

2024 Ohio State University Extension – Wayne County New 4-H Volunteer Application Procedure

APPLICATIONS DUE ~~December 11th~~ - **February 1st**

ALL Steps Must be completed by **April 1st**

1. **Submit Application by ~~DECEMBER 11th~~ February 1st:** <https://go.osu.edu/wc4h2024newvolapp> *(note this is different than 4-H Online Enrollment)*
 - a. Online application due by ~~December 11th~~ February 1st
 - b. **Three References:** 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. - **March 1st**
 - c. **Sign:** You will also be required to digitally sign your acceptance of the OSU Extension Volunteer Standards of Behavior and other various consent agreements.
2. **Schedule and complete a new volunteer interview: between December 1st - March 1st**
 - a. <https://go.osu.edu/2024wc4hnewvolinterviews>
 - b. Interview with 4-H Program Assistant Diane Johnson.
 - c. Sign up for a timeslot at the following link or contact the Extension Office for assistance in scheduling this appointment.
3. **Attend and complete a New Volunteer Orientation session: February 1st**
 - a. **Thursday February 1st, 2024 starting at 6 pm at Fisher Auditorium** conducted by OSU Extension Wayne County.
 - b. If this date / time does not work for you – please contact the Extension Office to make other arrangements.
4. **Enroll in the 4-H Online System:**
 - a. <https://oh.4honline.com>.
 - b. **Must be completed before your background check**
 - c. Your profile in 4-H Online will remain pending until all steps in the volunteer application process are completed.
 - d. 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-H Online.
 - e. Need Help: <https://wayne.osu.edu/help>
 - f. This process must be completed annually.
5. **Ohio BCI & FBI Fingerprint Background Options: MUST BE COMPLETED BY FEBRUARY 15TH**
 - a. **Complete and successfully clear the Ohio BCI & FBI fingerprint background check.**
 - i. If you have lived outside of Ohio anytime within the past five years you must also complete the FBI fingerprint background check.
 - ii. Options of Where to get it done:
 1. Wayne County Sheriff's Department
 2. Tri-County Educational Center or
 3. Any other Ohio BCI&I approved background check vendor.
 - iii. **You must take the OSU Extension Background Check form with you when you are fingerprinted.**
 - iv. 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.
 - b. Complete Background check after completing the interview and enrolling in Oh.4HOnline.
6. **Volunteers will receive an acceptance or denial letter once their file is complete and reviewed by Extension Staff.**

All Steps MUST be completed by April 1st. ~~We will not be taking applications past the December 11th deadline.~~

Due to an ask of our current county volunteers we are opening the application process for a limited time.

All Applications MUST be submitted by February 1st.

