



Hello and thank you for becoming an important part of the Grays Harbor County 4-H Youth Development Program. Volunteers like you serve as wonderful mentors to the creative, caring, youth citizens in our community! Volunteering in the Grays Harbor County 4-H Youth Development Program requires the following steps be completed in order to ensure the safest environment possible for our youth and volunteers:

1. **You must complete all required enrollment information online directly at <https://wa.4honline.com>**
Additional information about this process is available at:
<http://extension.wsu.edu/graysharbor/4-h/forms/>
2. **Completion of the following forms:**
 - **“WSU 4-H Youth Development Volunteer Application.”** Three reference forms are included in this application. Please provide these reference forms to three non-family individuals with knowledge of your skills, abilities and qualifications for completion and return to the WSU Extension office. Individuals should have worked with you on projects/activities and/or have direct experience with or knowledge of your qualifications.
3. Visit <https://www.dshs.wa.gov/ca/child-safety-and-protection/how-report-child-abuse-or-neglect> and
 - **View the “Mandatory Reporter Video Presentation”** found in the column on the right-hand side of the page, or arrange for a time to review the video at the WSU Extension Office. This video provides information for those who are required by state law to report child abuse or neglect.
 - Completion of **“Mandatory Reporter Video”** document (included in packet)
 - Become familiar with the WSU Extension publication C1001 regarding child abuse, which is available at the Extension Office or online at: <https://pubs.wsu.edu>
4. **Watch the “Put the Child First” presentation** or arrange a time to watch the video at the WSU Extension Office. To register for the training,
 - Visit <http://universalvoltraining.wsu.edu/>, fill in the requested information and press “Submit Request.” You will receive an email with your password and instructions on how to access the course, or you can visit <http://breeze.wsu.edu> and login directly.
 - Completion of **“Put the Child First”** document (included in packet)
5. Visit <http://extension.wsu.edu/4h/for-volunteers/volunteer-training/> and
 - Follow the links under **Volunteer E-Learning Modules** and sign in with your name and state. These four online modules can be completed at your own pace day or night. **Print out the certificates of completion and turn them in** to the Extension Office to ensure that you receive credit. **The login password is volunteer.**
6. Complete the documents described above and submit them to the Extension Office to acknowledge that you have completed these steps in the process.
7. For the protection of the youth in our program, adults applying to become 4-H volunteers in Washington will be receiving an email invitation from theadvocates@verifiedvolunteers.com to submit background screening information. Keep an eye on your inbox since you will need to complete this step within 72 hours of receipt of email.

➡ Once you have completed these steps, you will participate in an interactive, fun Volunteer Workshop. Topics will include teambuilding, learning styles, the essential elements of youth development, 4-H and Extension foundations, and more. This workshop will provide you with tools needed to achieve the 4-H motto, “To Make the Best Better.”

Feel free to contact me if I can answer any questions about the volunteer process or 4-H in general.

Tracie Hanson, 4-H Program Coordinator, WSU Extension / tracie.hanson@wsu.edu, <http://graysharbor.wsu.edu>

32 Elma-McCleary Road • P.O. Box 3018 • Elma, WA • 98541 Phone: 360-482-2934 • TDD 1-800-833-6388

(To be completed by all *potential* volunteers) **PART A**

Name: _____

Mailing Address: _____
 (Street / City / Zip)

Length of time at current address: _____

Phone: Day: () Best time to call:
 Eve: () Best time to call:

Email: _____

Please check all of the WSU Extension programs you're interested in:

4-H Youth Development Program

- Club Leader
- Project Leader
- After School Programs
- Challenge
- School Enrichment
- Other (please specify)

4-H Project Areas of Interest

- Clothing & Textiles
- Environment
- Equine
- Expressive Arts
- Foods & Nutrition
- Large Animals
- Mechanical Sciences
- Plant Sciences
- Small Animals
- Social Sciences
- Technology
- Other (please specify)

Agricultural & Natural Resources Programs

- Master Gardeners
- Beach Watchers
- Livestock Advisors
- Other

Family & Community Development Programs

- Food \$ense
- Clothing & Textile Advisors
- Food Safety Advisors
- Other (please specify)

Age level(s) you prefer working with: 5-8 9-12 13-19 Adult

Specific skills and talents are sometimes needed to enhance the quality of our programs. Please check any skills you would be willing to contribute.

- | | | |
|---|--|---|
| <input type="checkbox"/> Audiovisual operations | <input type="checkbox"/> Web page design | <input type="checkbox"/> Nursing/First Aid |
| <input type="checkbox"/> Photography/videography | <input type="checkbox"/> Carpentry/woodworking | <input type="checkbox"/> Research, data collection, experimentation |
| <input type="checkbox"/> Graphic arts | <input type="checkbox"/> Clerical/office skills | <input type="checkbox"/> Advocacy |
| <input type="checkbox"/> Grant writing/fundraising | <input type="checkbox"/> Food service | <input type="checkbox"/> Computer skills (list software) |
| <input type="checkbox"/> Public speaking, teaching | <input type="checkbox"/> Accounting, bookkeeping | |
| <input type="checkbox"/> Writing, editing newsletters | <input type="checkbox"/> Leadership/management | |
| <input type="checkbox"/> Public relations, marketing | <input type="checkbox"/> Facilitation | |

Other skills:

If you are able to communicate in a language other than English, please list:

Work, Education and Volunteer Experience (please list most current experience first).

