



Hello there!

Thank you for becoming an important part of the Clallam 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 Clallam 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 <http://wa.4honline.com>. Additional information about this process is available at <https://extension.wsu.edu/4h/documents/2016/09/new-families-enrollment-quick-guide.pdf/>.
2. Completion of the following attached forms:
  - **“WSU 4-H Youth Development Volunteer Application Part A”**.
  - WSU requires three personal references. Please share the attached reference forms with three adults who know you well and return the completed forms with your application.
  - Completion of **“Mandatory Reporter”** document.
  - Completion of **“Put the Child First”** document.
  - Completion of **“4-H Volunteer e-Learning Course”** document
3. Visit <https://prezi.com/2miasj5c42ar/mandatory-reporter-presentation-2518/> and
  - View the **“Mandatory Reporter Presentation”**, or arrange a time to view the presentation at the WSU Extension Office. This presentation provides guidance for those who are required by State law to report child abuse or neglect.
  - Become familiar with the WSU Extension publication C1001 regarding child abuse, which is available at the Extension Office or online at: [www.pubs.wsu.edu](http://www.pubs.wsu.edu).
4. Visit <http://extension.wsu.edu/4h/for-volunteers/volunteer-training/> and
  - Watch the **“Put the Child First” presentation** or arrange a time to watch the video at the WSU Extension Office.
  - Follow the links under **“Basic Volunteer Training”**. 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.**
5. Complete these documents and submit them to the Extension Office to acknowledge that you have completed these steps in the process.
  - Once the documents are received in the 4-H office you will receive an email invitation from [theadvocates@verifiedvolunteers.com](mailto:theadvocates@verifiedvolunteers.com) requesting you to complete a background check. Please complete within 72 hours. There is no cost to you.

➡ Once you have completed steps 1 - 5, you will participate in an in person new volunteer training. Topics will include the essential elements of youth development, 4-H and Extension foundations, the ages and stages of youth development and more. This workshop will provide you with tools needed to achieve the 4-H motto, “To Make the Best Better” and must be completed within your first year of volunteering with 4-H.

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

Melanie Greer, 4-H Program Coordinator, WSU Extension / Clallam County

<https://extension.wsu.edu/clallam/4h/> [melanie.greer@wsu.edu](mailto:melanie.greer@wsu.edu)

223 E 4th St, STE 15 • Port Angeles, WA • 98362  
Phone: 360-417-2398 • FAX: 360-417-2417





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.



# CLALLAM COUNTY 4-H

## *“Mandatory Reporter Presentation”*

As a youth development organization, 4-H strives to ensure the safest environment possible for our youth and volunteers. In order to provide all Clallam 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 Presentation”.

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

viewed the “Mandatory Reporter Presentation” found online at the DCYS website at: [https://prezi.com/2miasj5c42ar/mandatory-reporter-presentation\\_2518/](https://prezi.com/2miasj5c42ar/mandatory-reporter-presentation_2518/) and have become familiar with WSU Extension publication C1001 regarding child abuse, which can be found online at: [www.pubs.wsu.edu](http://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 Clallam County 4-H Youth Development Program.

\_\_\_\_\_  
(Signature) (month/date/year)

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

Return this completed document to:

WSU Extension – Clallam County  
4-H Youth Development Program  
223 E 4<sup>th</sup> St, STE 15  
Port Angeles, WA 98362



Clallam County



WASHINGTON STATE UNIVERSITY  
EXTENSION

Created by Dan Teuteberg and Tracie Hanson  
(2011). (Revised 03-15)

*Extension programs are available to all without  
discrimination. Evidence of noncompliance may  
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# CLALLAM 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 Clallam 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://4h.wsu.edu/volntr/elearning.htm> and <https://extension.wsu.edu/4h/for-volunteers/volunteer-training/>

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

\_\_\_\_\_  
(Signature) (Month/date/year)

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

Return this completed document to:

WSU Extension – Clallam County  
4-H Youth Development Program  
223 E 4<sup>th</sup> St, STE 15  
Port Angeles, WA 98362



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# CLALLAM COUNTY 4-H

## *"4-H Volunteer e-Learning Course"*

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 Clallam 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 e-Learning Course". Each interactive, self-paced training module will take approximately 20 minutes to complete. The course password is volunteer.

I, \_\_\_\_\_, certify that I have completed the following 4-H Volunteer e-Learning Course modules found online at the WSU 4-H Youth Development website <https://extension.wsu.edu/4h/for-volunteers/volunteer-training/>. If you have a printer available please print your completion certificates and turn them in to the 4-H office.

- |  |                                |
|--|--------------------------------|
| <input type="checkbox"/> Module 1 ABOUT 4-H                  | Completion Date ____/____/____ |
| <input type="checkbox"/> Module 2 POSITIVE YOUTH DEVELOPMENT | Completion Date ____/____/____ |
| <input type="checkbox"/> Module 3 GETTING STARTED IN 4-H     | Completion Date ____/____/____ |
| <input type="checkbox"/> Module 4 LEADERSHIP AND TEACHING    | Completion Date ____/____/____ |

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

---

(Signature)

(month/date/year)

---

(Extension Staff Signature)

(month/date/year)

Return this completed document to:  
WSU Extension – Clallam County  
4-H Youth Development Program  
223 E 4<sup>th</sup> St, STE 15  
Port Angeles, WA 98352



Clallam 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 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: Melanie Greer

melanie.greer@wsu.edu

223 E 4th Street, STE 15

Port Angeles, WA 98362

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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