



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.

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

*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 the Extension Office (812-738-4236) to schedule an orientation/interview and ID check with a Purdue educator where you will discuss Adult Behavioral Expectations of volunteers.

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**".

STEPS TO BECOMING A VOLUNTEER

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

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

- *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 (812-738-4236) to schedule an interview with a Purdue 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: _____

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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