



Ohio State University Extension, Stark County
RG Drage Campus
2800 Richville Drive SE, Suite 100
Massillon, OH 44646
Phone: 330-832-9856 x115 or Toll Free at 1-800-372-4322

Dear Potential OSU Extension Volunteer,

Let me take this opportunity to thank you for expressing an interest in becoming an Ohio State University Extension volunteer. Each year, thousands of volunteers contribute their time, energies, and talents that enable Ohio State University Extension to engage people in educational programs that meet their immediate needs.

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 service recipients, 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 criminal history fingerprint record check; (6) agree to and sign the volunteer standards of behavior form; and (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 State University Extension 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,

David C. Crawford
County Extension Director & Extension Educator, 4-H/Youth Development
Ohio State University Extension, Stark County; RG Drage Campus; 2800 Richville Drive SE, Suite 100
Massillon, OH 44646; Phone: 330-832-9856 x115 or Toll Free at 1-800-372-4322
e-mail: crawford.228@osu.edu Stark County 4-H & Junior Fair Web Site: www.starkcountyjrfair4h.com
Program Development & Evaluation Resources: <http://www.ag.ohio-state.edu/~brick>



OHIO STATE UNIVERSITY EXTENSION
VOLUNTEER APPLICATION FORM

I. GENERAL INFORMATION

Name: _____
(First) (Middle) (Last)

Mailing Address: _____
(Street) (City) (Zip)

Phone: Day: () _____ Best Time to Call: _____
Eve: () _____ Best Time to Call: _____

Length of time at this address (years): _____
Date of Birth (MM/DD/YY)

Email: _____

II. VOLUNTEER INTEREST

Why are you interested in volunteering for O.S.U. Extension?

Which OSU Extension program area do you want to volunteer with:

_____ Agricultural & Natural Resources _____ Community Development
_____ 4-H Youth Development _____ Master Gardener
_____ Family & Consumer Sciences _____ other

(Please mark (X): ___ New 4-H Club; ___ Assisting 4-H Club-Name: _____

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 _____

What time commitment do you initially desire?

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

<u>Employer</u>	<u>Position Title</u>	<u>Year</u>
_____	_____	_____
_____	_____	_____



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

<u>Organization</u>	<u>Volunteer Role</u>	<u>Year</u>

III. PERSONAL REFERENCES

Have you ever been convicted of a misdemeanor or a felony? _____

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 and phone numbers.

Name: _____ Relationship _____ Home Phone _____ Work Phone _____

Address: _____ (Street) _____ (City) _____ (State) _____ (Zip)

Name: _____ Relationship _____ Home Phone _____ Work Phone _____

Address: _____ (Street) _____ (City) _____ (State) _____ (Zip)

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 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.

Photo/Video Release: Many times pictures of 4-H volunteers are used for 4-H news releases and other PR purposes therefore we ask your permission to use pictures that may include you as a volunteer.

Photo/Video Release – I give permission to The Ohio State University, OSU Extension, and The Ohio 4-H Program to use photographs, voice images of me below and photographs, voice and video images of any activities in which I am a participant, any and all public awareness programs of The Ohio State University, OSU Extension, and The Ohio 4-H Program.

Applicant Signature to Okay Above: _____ Date: _____

Please return the application at your earliest convenience and contact us if you have any questions or wish further information. Thank you! Ohio State University Extension, Stark County; RG Drage Campus 2800 Richville Drive SE, Suite 100; Massillon, OH 44646; Phone:330-832-9856 x115 or Toll Free at 1-800-372-4322



Stark County
Master Gardener/4-H Volunteer Application Process
Effective November 1, 2002
David Crawford, County Extension Director & Extension Educator

Effective November 1, 2002, Ohio State University Extension implemented a new volunteer selection policy and procedure: 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 adhere to a new selection procedure.

All potential volunteers must:

- (1) receive a position description and application packet;
- (2) complete an application and return to the extension office;
- (3) have references collected and reviewed by extension professionals;
- (4) complete a scheduled interview;
- (5) agree to and sign the volunteer standards of behavior form, pest Management information policy;
- (6) submit to a criminal history finger print record check.

Process:

Contact the local police/sheriff/community agency in your county or community to determine their capability to conduct background checks using the web-check system. Please note that an agency does not have to make the web-check available to you just because they have the system.

Some agencies will only conduct fingerprint background checks internally and not provide a service to the general public. (List of agencies on reverse)

The cost necessary for BMV to perform the background check is \$45-50.00 per transaction, either money order or certified check (no personal checks). Some agencies or Vendors choose to charge additional fees over and above this required cost. Be aware of appropriate times that the agency will conduct the web-checks for potential volunteers and how they prefer to be paid for their services.

You will need to have a valid driver's license at the time the check is being completed.

When meeting with the agency that will be conducting the web-check, please ask that they have all results sent to the following: **Attention: Gina Thorpe – Stark County Extension; OSU Office of Human Resources;; 1590 N. High St., Suite. 300; Columbus, OH 43201**
Agency Code: 2151.86 (IMPORTANT TO USE!)

