

Greenlee County 4-H Volunteer Certification Checklist

- Potential 4-H Volunteer Packet
- Interview with 4-H staff
- Fingerprint Clearance Card
- University of Arizona Designated Campus Colleague
- Register as Volunteer on ZSuites
- Preventing Harassment Training
- Complete Youth Safety Training
- Volunteer Orientation

Register with University of Arizona as a Designated Campus Colleague

Why we do this: The Designated Campus Colleague (DCC) relationship is the legal agreement between the volunteer and the University of Arizona. UArizona provides guidelines and training. Volunteers set up growth opportunities for youth. 4-H youth are encouraged to learn about themselves and their community. These same youth do activities to develop the skills they need to create positive change in their lives and communities.

The legal relationship says that volunteers will follow university guidelines and that the university will back the volunteer's efforts with guidance and legal support. Additionally, active DCC status provides access to university resources such as email, Google apps, and Zoom.

How you do this:

First, the county office enters your information into the University of Arizona Workforce database, UAccess.

Second, you will receive several emails

- from FSO at arizona.edu
- which contain information you need
- which may get caught in the spam/junk/unwanted folders in your email

Third, Set up your NetID, password, and NetID+ (**Links will be sent to you in an email**)

- Open Step by Step Instructions for Setting up your NetID and NetID+ in a separate tab for reference
- Then **[Set up your NetID, password, and NetID+ here.\(link is external\)](#)**

Fifth, finish your DCC registration; instructions available in .pdf below

Sixth, set up your University Email account **[here\(link is external\)](#)**.

- Enter your <netid>@email.arizona.edu address and click **Sign In**.
- At the UA-branded login screen, enter your **NetID** and password

Preventing Harassment Training

Why we do it: The Preventing Harassment training helps maintain equitable and legally mandated opportunities for all residents of Arizona by helping volunteers, staff, and students develop

- Recognition of behaviors such as implicit bias, discrimination and harassment, including sexual harassment, sexual violence, relationship violence, gender discrimination, and stalking.
- Skills for encouraging respect and civility in the workplace, creating positive and productive workplaces and building positive organizational culture.

All members of the university community are expected to complete this training every two years. Changing duties may require volunteer, staff, or student to complete the training more frequently.

How you do this: (links will be sent to you in an email)

- Log into **[EDGE\(link is external\)](#)**, the University of Arizona employee Training app using your NetID, password, and NetID
- **[EDGE user instructions \(link is external\)](#)** are available here
- To find information or ask questions about this training, check here: **<https://equity.arizona.edu/training/online-training>**(link is external)
- **[University of Arizona Office of Institutional Equity Policies and Procedures](#)**(link is external) are available here

Complete Youth Safety Training

Why we do this: As part of the effort to provide appropriate environments for all youth in our programs, The University of Arizona provides a training on Youth Safety. This training explains Arizona laws that cover abuse and neglect. It sets out the signs that would tell you that a youth is at risk of abuse or neglect, as well as signs that another adult is grooming a youth for an inappropriate relationship. It also includes best practices for helping an endangered youth, and explains the legal responsibilities for 4-H leaders who discover any of these signs.

How you do this: (Links will be sent to you in an email)

- This training requires NetID and NetID+.
- Every volunteer and staff person should complete Youth Safety training every year to make sure they have the most current information on the Arizona law, The University of Arizona regulations, and best practices.
- Log in here: <https://d2l.arizona.edu/d2l/loginh/> **(link is external)**

NOTE: *Cooperative Extension requires an additional step in the reporting process as outlined in the training. If a volunteer recognizes signs of abuse, neglect, or grooming, the information should be reported to local law enforcement (city, county, or tribal) as well as to their county office and the University of Arizona Youth Safety office.*