

NEW 4-H VOLUNTEER Process Check Form



WSU EXTENSION
Asotin County



Volunteer Enrollment Process Checklist

Have you completed the following?

Name: _____

Date Completed:

_____ Completed "Asotin County Volunteer Application", Part A—Basic Application Form

_____ Completed "Asotin County Volunteer Application", Part B—Volunteer Role

_____ Completed "Asotin County Volunteer Application, Part C—Code of Conduct

_____ Completed Part D—Background Check Information

_____ Part E—gave **two reference forms** to potential personal references to be turned into the Extension office by mail or in person

_____ Completed 4-H Leader Volunteer Training;

Online Modules _____ Put the Child First _____ Background check _____

(Extension Use Office Only)

Date Completed:

_____ Completed "Asotin County Volunteer Application", Parts A, B, C, and D.

_____ Extension Office has received **two completed** reference by mail forms. Form 1 _____, Form 2 _____

_____ Background check online

_____ Completed 4-H Leader Volunteer On-Line Training _____, Extension Office Training _____

_____ Enrolled in 4-H Online

_____ Club to Asotin County Web Site

WSU Asotin County Extension Office
PO Box 9 • 135 2nd Street, B107 • Asotin, WA 99402
(509) 243-2009 • Email: j.kaufman@wsu.edu or janice.reed@wsu.edu •
Web Site: <https://extension.wsu.edu/asotin/>

NEW 4-H VOLUNTEER APPLICATION

PART A



WSU EXTENSION
Asotin County



PLEASE PRINT CLEARLY

Last Name: _____ First Name: _____ MI: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone Day: (____) _____ Best time to call: _____

Eve: (____) _____ Best time to call: _____

Disabled: N Y Disability: _____

Accommodation for disability request: _____

Work and/or Volunteer Experience (List current or most recent first.):

Education, Skills, Training, or other Qualifications:

Training: If accepted as a WSU Volunteer in the 4-H Youth Development Program, I agree to complete the basic orientation and training program required of all WSU Extension 4-H Volunteers. I understand that additional training requirements may vary in each County and with specific volunteer positions.

Media Release: I understand that photos and video/audio recordings of me may be made during 4-H meetings, events and activities that may be used in whole or in part by WSU Extension to promote the 4-H Youth Development Program

Evaluations: I understand that youth and adult participants at 4-H meetings, events, and activities may be asked to complete an evaluation. Completion of the evaluations is always optional.

Signature: _____ Date: _____

NEW 4-H VOLUNTEER APPLICATION

PART B



WSU EXTENSION
Asotin County



I Volunteer for the Following Role(s):

(Example: you may be a Project leader in a 4-H Club and an Activity leader in a different 4-H Club or Program)

GENERAL/ORGANIZATIONAL LEADER

Volunteer leader who assumes primary responsibility for a 4-H club, group, or program; process paperwork, lead adults and/or teen leaders in setting goals, organizing the general activities, and planning curriculum for youth. Attend leader meetings and trainings. **Leaders Training required.**

PROJECT LEADER:

Volunteer who leads or teaches a specific project or subject within a 4-H club, program or group. Assists youth in setting goals. Teach youth specific skills, organize learning activities for members. Attends leader meetings and trainings. **Leaders Training required**

ACTIVITY LEADER:

Assists Organizational or Project Leaders with teaching youth, conducting activities, or managing specific 4-H programs with a 4-H club, group, or program. **Leaders Training required.**

OTHER :

Volunteer who serves a group, county or area 4-H Program as a source of expertise, advisor, instructor, or other support capacity.

Leaders Training not required unless working with youth during the year in situations unsupervised by trained 4-H volunteers.

Role	4-H Club, Program, Group	Projects
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

New Club Information: Club Name: _____

Leader(s) Name(s): _____

Projects: _____

Club location: _____ Accepting new members?: _____

4-H Pledge:

*“ I pledge my **Head** to clearer thinking,
my **Heart** to greater loyalty,
my **Hands** to larger service,
and my **Health** to better living, for my
club, my community, my country, and
my world.”*

NEW 4-H VOLUNTEER APPLICATION



WSU EXTENSION
Asotin County



PART C

Name: _____

As a 4-H Volunteer, it is important that you understand what WSU Asotin County Extension will provide and what WSU expects of you.

WSU Asotin County Extension will:

- ◆ Partner with volunteers for effective youth development,
- ◆ Provide the volunteer with orientation materials relating to policies, procedures, roles, and the organization,
- ◆ Provide ongoing training,
- ◆ Set the education tone and direction with the 4-H council and committees,
- ◆ Make youth and leadership development available,
- ◆ Implement affirmative action policies and help volunteers do the same,
- ◆ Annually review a volunteer's need for resources and development.



As a 4-H Volunteer, I will:

- Treat others with respect and dignity, while creating opportunities for positive growth and development;
- Conduct myself in a courteous, respectful manner, exhibit good sportsmanship, demonstrate reasonable conflict management skills and serve as a positive role model for youth;
- Seek to provide a safe environment for youth;
- Respect, follow, and enforce the policies and codes of conduct established by WSU Extension, state and county 4-H programs (State 4-H Policies and Procedures Handbook, Asotin Co 4-H Handbook)
- NOT consume alcohol or use illegal substances while at 4-H programs;
- Recognize that verbal or physical abuse, failure to comply with equal opportunity and anti-discrimination laws, or committing criminal acts may be grounds for dismissal as a volunteer;
- Follow the proper reporting procedures for accidents and/or suspected abuse or neglect
- Handle animals and operate machinery, vehicles, and other equipment in a safe and responsible manner when working with youths in 4-H programs;
- Perform volunteer duties in responsible, timely and ethical manner
- Handle fund raising and finances in an ethical manner and in accordance with 4-H policy;
- Understand that if I involve non-enrolled volunteers as resources at any 4-H activity, they must be under the supervision of an enrolled 4-H leader, WSU Extension staff or faculty at all times.

I read this agreement, I understand the terms and expectations and acknowledge that I or WSU Extension may terminate this volunteer agreement at any time.

Signature: _____

Date: _____

WSU Faculty Signature: _____

Date: _____

NEW 4-H VOLUNTEER APPLICATION



WSU EXTENSION
Asotin County



PART D (Continued from other page)

6. Found in any disciplinary board final decision to have sexually or physically abused or exploited any minor or developmentally disabled person or to have abused or financially exploited any vulnerable adult.

ANSWER _____ IF YES, EXPLAIN BELOW:

7. Found by a court in protection proceeding under chapter 74.34 RCW, to have abused or financially exploited a vulnerable adult.

ANSWER _____ IF YES, EXPLAIN BELOW:

Please note: A criminal record will be considered as it related 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.

PERSONAL 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 Home Phone Work Phone Email

Address: _____
PO Box or Street City State Zip Code

Name: _____
Relationship Home Phone Work Phone Email

Address: _____
PO Box or Street City State Zip Code

Name: _____
Relationship Home Phone Work Phone Email

Address: _____
PO Box or Street City State Zip Code

I authorize the contact of listed references and understand a criminal background check will be completed 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 Washington State University Extension. I understand that I serve at the pleasure of the Washington State University Extension and agree to abide by the policies of Washington State University Extension. I will fulfill the volunteer responsibilities to the best of my ability. I understand that should my application be accepted, training may be required for specific volunteer roles.

Applicant Signature: _____

Date: _____

Extension programs and employment are available to all without discrimination. Evidence of noncompliance may be reported through your local Extension Office.