

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. 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.

2. Visit [Extension.org](https://extension.org)

- ❖ Hint: If this is your first time logging into eXtension Campus, you will need to click the “Continue” button and then “Create a New Account”
- ❖ Instructions are available at [4-H eXtension Volunteer Education](#)
- ❖ View [Washington State 4-H Volunteer Orientation](#).
 - Enrollment key is CLALLAM
 - Print out completion certificate and turn into local 4-H office.
- ❖ View [Put the Child First Training Presentation](#)
 - Enrollment key is CLALLAM4H
 - Print out completion certificate and turn into local 4-H office.

3. Attend an in-person or zoom live training for new volunteers. Check local extension office for time and dates.

4. You will be interviewed by 4-H staff.

5. Once the documents are received in the 4-H office you will receive an email invitation from theadvocates@sterlingvolunteers.com requesting you to complete a background check. Please complete within 72 hours. There is no cost to you.

6. Enroll on [4-H online](#).

- ❖ All adult volunteers must enroll on 4-H Online every year. You are not considered a certified volunteer without a currently active 4-H Online profile.
- ❖ Volunteers who do not have an active enrollment on 4-H Online for two years will need to reapply as a new volunteer.

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 | 360-417-2398 Office | 360-912-2062 Work Cell
223 E 4th St, STE 15, Port Angeles, WA 98362



WASHINGTON STATE UNIVERSITY
4-H YOUTH DEVELOPMENT
VOLUNTEER APPLICATION FORM

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

Name: _____
(First) (Middle) (Last)

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 Cooperative Extension Programs you're interested in being a part of:

4-H Youth Development Program

- ____ Club Leader
- ____ Project Leader
- ____ Out of School Time 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)

What age level(s) do 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 | ____ Web page design | ____ Nursing/First Aid |
| ____ Photography/videography | ____ Carpentry/woodworking | ____ Research, data collection, experimentation |
| ____ Graphic arts | ____ Clerical/office skills | ____ Advocacy |
| ____ Grant writing/fundraising | ____ Food service | ____ Computer skills (list software) |
| ____ Public speaking, teaching | ____ Accounting, bookkeeping | _____ |
| ____ Writing, editing newsletters | ____ Leadership/management | _____ |
| ____ Public relations, marketing | ____ Facilitation | Other skills: _____ |

If you are able to communicate in another 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 Cooperative 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 Cooperative Extension 4-H Volunteers. In addition, I understand that additional training requirements may vary in each county and with specific volunteer positions.

Persons with a disability requiring special accommodation while participating in 4-H may call your local WSU Cooperative Extension office. If accommodation is not requested in advance, we cannot guarantee the availability of accommodation on site.

Cooperative Extension programs and policies are consistent with federal and state laws and regulations.

**REFERENCE FORM FOR WASHINGTON STATE UNIVERSITY EXTENSION
VOLUNTEER POSITION WORKING DIRECTLY WITH YOUTH
(for reference by mail)**

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

Adults in volunteer positions help youths have fun while learning new skills, increasing their abilities to work together, managing their own activities, and developing into productive adults.

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.

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 youths? 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 disabled, from different ethnic backgrounds, 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 who you are responsible under his/her leadership? Why?
8. Do you know any reason why this person should NOT be considered for this position? If yes, please explain.

Signature: _____

Date: _____

THANK YOU!

Return this form to: (county address)

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

Date received _____

01/06/jbf

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