Thank you for your interest in becoming a 4-H volunteer!

Please keep this cover sheet for your records.

THE VOLUNTEER SELECTION PROCESS

Thank you for your interest in becoming a 4-H Volunteer! Most people who choose to work with children and vulnerable adults are caring, responsible individuals who have the needs and best interests of those they serve in mind at all times. They are members of caring communities and are committed to helping young people on their journey to competent and contributing adulthood, and to helping those with disabilities to achieve their full potential. New staff members and volunteers aged 19 and over who will have ongoing or unsupervised access to children aged 19 and under and/or to adults who have severe mental, physical or emotional disabilities during the course of their participation in MSU Extension programs are subject to the MSU Extension Volunteer Selection Process. “Ongoing” is defined as more than four meetings or gathering times or in-depth contact (such as overnight events and out-of-state or exchange trips). “Unsupervised” would mean that the person is alone with children or vulnerable adults for significant periods of time (15 minutes or more). Such volunteers include those who work with any MSU Extension programs involving youth or vulnerable adults (such as 4-H organizational leaders, 4-H project leaders, Master Gardeners, summer camp activity leaders, Sea Grant volunteers, trip chaperones, resource persons and adult host family members) and Proud Equestrians Program (PEP) therapeutic riding volunteers. Supervision of volunteers who have not completed the Volunteer Selection Process can be provided by MSU Extension staff members or volunteers who have completed the MSU Extension Volunteer Selection Process. If individuals will have ongoing contact with youth or vulnerable adults, it is required that they be processed through this system before they exceed the four-meeting threshold.

We appreciate your support in helping MSU Extension strive to provide a safe, nurturing environment for youth and vulnerable adults participating in its programs!

STEPS TO BECOMING A 4-H VOLUNTEER

1. Complete the MSU Extension Volunteer Application Packet
2. Attach a photo copy of your driver’s license for the central registry clearance (we can copy it here in the office for you too).
3. Once received, 4-H staff will complete a criminal history check, national sex offender registry check, and three reference checks. Don’t forget to tell your references to expect a call or email!
4. During paperwork processing, potential volunteers should complete the online orientation.
5. Once the application processing and online orientation are complete, the volunteer will be contacted to come in for an informal interview so we can get to know you better.
6. That’s it! Once those 4 steps are completed you can officially start working with youth as a 4-H volunteer!

NOTE: The online orientation training is REQUIRED for all new volunteers BEFORE they are authorized to work with youth on behalf of Michigan 4-H. If you do not have internet access at home, we are happy to help you find a location that will allow you to complete the training (local library, our 4-H office, etc).

The training is broken up into 4 different modules, each taking approximately 20 minutes to complete. Please see the next page for information on how to get started!
Accessing the 4-H Volunteer e-Learning Course:

1. The 4-H Volunteer e-Learning Course is housed within the "Volunteers" information page on the Michigan 4-H Youth Development website. The direct link to that page is: http://4h.msue.msu.edu/4h/volunteers. There is a description of the course on the page under the link entitled "4-H Volunteer e-Learning Course." When clicking on the link from the volunteer page, it will first open the description and then provide a link. Clicking on the link in the description section that says "4-H Volunteer e-Learning Course" will take you to the link needed to open the course. You can access it directly by going to http://4h.wsu.edu/volunteertraining/.

2. Once on the official 4-H Volunteer e-Learning page (http://4h.wsu.edu/volunteertraining/), you can access the course by clicking the white button on the left side of the screen that says "4-H Volunteer e-Learning Course." If necessary, there are instructions on the page to install the appropriate software needed to run the course. This software is fairly standard and most people will not need to install additional software in order to use the system.

3. After clicking the white button to launch the 4-H Volunteer e-Learning course, individuals will need to sign in under the appropriate state. They should enter their first and last name and select Michigan from the drop-down menu. The correct password is Volunteer. After typing the password, click the button that says “Login.”

4. There are four modules that need to be completed as a part of the 4-H Volunteer e-Learning Course: About 4-H, Youth Development, Leadership & Teaching, and Getting Started in 4-H. The center of the 4-H clover tells participants more about the course. Each module can be completed individually by accessing the menu on the left or by clicking on the appropriate title within the 4-H clover. Each lesson takes approximately twenty minutes to complete. You can advance through the lessons by clicking the yellow button that says “next” or go back by clicking “back” if needed.

