Annual Enrollment

Enrollment for all volunteers begins annually on October 1. Please log into your 4HOnline account and complete this step as soon as possible. https://v2.4honline.com/

As a part of this process you may be asked to complete a background check. All volunteers are screened when they apply the first time to volunteer, and every 3 years thereafter. If a background check is needed you will receive an email from Sterling Volunteers.

Our website has resources if you need help using 4HOnline or have other questions: https://extension.wsu.edu/4h/member-resources/

Additional Steps for New Volunteers

In addition to enrolling in 4HOnline, new volunteers will also need to complete the following:

1. Submit the volunteer application packet to your local Extension office. Located here: http://extension.wsu.edu/graysharbor/4-h/forms/

2. Create an eXtension Online Campus account to access the required online training: https://campus.extension.org/login/index.php

3. Complete the trainings below and provide the completion certificate to your local Extension office: https://campus.extension.org/course/index.php?categoryid=159

   - Select "**WSU Put the Child First**" and watch the video, finish the one question Completion Declaration and print your completion certificate.
     - Your enrollment key for this training is **GRAYSHARBOR4H**

   - Select "**4-H Volunteer Orientation Modules**" and watch and finish each module, and print your completion certificate or capture a digital screenshot to submit with your application.
     - Your enrollment key for this training is **GRAYSHARBOR**

4. Once you have completed these steps, we will schedule a volunteer orientation/training.

Recording your Volunteer Hours

We are using the GivePulse system to record our volunteer impacts! You'll need to "claim your account" from GivePulse to join your county group. The previous volunteer database will not be used, but historical volunteer hours will be imported to GivePulse.
For more information, please see the GivePulse user guide, and the videos available at: https://extension.wsu.edu/4h/for-volunteers/volunteer-training/:

- GivePulse: Claim your account
- GivePulse: How to log in
- GivePulse: Record an impact
- GivePulse Register for an event

WASHINGTON STATE UNIVERSITY
4-H YOUTH DEVELOPMENT
VOLUNTEER APPLICATION FORM

WASHINGTON STATE UNIVERSITY EXTENSION
4-H Youth Development Program

(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.

- ☐ Audiovisual operations
- ☐ Photography/videography
- ☐ Graphic arts
- ☐ Grant writing/fundraising
- ☐ Public speaking, teaching
- ☐ Writing, editing newsletters
- ☐ Public relations, marketing

- ☐ Web page design
- ☐ Carpentry/woodworking
- ☐ Clerical/office skills
- ☐ Food service
- ☐ Accounting, bookkeeping
- ☐ Leadership/management
- ☐ Facilitation

- ☐ Nursing/First Aid
- ☐ Research, data collection, experimentation
- ☐ Advocacy
- ☐ Computer skills (list software)

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.

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 complete 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 at:
https://campus.extension.org/course/view.php?id=1757

Create your eXtension Online Campus account. Navigate your way to 4-H & Youth, click Washington, select "WSU Put the Child First" and watch the video. Finally, finish the one question Completion Declaration and print your completion certificate.
 - Your enrollment key for this training is **GRAYSHARBOR4H**.

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)

Return this completed document to:

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

Grays Harbor County
WASHINGTON STATE UNIVERSITY
EXTENSION

G:\Extension\4H\VolunteerLeaderTraining\RequirementSummary\CompletionOfPutTheChildFirst.doc

GRAYS HARBOR COUNTY 4-H
"4-H Volunteer Orientation Modules"

As a youth development organization, 4-H strives to ensure a safe, positive, and inclusive environment 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 completing the "4-H Volunteer Orientation Modules."

I, _____, certify that I have completed the following 4-H Volunteer Orientation Modules found online at:
https://campus.extension.org/course/view.php?id=1757 or
https://campus.extension.org/course/index.php?category1d=159
Create your eXtension Online Campus account. Navigate your way to 4-H & Youth, click Washington, select "4-H Volunteer Orientation Modules" and complete the modules.
 - Your enrollment key for this training is **GRAYSHARBOR**.

☐   Volunteer Roles & Relationships   Completion Date _____/_____/_____

☐   You Can Create a Safe & Inclusive Environment   Completion Date _____/_____/_____

☐   You Can Promote Positive Youth Development   Completion Date _____/_____/_____

☐   You Can Help Youth Learn By Doing   Completion Date _____/_____/_____

☐   You Can Help Youth Develop Life Skills   Completion Date _____/_____/_____

☐   You Can Help Foster Positive Youth/Adult Partnerships Completion Date ____/____/_____

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)

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

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 childe 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

Date received: _____   04/2011 vlm

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

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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