

4-H

Youth Development Programs

Make a
difference in
the lives of the
youth in your family
and your community.



VOLUNTEER

WELCOME TO 4-H YOUTH DEVELOPMENT PROGRAMS!

ACKNOWLEDGMENTS

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Thank You to all the staff in the pilot county offices for input during the pilot process, and the invaluable input from Kansas State University and the University of Wyoming in the preparation of this program.

Utah 4-H is dedicated to providing a safe place and a caring adult for youth enrolled in any of our 4-H programs. This document was designed to deliver basic information about the 4-H program to adult volunteers who are interested in providing a safe, educational and fun environment for our members.

Dear Volunteer,

Thank you for your interest in the 4-H Youth Development programs of USU Extension. We look forward to your joining our cadre of volunteers. 4-H is a great program that teaches youth leadership, citizenship and life skills. It is one of the most successful youth-development programs in existence. Since its inception more than 100 years ago, 4-H has grown to become a leader in youth organizations, inspiring youth to become involved in their communities.

With our link to the USDA Land Grant University system, specifically Utah State University Extension, we offer youth a variety of programs with exceptional curricula, up-to-date information, and activities that are not only educational, but fun as well! We want youth to understand that learning is a lifelong endeavor we can all enjoy.

4-H programs help youth to explore their world, develop their talents and try new things, as well as encourage cooperation and community service. Through projects in 4-H, youth grow into responsible, caring adults.

With all this to offer, 4-H would not be the terrific program it is without our adult volunteers. Without you, we could not provide these opportunities for youth. We know you are one of the most important and valuable assets we have. We hope you will take advantage of some of the training opportunities that we provide our leaders.

Thank you for taking time from your busy schedule to help youth grow by experiencing the opportunities available through the Utah State 4-H Program. We look forward to a long and rewarding relationship with you and the youth you serve.

Sincerely,



Kevin C Kesler
Director of 4-H and Youth Programs and
Assistant Director for USU Extension



APPLICATION PROCESS

1. VOLUNTEER ENROLLMENT PACKET

- Please read the information presented in this packet.
- Make a note of any questions you wish to ask your County Extension Agent.
- Decide what type of volunteer you would like to be.
- Retain the welcome packet for future reference.

2. APPLICATION

- Complete the application form in its entirety.
- Sign the waivers for Criminal Background Check and Department of Child and Family Services (DCFS) child abuse registry.
- Call your County Extension Office to set up an interview/orientation time.

3. INTERVIEW AND ORIENTATION with County Extension Office.

4. After the application is reviewed, all references checked and the background check completed, you will be notified by the County Extension Office as to your volunteer status.

5. AFTER BEING ACCEPTED as a Registered Volunteer Leader you may enroll a 4-H club. After a successful background check, you may enroll as a 4-H Mentor (YFP and other mentoring roles).

CONFIDENTIALITY STATEMENT AND INFORMATION WAIVER

I understand that:

In connection with my application for a volunteer position that involves care, custody, or control of children, I hereby authorize Utah State University Extension 4-H to verify the information that I have provided, and ascertain any and all information that may be pertinent to my volunteer position. This will be done by contacting persons or organizations named in this application, or by contacting any person or organization that may have information concerning me, or by conducting a criminal background check. I do hereby release and agree to hold harmless from liability all persons, organizations, or government agencies and the officers, employees, and volunteers thereof from any damages of, or resulting from, furnishing such information.

Information released to USU Extension 4-H will be handled as confidential material that is the property of USU Extension 4-H and the handling of this information will be in accordance with USU policy on access to records.



WHAT TYPE OF VOLUNTEER WILL YOU BE?

A 4-H VOLUNTEER'S JOB IS TO:

- Help 4-H members learn specific project skills.
- Teach 4-H members **how** to think, not **what** to think.
- Recognize and encourage each 4-H member to feel noticed and important.
- Identify, create and complete the goals of a club or an individual club member.
- Be the contact person between 4-H club members and the County Extension Office.



4-H IS DELIVERED THROUGH A VARIETY OF MODES INCLUDING:

Community Based

School Based

Afterschool Based

Site Based within the Community

LEADERSHIP ROLES

1. GENERAL/ORGANIZATIONAL LEADERS

- a) General Leaders serve as a club leader by organizing, enrolling and leading youth involved in the 4-H program.
- b) Volunteers may choose to lead a Community Club, which offers a variety of projects, and tends to have members of various ages, and several project leaders. Community club members come together for activities, service projects and leadership training, but they may also meet separately in different project clubs or complete individual projects. These clubs also offer opportunities for older 4-H members to mentor and/or teach younger members.