Employer/Organization	Position Title/Volunteer Role	Year(s)

Media Release

I understand that photos and video/audio recordings of me may be made during 4-H meetings, events and activities that maybe used in whole or in part by WSU Extension to promote the 4-H Youth Development Program

Evaluations

I understand that youth and adult participants at 4-H meetings, events and activities may be asked to complete an evaluation. Completion of the evaluations is always optional.

Training

If accepted as a WSU Volunteer in the 4-H Youth Development Program, I agree to complete the basic orientation and training program required of all WSU Extension 4-H Volunteers. In addition, I understand that additional training requirements may vary in each county and with specific volunteer positions.

Extension programs and policies are consistent with federal and state laws and regulations on nondiscrimination regarding race, sex, religion, age, color, creed, national or ethnic origin; physical, mental or sensory disability; marital status, sexual orientation, or status as a Vietnam-era or disabled veteran. Evidence of noncompliance may be reported through your local Extension office.



**REFERENCE FORM FOR WASHINGTON STATE UNIVERSITY EXTENSION
VOLUNTEER POSITION WORKING DIRECTLY WITH YOUTH**

_____ is applying to work with youth in an Extension program and has given your name as a reference.

Adults in volunteer positions help youth have fun while learning new skills, increasing their abilities to work together, managing their own activities, and developing into productive adults. These positions may involve working with young people (ages 5-19) and/or adults in an educational program that provides hands-on experiential learning activities to youth and at times, this individual may be alone with youth and have total authority for them.

WSU Extension seeks your assistance in selecting the best qualified people to serve in volunteer roles and will appreciate your prompt completion of this reference form. All comments will be treated in a confidential manner. Thank you for taking a few minutes to review the following questions.

How long and in what capacity or position have you known the applicant? _____

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

- | | | | |
|--------------------------------|-----------------------|---------------------|-------------|
| E = Excellent | G = Good | F = Fair | N = Unknown |
| ___ 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 | | | |

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

1. How well does the applicant interact with children?

2. How would you rate the applicant's ability to work in a volunteer role with youth? Other adults?

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

4. Does the applicant have any experience working with people who are developmentally challenged, from different ethnic or cultural backgrounds, and/or from different socioeconomic backgrounds? If so, please describe.

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

6. How would you describe the applicant's general outlook and stability?

7. Would you be willing to place your child, or any other child for whom you are responsible under the applicant's leadership? Why or why not?

8. Do you know any reason why this person should NOT be considered for this position? If yes, please explain.

Signature _____

Date _____

THANK YOU!

Please return this completed form to:

tracie.hanson@wsu.edu or

PO Box 3018

Elma, Washington 98541

Extension programs and employment are available to all without discrimination. Evidence of noncompliance may be reported through your local Extension office.

Date received: _____

04/2011 vlm



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GRAYS HARBOR COUNTY 4-H

“Completion of Mandatory Reporter Video”

As a youth development organization, 4-H strives to ensure the safest environment possible for our youth and volunteers. In order to provide all Grays Harbor County 4-H volunteers with the tools needed to accomplish this vital task, we require that each prospective volunteer completes the document below after viewing the “Mandatory Reporter Video” from WA State DSHS.

On _____, I, _____,
 (month/date/year) (first and last name, printed)

viewed the “Mandatory Reporter Video” found online at: <https://www.dshs.wa.gov/ca/child-safety-and-protection/how-report-child-abuse-or-neglect> and have become familiar with WSU Extension publication C1001 regarding child abuse, which can be found online at: www.pubs.wsu.edu

I understand that these are two of the required steps toward being eligible to volunteer through Washington State University Extension with the Grays Harbor County 4-H Youth Development Program.

 (Signature) (month/date/year)

 (Extension Staff Signature) (month/date/year)

Return this completed document to:

WSU Extension – Grays Harbor County
 4-H Youth Development Program
 PO Box 3018
 Elma, WA 98541



Grays Harbor County
 WASHINGTON STATE UNIVERSITY
 EXTENSION

Created by Dan Teuteberg and Tracie Hanson
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GRAYS HARBOR COUNTY 4-H



“Completion of Put the Child First”

As a youth development organization, 4-H strives to ensure the safest environment possible for our youth and volunteers. In order to provide all Grays Harbor County 4-H volunteers with the tools needed to accomplish this vital task, we require that each prospective volunteer completes the document below after watching the Put the Child First presentation.

On _____, I, _____,
(month/date/year) (first and last name, printed)

have watched the Put the Child First presentation in a video format provided by the WSU Extension Office or online at: <http://breeze.wsu.edu/childfirst2/?refresh-parent=true>
You can also register online at <http://4h.wsu.edu/volntr/elearning.htm> “Put The Child First”

I understand that this is a required step toward being eligible to volunteer through Washington State University Extension with the Grays Harbor County 4-H Youth Development Program.

(Signature) (month/date/year)

(Extension Staff Signature) (month/date/year)

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Elma, WA 98541



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