

*Your Guide To:*

# BECOMING A 4-H VOLUNTEER



HEAD



HEART



HANDS



HEALTH



**PURDUE**  
UNIVERSITY

Extension - Harrison County



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# WHAT DOES IT MEAN TO BE A 4-H VOLUNTEER?

There are many ways to be involved in 4-H as a volunteer! We rely heavily on adults who care about the development of youth across the state in order to deliver positive youth development experiences to our youth. All volunteers must complete a volunteer application and screening process and participate in training provided by your County 4-H Educator. Individuals annually reaffirm their commitment to serving as 4-H Volunteers.

## **CLUB VOLUNTEER**

- **ORGANIZATIONAL CLUB LEADER**
  - Provide support and leadership to a "club" of 4-H members. Share information with members and help individuals achieve their desired results. Recruit parents and other volunteers to assist with programs and projects and serve as the link between the County Extension office and your club.
- **ASSISTANT CLUB LEADER**
  - Assist the Organizational Club Leader with completing tasks to help the club run smoothly.
- **OTHER CLUB VOLUNTEER ROLE**
  - Serve in a support role for the 4-H Club as requested by the Organizational or Assistant Club Leaders.

## **PROGRAM VOLUNTEER**

- **4-H COMMITTEE MEMBER**
  - Assists with a specific project, event, or other task in support of the County 4-H Program (e.g., 4-H Photography, Fundraising, Communications Contest, etc.).
- **4-H COUNCIL MEMBER**
  - Serves on a board that works in conjunction with the 4-H Extension Educator to provide direction to the overall county 4-H program in line with state and federal policies.
- **4-H FAIR BOARD MEMBER**
  - Serves on a board designed to oversee the operation of the annual 4-H exhibition; may also have responsibilities with a fairgrounds property.
- **SCHOOL/AFTER-SCHOOL/COMMUNITY-BASED PROGRAM VOLUNTEER**
  - This volunteer utilizes developed Extension curriculum enrichment materials to deliver educational programs within schools, youth groups and after school type programs. Topics vary greatly. Volunteers are provided with materials and orientation to their use.

## **PROJECT VOLUNTEER**

- **SUBJECT MATTER/PROJECT LEADER**
  - This is a very defined role to assist members with gaining knowledge and subject matter information related to a single project. Most project leaders have some previous experience in a specific area, but if you are willing to learn and be a teacher, plenty of educational opportunities exist



# 4 Steps of the 4-H Volunteer Process



## **1. Fill out an Application**

Grab your application at the Extension Office or

[https://extension.purdue.edu/county/harrison/4-H\\_HomePage.html](https://extension.purdue.edu/county/harrison/4-H_HomePage.html).

You will submit an application and information for three references. Once paperwork is turned in, we can complete a limited background check.



## **2. Create 4-H Online Account**

Once you have completed the application, you will create a profile on [www.V2.4honline.com](http://www.V2.4honline.com)

\*Use 4-H Online to recommit as a volunteer annually



## **3. Complete Youth Training**

Once your 4-H Online profile is created, you will then complete the training videos and quizzes located in the training section.

\*Must renew trainings annually



## **4. Meet with Extension Educator**

After you have submitted your application to the Extension Office, call to schedule an orientation/ID check with a Purdue educator where you will discuss Adult Behavioral Expectations of volunteers and volunteer opportunities.

## **PROCESS COMPLETE!**



Congratulations! You have completed all of the required steps needed to become an approved 4-H Volunteer. Your dedication to become a volunteer is greatly appreciated.

Your first task is to connect with a volunteer opportunity whether that be as a committee member, general volunteer, a SPARK club volunteer, or a 4-H Council Member. Your overall goal is to improve and support the lives in Harrison County youth to "**Make the Best Better**".

# VOLUNTEER ENROLLMENT INSTRUCTIONS

## **1. Fill out an application**

You can pick this up in the Extension Office or on our website: [https://extension.purdue.edu/county/harrison/4-H\\_HomePage.html](https://extension.purdue.edu/county/harrison/4-H_HomePage.html)

You will submit the application and information for three references. Once paperwork is turned in, we can complete a limited background check.

## **2. Create a 4-H Online Account**

Once you have completed the application, you will create a profile on [www.V2.4honline.com](http://www.V2.4honline.com)

- \*Use 4-H Online to recommit as a volunteer annually
- See Instructions below:

If you are returning to 4-H, your Volunteer record will be listed on the family Member List. Click "Enroll Now" under the Program in which you would like to enroll. If you are a new volunteer, click "Add Member" and follow the steps for "Adding a New Family Member," then continue to Step 1 below. If you are a new volunteer, you will need to fill out an application and contact the office first.

1. Click the Select Volunteer Types (blue button at the bottom of the screen) to indicate how you are planning to participate in the program throughout the year. At least one Volunteer Type is required during the enrollment process. You may add additional Volunteer Types later, if needed.
2. Select a Volunteer Type in the dropdown box.
  - a. program volunteer – general volunteer
  - b. club volunteer- club leaders
  - c. project volunteer – project leaders
3. Click Add next to your Volunteer Type Role.
4. When you are finished, click the Next button.
5. Click Show Questions button and complete demographic Questions section.
6. Click Show Consents and complete the Consents section. All consents MUST be signed.
7. Click Next at the bottom of the page.
8. Payment isn't necessary for Adult Volunteers. Select Submit at the bottom of the page.
9. Click Submit.



## **3. Complete Youth Training: REQUIRED**

Once your 4-H Online profile is created, you will then complete the training videos located in the training section.

