



WSU EXTENSION
Asotin County



TO: Future 4-H Volunteer

FROM: Jeanene Kaufman
Asotin County 4-H Coordinator

DATE: Summer 2023

SUBJECT: 4-H Volunteer Information

I am very excited to hear of your interest in becoming an Asotin County 4-H Volunteer/Leader. As a leader, you have the opportunity to share your knowledge and life experiences with today's youth. 4-H Leaders help our youth to reach their full potential; to become better citizens; and to build a stronger community.

Step 1 Application

Complete and return the 4-H Volunteer Application Forms to the Asotin County Extension Office. The application includes 2 reference forms. Give these forms to your references and ask them to return the forms to the Extension Office. You can return the application and forms either by mail or in person.

Step 2. Training

Once we receive your application, we will send you instructions on completing the required training.

- New 4-H Volunteers are required to complete the WSU 4-H Volunteer online training modules. The online training will take about 90-minutes and can be done at your home computer. All 4-H Volunteers are also required to watch the Put the Child First video.
- You will need to attend a New Leaders Training Session which will be held in person or via Zoom later this fall. We will send you notification of the dates and times for the in-person New Leaders Training.

Step 3- Background check

After you complete your training, you will be sent an invitation to complete a background check. This is done online and only takes 10 minutes to complete and is paid for by the WSU 4-H program.

Step 4- Enroll as a leader in 4-H Online.

Once your training is complete, you will enroll as a leader in the 4-H Online program. We will provide you with instructions to do this. Enrollment starts Oct 1, 2023

Step 5- Claim your account in the 'Give Pulse' Volunteer database

All volunteers are required to enter the hours they spend volunteering for 4-H in the online database 'Give Pulse'. We will help you set up your account and sign up.

Step 6 – Stay informed!

- **Email:** We send out important 4-H updates via email from our office and from 4-H online. This is the most efficient way to keep our many volunteers and 4-H families informed about meetings, programs, and the Fair. Be sure to check your email frequently for messages.
- It's a good idea to become familiar with the Asotin County 4-H website located at: <http://extension.wsu.edu/asotin/>. Information specific to current Asotin County members and volunteers is located under the 4-H Youth Development tab. Our 4-H website is the best way to receive the most current 4-H information on upcoming events held in our county, along with other Washington State 4-H programs and activities that are held all over Washington.
- It is also helpful to attend the Asotin County 4-H Leader's Council meetings and committee meetings that are held each month.

We look forward to working with you as a 4-H leader for many years to come! If you have any questions or need assistance, feel free to contact us Monday through Friday from 8:00 to 12:00 a.m. and 1:00 to 5:00 p.m. We are closed on most major holidays.

Jeanene Kaufman, 4-H Coordinator

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