



Dear Potential 4-H Volunteer:

Let me take this opportunity to thank you for expressing an interest in becoming a 4-H volunteer in Adams County. Across Ohio, more than 25,000 adult and teen volunteers contribute their time, energies, and talents each year, enabling Ohio 4-H to reach nearly 300,000 youth and helping Ohio 4-H fulfill its mission of helping youth to become caring, capable, and contributing citizens. Here in Adams County, approximately 150 adult volunteers annually work with 700 or so youth to deliver the high quality positive youth development program known as 4-H. In selecting, screening, and placing 4-H advisors in Adams County, we adhere to the Ohio State University Extension policies and procedures as described in the following paragraphs.

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 Ohio 4-H members, parents, volunteers, and professionals, 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 it to the Extension office; (3) have references checked by Extension professionals; (4) submit to a BCI criminal history “webcheck” fingerprint record check; (5) complete an interview; (6) agree to and sign the volunteer Standards of Behavior form; and (7) participate in an orientation/training program, which includes mandatory child protection training.

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 per Ohio State records retention requirements. Any 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 our 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.

To get you started with the process of becoming a Adams County 4-H volunteer, please download four key pieces: (1) the volunteer application that must be completed and returned to the Extension office; (2) the volunteer Standards of Behavior form that needs to be read, agreed

to, signed, and returned to the Extension office (We'll return a copy to you at the time of your interview); (3) information about completing the BCI fingerprint webcheck through the Sheriff's Department, and (4) the relevant 4-H volunteer job description. These are somewhat generic in nature, but help describe the types of roles you may fill. Please complete, sign, and return the application and the Standards of Behavior. Upon receipt of your completed paperwork, we will begin the process of contacting your references. After we receive your cleared background check and references, we will schedule both the volunteer interview and discuss the required orientation and training session.

Note: If you have had a background check done for your employment or other volunteer service within the past 12 months, please let us know, and we can guide you in how to request that a copy be sent directly to the OSU Office of Human Resources by the BCI. The background check must be completed and reviewed by personnel at OSU before you can begin your volunteer work with Adams County 4-H.

We do appreciate your interest in volunteering as an advisor with the Adams County 4-H Youth Development Program and your cooperation in completing all of the steps in the screening process. And, we look forward to working with you in the months ahead.

Sincerely,

A handwritten signature in cursive script that reads "Kristy Watters". The signature is written in black ink and is positioned above the typed name.

Kristy Watters
Extension Educator
4-H Youth Development