

Oregon State University Extension Service 4-H Volunteer Screening and Education Process

Screening Process Rationale:

The Extension Service is committed to providing a safe environment for young people participating in its programs. With this in mind, the Extension Service will provide the needed screening and education for potential volunteers to feel comfortable and safe in taking on various roles within the 4-H Youth Development Program. In addition, extensive media coverage has enhanced our society's awareness of child protection issues. Because of concerns surrounding these issues, most major youth serving agencies have instituted screening, orientation and training processes.

Purpose of screening and education for potential 4-H volunteers:

- To provide a safe environment for young people and adults involved in the 4-H Youth Development Program.
- To help insure the selection and placement of qualified volunteers for the 4-H Youth Development Program.
- To help potential volunteers feel ready for their role as a 4-H leader.
- To help potential volunteers understand the 4-H program in order to make informed decisions about their involvement.

The Oregon 4-H Youth Development Program Screening Process Includes:

- All potential volunteers will be required to complete a 4-H Volunteer Service Application—this includes providing the names, addresses, and phone numbers of three references.
- All potential volunteers need to understand that this volunteer service position is subject to the successful completion of background checks, which may include credit, criminal, and motor vehicle history background checks. Routinely this will include looking for the following types of convictions:
 - Crimes involving offenses against children
 - Crimes involving physical harm to another person
 - Crimes involving a firearm
 - Crimes involving mistreatment or abuse of animals
 - Crimes involving theft or dishonesty—within the past ten years
 - Crimes involving possession of a controlled substance—within the past ten years
- All potential volunteers will be required to participate in a minimum of 2 hours of training related to their volunteer role.
- Individual counties and project areas may have additional requirements related to becoming a 4-H volunteer.

The Oregon 4-H Youth Development Program

4-H is a community of young people across America who are learning leadership, citizenship and life skills.

OSU Extension 4-H Volunteer Application

Revised 6.21.17

Adults or teens should complete and submit this 2-page application if they are interested in (a) teaching, coaching, advising or chaperoning youth in the 4-H Program; (b) teaching or mentoring volunteers; or (c) working beside Extension 4-H staff to support or conduct 4-H Programs **Submit application (print or online) to local County 4-H Office.** *If applicant needs assistance to complete application, contact the OSU County Extension 4-H Office.*

Personal Information

Name _____
First Full Middle Last

Address _____
Apt. /Street/Route Town State Zip

Phone(s) _____
Cell Home Work – as appropriate

E-Mail _____

In which Oregon county are you applying to be a 4-H volunteer? _____

Have you lived outside of Oregon in the past seven (7) years? No Yes

4-H volunteers assist in various roles. Some roles may require different age qualifications.

You are (check one): Age 25 or older Age 19 – 24 Age 18 or younger

You are interested in becoming a 4-H volunteer with the Oregon 4-H Program because:

Your skills, interests or hobbies that you could contribute to 4-H include: (e.g., organizing events, building robots, fundraising, coaching soccer, knitting, speaking another language)

Education, training or certification that may apply to a 4-H volunteer role: (e.g., Basic 1st Aide card, Master Gardener certificate, Toast Master level 3)

Oregon State University Extension Service offers educational programs, activities, and materials without discrimination based on age, color, disability, familial or parental status, gender identity or expression, genetic information, marital status, national origin, political beliefs, race, religion, reprisal, sex, sexual orientation, veteran's status, or because all or a part of an individual's income is derived from any public assistance program. Oregon State University Extension Service is an AA/EOE/Veterans/Disabled.

4-H Volunteer Application

Your experience in 4-H, youth programs or other organizations includes: (e.g., worked as youth camp counselor 3 summers, 4-H volunteer, 4-H alumni, coached Dance Team, developed lessons for Scouts)

Other information you'd like to share as you are considered for a 4-H volunteer role:

Personal References Ask an employer, neighbor, current 4-H volunteer, or friend who knows you, your strengths and personal qualities. Do not list a family member. *(To efficiently process a volunteer application it is critical to have complete information for three references.)*

1. Name _____

Phone (Home) _____ (Cell) _____

Mailing Address _____

E-Mail Address _____

2. Name _____

Phone (Home) _____ (Cell) _____

Mailing Address _____

E-Mail Address _____

3. Name _____

Phone (Home) _____ (Cell) _____

Mailing Address _____

E-Mail Address _____

To the best of your knowledge, this information is correct: _____
Applicant Signature _____ Date _____

Thank you for applying to be a 4-H volunteer in Oregon.