5. Each module has a short quiz that you will need to complete in order to demonstrate proficiency in that section. Once you pass the quiz, you will be taken to a certificate where you can enter your name, county, and share any additional comments you would like. Individuals can print their certificates for each module if they would like them for their portfolios. Once finished, clicking “submit” will alert staff at Michigan 4-H Youth Development that you have completed a section of the 4-H Volunteer e-Learning Course. This notification will be forwarded to the county you indicated when creating your account.

ONLINE ORIENTATION TRAINING COMPLETION DATES:

Module 1: ___________________
Module 2: ___________________
Module 3: ___________________
Module 4: ___________________

Please feel free to contact me if you have any questions!

Karin Stevens
4-H Program Coordinator for Grand Traverse County
231-922-4825
steve552@msu.edu
MSU EXTENSION VOLUNTEER APPLICATION FORM

MSU Extension volunteers working with youth aged 19 and under and/or with adults who have severe mental, physical or emotional disabling conditions must complete this application and the volunteer selection process.

Name: ______________________________________________________________________________________

(Last) __________ (First) __________ (Middle) __________

Address: ___________________________________________________________________________________

(P.O. Box or House Number and Street) __________ (City) __________ (Zip) __________

Telephone: (_____)_________________ (_____)_________________ (_____)_________________

(Home) __________ (Cell) __________ (Work) __________

Email Address: _____________________________________________________________________________

(for 4-H newsletter and important news)

Do you have a valid driver’s license? _____Yes _____No

Do you have a valid automobile insurance policy? _____Yes _____No

Why do you want to be an MSU Extension volunteer? ____________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

Please describe briefly your volunteer experience, work you have done with youth, vulnerable adults and community groups and training you have received.

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

Please list your interests and skills (for example: drama, food and nutrition, computers, photography, health/safety/wellness, animal science, horticulture, leadership, group process skills, citizenship, natural resources, marine and water resources, community service, career development). Feel free to list any others!

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

Name of 4-H club/program you will be involved with: ___________________________________________

I prefer (check all that apply): working with youth _____ aged 5 to 8 _____ aged 9 to 12 _____ aged 13 to 19

_____ working with adults _____ adults with disabilities _____ youth with disabilities

How much time are you willing to spend as a volunteer: Weekly _____ hours Monthly _____ hours

Have you volunteered with other counties or states? If yes, please identify them for us:

Michigan counties: ________________________________ Other states: ________________________________

Continued on back...
Please list three references. Include business associates, employers or social friends (do not list relatives). Be sure you include persons who can provide information about your qualifications suitable for working as a volunteer in a youth organization. PLEASE NOTIFY YOUR REFERENCES SO THEY KNOW TO EXPECT A PHONE CALL OR EMAIL.

1. Name________________________________________ Email________________________________________

   Phone:   Home______________________ Cell______________________ Work______________________

2. Name________________________________________ Email________________________________________

   Phone:   Home______________________ Cell______________________ Work______________________

3. Name________________________________________ Email________________________________________

   Phone:   Home______________________ Cell______________________ Work______________________

Have you ever been turned down as a volunteer with a youth-serving organization? _____ No _____Yes
If yes, please explain:________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

I understand that my enrollment as a volunteer is contingent upon successful completion of the application process. I give my permission for the above-named references to release information about me and for my criminal history to be verified.

I understand that MSU Extension does not discriminate on the basis of race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status, and that this application will be handled in a confidential manner and kept in a locked file cabinet.

I agree to serve as a volunteer for Michigan State University Extension. I understand that either party may cancel this relationship at any time.

I certify that the above information is correct. I agree to inform MSU of any changes.

___________________________________________________ __________________________
Signature Date

Return this form To:  MSU Extension 4-H, 520 W. Front St., Ste. A., Traverse City, MI 49684
You can also return it by email: steve552@msu.edu or fax: 231-947-6783
Thank you for your willingness to share your talents!

MSU is an affirmative-action, equal-opportunity employer. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.
The Michigan State University Extension program prides itself on providing quality educational programs for youths. The primary purpose of this Code of Conduct is to ensure the safety and well-being of all participants.

STAFF AND VOLUNTEER AGREEMENT

MSU EXTENSION STAFF AGREE TO:

- Provide the volunteer with appropriate policies and procedures.
- Provide job descriptions.
- Provide an orientation about volunteers roles and the organization.
- Set educational tone and direction in conjunction with the appropriate MSU Extension committees.
- Offer volunteer training.
- Provide assistance, program support and encouragement.
- Give recognition for time and energy devoted to MSU Extension.
- Implement ongoing affirmative-action policies and assist volunteers in doing the same.