2. PROJECT LEADERS

- a) Volunteers may choose to lead a group that focuses on one specific project, or is organized around a specific activity or need. Your County Extension Office has a list of projects and available materials.
- b) Project Leaders provide leadership for a specific project area. Project Leaders use their expertise, to teach young people in a variety of settings - clubs, in-school enrichment, afterschool clubs, camps, etc. If they work with a General/Organizational Leader, a Project Leader's time commitment is for preparation and time spent teaching the project.

3. ACTIVITY LEADERS

Activity Leaders volunteer to organize a 4-H activity or event for young people. Activities and events may include camp, a fashion revue, a community service project, a hiking trip, a showmanship clinic, a talent show, a shooting sports shoot or even a fund-raising activity! Activity Leaders may serve a short-term role for a specific activity.

4. RESOURCE VOLUNTEERS

Resource Leaders provide resources for the 4-H program, such as:

- a) Judges — Serve as an evaluator of 4-H members' accomplishments at contests and county fairs.
- b) Chaperones/Drivers — Take groups of 4-H members to county and/or state events and participate with them.

- c) Business Owners — Open their business to 4-H members to explore and learn about a business or industry. For example, veterinary clinics, restaurants, factories and farms all serve as valuable learning environments.
- d) Council Members — Serve to oversee certain aspects of the 4-H programs, e.g., fair boards, advisory boards, fund-raising boards, scholarship boards, 4-H/YFP Mentoring, etc.
- e) Board Members — Advisory Board members are professional and lay citizens asked to take part in the process of developing and running a solid program for youth and their families in their county.

5. JUNIOR LEADERS

Junior Leaders are young people in 7th–8th grades who volunteer to assist adult leaders in leading a club or activity.

6. TEEN LEADERS

Teens may serve as a club leader of their own club. An adult must be willing to assist the teen in enrolling and leading the club. Teen Leaders must be in the 9th–12th grades.

7. COLLEGIATE LEADERS

USU students may join the Collegiate 4-H Club. The members of this organization serve in a variety of roles, e.g., club leaders, mentors, activity and resource leaders.

8. 4-H MENTORS (YFP, one to one, or team mentoring)

Mentors establish caring relationships with identified youth and their families through long term weekly meetings, provide support, encouragement, and motivation in reading and academic skills, and by participating with them in structured recreation, community service and community club settings.

EXPECTATIONS

WHAT YOU CAN EXPECT FROM USU EXTENSION

- Educational materials for use in 4-H youth projects (fees may be associated with these materials).
- Training for new volunteers.
- Training on educational materials and project updates.
- State-wide training opportunities (Leadermete).
- Opportunities to network with other volunteers.
- Involvement of USU Extension in overseeing the 4-H youth programs.
- Your volunteer enrollment information to be kept on file until you notify the USU Extension Service office that you are no longer a volunteer leader.
- Annual evaluation of your program.
- Opportunities for volunteer recognition.
- Updates and information on scholarship opportunities, events, trips, camps and field trips.
- A sounding board for new ideas, questions and concerns you may have.
- To periodically (approximately every 5 years) verify your enrollment information.
- To be covered at 4-H youth activities by the Utah Volunteer Government Workers Act 67-20 of the Utah Code pertaining to workers' compensation medical benefits, operation of motor vehicles, liability protection and indemnification for damages filed in a civil lawsuit against you.
- That records will be handled as confidential material that is the property of USU Extension and the handling of this information will be in accordance with USU policy on access to records and GRAMA Act 63-2-101.