Fingerprints will then be processed and the confidential report sent only to our Ohio State University Extension Office/Rick Management Professional in Columbus. Approval or denial for becoming a volunteer will be sent to the local Extension professional, A letter will then be sent to the potential volunteer, at which time volunteer status will begin or be denied. You are not able to begin your volunteer status until approval is given in writing by the Stark County OSU Extension office. 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. OSU volunteers will then need to be rescreened by The Ohio BCI & I the initial year and every fourth year of volunteering: 1st, 5th, 9th, 13th, 17, 21st, 25th and so on.



WEB CHECK AGENCIES

Check with your local police department

Stark County Sheriffs Office (NWC) (BY APPOINTMENT ONLY)
4500 Atlantic Blvd. NE
Canton, Ohio 44705

All Bureaus of Motor Vehicle Locations in Stark County

Deputy Registrar License Agency

Table with 4 columns: Agency #7691***, Agency #7635, Agency #7613, Agency #7633. Includes address, phone, and hours for each agency.

Table with 4 columns: Webcheck Service Provided, Accepts Reinstatement Fees, Accepts Reinstatement Fees, Webcheck Service Provided. Includes Location Map links.

Table with 2 columns: Agency #7623**, Agency #7619**. Includes address, phone, and hours for each agency.

Table with 2 columns: Webcheck Service Provided, Webcheck Service Provided. Includes Accepts Reinstatement Fees and Location Map links.



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

Position Title: 4-H Club Organizational Volunteer

Time Required: On-going and dependent on county

General Purpose:

Serve as a liaison between the club's membership and the 4-H Youth Development professional regarding overall club management and leadership.

Specific Responsibilities:

- **Serve as the primary community link between the County Extension office, County 4-H professionals and the 4-H club, maintaining communication with all club advisors.**
- **Secure, complete, and submit club organization/enrollment materials to the county Extension office.**
- **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 O.S.U. Extension and 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 4-H mailings and access information from the 4-H web to keep membership current.**
- **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:

- **Ability, interest, and willingness to:**
 - o **Work with volunteers and 4-H professionals to teach and motivate youth while nurturing positive self esteem, decision making, responsibility, and leadership.**
 - o **Effectively organize, delegate, and communicate (verbal and written)**
 - o **Work with minimal supervision from professional staff.**
 - o **Become familiar with and work within the philosophy and guidelines of Ohio State University Extension, Ohio 4-H Program and the County 4-H program.**

Ohio State University Extension Agrees to:

- **Provide training opportunities to assist volunteers to meet needs of members and parents.**
- **Provide access to educational materials and resources.**
- **Have professional staff available to consult with and listen to volunteers.**
- **Provide appropriate recognition and awards to volunteers.**

Mentor/Supervising Professionals:

County Extension 4-H Youth Development Professional(s)



**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

General Purpose:

Support and work in partnership with 4-H professionals, volunteers and members in conducting meaningful educational experiences to help youth grow and reach their fullest potential.

Specific Responsibilities:

- **Provide a variety of 4-H project related learning experiences, including:**
 - o **Coordinate and conduct educational activities related to project areas.**
 - o **Monitor progress towards project completion.**
 - o **Prepare members for judging, skillathon, and exhibition**
 - o **Informing members of project requirements, deadlines, and events & activities.**
 - o **Provide constructive feedback to members, parents, and families.**
- **Advise members in coordinating/conducting club activities, including:**
 - o **Community service, fund raising, club trips & tours, recreational activities, achievement programs, promotional activities, parent's night and others.**
- **Promote 4-H opportunities in your club and local community, including:**
 - o **Encourage 4-H members' and parents' interest and participation.**
 - o **Invite parents' ideas, cooperation, support and attendance at 4-H activities.**
 - o **Recruit new members when the club has openings.**
 - o **Inform members of county 4-H events & activities.**
- **Actively participate as a volunteer by:**
 - o **Follow OSU Extension and 4-H Youth Development guidelines and policies.**
 - o **Attending all (or most) of the club meetings and activities.**
 - o **Read 4-H mailings and access information from the 4-H web to keep members, parents and/or other volunteers informed.**
 - o **Participate in volunteer development opportunities.**

Qualifications & Expectations:

- **Ability, interest, and willingness to:**
 - o **Work with volunteers and 4-H professionals to teach and motivate youth while nurturing positive self esteem, decision making, responsibility, and leadership.**
 - o **Effectively organize, delegate, and communicate (verbal and written)**
 - o **Work with minimal supervision from professional staff.**
 - o **Become familiar with and work within the philosophy and guidelines of Ohio State University Extension, Ohio 4-H Program and the County 4-H program, sign annual code of conduct, be rescreened for fingerprint background check by BCI&I every four years, beginning at year 5.**

Ohio State University Extension Agrees to:

- **Provide training opportunities to assist volunteers to meet needs of members and parents.**
- **Provide access to educational materials and resources.**
- **Have professional staff available to consult with and listen to volunteers.**
- **Provide appropriate recognition and awards to volunteers.**

Mentor/Supervising Professionals: County Extension 4-H Youth Development Professional(s)