



**THE OHIO STATE UNIVERSITY**

COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES

# New 4-H Volunteer Orientation Training Dates

## Orientation Training

***Saturday, December 7, 2019***

9:30 am-Noon

Medina County Fair Office

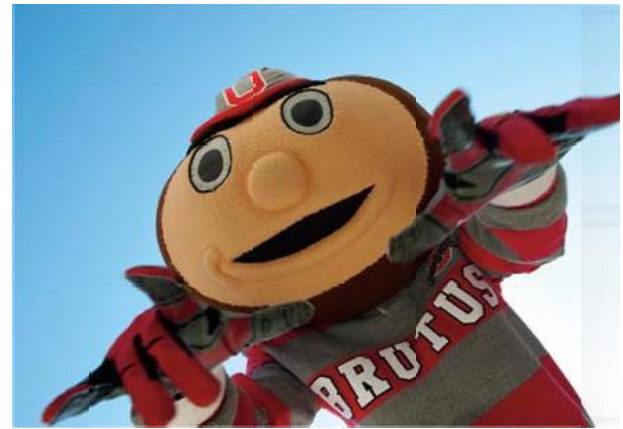
720 West Smith Road

Medina, OH 44256

Register for orientation by visiting:

<http://go.osu.edu/medinanvo>

*All New Volunteer Orientations will include an Orientation and Policy 1.50 Training. Due to the required nature of each of these elements, your prompt arrival is required. Please plan to arrive a minimum of 10 minutes early to register.*



# Welcome to Medina County 4-H!



## 4-H Volunteer Selection Process

**Complete by October 31 for Committee Volunteering and December 31 for Club Volunteering**

1. Review the 4-H Volunteer Job Description.
2. Identify your three (3) non-family members as references. Provide their name & contact information and our office will send a reference form to be completed.
3. Complete and return the 4-H Volunteer Application to the Medina County Extension office.
4. Visit the Medina County License Bureau to get a Background Check. **No Appointment Needed. Cash Only.**  
 972 North Court Street, Medina, OH 44256 (330) 725-4635  
 Hours: Monday 8:00-5:30 / Tuesday – Friday 8:00-5:00 / Saturday 8:00-2:00  
 BCI - \$34, FBI - \$36, Both - \$61, ADA Accessible  
 Or visit [www.ohioattorneygeneral.gov/Services/Business/WebCheck/Webcheck-Community-Listing](http://www.ohioattorneygeneral.gov/Services/Business/WebCheck/Webcheck-Community-Listing) for additional locations.
  - Pay the fee at your fingerprinting appointment.
  - Keep receipt to submit for reimbursement. Return Attached Reimbursement Form with receipt to the Extension Office. We will send your reimbursement request to The Ohio State University.

### 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. Cash if going to the License Bureau.
4. Use **2151.86** as the **reason code** you are having the background check.
5. If you have not lived in Ohio for the past 5 years, you must also have a FBI report.
6. Background check results **must be mailed to:**

**Attention: BACKGROUND CHECKS – 4-H Medina County**  
**OSU Office of Human Resources**  
**1590 N. High St., Ste. 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>.

5. Attend a New Volunteer Orientation and Policy 1.50 Training.
  - Includes interview.
  - Medina County training dates available:
    - **Saturday, December 7, 2019, 9:30 am-Noon**  
 Medina County Fair Office, 720 West Smith Road, Medina OH 44256
6. New Club Volunteers are also encouraged to attend one of the two January *Advisor's Kickoff sessions*. **Date TBD**

## Questions? Contact . . .

**OSU Extension, Medina County**  
 Morgan Domokos  
 Extension Educator, 4-H Youth Development  
 Phone: 330-725-4911 x105

