

Prospective New 4-H Volunteer:

Thank you for your interest in becoming a volunteer with Ohio State University Extension 4-H Youth Development in Clark County.

Like all who wish to become an OSU Extension volunteer, before you can become active as a 4-H volunteer, we require you to complete all phases of our volunteer screening and selection process. That process includes:

- completing the volunteer application,
- positive references from non-family members, please list mailing address, e-mail and phone number for each,
- passing a criminal fingerprint background check from the Ohio Bureau of Investigation and Identification, please use the form included in this packet to assist you in this process,
- completing an interview with one of the Clark County 4-H Educators, please call to schedule,
- understanding the volunteer position description and agreeing to abide by the OSU Extension Volunteer Standards of Behavior by signing that document included in New 4-H Volunteer packet, and
- attending a new 4-H volunteer orientation, please check the 4-H App or <https://clark.osu.edu> for a listing of upcoming offerings.

Until all the above indicated aspects are completed, you are not authorized to serve in any capacity as a Clark County 4-H volunteer. This includes but is not limited to your participation as a volunteer in 4-H club meetings, project related county committees or activities, and 4-H sponsored or co-sponsored clinics, shows, workshops and events. An official letter of acceptance will be sent to you once you have completed - officially being accepted as a Clark County 4-H volunteer.

We will keep all your volunteer application records on file for 1 year after which, if you have not successfully completed the entire process, all your application materials will be shredded and discarded. Thank you for your interest in serving as a 4-H volunteer! If you have any questions about any aspect of the process, please don't hesitate to reach out to us.

Sincerely,



Patty House
Extension Educator
4-H Youth Development
937-398-7599
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Jeremy Elleman
Extension Educator
4-H Youth Development
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Updated 12/2025

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

Gender	Male	Female	Gender Identity Not Listed	Prefer not to state	
Residence	Farm	Town/Rural (<10,000)	Town/City (10,000-50,000)	Suburb (< 50,000)	City (> 50,000)
Ethnicity:	Hispanic	Non-Hispanic	Prefer not to state		
Race:	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

Program Volunteer (Committee)	Please List Committee:	
Camp Volunteer	Circle Role: Adult Volunteer or Camp Nurse	
Club Volunteer - Circle specific role to the right	<i>Cloverbud Leader</i>	<i>Project Leader</i> - teaching specific project skill
	<i>Organizational Club Leader</i>	<i>Resource Volunteer</i> - coordinates club activities
Project Volunteer	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

Branch of Service (circle)	Air Force	Army	Coast Guard	Marines	Navy	DOD Civilian	Not applicable
Branch Component (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

Name:		Relationship:	
Mailing Address:		City/State/Zip:	
Email:		Phone:	

Reference 2

Name:		Relationship:	
Mailing Address:		City/State/Zip:	
Email:		Phone:	

Reference 3

Name:		Relationship:	
Mailing Address:		City/State/Zip:	
Email:		Phone:	

VII. PHOTO, VIDEO RELEASE and AUTHORIZATION

Me and/or my child, _____ plans to participate in 4-H programming through Ohio 4-H, taking place _____ (insert dates). I acknowledge that during this programming, I and/or my child may have their image and or voice captured through photo, audio or video recording. For good and valuable consideration, the receipt of which is hereby acknowledged, I irrevocably consent to and authorize The Ohio State University, OSU Extension, Ohio 4-H, 4-H Camping Facility and its affiliates, agents, successors and assigns ("OSU") consent to use the videotape and photographs of me and/or my child, and recordings of his/her voice, conversations, sounds, name, image and likeness, captured during and in connection with me and/or my child's participation in the 4-H program year in all types of media and for all lawful purposes.

I hereby grant all rights to OSU to use the results of such videotaping, photography and recording in perpetuity, throughout the world to: (1) reproduce, distribute, use, and display all or any portion of the Video in any manner and in any medium and for any purpose; and (2) grant others the right to reproduce, distribute, use, and display all or any portion of the Video in any manner and in any medium and for any purpose. I give permission to OSU Extension / Ohio 4-H to publish, post or print in the newspaper, on a website, via social media channels/platforms, or other media methods, my child's name and/or image to celebrate and promote accomplishments they may achieve through participation in this program.

