



Oklahoma Volunteer Management System

4-H Volunteer Application

Four-H volunteers provide leadership and service to the community by assisting youth in developing life skills and civic responsibility. Quality leadership is important in the development of capable 4-H members. This application provides the 4-H program an opportunity to select individuals best suited for leadership roles necessary for furnishing youth with a quality educational experience. Thank you for your interest in sharing your time, talents and resources with the Oklahoma 4-H program.

VOLUNTEERS AND THE 4-H PROGRAM

Volunteers are an integral part of the Oklahoma Cooperative Extension Service 4-H Youth Development team who do not receive monitorial compensation.

Volunteers team with Extension Educators to enable 4-H youth development programs to reach larger numbers of youth and adults through programming efforts.

The purpose for volunteer certification is four-fold:

- To ensure a safe environment for youth involved in Oklahoma Cooperative Extension Service 4-H Youth Development programs;
- To provide documentation of volunteer activities in Oklahoma 4-H programs and to strengthen liability coverage for volunteers under the State of Oklahoma Governmental Tort Claims Act;
- To assist in the selection, tracking and placement of volunteers in Oklahoma 4-H Youth Development programs.
- To develop 4-H Volunteer Competencies through continuing education activities.

CIVIL RIGHTS

Oklahoma Cooperative Extension Service programs provide opportunities for all citizens, without discrimination on the basis of race, color, national origin, religion, gender, age, or disability or status as a veteran in any of its policies, practices or procedures.

THE MISSION OF OKLAHOMA 4-H

The mission of Oklahoma 4-H Youth Development is to provide Oklahoma youth, families, and communities with educational programs which will create an environment for diverse audiences of youth and adults to reach their fullest potential by developing and enhancing skills for living.

4-H VISION

Oklahoma 4-H is a national leader in developing youths' abilities to become productive citizens and catalysts for positive change to meet the needs of a diverse and changing society. Through 4-H youth development education, youth will:

- Feel valued and empowered as a resource in the community.
- Practice effective problem solving and decision making skills.
- Be environmental stewards.
- Demonstrate positive character and ethical behavior.
- Appreciate human differences.
- Have a strong sense of community and social responsibility.
- Contribute to positive relationships with families, peers, and community.
- Demonstrate communication and leadership skills.
- Value lifelong learning.
- Feel the personal pride that comes from achievement.

STEPS TO CERTIFICATION

If you are interested in working with 4-H youth as an organizational leader, a project club leader, a chaperone or in any situation that is unsupervised by staff or a certified volunteer, this application must be completed. 4-H volunteers and extension staff may recruit potential volunteers; however, the OCES staff in cooperation with the county Volunteer Advisory Committee must approve all volunteers.

To become a volunteer in the Oklahoma 4-H Program, a person is required to:

1. Complete a *Volunteer Application and Behavioral Guidelines form*. The application is designed to be an aid for gathering information. Information will be verified in those instances where a legitimate question arises as to the applicant's qualification.
2. Application approved or denied by the County Extension Educator(s) in cooperation with the County Volunteer Advisory Committee. Applicant will receive written verification of application status.
3. Attend an orientation session conducted by the county Extension Educator.
4. Review and sign the appropriate *Volunteer Agreement Form*.
5. Complete a *Volunteer Enrollment Form*.

Once steps 1-5 are completed you are recognized as a "certified" 4-H volunteer. This application is to be completed only once during a volunteers term of service to the 4-H program. Only in the event of a 3-year break in service will the individual repeat the certification process.

If you have any questions about this process; contact your county Extension educator or the State 4-H Office (405) 744-8891.