If individual will be . . .	Classification	Application & Training Process	Limitations	OSU Liability Insurance
<p><b>Example #1</b> Assisting with specific club functions (i.e. donate/distribute refreshments; hand-out materials; assist with supervision of group work) at club events</p>	<p>Parent Guardian Family Member</p>	<p><b>None</b></p> <p><b>Note:</b> Understand expectations regarding your child/charge participation; become familiar with OSU Extension 4-H philosophy</p>	<p>Individual is not considered a volunteer with OSU Extension and shall not represent themselves as such.</p> <p>May not:</p> <ul style="list-style-type: none"> <li>• coordinate or provide leadership;</li> <li>• have 1-1 interaction with vulnerable populations;</li> <li>• have overnight responsibilities for youth other than their own;</li> <li>• have financial management responsibilities;</li> <li>• handle confidential information</li> </ul>	<p><b>Not Available</b></p>
<p><b>Example #2</b> Volunteer for a short-term (consecutive series of days, or several nonconsecutive days for a period of one (1) week or less)</p> <p>Examples: Sewing Workshop Assistant; Garden Clean-up Workday Participant; Multiple Day Event Registration Assistant</p>	<p>Episodic Volunteer</p> <p>Policy and procedures will become effective May 1, 2007</p>	<ul style="list-style-type: none"> <li>• Receive Volunteer Role Description</li> <li>• Complete Volunteer Information sheet</li> <li>• OSU Extension Volunteer Standards of Behavior agreement signed</li> <li>• Receive Orientation</li> <li>• Submit to Ohio and National Sex Offender database check conducted by OSU Extension representative</li> </ul>	<ul style="list-style-type: none"> <li>• Must be supervised at all times as indicated in policy</li> <li>• No 1-1 interaction with vulnerable population</li> <li>• No overnight responsibilities for youth other than their own</li> <li>• No financial management</li> <li>• No confidential information</li> <li>• Adhere to all OSU Extension Standards of Behavior</li> </ul> <p><a href="http://www.ohio4h.org/volunteers/staff/select.html">http://www.ohio4h.org/volunteers/staff/select.html</a></p>	<p>Included on Volunteer Liability Insurance Policy</p>
<p><b>Example #3</b> Volunteer for a period longer than one week; several short-term periods in a calendar year; overnight stays/events; opportunity for 1-1 interaction, financial management, handling confidential information, or unsupervised situations.</p> <p>Ex. Community Club; Dean of Camp; Cloverbud Leader; etc.</p>	<p>Examples include: Club Advisor Organizational Advisor; Middle Manager; Key Leader; Master Gardener; After-School Coordinator</p>	<ul style="list-style-type: none"> <li>• Receive a Written Position Description</li> <li>• Volunteer Application</li> <li>• 2 references</li> <li>• Interview w/OSU Ext. rep.</li> <li>• Fingerprint Background Check</li> <li>• OSU Extension Standards of Behavior agreement signed</li> <li>• New volunteer orientation</li> <li>• Additional required county training programs</li> </ul>	<ul style="list-style-type: none"> <li>• Adhere to all OSU Extension Standards of Behavior</li> </ul> <p><a href="http://www.ohio4h.org/volunteers/staff/select.html">http://www.ohio4h.org/volunteers/staff/select.html</a></p>	<p>Included on Volunteer Liability Insurance Policy</p>
<p><b>Example #4</b> Speaking or facilitating at a meeting; judging a single day competition; field day or clinic host.</p>	<p>Titles vary, but are similar to those under the responsibilities</p>	<ul style="list-style-type: none"> <li>• No application</li> <li>• Orientation should be provided when appropriate (i.e. judging)</li> </ul>	<ul style="list-style-type: none"> <li>• Are not considered OSU Extension volunteers; see limitations under example #1</li> </ul>	<p>Not Available</p>

## 4-H Volunteer Job Description

### Position Title:

Medina County 4-H Volunteer

### General Purpose:

- Support and advise 4-H professionals, volunteers and members in conducting meaningful educational experiences to help youths grow and reach their fullest potential.
- Inform and encourage members, parents, and other volunteers to actively participate in appropriate 4-H activities.

### Specific Responsibilities:

- Be in compliance with the Ohio State University Extension Volunteer Standards of Behavior and abide by all rules and guidelines of the Ohio State University Extension, Ohio 4-H program and the Medina County 4-H program and program partners.
- Help analyze the needs and interests of county youths and volunteers and be willing to help create educational programs to meet these needs and interests.
- Be committed to young people and to their growth in all areas, and be concerned with youths first and projects, awards, and competition second.
- Provide adult leadership for youths following appropriate guidelines in club setting and have the youths' health, safety, and welfare in mind at all times.
- Advise 4-H members regarding their contributions to and participation in 4-H program(s). Involve members in making decisions in planning a club program that will include project work, community service, and social events.
- Encourage 4-H members' and parents' interest and participation. Welcome parents' assistance, ideas and attendance at 4-H activities.
- Support the 4-H organization, goals, and philosophies, and be a good role model to 4-H members, morally and emotionally.
- Attend at least 80% of the meetings and activities.
- Be aware of 4-H projects and activities. Help member's select appropriate and realistic projects and activities. Encourage parents to support their child's project work, without doing it for them.
- Participate in 4-H training and workshops each year.
- Attend at least one New Advisor Training session this year conducted by a 4-H staff member.
- Involve 4-H members in decision-making, including the use of club's funds and planning programs.
- Assist officers in conducting democratic 4-H meetings using basic parliamentary procedure.
- Involve other 4-H Volunteer, Parent Helpers, Junior Leaders and Junior Fair Board members by assigning them to specific job(s) working with members, officers, special events, committees and activities.
- Handle animals in a safe and humane manner. Operate machinery, vehicles and other equipment in a responsible manner.
- Practice a nondiscriminatory membership policy by not denying membership on the basis of race, color, creed, religion, sexual orientation, national origin, sex, age, or disability.