For Extension 4-H Office Use Date application received: _____ Application reviewed by: _____

Comments:

OSU Extension 4-H Volunteer Applicant
Information for Volunteers

Revised: 6.21.17

Oregon 4-H Adult Volunteer Expectations

The purpose of the *Adult Volunteer Expectations* is to clarify our responsibility and promote the safety and well-being of all Oregon State University program participants. The opportunity to represent OSU is a privileged role to be held by those who are willing to agree to behaviors that fulfill that trust. Actions contrary to these expectations may result in non-acceptance, suspension or termination of one's 4-H volunteer role.

1. Focus on the educational mission of the land grant university, including the equal opportunity and anti-discrimination policies. (4-H programs are accessible without regard to race, color, religion, gender, sexual orientation, national origin, age, marital status, disability, and veteran status.)
2. Obey local, state, federal laws. Follow guidelines established for county, state, and national 4-H programs.
3. Accept support and/or supervision from Extension program staff or designees.
4. Treat others courteously. Be a positive role model. Exhibit good sportsmanship.
5. Establish and maintain safe environments for all participants. Act responsibly to protect participants; and, keep confidential information (e.g., health forms) for those who-need-to-know.
6. Provide for physical and emotional needs of participants during programs. Not withhold necessities nor use physical punishment. Communicate that verbal, emotional, or physical mistreatment is unacceptable within the program. Report suspected abuse to protect those who cannot protect themselves.
7. Not use alcohol, marijuana, or other drugs, or be under those influences, while being responsible for 4-H programs or youth.
8. Handle funds and fundraising in an ethical manner and in accordance with federal, state and university regulations. (*Fundraising activities must be approved by Extension staff. 4-H funds are public assets, need to be expended for educational purposes, and must not be a part of a private individual's bank account.*)
9. Handle equipment and machinery in a safe and responsible manner. Operate vehicles only with a valid operator's license and the legally required insurance coverage.
10. Treat animals humanely and provide appropriate care. Teach youth to do the same.

continued

Oregon 4-H Volunteer Selection Process

The steps for an individual to apply to be a 4-H volunteer are to:

- Complete and submit this *4-H Volunteer Application*, including complete contact info for three references.
- Read, sign and submit the *OSU Conditions of Volunteer Service* (including *Media Release*) form
- Read, sign and submit the *Oregon 4-H Adult Volunteer Expectations* (see the summary above)
- Provide *Health Form* and contact information, in case of an emergency
- Engage in a minimum of three (3) hours* of 4-H orientation (combination of online and in-person)
- Submit *Authorization to Conduct a Criminal History Background Check*
- Successfully complete a background check (conducted by OSU Human Resources), and
 - If applicant has not lived in Oregon for at least seven years, a background check, with fingerprints will be necessary
 - If 4-H staff ask applicant to drive as part of their 4-H volunteer role then a review of DMV records is necessary

OSU Extension 4-H staff will:

- Provide the volunteer applicant all necessary forms to move through the application process
- Contact and obtain information from three (3) personal references
- Provide new 4-H volunteer orientation
- Have a personal interview with applicant
- Communicate the status of the application process to potential volunteer
- Request *Authorization to Conduct a Criminal History Background Check* form and re-submit it every two (2) years for recheck according to state law and OSU policy

*Change from two (2) hours to three (3) hours of minimum 4-H volunteer orientation, as of January 2016

Applicant, please retain *Information for Volunteers* (2 pages) for your 4-H records.

Revised June 21.2017

M. Lesmeister, P. Rose, D. Hart, S. Carlson, W. Hein, K. Herber, C. Sponseller, L. Walker, T. White, S. Withee

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Oregon State University Extension Service, 4-H Youth Development

Criminal History Check (CHC)

Disclosure Notice and Release Authorization

EXTENSION VOLUNTEER

Extension Office Use ONLY:

Criminal History Checks cannot be performed unless the information requested below is provided.
Incomplete forms will be returned.