VOLUNTEER AGREES TO:

- Meet leadership requirements and enroll as a volunteer.
- Follow the policies, philosophy and procedures defined by staff and the appropriate Michigan State University Extension committees.
- Fulfill outlined job requirements without expectations of monetary compensation.
- Be supportive of the MSU Extension program and its activities at all levels.
- Abide by the MSU Extension Volunteer Code of Conduct.
- Affirm that the MSU Extension program actively seeks members from every race, ethnic, religious and social-economic group.
- Supply MSU Extension office with all information about changes in the group or club, including membership, as they occur.

VOLUNTEER CODE OF CONDUCT

The Michigan State University Extension program prides itself on providing quality educational programs for youths. The primary purpose of this Code of Conduct is to ensure the safety and well-being of all participants.

As an MSU Extension volunteer, I promise that I will:

- Accept responsibility to represent Grand Traverse County and MSU Extension programs with dignity and pride by being a positive role model.
- Respect, adhere to and enforce the rules, policies and guidelines established by Grand Traverse County 4-H and MSU Extension programs and be courteous and respectful in dealings with other program participants.
- Abstain from, and not tolerate, physical or verbal abuse.
- Comply with equal opportunity and anti-discrimination laws.
- Avoid criminal activities.
- Under no circumstances possess, sell or consume alcohol; or possess, sell or use controlled substances at an MSU Extension activity or event.
- Under no circumstances, attend or participate in an MSU Extension activity or event under the influence of alcohol and/or controlled substances.
- Operate machinery, vehicles and other equipment in a responsible manner.
- Report a violation of the Code of Conduct of which I am aware.

It is important that all Michigan State University Extension volunteers comply with the Code of Conduct. Failure to comply with any component of the code or participation in other inappropriate conduct as determined by MSU Extension representatives may lead to dismissal as a volunteer from the MSU Extension program.

Volunteer’s Name (PRINT)  Club Name

Volunteer’s Signature  Date

4-H Program Coordinator  Date
MSU Extension Criminal History Check Permission Form

To protect your privacy, this form will be seen only by Michigan State University Extension staff.

Last Name               First Name               Middle Initial

Race:    ____ White    ____ Black    ____ Asian or Pacific Islander    ____ American Indian or Alaskan Native
____ Hispanic/Latino    ____ Unknown/Other

Sex:    ___ Male    ___ Female    Date of Birth:___________________________
        Month     Date     Year

Other Last Name               Other First Name               Other Middle Initial

Other Last Name               Other First Name               Other Middle Initial

Other Last Name               Other First Name               Other Middle Initial

Have you ever been convicted of a felony or a misdemeanor?    ___ No    ___ Yes

If yes, please explain:    ______________________________________________________
                           ______________________________________________________

I give Michigan State University Extension permission to check my criminal history with state and local police as well as with any jurisdictions in other states in which I have lived.

Signature _____________________________    Date____________________

NOTE: A criminal record will not necessarily disqualify an applicant. A criminal record is one piece of information that will be considered in determining the appropriateness of an individual to be an MSU Extension volunteer.

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<table>
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<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Kayla Stevens</td>
</tr>
<tr>
<td>Address</td>
<td>483 Mays St, Suite A</td>
</tr>
<tr>
<td>City</td>
<td>Traverse City, MI 49684</td>
</tr>
<tr>
<td>Phone</td>
<td>216-922-4825</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:kayla@stevens.com">kayla@stevens.com</a></td>
</tr>
<tr>
<td>SSN</td>
<td>987-65-4321</td>
</tr>
<tr>
<td>Driver's License</td>
<td>Never Issued</td>
</tr>
<tr>
<td>Other License</td>
<td>None</td>
</tr>
</tbody>
</table>

**SECTION 2**

**Employer/Individual Affiliation:**

- [ ] Yes
- [x] No

**Other Information:**

- Will you be working with children?
  - [ ] Yes
  - [ ] No

**Signature:**

[Signature]

Date: [Signature Date]

[Name]

[Role]

[Date of Birth]

[SSN]

[Driver's License Number]

[Driver's License State]

[Country]

[City]

[State]

[Zip Code]

[Email]

[Phone]

[Address]

**SECTION 1**

**Information on Person Being Cleared:**

- [ ] None
- [ ] Yes

**Instruction:**

- Attach a clear copy of your ID and retake a copy of your photo if needed.
- Contact the Michigan Department of Human Services, Customer Service Center, for more information or to request a clearance.
- For Michigan employees, individuals, and voluntary agencies, submit this request to the local Department of Human Services office.
- All fields must be completed for processing.
- No more than one signature will be accepted.
- Only submit clear copies.
- The estimated time to process a request is 5-7 days.