



## THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES

OSU Extension – Ross County

475 Western Ave., Suite F  
Chillicothe, OH 45601

740-702-3200 Phone  
740-702-3209 Fax

ross.osu.edu

Dear Potential Ohio 4-H Volunteer,

Let us take this opportunity to thank you for expressing an interest in becoming an Ohio 4-H volunteer. Each year, more than 25,000 adult and teen volunteers contribute their time, energies, and talents that enable Ohio 4-H to reach nearly 300,000 youth, helping Ohio 4-H fulfill its mission of helping youth to become caring, capable, and contributing citizens.

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 Ohio 4-H members, parents, volunteers, and professionals, 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 BCI criminal history fingerprint record check
- (6) ) agree to and sign the volunteer standards of behavior form
- (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 4-H 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.

Sincerely yours,

Kirk Bloir, Ph.D.  
State Leader, 4-H Youth Development  
Assistant Director, Ohio State University Extension

Katie Wells  
Extension Educator  
4-H Youth Development

## Ohio 4-H Volunteer Application

### I. GENERAL INFORMATION

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

Full Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

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

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

City/State/Zip: \_\_\_\_\_

County of Residence: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

Secondary Phone: \_\_\_\_\_

Length of time at this address (years): \_\_\_\_\_

Please circle the appropriate response in each line

<b>Gender</b>	Male	Female	Gender Identity Not Listed	Prefer not to state	
<b>Residence</b>	Farm	Town/Rural (<10,000)	Town/City (10,000-50,000)	Suburb (< 50,000)	City (> 50,000)
<b>Ethnicity:</b>	Hispanic	Non-Hispanic	Prefer not to state		
<b>Race:</b>	White	Black/African American	American Indian Alaskan Native	Hawaiian Pacific Islander	Balance (other combinations)
				Asian	Prefer not to state

### II. EMERGENCY CONTACT

Full Name: \_\_\_\_\_

Relationship to Member: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

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

### III. VOLUNTEER TYPE

Please circle the appropriate response

<b>Program Volunteer</b> (committee)	<b>Please List Committee:</b>	
<b>Camp Volunteer</b>	<b>Circle Role:</b> Adult Volunteer or Camp Nurse	
<b>Club Volunteer</b> - Circle specific role to the right	<b>Cloverbud Leader</b>	<b>Project Leader</b> - teaching specific project skill
	<b>Organizational Club Leader</b>	<b>Resource Volunteer</b> - coordinates club activities
<b>Project Volunteer</b>	County project leader – shooting sports or other specialized projects	

List the 4-H Club you wish to apply to serve with.

4-H Club Name: \_\_\_\_\_



### IV. OTHER INFORMATION

**Military Service:**     I am serving in the Military  
                                   No one in my family is currently serving  
                                   My Parent serves My Sibling serves  
                                   My Son/Daughter serves I/my spouse/partner serve

<b>Branch of Service</b> (circle)	Air Force	Army	Coast Guard	Marines	Navy	DOD Civilian	Not applicable
<b>Branch Component</b> (circle)	Active	Guard	Reserves	Not applicable			

**Health Considerations/Notes** (e.g., food allergy, diabetes, food allergies, special accommodations needed, etc....)

**Are You a 4-H Alumni:**     YES     NO    **State and County:** \_\_\_\_\_

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

### V. ABOUT YOU

**Job Title:** \_\_\_\_\_ **Employer:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_ **Ext.** \_\_\_\_\_

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

<i>Employer</i>	<i>Position Title</i>	<i>Years</i>	<i>Contact Name</i>	<i>Contact Phone</i>

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

<i>Organization</i>	<i>Volunteer Role</i>	<i>Years</i>	<i>Contact Name</i>	<i>Contact Phone</i>



### VI. REFERENCES

#### Reference 1

<b>Name:</b>		<b>Relationship:</b>	
<b>Mailing Address:</b>		<b>City/State/Zip:</b>	
<b>Email:</b>		<b>Phone:</b>	

#### Reference 2

<b>Name:</b>		<b>Relationship:</b>	
<b>Mailing Address:</b>		<b>City/State/Zip:</b>	
<b>Email:</b>		<b>Phone:</b>	

#### Reference 3

<b>Name:</b>		<b>Relationship:</b>	
<b>Mailing Address:</b>		<b>City/State/Zip:</b>	
<b>Email:</b>		<b>Phone:</b>	

### VII. PHOTO RELEASE

**Photo Release: 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. The Ohio State University may publish in print, electronic, or video formats the likeness or image of me/my child. 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.