Oklahoma 4-H Volunteer Core Competencies

Competency	Behavioral Indicators
Communication Skills	<ul style="list-style-type: none"> Effectively expresses ideas and facts concisely and in an organized manner through oral and written communication. Works well with 4-H members, parents, volunteers and extension staff. Practices active listening skills. Shares information in a timely and diplomatic way. Uses a variety of positive methods to promote 4-H and Cooperative Extension.
Interpersonal skills	<ul style="list-style-type: none"> Considers and responds appropriately to the needs, feelings and capabilities of others. Demonstrates good citizenship and treats others with respect and fairness. Exhibits patience in appropriate situations.
Flexibility	<ul style="list-style-type: none"> Is open-minded to new ideas, change, and new information. Adapts behavior and methods in response to new information, changing conditions and priorities, demands, unexpected obstacles, or situations. Demonstrates ability to compromise. Demonstrates flexibility due to change in conditions, priorities, demands or situations. Adapts leadership style to variety of situations. Adapts educational strategy for situation and audience. Encourages the development and use of imagination in the decision-making process.
Decisiveness	<ul style="list-style-type: none"> Exercises good judgment based on situation and surroundings. Makes sound, well-informed decisions. Perceives the impact of decisions. Commits to action to accomplish organizational goals.
Initiative	<ul style="list-style-type: none"> Motivated, self-starter. Committed to positive ethics in youth development – trustworthiness, respect, responsibility, fairness, caring, and citizenship. Follows through with projects and commitment. Works to develop an area of expertise. Recognizes own strengths and weaknesses and committed to personal improvement. Demonstrates belief in own abilities and ideas.
Organizational Skills	<ul style="list-style-type: none"> Effectively manages time, resources and people. Is prompt. Successfully manages multiple tasks. Uses conceptual and creative thinking in decision-making. Uses a proactive approach to problem solving. Uses a variety of educational tools (newsletters, presentations, tours, judging, news releases, displays, etc.). Evaluates strength, benefits and quality of educational programs.
Service Orientation	<ul style="list-style-type: none"> Effectively manages, develops and delivers educational programming. Is concerned with public perception and satisfaction. Is honest, trustworthy, fair, and dependable. Appearance and behavior is appropriate and professional. Works effectively with diverse audiences.
Teamwork	<ul style="list-style-type: none"> Offers assistance and is supportive of others. Gains satisfaction from group achievement. Demonstrates ability to work with diverse personalities. Maintains credibility with others. Coaches, mentors, and challenges peers and youth. Inspires, motivates and guides others toward goal(s) accomplishment. Actively involved and supportive of small group, club and county efforts.
Institutional Systems	<ul style="list-style-type: none"> Understands and appropriately applies procedures, requirements, regulations and policies as related to 4-H and Oklahoma Cooperative Extension. Supports and works effectively within the organizational and management systems of the local, county, and state 4-H programs. Supports the non-discrimination statement of the Oklahoma Cooperative Extension Service. Demonstrates commitment to positive youth development and education.



OKLAHOMA COOPERATIVE
EXTENSION SERVICE
4-H Youth Development

Oklahoma 4-H Volunteer Management System

ADULT AND TEEN VOLUNTEER APPLICATION

Please Type or Print

The information obtained in this application is only for internal use by the Oklahoma 4-H program.

Date of Application		Date Application Returned		Date Application Reviewed	
Full Legal Name			Social Security Number (optional)		
Home Phone		Work Phone		Cell phone	
Home Phone		Work Phone		Email address	
Number of years at current address	Street Address		City	State	Zip
List Residential Address(s) over the past 5 years					
1.					
2.					
3.					
4.					
5.					
Are you at least 18 years old?				Yes	No
Can you provide your own transportation?				Yes	No
Do you use illegal drugs? (If yes, explain.)				Yes	No
Have you ever been convicted of a crime; a criminal traffic offense, other than a minor traffic offense? (If yes, explain.)				Yes	No
Have you ever been convicted of child neglect or abuse? (If yes, explain.)				Yes	No
Has your driver's license ever been suspended or revoked? (If yes, explain.)				Yes	No
Other than the above, is there any fact or circumstance involving you or your background that would call into question your being entrusted with the supervision, guidance, and care of young people? (If yes, explain.)				Yes	No
Occupation		Employers Address		Number of Years with current employer.	
Employers Name				Employer's Phone	