WHAT USU EXTENSION EXPECTS FROM YOU

- To treat people associated with 4-H youth programs with fairness and respect.
- To value youth development as the most important aspect of 4-H.
- To be accepting of the diversity of youth, regardless of race, religion, cultural background, age or sex.
- To contact the County Extension Office with any ideas, questions or concerns that need to be addressed.
- To provide the County Extension Office with a summary of the achievements of your 4-H club/ Mentoring experience once a year.
- To inform County Extension Office of any training or materials that are needed.
- To inform County Extension Office of the special events, field trips and activities you are involved with in 4-H.
- To work with your county office in enrolling new volunteers interested in working with your group.
- To always have a Registered Volunteer Leader in attendance at your club meetings.
- To notify your County Extension Office of any changes in your status as indicated on the application form (e.g. change in contact information, your volunteer role or decide to terminate your volunteer involvement.).
- Attend at least one volunteer leader educational opportunity each year.
- Each year to invite at least one child who needs positive youth development in his/her life to participate in 4-H.
- Honor your volunteer commitment; strive to fulfill the role you have accepted.
- Keep any records required and turn them in on time; distribute materials and support the overall 4-H program.
- Provide a safe environment; not harm people in any way.
- Not use tobacco, alcohol or illegal substances while working with or being responsible for youth, and not allow youth to do so while under your supervision.
- Operate machinery, vehicles and other equipment in a safe and responsible manner.
- To immediately notify your County Extension Office of any lawsuit against you resulting from a volunteer act.
- To notify your County Extension Office of any injury to yourself or youth that occurred during 4-H activities.



POSITION DESCRIPTION



TITLE: 4-H ADULT VOLUNTEER

PURPOSE

A 4-H Volunteer provides leadership and guidance for a group of youth and serves as a contact person between the county Extension staff and club member. A 4-H Volunteer may choose to teach interested youth in a specific subject area or teach a variety of topics. You may also utilize other qualified instructors for topics of interest to youth.

DUTIES AND RESPONSIBILITIES

1. Complete the application, enrollment forms and screening/training process through the County Extension Office.
2. Obtain all necessary adult volunteer training, and participate in at least one leader development opportunity each calendar year.
3. Enroll a 4-H club with the County Extension Office, or participate in an existing group or mentoring role.
4. Follow 4-H guidelines, policies and procedures.
5. Hold or participate in meetings at regular intervals as appropriate for your group.
6. Encourage 4-H parents and youth to participate in 4-H activities.
7. Inform 4-H parents and participants about upcoming activities and events relating to 4-H.
8. Provide a positive learning environment for 4-H members and volunteers.
9. Encourage and provide opportunities for 4-H'ers to:
 - present a demonstration or speech
 - participate in community service, county field days, field trips, workshops, camps and contests
 - exhibit in the county fair
 - complete a portfolio
10. Identify interests of youth and help them select appropriate projects and goals.
11. Lead the program through completion of goals or project.
12. Assist in obtaining assistant leaders and club members as appropriate.

TIME REQUIRED

Depending on the type of 4-H Volunteer, time required will vary. The 4-H year is October – September. Some volunteers for camps and events will spend 2-10 hours to complete their obligations for the year. The average Community Club Leader may spend 1-2 hours per week with 4-H club meeting and preparation. Each project area involves at least 6-8 hours to complete. Mentoring is long term, covering an academic school year or longer whether in a club setting, afterschool or other community based program. Check with your County Extension Agent to clarify hours expected of your position.

QUALIFICATIONS

- Enjoys working with youth in an informal setting.
- Relates and communicates well with youth and adults.
- Desires to teach participants in a “learn by doing” atmosphere.
- Knowledge or willingness to develop project skills.
- Ethical behavior – Do the right thing.
- Organizational skills.
- Enthusiasm.
- Patience.
- Willing to provide or help find answers for youth and parents.

TRAINING

- Orientation
- Volunteer Training
- Leadership Development/Project specific Workshops



EVALUATION/SUPPORT

- Yearly self-evaluation and update.
- Extension staff may periodically attend meetings.
- Directly responsible to County Extension 4-H Agent.

BENEFITS

- Training in youth development, leadership development and specific project areas.
- Satisfaction of making a positive contribution to youth and the community.
- Personal development of project, leadership, teaching and organizational skills.
- Opportunity to receive recognition for your time and efforts.
- Resources available from County Extension Office.
- Access to a variety of opportunities to network with others who share similar interests.

OTHER

Meeting Place: You may meet in your home, or obtain permission from necessary sources to meet in other places. (e.g., schools, auditoriums, city property, etc.)