- YES, I do give permission
- NO, I do not give permission



### VIII. SCREENING QUESTIONS

Do you currently hold a valid Driver's License?	YES	NO
Do you have current vehicle liability insurance?	YES	NO
Do you intend to use your personal vehicle for 4-H Volunteer work, including personal transportation to and from 4-H events?	YES	NO
Have you ever had a background screening prior to now?	YES	NO
Have you ever been accused or charged with an offense involving a minor?	YES	NO
Has any member of your current household ever been accused of or charged with an offense involving a minor?	YES	NO
Have you ever been accused of or charged with an offense of domestic assault?	YES	NO
Have you ever had a protective or no contact order issued against you?	YES	NO
I understand that I am required to submit for a fingerprint background screening.	YES	NO

### IX. WAIVER

#### Volunteer Waiver, Release, Hold Harmless, and Indemnification Agreement

I hereby apply to participate as a volunteer in programs conducted in cooperation with Ohio State University Extension of the Ohio State University, and I acknowledge as follows: I fully understand and acknowledge that there are inherent risks and dangers in my participation in volunteer activities and my participation in said activities and use of any equipment or materials related to such activities and my participation may result in injury or illness and/or damage to my personal property. I understand other participants, accidents, forces of nature or other causes may cause these risks and I hereby accept these risks.

In consideration of such acknowledgment, I/we do hereby agree to release, discharge, and hold harmless Ohio State University Extension, The Ohio State University, its trustees, officers, agents, and employees of and from all causes, liabilities, damages, claims, or demands whatsoever on account of any injury or accident arising out of my participation as a volunteer in Ohio 4-H Youth Development program throughout the dates of my volunteer service.

I have read this release before signing below, and I fully understand the contents, meaning, and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions prior to signing, and I agree that my failure to do so will be interpreted as a complete acceptance of the terms of this release.

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 possess or consume intoxicating substances including drugs or alcohol while responsible for the care, custody or control of 4-H participants.
- 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, 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 Convictions Policy 4.17, I am required to self-disclose criminal convictions within three business days of the conviction.
- I will follow Ohio State University Institutional Data Policy, which specifies requirements for protecting institutional data, including but not limited to 4-H member and volunteer personal data.
- I will uphold and support the responsible and lawful use of social media. In so doing, 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.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

Updated 11/2020



KEEP THIS COPY FOR YOUR RECORDS . . .

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\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

Updated 11/2020



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**VOLUNTEER FINGER PRINTING BACKGROUND CHECK**

1. You will need a current/valid Driver's License or state-issued I.D. to get your background check. Below are locations for fingerprinting options we know about in Ross County at this time.
2. Contact the agency for times, costs, and acceptable forms of payment.
3. **SEND RESULTS TO**  
*Important: the address below MUST be in the "Mail To Section" of the background check form.*

**Attention: Gina Thorpe – ROSS COUNTY EXTENSION**  
**OSU Office of Human Resources**  
**1590 N. High St., Suite. 300**  
**Columbus, OH 43201**

4. Questions: Contact OSU Extension Ross County office at 740-702-3200.

**LOCATIONS****\*Ross County Educational Services:**

- Phone: 740-702-3120
- Address: 475 Western Avenue, Suite E, Chillicothe (*next door to Extension office*)
- Note: Fingerprinting available 8:00am – 4:00pm  
*\*recommended site*

**Ross County Sheriff's Department:**

- Phone: 740-779-1931 (Vicki Hall)
- Address: 28 North Paint Street, Chillicothe
- **BY APPOINTMENT ONLY**
- Monday, Wednesday, or Friday 8:30 – 3:30

**Pickaway Ross Adult Education**

- Phone: 740-642-1288
- Address: 1410 Industrial Dr., Chillicothe
- **BY APPOINTMENT ONLY**

**Zane Trace High School:**

- Phone: 740-775-1355
- Address: 946 State Route 180, Chillicothe
- **BY APPOINTMENT ONLY**
- Fee \$30.00 – Check or Cash ONLY

**Ohio University – Chillicothe (Nursing Office)**

- Phone: 740-702-3120
- Address: 101 University Dr., Chillicothe
- Fee: \$35.00

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### Volunteer Position Description 4-H Youth Development Ohio State University Extension

**Position Title:**

4-H Club Volunteer (Project and Activity)

**Time Required:**

On-going and dependent on county needs, normally includes one hour of program planning per hour of club activity.