\*Must renew trainings annually.

- You will see a Training tab upon submitting enrollment.
- Click the title of a lesson to begin. You must complete ALL lessons to pass and be approved as a volunteer.
- Completion of all lessons will take a total of less than an hour. You can exit at any time and come back to complete, but know you will not be approved until all lessons are finished.
- Launch the course and allow each training to completely run through all slides before exiting.
- **\*\*Note\*\*** you cannot skip through the slides, you must go through each one as it follows to get credit at the end. Also if prompted to click NEXT or CONTINUE at the end of each one do so until it takes you back to 4-H Online.

## **4. Meet with Extension Educator**

After you have submitted your application to the Extension Office, call the Extension Office to schedule an interview with the 4-H educator where you will discuss Adult Behavioral Expectations of volunteers.

## **Congratulations!**

You have completed all of the required steps needed to become an approved 4-H Volunteer. Your dedication to become a volunteer is greatly appreciated. Your first task is to connect with a volunteer opportunity whether that be as a committee member, general volunteer, a SPARK club volunteer, or a 4-H Council Member. Your overall goal is to improve and support the lives in Harrison County youth to "Make the Best Better".



4-H YOUTH DEVELOPMENT VOLUNTEER APPLICATION

(to be completed by an individual who wishes to volunteer with the Indiana 4-H Youth Development Program)

Individuals who want to volunteer with the Indiana 4-H Youth Development Program must complete this application and show evidence of a government-issued photo ID to the 4-H Youth Development Extension Educator.

I. GENERAL INFORMATION

Name: (last) (first) (middle)

Former or other names: Preferred name: Date of Birth: (Month/Day/Year)

Address: (St, RR, Rd., Box, Apt.) (city) IN (zip)

How long have you lived at this address? years Gender: Male Female Not Listed Prefer not to respond

Telephone: (home) (work) (cell) (cell phone provider)

Township of residence: I wish to receive texts: Yes No

Residence: Farm Rural (<10,000) Town (10K-50K) Suburb (<50K) Central City (>50K)

E-mail address: (please print clearly) Preferred Communication: E-mail Postal mail

Military background: Yes No Branch

Race (Check one): White or Caucasian Black or African American American Indian or Alaska Native Asian Native Hawaiian or other Pacific Islander Multiple races Undetermined

Ethnicity (Check one): Hispanic Non-Hispanic Emergency Contact Name/Number

Please indicate your education, experience, talents, interests, and skills that might be related to the 4-H program:

Do you have previous 4-H experience as a member or volunteer? Please describe (include the county of participation)

List previous volunteer experience. Identify work with youth and community groups (current or most recent experience first). You may attach additional pages.

Table with 4 columns: Organization, Volunteer Role, City/State, Years. Rows 1, 2, 3.

**II. VOLUNTEER INTEREST:** Why are you interested in a volunteer position in Extension youth programs?

Do you prefer to work directly with:  youth  adults  both

If you prefer to work directly with youth, what grade level(s) do you prefer?  Grades K-2  Grades 3-6  Grades 7-12  Any

Are you applying to be a volunteer with a new club or project?  Yes  No

Are you applying to help with an existing club or project?  Yes  No

Club/Project Name: _____ _____
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**III. PERSONAL REFERENCES:** (Local Extension staff may not serve as references)

List three persons **not related** to you who know about your qualifications for working as a volunteer in a youth organization. If you have previous experience as a volunteer, one reference should be from that organization. You may include business associates, employees or social friends. **Include complete mailing and Email addresses as well as phone numbers.**

Name _____	Home Phone _____	Work Phone _____	Cell Phone _____
Address _____ St, RR, Box, Apt # _____	City _____	State _____	Zip _____
EMAIL address _____			
How do you know this person? _____			

Name _____	Home Phone _____	Work Phone _____	Cell Phone _____
Address _____ St, RR, Box, Apt # _____	City _____	State _____	Zip _____
EMAIL address _____			
How do you know this person? _____			

Name _____	Home Phone _____	Work Phone _____	Cell Phone _____
Address _____ St, RR, Box, Apt # _____	City _____	State _____	Zip _____
EMAIL address _____			
How do you know this person? _____			

**IV. VERIFICATION and CONSENT FOR 4-H VOLUNTEER BACKGROUND CHECK:**

Have you been convicted of a crime (excluding minor traffic violations)?  Yes  No

If yes, give date, nature of offense and disposition.

NOTE: A criminal record will not necessarily disqualify an applicant; it will be considered relative to the specifics of the position.

**I certify that the above information is correct.** I authorize contact of the references listed above. I understand background checks will be conducted. I authorize the Purdue University Cooperative Extension Service to conduct a search of the current national and state Sex and Violent Offender Registries and to release any information on the Registries to the Purdue University Cooperative Extension Service. **I understand the misrepresentation or omission of facts requested is just cause for non-appointment (or dismissal) as a Purdue University Cooperative Extension Service youth program volunteer.**

If accepted as a volunteer, I agree to respect, adhere to, and comply with the rules, policies, and guidelines established by the Purdue University Cooperative Extension Service including all laws related to child abuse and substance abuse. I recognize that the 4-H Youth Development Program is part of the Purdue Cooperative Extension Service, in which the United States Department of Agriculture, Purdue University, and all Indiana counties share. As a volunteer, I am committing to involve individuals regardless of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability or status as a veteran in educational experiences in cooperation with other Extension volunteers and Extension personnel.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return the application at your earliest convenience. Contact us if you have any questions or wish to receive further information.



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