I further agree that OSU may use and permit others to use my and/or my child's name, voice, image, and likeness captured during this activity in any medium and in the promotion, advertising, sale, publicizing OSU and Ohio 4-H throughout the world, an unlimited number of times in perpetuity. I hereby waive any right of inspection or approval of the use of my and/or my child's voice, conversation, sounds, image and likeness. I acknowledge that OSU will rely on this grant of rights and hereby agree not to assert any claim of any nature whatsoever against anyone relating to the exercise of the rights granted hereunder.

Please select ONE option:

- YES, I do give permission to the photo, video release, and authorization.
- No, I do not give permission to the photo, video release, and authorization.

VIII. SCREENING QUESTIONS-Part A

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

VIII. SCREENING QUESTIONS-Part B

*Have you been subject to investigation in connection to, charged with or convicted of crimes that are considered violent crimes under Ohio law, including but not limited to:				YES	NO
abduction,	arson,	assault,	battery,		
burglary,	child abuse,	domestic violence,	endangering children,		
escape,	extortion,	improperly discharging firearm,	inciting to violence,		
intimidation,	gross sexual imposition,	human trafficking,	inducing panic,		
kidnapping,	menacing,	manslaughter,	murder,		
patient abuse,	rape,	robbery,	resisting arrest with violence,		
riot,	sexual battery,	stalking,	terrorism.		
I understand that if I have questions on if I should disclose charges I will reach out to my county 4-H professional.				YES	NO

*If Yes, please provide the information below:

Full Name and any other known aliases (e.g. maiden name): _____

The name of the investigating agency/county office that was involved: _____

The Charge(s)/Offense(s): _____

Court: _____ (i.e. Franklin County Common Pleas Court)

Case No: _____ Date of Conviction: _____

*Has any member of your current household been subject to investigation in connection to, charged with or convicted of crimes that are considered violent crimes under Ohio law, including but not limited to:				YES	NO
abduction,	arson,	assault,	battery,		
burglary,	child abuse,	domestic violence,	endangering children,		
escape,	extortion,	improperly discharging firearm,	inciting to violence,		
intimidation,	gross sexual imposition,	human trafficking,	inducing panic,		
kidnapping,	menacing,	manslaughter,	murder,		
patient abuse,	rape,	robbery,	resisting arrest with violence,		
riot,	sexual battery,	stalking,	terrorism.		
I understand that if I have questions on if I should disclose charges I will reach out to my county 4-H professional.				YES	NO

*If Yes, please provide the information below:

Name of Individual: _____

This individual's relationship to the volunteer applicant _____

The name of the investigating agency/county office that was involved: _____

The Charge(s)/Offense(s): _____

Court: _____ (i.e. Franklin County Common Pleas Court)

Case No: _____ Date of Conviction: _____

I understand that being a volunteer with 4-H is not guaranteed and may depend upon successful completion of the background check and the information disclosed in this form.	YES	NO
I understand that failure to disclose may result in an automatic disqualification or termination of my status as a 4-H volunteer.	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 professionally represent the activity/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 The Ohio State University.
- Not engage in abusive behaviors that physically or verbally threaten or harm anyone participating in or attending an Extension program, including youth.
- Not possess or consume intoxicating substances including drugs or alcohol while responsible for the care, custody or control of 4-H participants.
- Refrain from engaging in any criminal conduct. Comply with all applicable civil rights laws and policies, including but not limited to Ohio State equal opportunity, nondiscrimination policies, social media, 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.
- Do their best to help youth thrive while exploring their ‘sparks’.
- Read and uphold the Youth Privacy Principles located at go.osu.edu/youthprivacy

I understand and agree that as a volunteer:

- I understand that I have an ongoing obligation to self-disclose to OSUE within three business days if I am indicted, pled guilty and/or are convicted of a crime which constitutes an offense of violence under Ohio law (Ohio Revised Code §2901.01(a)(9)).
 - If I have been background checked and have had a break of service for less than 12 months, I will disclose any convictions that occurred during the break within three business days of commencement of participation in youth activities and programs. If the break in service is longer than 12 months, I must be background checked again.
- 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 report any red-flag behaviors, 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 at the OSUE’s sole discretion.