APPLICATION FOR 4-H YOUTH DEVELOPMENT VOLUNTEERS

Name: _____ Date: _____
last first middle

Previously used names (Maiden Name): _____

Date of Birth (M/D/Y): _____ Social Security Number: _____

Gender: M F Ethnicity: White Hispanic Black American Indian/Alaskan Asian/Pacific Islander

Current Address: _____
street/po box apt #

city/town county state zip code

How long at this address? _____ If less than 3 years at present address, list prior addresses for last 3 years.

1. _____
street/po box apt #

city/town state Length of time: _____

2. _____
street/po box apt #

city/town state Length of time: _____

Current Work Phone: () _____ Current Home Phone: () _____

Email: _____ Cell Phone/Pager: _____

Driver's License Number/State: _____ Is your driver's license current and valid? Yes No

Do you currently have the minimum vehicle insurance coverage as required by the State of Utah? Yes No

HISTORY: Answering "yes" to these questions is not grounds for automatic rejection. More information may be requested from you before you can be considered as a volunteer for USU Extension 4-H.

- | | | |
|--|------------------------------|-----------------------------|
| 1. Have you ever been convicted of a criminal offense? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. Have you ever been convicted for sale or use of controlled substances? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. Have you ever been charged, investigated or convicted of child neglect/abuse or domestic violence? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. Have you ever had your license suspended or driving privileges revoked? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5. Are you aware of anyone currently sharing a residence with you having been convicted of a felony in the last 10 years? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 6. Are you aware of anyone currently sharing a residence with you having been charged, investigated or convicted of child neglect, child abuse or domestic violence? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

If the answers to any of the questions asked above change during the course of your service to 4-H, you are required to notify USU Extension Services. If you responded yes to any of the history questions, please describe the conviction/problem and state what steps you have taken to correct the problem. Please list the state, county, the offense, date that the conviction was issued, and whether the conviction was a felony or a misdemeanor. *Add additional sheet if necessary.*

Other than the above history, is there any other factor or circumstance involving you or your background that might affect your ability to be entrusted with the supervision, guidance and care of youth under the age of 19? Yes No

If, yes, please explain. *Add additional sheet if necessary.*

IF YOU: Have no direct, one-on-one contact with youth, vulnerable older citizens or persons with physical/mental limitations and are volunteering on a one time only basis, or serving in the same role once per year,

(examples may include committee/council/board member, judge, one time presenter at club meeting or a person under supervision while setting up/cleaning up an event)

You may stop here and submit your application. Signature: _____ Date: _____

IF YOU: Have direct contact with youth, vulnerable older citizens or persons with physical/mental limitations (examples may include club leader, coach, chaperone, camp counselor position in overnight camp/event setting) Please continue with application process.

REFERENCES: Applications turned in without references will not be considered for volunteer appointment. List two persons **not related** to you who are familiar with your character and your qualifications as they relate to working with youth. These people should have known you for at least **two years**. (*Do not list County Extension Agents or Staff.*) **References will be checked.** References will be kept as confidential property of USU Extension.

1. Name: _____ Relationship to Applicant: _____

Day phone: _____ Alternate phone: _____ Best time to call: _____

2. Name: _____ Relationship to Applicant: _____

Day phone: _____ Alternate phone: _____ Best time to call: _____

VOLUNTEER EXPERIENCE: Please describe your previous volunteer involvement.

EMPLOYMENT HISTORY: Please list for the last 5 years. *Use additional sheet if necessary.*

I have read the "Ethics Statement, Equal Opportunity Statement, What USU Expects From You and What You Can Expect From USU Extension" found in the welcome packet, and agree to abide by the principles and protocol set forth in these statements. I have received a copy of these statements that I may refer to as a volunteer leader in 4-H youth programs.

I UNDERSTAND THAT: In connection with my application for a volunteer position which involves care, custody, or control of children, I hereby authorize Utah State University Extension 4-H to verify the information that I have provided and ascertain any and all information that may be pertinent to my volunteer position. This will be done by contacting any person or organization named in this application, or by contacting any person or organization that may have information concerning me, or by conducting a criminal background check. I do hereby release and agree to hold harmless from liability all persons, organizations or government agencies and the officers, employees and volunteers thereof from any damages of, or resulting from, furnishing such information.

Information released to USU Extension will be treated as confidential material that is the property of USU Extension and handled in accordance with USU policy on access to records.

