

4-H Year 2016-2017



Dear Potential 4-H Volunteer,

Thank you for your interest in volunteering with the Colorado 4-H Youth Development Program. We are pleased that you are considering joining the nearly 13,000 talented, dedicated, 4-H volunteers across the state helping youth reach their full potential.

4-H offers several ways to volunteer. Once approved to volunteer, be thoughtful in choosing the role that best fits your availability, interests, and skillset. El Paso County 4-H staff will provide you with job descriptions and will discuss volunteer opportunities with you. Possible 4-H volunteer roles include, but are not limited to:

**Main/Organizational Club Leader** - Oversees a 4-H club and works with 4-H club members to plan meetings.

**Project Leader** - Helps 4-H members with 4-H projects and provides 4-H project educational activities.

**Superintendent** - A middle-management volunteer who helps to coordinate the El Paso County Fair.

**Committee Member** - Committees work with the 4-H Agent to plan and conduct county 4-H events and activities.

**Resource Volunteer** - Individual with a specific skill to share and who is a resource to the 4-H program.

There are **six** required steps to becoming an El Paso County 4-H volunteer:

1. Contact your Colorado State University (CSU) Extension El Paso County Office
2. Complete the online application
3. Receive two positive references
4. Complete a 4-H Orientation
5. Complete the background check with **HireRight**
6. Complete Volunteer Leader Training (VLT)

#### **Step 1: Call the Local Extension Office**

Contact the CSU Extension El Paso County 4-H Youth Development Office. The Office will provide you with a Potential 4-H Volunteer Initial Interest Form and will collect the \$5.00 4-H volunteer registration fee.

Call (719) 520-7698 OR E-mail: [emily.killeen@colostate.edu](mailto:emily.killeen@colostate.edu)

#### **Step 2: Application**

The application will be completed through 4HOnline, our state 4-H database. El Paso County 4-H staff will assist you in getting started. (Please see the attached instructions)

#### **Step 3: References**

List and provide contact information for at least three people to serve as references (this is done by entering reference contact information in 4HOnline). Please select references who are familiar with your recent experience working with youth and who are not related to you. References will be contacted by phone or email and asked to respond to a short questionnaire. All responses will be kept confidential. At least two positive references are required.

#### **Step 4: Orientation**

4-H Volunteer Orientation provides individuals with an overview of the 4-H Youth Development Program. All potential volunteers must complete either the Face-to-Face or Online Orientation. It is important to complete Orientation as soon as possible as to not delay the application and screening process.

**Face-to-Face Orientation** - All new main club volunteers starting 4-H Clubs and returning volunteers taking over leadership for an existing 4-H Club are required to attend New Club Leader Orientation. New Club Leader Orientation will cover the responsibilities of the Main Club Leader (Organizational Leader) and will include: 4-H overview, how to use 4HOnline, annual reporting requirements, and organizing a 4-H Club. There is no cost to attend the Face-to-Face Orientation but volunteers must pre-register to attend and training

Updated 11/2016

dates/times are subject to cancellation if too few pre-registrations are received (fewer than 3 pre-registrations). Orientation dates will be scheduled as needed; dates and locations to be announced.

**Online Orientation** - All other volunteers (project leaders, resource volunteers, fair superintendents, etc.) are required to complete a four-part online module orientation. To access the Online Orientation please go to: <http://www.colorado4h.org/>. Click on “volunteer resources,” and sign in using the password “volunteer.” At the completion of each module you must enter your name and county in order for the completion to be verified. **Please Note:** We recommend you keep a record of the modules completed by taking a screen shot or printing the “module completed” responses.

#### **☐ Step 5: Background Check**

All volunteers are required to complete a background check as part of Colorado State University’s risk management strategy to prevent child abuse and ensure the safety of all 4-H youth. The process also protects the volunteers, Extension staff and Colorado State University. Colorado State University conducts the background checks with the screening company, **HireRight**. CSU’s Human Resources department has confidence in the security and confidentiality of the **HireRight** system.

You will be **notified via email** when your name has been submitted for a background check. Within five days you will receive, and are **required to respond** to, an email from **HireRight** Customer Support. You will be directed to click on the secure link and provide the information for your background check to be completed. **Please Note:** If you do not receive the email within five days, contact the El Paso County Extension Office immediately. Failure to respond to the e-mail from **HireRight** Customer Support will result in re-screening fees being charged to the volunteer applicant. Be sure to check your junk mail for the **HireRight** e-mail if you are expecting the **HireRight** e-mail.