**General Purpose:**

Support and work in partnership with 4-H professionals, extension staff, volunteers and members in conducting meaningful educational experiences and developing youth members' life skills to reach their fullest potential.

**Specific Responsibilities:**

- ◆ Provide a variety of project related learning experiences:
  - Coordinate and conduct educational activities related to projects
  - Monitor progress towards project completion
  - Prepare members for judging, skillathon, and exhibition
  - Inform members of project requirements and deadlines
  - Provide constructive feedback to members, parents, and families
- ◆ Advise members and families in coordinating/conducting club activities, including:
  - Club meetings, community service, fund-raising, club trips & tours, learning activities, recognition events and leadership activities
- ◆ Promote 4-H opportunities in your club and local community, including:
  - Encourage family and member participation
  - Inform members of county 4-H events & activities
  - Recruit new members and retain current members
- ◆ Actively participate as a volunteer:
  - Follow all OSU Extension and 4-H Youth Development policies and procedures
  - Attend club meetings and activities
  - Read and review all forms of communication to keep members, parents and other volunteers informed
  - Participate in volunteer development opportunities to enhance leadership skills

**Qualifications & Expectations:**

- ◆ Ability, interest, and willingness to:
  - Work with volunteers and 4-H professionals to teach and motivate youth while nurturing positive self-esteem, decision making, responsibility, and leadership
  - Be dedicated to youth and sensitive to their abilities and needs
  - Effectively organize and communicate with the other club volunteers
  - Work with minimal supervision from professional staff
  - Become familiar with and work within the philosophy and guidelines of OSU Extension, Ohio 4-H Program and the county 4-H program

**Ohio State University Extension Will:**

- ◆ Provide training opportunities to assist volunteers to meet needs of members and families
- ◆ Provide access to educational materials and resources
- ◆ Have professional staff available to consult with and listen to volunteers
- ◆ Provide recognition to volunteers

**Mentor/Supervising Professionals:**

- ◆ County Extension 4-H Youth Development Professional(s)
- ◆ 4-H Club Organizational Volunteer



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**Position Title:**

4-H Club Organizational Volunteer

**Time Required:**

On-going and dependent on county needs, normally includes one hour of program planning per hour of club activity.

**General Purpose:**

Support and work in partnership with 4-H professionals, extension staff, volunteers and members in conducting meaningful educational experiences and developing youth members' life skills to reach their fullest potential. Serve in a leadership role providing overall club management.

**Specific Responsibilities:**

- ◆ Serve as the primary liaison between 4-H professionals, extension staff, volunteers, members and families
- ◆ Maintain and promote communication with all club advisors
- ◆ Secure, complete, and submit club organization/enrollment materials to the county Extension office by the posted deadline
- ◆ Provide county Extension office with all requested materials related to the 4-H club
- ◆ Ensure adequate supervision at all club functions
- ◆ Involve members in developing club programs, including project work, community service, social events and participation in county, regional and state 4-H events.
- ◆ Assist officers to learn their responsibilities
- ◆ Welcome parent/guardian interest, ideas, support, and attendance at club activities
- ◆ Follow all OSU Extension and Ohio 4-H Youth Development policies and procedures
- ◆ Recruit new members when the club has openings
- ◆ Attend all (or most) of the club meetings and activities
- ◆ Read Ohio 4-H news and access information from the Ohio 4-H web site to keep members informed of opportunities
- ◆ Participate in volunteer development opportunities to stay current and enhance leadership skills
- ◆ Inform members/parents of 4-H guidelines and requirements
- ◆ Provide positive and constructive feedback to members and parents/guardians

**Qualifications & Expectations:**

- ◆ Work with volunteers and 4-H professionals to teach and motivate youth, while nurturing positive self-esteem, decision making, responsibility, and leadership
- ◆ Be dedicated to youth and sensitive to their abilities and needs
- ◆ Effectively organize, delegate, and communicate with the other club volunteers
- ◆ Work with minimal supervision from professional staff
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