



## An Administrative Volunteer's Guide To The Snohomish County 4-H Volunteer Certification & Enrollment Process

The following steps detail, in order, the procedure of becoming a Snohomish County 4-H Volunteer. Each of these steps must be completed, in its entirety, in order to proceed to the next step. Should you, or the prospective volunteer, have any questions about any part of this process, please do not hesitate to contact the 4-H Office at 425-357-6044.

Forms referred to below are found at <http://extension.wsu.edu/snohomish/4h/resources/>

1. Upon inquiry or recruitment, the prospective volunteer completes a "Snohomish County Volunteer Application" and returns the application to their supervising volunteer. *In most cases, the supervising volunteer is the club's general leader. If you are unsure, please call the 4-H Office at 425-357-6044.*
2. Supervising volunteer conducts an in-person or phone interview of the prospective volunteer to determine interest area and suitability. *Please follow instructions on the Snohomish County Interview Guide for your conversation.* This form and the interviewer's notes must be submitted to the 4-H office.
3. Supervising volunteer completes reference checks, either verbally or by receiving written references. Individuals providing references must have known the candidate at least one year and not be related to the applicant. At least 2 references are needed. If both references are written, at least one of these must be contacted by phone or in person for confirmation. Note the contact on the form. *Please refer to the Written Reference Form and the Telephone Reference Form.* Completed and signed forms must be submitted to the 4-H office.
4. Completed application packet, interview form, and references are submitted to Extension Office. Upon review of the submitted application packet, the Extension Office will send each prospective volunteer instructions to complete the E-Learning and Child Protection online courses.
5. When the online classes are complete, the applicant will be sent an e-mail invitation to initiate their own national background check. WSU will pay for this background check, which must be repeated every two years.
6. If the background check reveals that the volunteer is indeed eligible, the volunteer will be sent a welcome e-mail instructing them to create an account in the 4HOnline database (if they haven't already), and indicate their status as "Volunteer." The system will automatically prompt them to read and sign the "Valuable Partnership," to which all volunteers must agree. The 4-H office must then approve their Volunteer designation in 4-H Online for enrollment to become official.

The term certified volunteer will indicate that: 1) the volunteer has completed all required paperwork, 2) the volunteer has completed an orientation, and 3) the volunteer is suitable for working unsupervised with youth\*.

\*In some cases, a volunteer may be unable to work directly with youth. If this is the case, notification will be made to those parties necessary at the discretion of the 4-H County Extension Educator.