**What’s next?** After you have completed the screening process, you will be notified by the CSU Extension El Paso County Office that your screening is complete. Your name will be activated in 4HOnline, our state database. Upon being accepted as a 4-H volunteer, county 4-H staff will discuss volunteer opportunities with you. The last step is to complete Volunteer Leader Training (see step 6). **Volunteers are the Heart of 4-H!** Thank you for your interest in sharing your time and talent with Colorado youth!

**IMPORTANT - You may not begin as a 4-H volunteer until you have received written approval from your county 4-H Agent.** Only authorized volunteers are protected from liability under the Government Immunity Act (24-10-101CRS et seq) and the Risk Management Act (24-30-1502CR et seq).

**Please Note: Returning Volunteer with a Break in Service** - Any individual with a break in service is required to complete the new volunteer screening process again. Depending on their volunteer responsibilities, they may be asked to re-train.

#### **☐ Step 6: Volunteer Leader Training (VLT)**

In the 4-H Youth Development Program our most basic responsibility is to provide a healthy and wholesome atmosphere for young people and the adults who work with them. Our goal is to provide a safe environment that encourages positive youth development. To maintain the El Paso County 4-H Program’s record of safety and to ensure the 4-H mission is a program priority, all El Paso County 4-H Volunteers are required to complete a three-part, face-to-face Volunteer Leader Training (VLT).

Volunteers new to 4-H, who are not working with an experienced 4-H volunteer mentor, are required to complete VLT **before** scheduling 4-H club meetings with youth members. All other Volunteers (in roles other than main club leader and working under the supervision of an experienced 4-H volunteer mentor) will have one year to complete the training. Volunteers will not be eligible for re-enrollment if they are unable to complete training within the one year timeframe. Volunteers will be notified when “refresher” re-training is required; typically every 5 years.

## 2016-2017 FACE-TO-FACE New 4-H Club Leader Orientation and Volunteer Leader Training Schedule

(Please Note: dates subject to change, please pre-register with the Extension Office.)

**New 4-H Club Leader Orientation** – Face-to-Face Orientation is for all volunteers starting new 4-H clubs and returning volunteers taking over leadership of an existing 4-H club. Co-leaders, sharing Main Club Leader responsibilities, and Project Leader/Cloverbud volunteers assisting with club paperwork are encouraged to attend.

Please call to schedule the face-to-face Orientation. (719) 520-7685

**Volunteer Leader Training (VLT)** – For all new 4-H volunteers. VLT will be held at the El Paso County Department of Transportation Building (aka Akers Building).

The VLT training may be taken as an all-day Saturday session or on three consecutive evenings. Volunteers may mix and match training dates/times to complete all three parts. There is no cost to attend VLT but volunteers must pre-register to attend and training dates/times are subject to cancellation if too few pre-registrations are received (fewer than 8 pre-registrations). New clubs with several volunteers needing training may request to schedule a VLT opportunity that is convenient to the new club (at the club meeting location).

### **VLT Location:**

El Paso County Department of Transportation  
3275 Akers Drive  
Colorado Springs, CO 80922

### **VLT Topics:**

Part 1 – Introduction to 4-H, Positive Youth Development, and What is a Quality 4-H Program?  
Part 2 – Risk Management, Policies, and Handling Finances  
Part 3 – 4-H Meetings, Experiential Education, and Teaching Techniques

### **Winter Option:**

VLT Part 1 – Saturday, January 7, 9 to 11 a.m.  
VLT Part 2 – Saturday, January 7, 11:30 a.m. to 1:30 p.m.  
VLT Part 3 – Saturday, January 7, 1:30 to 3:30 p.m.

### **Spring Option:**

VLT Part 1 – Wednesday, April 5, 6:30 to 8:30 p.m.  
VLT Part 2 – Wednesday, April 12, 6:30 to 8:30 p.m.  
VLT Part 3 – Wednesday, April 19, 6:30 to 8:30 p.m.

**Summer Option:** Summer training will be scheduled only if necessary. Please attend VLT at your earliest convenience to maintain 4-H volunteer status.

Colorado State University, U.S. Department of Agriculture and El Paso County cooperating.

Extension programs are available to all without discrimination. If you have a disability for which you seek an accommodation, please notify the CSU Extension El Paso County 4-H Office ten days prior to the event.