OSU Extension Office _____

Program Name 4 - H _____

Agent / Contact Traci Reed _____

Access Type(s):
 NON Driving Driving 24 Mo. Recheck Live Animals Fiscal Minors Protected Info

Volunteer / Candidate Information:

A copy of your OFFICIAL photo ID must accompany this release

FULL Legal Name (Last, First, Middle)	<input type="checkbox"/> Check here IF returning Volunteer	Date of Birth (MM/DD/YYYY)
Other Name(s) Used (maiden name, previous married name(s), aliases, assumed names, etc.)		
Current Mailing Address		
If you have not lived at your current address for the last seven (7) years, please complete the following providing seven years of history.		
City _____	State _____	From _____ To _____
City _____	State _____	From _____ To _____
City _____	State _____	From _____ To _____
(Add additional pages as necessary)		
Email Address:		Primary Phone Number:
I certify and authorize the University or a law enforcement agency to conduct a background investigation as outlined in the Disclosure Notice and Authorization for Background Investigation (see page 2). I am also aware of how to access a summary of my rights under the Fair Credit Reporting Act.		
Volunteer Signature: (Parent/Guardian signature is REQUIRED if Minor)		Current Date:

Mark correspondence as "Confidential"

Return completed form by one (1) of the methods below only:

Oregon State University, OHR 122 Kerr Administration Bldg Corvallis, OR 97331-2132	OR	Email: DPSCHC@oregonstate.edu	OR	FAX: 541.737.7771
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DISCLOSURE NOTICE FOR BACKGROUND INVESTIGATION

Oregon State University (the "University") may request, for lawful employment purposes, background information about you from a third party or agency in connection with your application for employment or volunteer service or if you are contracted to provide services to the University. The University may obtain background information, such as criminal history information pursuant to OSU STANDARD 576, Division 055 *et seq.*, credit reports pursuant to ORS 659A.885 (commonly known as "credit history checks"), or other such related reports. A credit history check will only be conducted in narrow circumstances pursuant to statute. Additionally, the University may obtain education history, work history and reference information regarding your employment and performance from current and former employers and personal and professional references in the course of conducting recruitment and selection processes.

The University or a law enforcement agency will prepare or assemble criminal reports, educational history, and other similar background reports for the University's use in conducting a background investigation. The types of information that may be obtained by the University in the course of verifying your background information may include, but are not limited to: address history; criminal records and history; public court records; driving records; accident history; educational history verifications (e.g., dates of attendance, degrees obtained); employment history verifications (e.g., dates of employment, salary information, reasons for termination, etc.); personal and professional references checks; professional licensing and certification checks; and other information bearing on your character, general reputation and personal characteristics. The University will only conduct a criminal background check where the applicant has received separate notification that the position is of a critical or security-sensitive nature pursuant to OSU STANDARD 576-055-0000 *et seq.* This information may be obtained from private and public record sources, including, as appropriate: government agencies and courthouses; educational institutions; former employers; personal interviews; and other information sources.

Oregon State University is an affirmative action/equal opportunity employer. You may have rights under Title VII of the Civil Rights Act of 1964. If you wish to obtain further information, you must contact the Oregon Bureau of Labor and Industries.

AUTHORIZATION FOR BACKGROUND INVESTIGATION

I have carefully read and understand this Disclosure and Authorization Form. By my signature on the front of this document, I consent to the University obtaining background information for purposes related to employment, volunteer service, or contracting for services. My consent includes preparation of background reports and related information by the University or a law enforcement agency and to the release of such background reports and related information to the University and its designated representatives and agents, for the purpose of assisting the University in making a determination as to my eligibility for employment, promotion, retention, volunteer service or for other lawful purposes related to employment or contracting for services. I also authorize the University to obtain any reports or background information necessary to verify my identity and fitness for the position for which I am applying. I understand that refusal to consent to a background check or to release related background information will disqualify me from consideration. I understand that information contained in my employment, volunteer service application or service contract or otherwise disclosed by me before or during my employment or service, if any, may be used for the purpose of obtaining and evaluating background reports on me.

I hereby authorize law enforcement agencies, learning institutions (including public and private schools and universities), information service bureaus, record/data repositories, courts (federal, state and local), motor vehicle records agencies, my past or present employers, the military, and other individuals and sources to furnish any and all information regarding me that is requested by the University, the University's contracted reporting agency, or law enforcement agency either orally or in writing.

