

Dear Future Spokane County 4-H Volunteer:

Thank you for expressing an interest in becoming a 4-H volunteer. The following will help you realize this goal using all online resources. We do encourage those that are able to consider participating in the face-to-face trainings as an alternative to completing the online modules and online child and vulnerable adult safety presentation. Face-to-Face training provides a much richer introduction to *4-H as we conduct it in Spokane County*. See our “Calendar of Events” at http://extension.wsu.edu/spokane/4h/calendar/ for the next scheduled monthly training. For more information on this option, you may also contact me at [gvarrella@wsu.edu](mailto:gvarrella@wsu.edu) (509-477-2163).

**Online Volunteer Training**

**Steps**

* Complete the online training modules and child/vulnerable adult safety presentation.
* Send the completion certificates for the **four modules** to the 4-H Office Also verify in the email that you watched the safety presentation.
* Complete the “4-H Online” enrollment process.
* Solicit *at least* *two letters of recommendation from people who know you and can comment on your abilities to work with children*. Send those completed forms to the 4-H Office.

**Step 1: Complete the Online Training Modules**

To access the trainings, visit [**http://4hvolunteerelearning.wsu.edu/volunteertraining/course.html**](http://4hvolunteerelearning.wsu.edu/volunteertraining/course.html) and sign in with your name and state. The password is “***volunteer***.” This training includes four interactive, self-paced training modules, complete with review. The modules cover the following topics:

* About 4-H
* Positive Youth Development
* Getting Started in 4-H
* Leadership and Teaching
* **Remember to print/save—as a pdf—the certificate of completion at the end of each module. You must include these with your application to become a volunteer in the Spokane Co 4-H.**

**Step 2: Send the Spokane 4-H Team your module completion certificates**

You may **email the four certificates to**:[**wsuextension@spokanecounty.org**](mailto:wsuextension@spokanecounty.org) **. Title the subject line “4-H module certificates.”** You may call them at 477-2160 and ask for help as well. 🡺If more convenient, send by USPS to the 4-H Office

P. Foster **or** B. Kestell, Spokane Co 4-H

222 N Havana, Spokane, WA 99202

**Step 3: Required Child Safety and Vulnerable Adult Presentation**

WSU Extension remains committed in its efforts to prevent the abuse and exploitation of children and vulnerable adults. In our continuing efforts to assure a safe environment for all program participants, Washington State University Extension is requiring child protection training for all faculty, staff, and volunteers working with youth and vulnerable adults.

This 20-minute presentation may be viewed at any time from your home or Extension office. Your registration for the training will be kept in the system as proof of your participation. A summary of those who have completed this training is sent to the County 4-H Extension Office each month as well. (\*\*Note: Please verify you have viewed the presentation in an email to us, as noted below, too.)

To register for this special element of the training, visit [**http://universalvoltraining.wsu.edu/**](http://universalvoltraining.wsu.edu/)

. Fill in the requested information and press “Submit Request,” then follow the prompts.

* **Send an email to Patty Foster (**[**pfoster@spokanecounty.org**](mailto:pfoster@spokanecounty.org)**) and Robert Kestell (**[**rtkestell@spokanecounty.org**](mailto:rtkestell@spokanecounty.org)**)** confirming completion of the requiredChild Safety and Vulnerable Adult Presentation

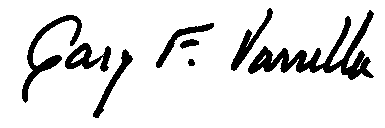
**Step 4: Register through 4-H Online and complete your letters of recommendation**

Enroll by going to the Spokane County 4-H website at [**http://extension.wsu.edu/spokane/4h/**](http://extension.wsu.edu/spokane/4h/) and look to the right side of the page. Choose the hotlink “Become a 4-H Volunteer.”

* Complete steps #1 and #3 (skip item #2 since you are doing an online training instead of face-to-face)
  + Step #1 has the links to get enroll in 4-H Online
  + Step #3 has the links to the form we have created for recommendations (remember that we need *at least two letters of recommendation* on file for each applicant).

***Congratulations, you have completed the online 4-H Volunteer Training for Spokane County 4-H Program. Welcome!***

Sincerely,



Gary F. Varrella, Ph.D.

Spokane 4-H Educator & Associate Professor of Extension

509-477-2163 (office) 509-435-3369 (cell)

[gvarrella@wsu.edu](mailto:gvarrella@wsu.edu)

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