite. 300 Columbus, Ohio 43201

If the agency is not able to get a good scan of your fingerprints, please ask for an inked fingerprint card. You will then bring the inked card to the Extension office.

Note: The fingerprint background check process reveals past criminal convictions. The Ohio Revised Code specifies certain criminal convictions as disqualifying events that forbid current and future volunteer involvement with Ohio 4-H and OSU Extension. You can view this list at: http://go.osu.edu/DQoffenses.

If you would like to be reimbursed for the cost of your background check, keep your original receipt and bring it, along with this form, to your county OSU Extension office. Complete the form below and be sure your name appears on your receipt. We will submit a reimbursement request for you. The check will be mailed from OSU in Columbus; it may take eight to ten weeks to process and will not say 4-H, but OSU.

OSU Extension 4-H Volunteer Request for Reimbursement

Volunteer Name (Print first, middle, last):

Volunteer Signature: Date:

For office use only. Tape receipt to top of this form before scanning.

Date volunteer reimbursement request received at Extension Office: (month / day / year)

Name & initials of OSU Extension Professional receiving request: Initials:

tape receipt in this area