### Qualifications:

An individual serving as 4-H Volunteer must have:

- A sincere interest in teaching and sharing knowledge and skills with youths and adults in an educational setting.
- The ability to motivate youths while nurturing self-esteem, decision making, responsibilities and leadership.
- The ability to motivate parents and other volunteers to assume leadership positions.
- The ability to keep an open mind and a willingness to listen to young people and to advise them as they make their own decisions.
- 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 the Medina County 4-H program and its partners.
- A High School Diploma or GED.



# 4-H Volunteer Application Form

(To be completed by all *potential* Medina County 4-H Volunteers)



## I. General Information

Name (First, Middle and Last)		
Complete Mailing Address		
Home Phone	Cell Phone	Best time to call?
Length of time at this address (Years)		Date of Birth (Month/Day/Year)
Email		
<b>Category</b> <input type="checkbox"/> Organizational Leader <input type="checkbox"/> Cloverbud Leader <input type="checkbox"/> Project Leader <input type="checkbox"/> Resource Leader (Check any that apply)		

## II. Volunteer Interest

Why are you interested in volunteering for the OSU Extension, Medina County 4-H Program?
Which 4-H club/committee do you want to assist with?
*Signature of Organizational Advisor or Committee Chair
What time commitment do you initially desire?
Do you prefer to work directly with youth or adults? (check any that apply) <input type="checkbox"/> No Preference <input type="checkbox"/> Adults <input type="checkbox"/> Youths If you prefer to work directly with youth, what age level(s) do you prefer? <input type="checkbox"/> ages 5-8 <input type="checkbox"/> ages 9-12 <input type="checkbox"/> ages 13-18

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

Employer	Position Title	Year(s)



# OHIO STATE UNIVERSITY EXTENSION

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

Organization	Volunteer Role	Year(s)

### 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.

**References:** Please submit the names, email and complete mailing addresses of three (3) 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.

Name	Complete Email Address
1.	
2.	
3.	

### IV. Photo/Video Release

*Many times pictures of 4-H Advisors are used for news releases and other PR purposes. Therefore, we ask your permission to use pictures that may include your picture.*

**Yes, I**  **No, I do not** give permission to The Ohio State University, OSU Extension, and the Ohio 4-H Program to use photographs, voice video images of the participant below and photographs, voice and video images of any activities in which the participant is involved in, any and all public awareness programs of The Ohio State University, OSU Extension, and the Ohio 4-H Program.

*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.*

Signature of Volunteer Applicant \_\_\_\_\_ Date \_\_\_\_\_

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**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:

- In accordance with Ohio State University policy, *Self-Disclosure of Criminal Policy 4.17*, I am required to self-disclose criminal convictions within three business days of the conviction.
- I will uphold and support the responsible and lawful use of social media. In doing so, I will not create or post social media content that is abusive, threatening, defamatory, obscene, harassing, or creates a hostile environment.
- 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 **VOLUNTEER STANDARDS OF BEHAVIOR** outlined above.

\_\_\_\_\_  
Name

\_\_\_\_\_  
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 Medina County, 4-H volunteers should try to have their background check done at:

**Medina County License Bureau**

972 North Court Street, Medina, OH 44256 (330) 725-4635  
Hours: Monday 8:00-5:30 / Tuesday – Friday 8:00-5:00 / Saturday 8:00-2:00  
BCI - \$34, FBI - \$36, Both - \$61, ADA Accessible

**Cash Only  
No Appointment Needed**

Additional locations may be found at:

[www.ohioattorneygeneral.gov/Business/Services-for-Business/Webcheck/Webcheck-Community-Listing](http://www.ohioattorneygeneral.gov/Business/Services-for-Business/Webcheck/Webcheck-Community-Listing)

**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.
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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) \_\_\_\_\_

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

**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