

Dear Potential Ohio 4-H Volunteer,

Let me take this opportunity to thank you for expressing an interest in becoming an Ohio 4-H volunteer. Each year thousands of adult and teen volunteers contribute their time, energies, and talents that enable Ohio State University to engage young people 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.

Ohio State University Extension has a policy concerning the selection of individuals who desire volunteering 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 program.

Civilian background checks using a web check system can be obtained at two locations in Clark County. If you have not lived in Ohio for at least five years, you will have to submit to both a BCI and FBI check. Both BCI and FBI background checks can be done at the following locations in Clark County. **The Attorney General's office has advised OSU Legal you are to use the reason code 2151.86.**

- **Clark County Licensing Bureau (south), 1221 Sunset Ave., Springfield, OH 45505, phone: 937-328-5166, Mondays - Friday, 7:30 AM to 6 PM, Saturdays, 7:30 AM – 2 PM.** *May pay with a check or cash. 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 3:30 PM, Monday through Friday.** *Only accept a cashier's check, certified check, or money order. BCI - \$35, FBI- \$35, Both - \$70*
- **Clark County ESC, 4170 Alum Ct., Springfield, OH 45505, phone: 937-325-7671, Monday-Friday, 8 AM to 4 PM, Must call ahead to make appointment.** *May pay with cash, check, or card. BCI - \$30, \$30 – FBI, Both - \$60*
- **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 or check - BCI-\$33, FBI - \$33, Both - \$66**

Please keep your background check receipt! We will notify you the process for being reimbursed for your background check as part of your volunteer acceptance letter, if you are accepted as a 4-H volunteer.

The results of your criminal background check MUST be sent directly by BCI to: Attention: Background Check – Clark County, OSU Office of Human Resources, 1590 N. High St., Suite. 300, Columbus, OH 43201, Phone: 614-292-3595. You may contact BCI to check on the status of your background check by calling 1-877-224-0043.

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 OSU 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,



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