I have read, understand, and agree to be bound by the **VOLUNTEER STANDARDS OF BEHAVIOR** outlined above.

Volunteer Signature

Date

4-H Volunteer Criminal History Fingerprint Background Check Procedure

Please take this page with you when you go to have your background check.

You only need to get a BCI check done if you have lived continuously in Ohio for the last 5 years.

If not, you will need to get both a BCI and FBI check done.

Clark County locations for you to get your background check done include:

- **Clark County Licensing Bureau (south), 1221 Sunset Ave., Springfield, OH 45505, phone: 937-328-5166, Mondays - Friday, 8 AM to 5 PM, Saturdays, 8 AM – Noon.** May pay with cash, check or credit card. BCI - \$40, FBI - \$40, Both - \$80
- **Clark County Sheriff's Department East District Office, 3130 E. Main St. (St. Rt. 40) in Springfield, phone: 937-521-2114, 8 AM to 3:00 PM, Monday through Friday.** Only accept credit or debit cards (VISA, DISCOVER, MASTER, AMERICAN EXPRESS). BCI - \$35, FBI- \$35, Both - \$70 **Plus 3.5% CC fee.**
- **Clark County ESC, 4170 Alum Ct., Springfield, OH 45505, phone: 937-325-7671, Monday-Friday, 8 AM to 4 PM, Must schedule fingerprint appointment at <https://clarkesc.org>** May pay with cash, check, or card. BCI - \$40, FBI - \$40, Both - \$80 **Plus CC fee**
- **Greenon School District, 120 S. Xenia St., Enon, OH 45323, Enter the front doors of Enon Primary, 937- 864-1202, Ext. 1000 Call to schedule appointment, Monday-Friday, 8 AM to 3 PM,** May pay with cash, check, or credit card - BCI-\$33, FBI - \$33, Both - \$66

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 shows your birth date.
2. Your Social Security number - Know your number? No need to bring your SS card.
3. If you have not lived in Ohio for the last five consecutive years, you are required to complete both a BCI (Ohio) and FBI (National) background check. **Use the following reason codes:**

BCI Revised Code: 2151.86

FBI Revised Code: 2151.86, Out of Home Child Care

4. **Background check results must be MAILED DIRECTLY from BCI to:**

Attention: Background Check – Clark County
OSU Office of Human Resources, 1590 N. High St., Ste. 300, Columbus, Ohio 43201
614-292-3595

If the agency cannot get a good scan of your fingerprints, you will need to complete the ink fingerprint process. If you have not lived in Ohio for the last five consecutive years, you are required to complete both a BCI (Ohio) and FBI (National) ink card.

Card #1: [Ohio Bureau of Criminal Investigation \(BCI\)](#) Card #2: [Federal Bureau of Identification \(FBI\)](#)

The ink card(s) with payment and the [exemption form](#) must be submitted to BCI for processing. Cash, third party or starter checks will not be accepted. A money order, certified check, business check or personal check must be made **payable to:**

Treasurer, State of Ohio

Enclose all background check contents and mail to:
Civilian Unit Identification Dept.
Bureau of Criminal Identification & Investigation (BCII)
P.O. Box 365
London, Ohio 43140

Please Contact the OSU Ext., Clark Co. Office to obtain the Fingerprint Ink Cards and Exemption Form, if good scans can not be obtained of your fingerprints through the electronic format.