I understand that personally identifiable information, such as date of birth, may be requested by the University or law enforcement agencies solely for the purpose of accurately verifying my identity. If there is a need to verify my identity or if I have lived outside the state of Oregon in the last seven (7) years, I understand that I may be asked by the University to submit my fingerprints or additional information as requested by the University. Failure to submit to fingerprinting or failure to provide additional information to verify my identity will cause me to be removed from further consideration.

I understand that nothing herein may be construed by me as an offer of employment, appointment to a volunteer service position, or a contract for services by the University.

I understand that further consideration by the University of my candidacy is contingent upon my consenting below and, therefore, I acknowledge that I authorize the University to obtain such reports and background information. I understand a copy of my Disclosure and Authorization for Background Investigation form will be maintained on file by the University in accordance with state rules and laws.

I understand that I have the right to receive a copy of my background report from the Oregon State Police, Federal Bureau of Investigation, and records resources that have provided this information to the University.

I also understand that before I am denied employment based, in whole or part, on information contained in the background report received from the reporting agency, I will be provided a copy of the report and a written copy of my rights under the Fair Credit Reporting Act: www.ftc.gov/credit. I understand that if I am going to dispute the accuracy of information in the report, I must notify the University within fourteen (14) calendar days of the date of the University's notification letter to me. I understand that appealing the University's decision or challenging information provided to the University by the reporting agency will not cause a delay or postponement of the University hiring process or employment decisions.

I hereby release and discharge, to the extent permitted by law, Oregon State University, its employees, and any individual or agency obtaining information on the University's behalf, for any and all claims known or unknown, damages, losses, liabilities, cost, or other expenses arising from the retrieving, reporting, and disclosure of information in connection with this background investigation.

I understand employees and volunteers whose position descriptions have been designated as critical or security sensitive are required to notify the Assistant Vice President or Associate Director of the Office of Human Resources if they are convicted of a crime relevant to determination of fitness as identified in OSU STANDARD 576-055-0060 while serving in these positions. Incumbents in *Youth Programs* must have criminal history checks repeated every 2 years.

Confidential**Date Received:** _____**Reviewed By:** _____

Oregon State University Extension Service 4-H Reference Form A

Applicant's Name:

The above named individual is applying to do volunteer work in an Oregon State University Extension Service 4-H Youth Development Program and has given your name as a reference.

The OSU Extension Service seeks your assistance in selecting the best qualified people to serve in 4-H leadership roles and will appreciate your prompt completion of this reference form. To the extent provided by law, information you provide will be treated in a confidential manner.

1. How long have you known the applicant?

2. What is your relationship to the applicant?

3. Have you ever worked with the applicant in a volunteer capacity? If yes, please describe:

5. Does the applicant have a positive and pleasant attitude toward volunteer work?

Please use this checklist to evaluate the applicant's leadership qualities. Use the following marking system:

E = Excellent

G = Good

F = Fair

N = Not Known

Understanding of Children

Dependability

Flexibility

Communication Skills

Sense of Humor

Patience

Ability to Organize

Sense of Fairness

Initiative

Respect for Others

Enthusiasm

Resourcefulness

Ability to Complete a Task

Role Model for Youth

Please share your impressions and knowledge of the applicant's qualifications for the position by using specific examples where possible.

5. How well does the applicant interact and work with children/youth?

6. How well does the applicant interact and work with other adults?

7. Is the applicant tactful and sensitive when working with people whose opinions and actions differ from his/her own? Please explain:

8. How would you describe the applicant's ability to handle records and/or money?

9. What do you think are the applicant's greatest strengths and weaknesses as they relate to working with people (both youth and adults) and leading a group?

Strengths

Weaknesses

10. What additional skills, abilities, and attributes does the applicant have that would be helpful in this position?

11. Would you be willing to place your child, or any other child for who you are responsible under his/her leadership? Why?

12. Do you know any reason why this person should **not** be considered for this position?

If yes, please explain:

13. Would you recommend this applicant for this position?

Very Strongly Yes With Some Hesitation No

Reference Name:

Phone:

Address:

City

State

Zip

Date:

Confidential**Date Received:** _____**Reviewed By:** _____

**Oregon State University Extension Service
4-H Reference Form A**

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