

2020 4-H Program Year

Dear Prospective 4-H Volunteer,

Attached to this letter you will find a complete 4-H volunteer application packet. Please look it over carefully and let me know if you have any questions before you get started on the application procedure.

First, closely review the enclosed Volunteer Position Description(s) and be sure that you understand the roles and responsibilities of the position. Once you have reviewed that information, you should complete the **Volunteer Application** (stapled packet) and **Standards of Behavior**. Submit these documents to me at the Extension office.

Once you have submitted this information, you will need to undergo a fingerprint background check. Please follow the instructions on the Fact Sheet in this packet. **Fingerprint background check results must be sent to the OSU Office of Human Resources at the address listed. They cannot be returned to me.**

When your report is received by the HR office, they will contact us to verify your eligibility to serve as an Extension volunteer. After I have reviewed your Application and Standards of Behavior Form and received notification of your background check and at least two reference forms, I will contact you to schedule your interview. **Please include complete postal (mailing) addresses for your references.**

Once your interview is complete, you will receive written notification by mail regarding your acceptance to serve as a 4-H volunteer. At that point, if you are accepted, you may begin to work with youth in the capacity of an advisor or committee member. I do ask that you not work with club or committee activities in a volunteer role until the process is complete. I realize that this may be an inconvenience for those of you who are anxious to get started, but it is simply appropriate that you wait until the entire process is completed.

If you have questions or concerns throughout this process, please do not hesitate to contact me. I realize that this can be a lengthy process, but just remember we do this to ensure the safety of the youth that we work with. Your patience is appreciated as we take every step possible to protect our children.

Sincerely,



Kathy Blackford
Extension Educator, 4-H Youth Development