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 the OSU Extension, Clark Co. Office.** Complete the form below and be sure your name appears on your receipt. We will submit a reimbursement request for you. **Please submit receipt for reimbursement no more than 60 days after your fingerprinting.**

OSU Extension 4-H Volunteer Request for Reimbursement

Volunteer Name (Print first, middle, last): _____

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

Volunteer Position Description

4-H Youth Development

Position Title: 4-H Club Organizational Volunteer

Time Required:

- 1 hour of planning per 1 hour of club activity/meeting
- 30+ hours of club organization, planning, and management including officer training, club program development with volunteers/officers, completion of required reports and entries, communication with parents and members, 4-H on-line club management, etc.

General Purpose:

Support and work in partnership with Clark County 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 Clark County 4-H professionals, extension staff, volunteers, members and families
- ◆ Maintain and promote communication with all club volunteers, members, and families
- ◆ Secure, complete, and submit club organization/enrollment materials to the Clark County Extension office by the posted deadline
- ◆ Provide Clark 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 and Clark County 4-H news and access information from the Ohio 4-H and Clark County web site and 4-H APP 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
- ◆ If assigned fiscal responsibilities, review Financial Volunteer Expectations document at <https://go.osu.edu/4hfinancialvolunteerexpectations>

Continues

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
- ◆ Attend annual volunteer training as directed by the Clark County 4-H professionals.
- ◆ Become familiar with and work within the philosophy and guidelines of OSU Extension, Ohio 4-H Program and the Clark 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, members and clubs.

Mentor/Supervising Professionals:

- ◆ Clark County Extension 4-H Youth Development Professional(s)

Patty House

4-H Extension Educator

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937-398-7599

Jeremy Elleman

4-H Extension Educator

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937-398-7606



THE OHIO STATE UNIVERSITY

EXTENSION



**COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES**

CFAES provides research and related educational programs to clientele on a nondiscriminatory basis. For more information, visit cfaesdiversity.osu.edu. For an accessible format of this publication, visit cfaes.osu.edu/accessibility.

Volunteer Position Description

4-H Youth Development

Position Title: **Project and Resource Club Volunteer**

Time Required

1 hour of planning per 1 hour of club activity/meeting

20+ hours based on project area requirements to assist youth to successfully meet requirements and/or assist project area committees with events and activities.

General Purpose:

Support and work in partnership with Clark County 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 4-H project related learning experiences:
 - *Coordinate and conduct educational activities related to projects*
 - *Monitor progress towards project completion*
 - *Prepare members for knowledge assessment of projects, including but not limited to judging, skillathon, and/or exhibition*
 - *Inform members of project requirements and deadlines*
 - *Provide constructive feedback to members, parents, and families.*
- ◆ Advise members 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 by:
 - *Follow 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*
- ◆ *If assigned fiscal responsibilities, review Financial Volunteer Expectations document at <https://go.osu.edu/4hfinancialvolunteereexpectations>*

Continues

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*
 - *Attend annual volunteer training as directed by the Clark County 4-H professionals.*
 - *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 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:

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

Patty House

4-H Extension Educator

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Jeremy Elleman

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Volunteer Position Description

4-H Youth Development

Position Title: 4-H Cloverbud 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, volunteers and members in conducting meaningful educational experiences to help youth grow and reach their fullest potential.

Specific Responsibilities:

- ◆ Willingness to become familiar with and work within the philosophy and guidelines of Ohio State University Extension, Ohio 4-H Program, and Clark County 4-H program
- ◆ Follow the Cloverbud guidelines and policies of Ohio State University Extension, Ohio 4-H Program, and Clark County 4-H program
- ◆ Provide an emotionally and physically safe environment
- ◆ Serve as a liaison between the Clark County Extension office/staff and 4-H Cloverbud members, their parents/guardians, and those working with you
- ◆ Support 4-H professionals and members in conducting meaningful educational experiences to help young people grow and reach their fullest potential
- ◆ Inform and encourage members, parents, and other volunteers to actively participate in appropriate 4-H opportunities
- ◆ Give support and recognition to members
- ◆ Understand the importance of being a positive role model
- ◆ Have fun
- ◆ Let the 4-H Cloverbud children know you care
- ◆ Be committed to young people and their growth in all areas
- ◆ Utilize the Ohio 4-H Cloverbud Curriculum Instructional materials or other approved activities while working with 4-H Cloverbud children
- ◆ Be aware of available learning experiences and help the club members select appropriate activities
- ◆ Maintain open communications with other club volunteers
- ◆ Be dedicated to young people and sensitive to their needs
- ◆ Attend 4-H Cloverbud events, meetings, and activities
- ◆ Read 4-H updates and literature from the Extension office and the 4-H APP, web site, social media, e-mails/text messages and keep members, parents, and others informed
- ◆ Participate in appropriate volunteer development opportunities
- ◆ If assigned fiscal responsibilities, review Financial Volunteer Expectations document at <https://go.osu.edu/4hfinancialvolunteerexpectations>

Continues

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
- ◆ Interest in learning the characteristics of 4-H Cloverbud-aged children
- ◆ 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
- ◆ Attend annual volunteer training as directed by Clark County 4-H professional

Ohio State University Extension Will:

- ◆ Provide training opportunities to assist volunteers to meet needs of members and parents
- ◆ Provide access to educational materials and resources
- ◆ Approve 4-H Cloverbud curriculum and activities per Ohio 4-H Cloverbud guidelines other than the Big Book of Cloverbud Activities
- ◆ Have professional staff available to consult with and listen to volunteers
- ◆ Provide recognition to volunteers and Cloverbuds served.

Mentor/Supervising Professionals:

- ◆ 4-H Club Organizational Volunteer (if participating in a club-based program)
- ◆ Clark County Extension 4-H Youth Development Professional(s)

Patty House

4-H Extension Educator

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Jeremy Elleman

4-H Extension Educator

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**COLLEGE OF FOOD, AGRICULTURAL,
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Volunteer Position Description

4-H Youth Development

Position Title: **Committee Volunteer**

Current Clark County 4-H Committees: 4-H, Beef, Dairy, Dog, Family and Consumer Sciences, Goat, Horse, Rabbit & Poultry includes Cavy, Sheep, Shooting Sports, Swine.

Time Required

- 90 minutes to 2-hour meetings held multiple times per year based on the committee's programmatic planning and implementation functions.
- 20+ to 50+ hours of programmatic implementation based on committee's events.

General Purpose:

- ◆ Support and advise Clark County 4-H professionals about the current and future needs of county youth, volunteers, and families to promote and foster involvement in 4-H Youth Development Programs specific to the programmatic area(s).

Specific Responsibilities:

- ◆ Plan, conduct, evaluate and recommend hands-on experientially based educational program for youth and volunteers based on county needs.
- ◆ Lead and assist with competitive and educational events including, but not limited to clinics, workshops, fundraisers, skill-a-thons, project judging, contests, shows, weigh-in's, tag-in's, identification days, quality assurance, Equi-STEP and promotional events.
- ◆ Represent assigned group/area based on county structure and partner in advocating for youth involvement and volunteer support.
- ◆ Attend committee meetings according to the committee's constitution and actively participate in the committees' business, goals, objectives, mission and overall efforts in a positive manner.
- ◆ Assist in the recruitment and educational development of 4-H volunteers and youth.
- ◆ Encourage participation from parents, members, families and the community in 4-H programs and activities at the county and state levels.
- ◆ Keep informed and share 4-H information communicated via the website, social media, emails, 4-H app, etc.
- ◆ Inform 4-H professionals concerning training and resource needs of members or volunteers.
- ◆ Assist in securing resources to conduct, promote, and expand the 4-H program.
- ◆ Promote favorable public relations and a positive image of the 4-H program.
- ◆ Participate in educational opportunities to further knowledge and skills.
- ◆ Work with the 4-H professionals, volunteers and youth in a positive manner that promotes teamwork and collaboration within the 4-H program and its programming partners.
- ◆ Become familiar with and work within the philosophy, guidelines, and standards of behavior of the Ohio State University Extension, Ohio 4-H Program and the Clark County 4-H Program.
- ◆ If assigned fiscal responsibilities, review Financial Volunteer Expectations document at <https://go.osu.edu/4hfinancialvolunteerexpectations>

