

2023

**Ohio State University Extension – Wayne County
New 4-H Volunteer Application Procedure**APPLICATIONS DUE 1st

1. **Review and complete the steps below.**
2. **Complete the Wayne County 4-H New Volunteer Application online at: <https://go.osu.edu/wc4h2023newvolapp> (note this is different than 4-HOnline Enrollment).** As part of completing this application you will be asked to provide contact information for three non-family member references. You will also be required to digitally sign your acceptance of the OSU Extension Volunteer Standards of Behavior and other various consent agreements. The online application will automatically e-mail the three reference contacts you provide with an online reference form for them to complete online. The Wayne County Extension Office must receive back three fully completed reference forms before your application will be considered.
3. **Complete your 4-HOnline Volunteer Enrollment.** This process must be completed annually. Your profile in 4-HOnline will remain pending until all steps in the volunteer application process are completed. Once your application from step 2 is received, the Extension Office will set up a basic volunteer profile for you in 4-HOnline and will then e-mail you instructions for completing your 4-HOnline enrollment. Your enrollment must be completed before you proceed to the next step of getting your fingerprint background check. This is important for your background check results to be matched to your profile in 4-HOnline.
4. **Complete and successfully clear the Ohio BCI&I fingerprint background check.** If you have lived outside of Ohio anytime within the past five years you must also complete the FBI fingerprint background check. Fingerprinting may be done at your choice of the Wayne County Sheriff's Department, Tri-County Educational Center or any other Ohio BCI&I approved background check vendor. You must take the OSU Extension Background Check form with you when you are fingerprinted. Save your receipt and submit it to the Extension office along with the attached reimbursement form if you would like to be reimbursed. See attached Background Check Information page for more details.
5. **Schedule and complete a new volunteer interview** with 4-H Educator Doug Foxx and/or 4-H Program Assistant Diane Johnson. Sign up for a timeslot at the following link or contact the Extension Office for assistance in scheduling this appointment. Sign up at: <https://go.osu.edu/2023wc4hnewvolinterviews>.
6. **Attend and complete a New Volunteer Orientation session** conducted by OSU Extension Wayne County. New Volunteer Orientation will be offered on **Tuesday April 18, 2023 starting at 6 pm at Fisher Auditorium**. If this date / time does not work for you – please contact the Extension Office to make other arrangements.

Note: New volunteer applicants are welcome and encouraged (but not required) to attend our 4-H Volunteer Kickoff Event on February 1st at 7 pm at Fisher Auditorium. This event is where we roll out new rules and program updates for the year. So it is helpful information – but it does not replace the required Ohio 4-H New Volunteer Orientation session listed above.

*Completed application, Standards of Behavior form, reference forms, 4-HOnline enrollment and background check results must be received in the Extension Office no later than **April 1st**.*

7. **Volunteers will receive an acceptance or denial letter once their file is complete and reviewed by Extension Staff.**