4-H Club you wish to be associated with:

Check One	<input type="checkbox"/> Applying to be a new 4-H Volunteer	<input type="checkbox"/> Transferring 4-H Volunteer Certification from <hr style="width: 80%; margin: 0 auto;"/> <small>(Note county and state)</small>	<input type="checkbox"/> Former 4-H Volunteer	
			<small>Dates of service</small>	<small>City and State</small>

Below indicate interests and/or skills you would be willing to share

<u>Animal Science</u> 010 Beef 020 Dairy 030 Goats 040 Horse 050 Meats 060 Poultry 070 Sheep 100 Vet Science <u>Small Animals/Pets</u> 081 Birds 082 Cats 083 Dogs 084 Fish 085 Pigeons 086 Rabbits 087 Other 090 Swine <u>Communication Arts</u> 120 Photography 130 Speaking	<u>Home Economics</u> 210 Child Care 220 Fabrics & Fashions 230 Consumer Education 240 Food Science 250 Personal Development <u>Health and Safety</u> 310 Health & Fitness 320 Safety <u>Leisure Education</u> Hobbies & Collectibles 410 Visual Arts 411 Leathercraft 412 Postmark 413 Other 430 Rocketry 440 Shooting Sports	<u>Mechanical Sciences</u> 520 Bicycle 530 Electricity 540 Woodworking <u>Natural Sciences</u> 610 Entomology 620 Environmental Education 630 Forestry 640 Geology <u>Wildlife</u> 661 Amphibians & Reptiles 662 Fish 663 Game Birds 664 Habitat 665 Mammals 666 Backyard Wildlife 667 Other	<u>Plant Sciences</u> Agronomy 671 Field Crops 673 Soils Horticulture 681 Gardening 682 Home Grounds 683 House Plants <u>Social & Political Science</u> 710 Citizenship & Community Development 720 Government 730 International Study 740 Leadership <u>Other</u> _____ _____
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Below, indicate volunteer position(s) in which you are interested in serving:

OL	Organizational Leader	CR	County Resource Volunteer
LV	Local Club Volunteer	CM	County Committee Member
LC	Local Activity Leader	CC	County Committee Chairman
LP	Local Project Leader	PVA	County Parent-Volunteer Association
CP	County Project Leader	CF	County 4-H Foundation Member
CA	County Activity Leader	PAC	County Program Advisory Committee
TL	Teen Leader	ALV	Volunteer At Large

4-H Background (Please include membership information, 4-H volunteer experiences, etc.)

Position	County	State	Year(s)

Experience working with youth and adults in other organizations.

1.
2.
3.

Current memberships (community, business, labor, Educator organizations, etc.).

1.	2.
3.	4.
5.	6.

REFERENCES: Please list three references (not related) who are familiar with your character as it relates to working with youth and adults. References will be checked when necessary.

Reference 1			
Legal Name		Relationship	

Home Phone	Work Phone	Email address	
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Address	City	State	Zip
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Reference 2			
Legal Name		Relationship	

Home Phone	Work Phone	Email address	
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Address	City	State	Zip
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Reference 3			
Legal Name		Relationship	

Home Phone	Work Phone	Email address	
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Address	City	State	Zip
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I understand that:

- The information that I have provided is true and may be verified by contacting persons or organizations named in this application, or by contacting any persons or organizations that may have information concerning me. I hereby release and agree to hold harmless from liability any person or organization that provides information about me. I also agree to hold harmless the chartered organization, Parent-Volunteer Association, the 4-H program, Cooperative Extension Service, Oklahoma State University and Langston University, and the officers, employees, and volunteers thereof.
- Upon approval, I will be expected to complete an orientation and volunteer agreement and enrollment forms.
- 4-H volunteers serve at the pleasure of the Oklahoma Cooperative Extension Service.
- Annually I will be responsible for completing a Volunteer Enrollment, Volunteer Agreement and Behavioral Guidelines form.
- Annual I must complete a minimum of four continuing education units/parent-volunteer trainings or my status as a volunteer will be placed on a one-year probation. The number of required trainings is subject to review and change by the OCES 4-H Youth Development Program
- A breach in the Volunteer Behavioral Guidelines or any other established rules or guidelines for sanctioned 4-H activities is grounds for immediate dismissal as a 4-H Volunteer.

Date _____ Applicant's Signature _____

Date _____ Parent/Guardian's Signature _____
 Applicants under the age of 18 require a guardian's signature.

*** Attach additional documents as necessary for explanation or support of your application.**

Oklahoma State University and Langston University, in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services.

Approved by Volunteer Advisory Committee:	
We are unaware of any information contrary to the information stated on this application or provided by references.	
Date	Signature of Volunteer Advisory Committee Representative
Date	Extension Educator Signature
Denied by Volunteer Advisory Committee:	
We do not find this individual to be a viable candidate for volunteer certification in the Oklahoma 4-H Youth Development program.	
Date	Signature of Volunteer Advisory Committee Representative
Date	Extension Educator Signature



Oklahoma 4-H Volunteer Management System
BEHAVIORAL GUIDELINES
 For Extension Educators and Volunteers
 Working with Oklahoma 4-H Youth Development Programs

Oklahoma families and other youth service programs trust in the Oklahoma Cooperative Extension Service to provide educational programs in a safe environment for participating youth. Adults who assume educator and volunteer roles within Extension have the opportunity for a rewarding experience. The opportunity to work with youth is a privileged position of trust that should be held only by those who are willing to demonstrate behaviors that fulfill this trust. The following behavioral expectations have been established for persons serving in educator and volunteer roles within Oklahoma Cooperative Extension Service programs.

1. Work cooperatively with youth, families, volunteers, Oklahoma Cooperative Extension Service faculty and staff, and others in a courteous, respectful manner demonstrating behaviors appropriate for a positive role model for youth.
2. Represent the Cooperative Extension Service and the 4-H program with pride and dignity, behave appropriately, exhibit good sportsmanship, and demonstrate reasonable conflict management skills.
3. Respect, adhere to, and enforce the rules, policies, and guidelines established by the Oklahoma Cooperative Extension Service and any other established rules or guidelines for sanctioned 4-H activities, this includes all state laws related to child abuse and substance abuse.
4. Recognize that verbal, mental or physical abuse, hazing or committing criminal acts or being aware of the same are grounds for termination as a volunteer or 4-H educator.
5. Comply with equal opportunity and anti-discrimination laws. Make all reasonable efforts to assure that 4-H youth programs are accessible to youth without regard to race, color, national origin, sex, religion, age, or disability.
6. Treat animals humanely and encourage 4-H youth and adults to provide appropriate and ethical animal care.
7. Under no circumstances, allow or consume alcohol or illegal drugs at 4-H events or activities. Understand that the use of or being under the influence of alcohol or illegal drugs while in the presence of 4-H members and/or at 4-H programs or activities are grounds for termination as a volunteer or 4-H educator.
8. The use of tobacco products in the presence of 4-H members and/or during 4-H events and activities is strongly discouraged, as the use of these products by minors is illegal.
9. Operate machinery, vehicles, and other equipment in a safe and responsible manner when working with youth and adults participating in 4-H programs.
10. Accept responsibility to promote, conduct, and support 4-H programs in order to develop an effective county, district, state, and national 4-H program.

I understand that breaching the behavioral guidelines can be grounds for severing my relationship as a volunteer with the Oklahoma 4-H Youth Development Program.

Print Name	Print Name
Volunteer's Signature	Extension Educator's Signature
Date	Date