IN SIGNING THIS APPLICATION I UNDERSTAND THAT:

- I have read the information provided on this form and I apply for a volunteer appointment with the USU Extension 4-H Youth Program.
- I affirm that the information I have given on this form is true, correct, and complete. I understand that any falsification of information herein, regardless of the time of discovery, constitutes cause for dismissal from 4-H youth programs.
- I understand it is possible that records and criminal background or reference checks could be conducted on me at any time during the application process or during volunteer service with USU Extension.
- I agree to provide/release information as requested for records and criminal history checks (e.g., court, police, child abuse registry, national criminal investigation clearinghouse, Department of Children and Family Services, Division of Motor vehicles, etc.).
- I understand that this appointment with USU Extension is subject to annual review.
- I have read and understand the above information and I agree to the terms and duties specified for USU volunteers.

Prospective Volunteer Signature: _____ Date: _____

Please **return this form** upon completion in a sealed envelope marked "CONFIDENTIAL" to the County Extension Office.

Application received by: _____ Date: _____

Application reviewed by: _____ Date: _____

Accepted Conditional Rejected Date: _____

VOLUNTEERS . . . THE HEART OF 4-H

4-H Volunteers

work with and support youth in their development of leadership, citizenship, and life skills enabling them to reach their fullest potential and lead productive lives in a safe environment.

The Mission of 4-H

4-H empowers youth to reach their full potential, working and learning in partnership with caring adults.

Why Volunteer?

- 4-H is FUN!
- Discover new capabilities and skills of yourself while helping others succeed.
- See direct results of your efforts.
- Share in the accomplishments of youth as they learn new skills.
- You can involve the whole family in volunteering with 4-H.
- Be a part of making positive things happen in the lives of young people and the community.

4-H Ethics Statement

I will be worthy of trust, honor and confidence.

I will respect all people, including myself.

I will be responsible, accountable and self disciplined (in pursuit of excellence).

I will be just, fair and open.

I will be caring in my relationships with others.

I will be a contributing and law abiding citizen.

I understand that **all** my choices and decisions affect others.



Equal Opportunity

Utah State University Extension is an affirmative action/equal employment opportunity employer and educational organization. We offer our programs to persons regardless of age, color, national origin, sex, religion, age or disability.



Utah State University is committed to providing an environment free from harassment and other forms of illegal discrimination based on race, color, religion, sex, national origin, age (40 and older), disability, and veteran's status. USU's policy also prohibits discrimination on the basis of sexual orientation in employment and academic related practices and decisions.




Utah State University employees and students cannot, because of race, color, religion, sex national origin, age, disability, or veteran's status, refuse to hire; discharge; promote; demote; terminate; discriminate in compensation; or discriminate regarding terms, privileges, or conditions of employment, against any person otherwise qualified. Employees and students also cannot discriminate in the classroom, residence halls, or in on/off campus, USU-sponsored events and activities.

This publication is issued in furtherance of Cooperative Extension work. Acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Noelle Cockett, Vice President for Extension and Agriculture, Utah State University.

REMEMBER ...

No previous experience is necessary, just the desire to have fun and learn together as a club.

4-H ... AS EASY AS

<p style="text-align: center;">1</p> <p style="text-align: center;">BRING TOGETHER</p> <p>a group of young people with similar interests and an adult leader to guide the club. Teens are encouraged to become leaders.</p> <p>No previous experience is necessary, just the desire to have fun and learn together as a club.</p> 	<p style="text-align: center;">2</p> <p style="text-align: center;">CHOOSE A PROJECT</p> <p>of interest to your group. There are more than 100 projects to choose from, or create your own.</p>  <p>Contact the 4-H office if you need project ideas. Decide on a name for your club. Choose a day and time to meet that fits the needs of the group.</p>	<p style="text-align: center;">3</p> <p style="text-align: center;">ENROLL A GROUP</p> <p>at your Utah State University County Extension Office by completing an enrollment sheet, paying fees, and picking up club project materials.</p> 	<p style="text-align: center;">4</p> <p style="text-align: center;">MEET & LEARN</p> <p>together to complete selected projects. Enter members' finished projects in the County Fair. Learning will be enhanced by including community service projects. Explore other 4-H events, activities and trips.</p> <p style="text-align: center;">Remember, 4-H takes you as far as you want to go.</p>
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"Utah State University Extension is an affirmative action/equal opportunity employer."