Continues

Qualifications & Expectations:

- ◆ Ability, interest, and willingness to:
 - Collaboratively work with other volunteers, 4-H professionals and community partners to plan, conduct and evaluate positive educational and competitive programs and events that support positive youth development.
 - Be dedicated to youth and sensitive to their abilities and needs of all.
 - Attend annual volunteer training as directed by the Clark County 4-H professionals.
 - Become familiar with and work within the philosophy and guidelines of Ohio State University Extension, Ohio 4-H Program and the Clark County 4-H program.

Ohio State University Extension Will:

- ◆ Provide training opportunities to assist volunteers to meet programmatic needs of members, volunteers, clubs, and families.
- ◆ Provide access to educational materials and resources.
- ◆ Assist in troubleshooting to solve problems, develop risk management strategies, and to foster an environment for teamwork.
- ◆ Support and provide recognition of volunteers, members and clubs served by the various committees' events, activities, and programs.

Mentor/Supervising Professionals:

- ◆ Clark County Extension 4-H Youth Development Professional(s)

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THE OHIO STATE UNIVERSITY

EXTENSION



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OHIO 4-H

Financial Volunteer Expectations

Fiscal responsibilities of an Ohio 4-H Volunteer may differ based on the position they hold and the need of the program and their 4-H group (club/affiliate). Responsibilities may vary from primary financial liaison, to bank account co-signer, to receiving bank statements. These guidelines assist volunteers in understanding general responsibilities and where to locate resources. Volunteers within a group with financial responsibilities are encouraged to plan a meeting where they review the expectations and determine who will be responsible for each expectation.

GENERAL RESPONSIBILITIES

PRIMARY LIAISON

Serve as the primary liaison between Extension staff, volunteers, members, and families regarding group finances.

ACCURATE RECORDS

Assist the group treasurer in maintaining accurate record of income and expenses while following Financial Guidance.

MONTHLY RECONCILIATION

Complete monthly reconciliation of financial records using bank statement.

FUNDRAISING

Lead and organize or oversee if led by youth, group fundraising including ensuring adequate supervision of all fundraising activities.

YEARLY BUDGET

Prepare a yearly budget under the direction of members and volunteers. Membership must approve expenses not in budget.

COLLECTING FUNDS

Assist the group treasurer in collecting dues/funds and writing receipts for funds collected.

ACCOUNT CO-SIGNER

Serve as a signer on the bank account. A signer's social security number is attached to the account which may affect their credit score.

YEARLY REPORTS

Organize and submit the Yearly Financial Summary, Equipment Inventory, and any other financial paperwork required to Extension Office by the required deadline.

TREASURER'S REPORT

Assist the group treasurer in preparing the Treasurer's Report prior to each meeting.

DEPOSIT FUNDS

Deposit received group funds within one week of receipt.

IRS RESPONSIBLE PARTY

Serve as the contact for the IRS for the group's Employee Identification Number (EIN). Contact's name, address, and social security number are connected to the EIN.

AUDITS & REVIEWS

Prepare and provide required documentation for annual review of club financial records at the club level and for audit at county level every three years.

RESOURCES

FINANCIAL GUIDANCE

Review and follow Ohio 4-H Club/Affiliate Financial Guidance. Full document at <http://go.osu.edu/financial4h>.

FUNDRAISING POLICY

Review and follow fundraising policy found within the Ohio 4-H Club/Affiliate Financial Guidance at <http://go.osu.edu/financial4h>. Check and follow county policies.

4-H NAME AND EMBLEM

Review and follow National 4-H Name & Emblem policy when designing materials for fundraisers. Policy available at <http://go.osu.edu/4hnameemblem>.

