

4-H VOLUNTEER CERTIFICATION REQUIREMENTS

Dear Potential Arizona 4-H Volunteer:

Thank you for expressing an interest in becoming an Arizona 4-H Volunteer. In 4-H, we endeavor to provide a safe environment for all youth. Our volunteers are vital to that safety net. While volunteering is an honor and privilege, volunteering with Arizona 4-H provides you with unique University of Arizona benefits—a University of Arizona email address, access to employee discounts such as discounted campus rec membership, access to UACBT – computer based training courses and eligible for a CatCard (\$25).

All individuals who are interested in volunteering with the University of Arizona Cooperative Extension and working with a member of a vulnerable population (minors, elderly over age 65, or individuals with disabilities) or will have significant financial responsibilities, in accordance with UA policy, must complete the required UA volunteer certification process. While the actual order of items may vary from county to county, all potential volunteers will:

1. Submit 4-H Volunteer Application and payment to your county Cooperative Extension office. (Payment amount may vary, so be sure to check with your local county office on the exact amount.) Your information will be entered into the University Designated Campus Colleague (DCC) System.
In Cochise County, the payment amount is \$0.00.
2. DPS Level 1 Card Fingerprints are completed digitally through the Arizona Department of Public Services (DPS) and the FBI database. Acceptance as a volunteer is contingent upon the satisfactory outcome of the criminal background check.
Individual is responsible for the costs associated with fingerprinting.
3. Satisfactorily Complete the four Western Region e-learning modules (<http://4hvolunteerelearning.wsu.edu/volunteertraining/course.html> password is “volunteer”).
4. Create a NetID. Once you are entered in the DCC system you will receive an email with instructions on creating a NetID. The UA NetID provides a central authentication mechanism for a number of online services. You will also be assigned an Employee ID that is used in place of your social security number as your personal identifier. Once you have your NetID and password, log onto <https://email.arizona.edu> to set up your University email account. You are required to have an assigned University email address and all future communications will be directed to your official UA email address. You may forward your UA email to your personal email account after logging-on.
5. Participate in an interview with the County Extension agent either face to face or by phone.
6. Participate in New Leader Training as specified within your county. **As available.**
7. Register as a volunteer in 4HOnline <http://az.4honline.com/> and complete all authorization forms.
8. Complete the Youth Safety training
9. Complete any other items as required specific to your county.
10. As an applicant, you will receive a letter from the County Extension office notifying you of your acceptance, non-acceptance, or acceptance with conditions.

Thank you for your interest in volunteering with us!

Issued in furtherance of Cooperative Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Jeffrey C. Silvertooth, Associate Dean & Director, Economic Development & Extension, College of Agriculture and Life Sciences, The University of Arizona. The University of Arizona is an equal opportunity, affirmative action institution. The University does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or sexual orientation in its programs and activities.

4-H VOLUNTEER APPLICATION

CONTACT INFORMATION			
Full Legal Name:		Date of Application:	
Address:		City/State/Zip:	
County:	Gender: Male or Female	Date of Birth: mm/dd/yyyy	
Phone:	Personal Email:		
4-H BACKGROUND (Please include membership information, 4-H volunteer experiences, etc.)			
Position	County	State	Years
Do you currently have children involved in 4-H? Yes or No		If so what club?	
EXPERIENCE WORKING WITH YOUTH AND ADULTS IN OTHER ORGANIZATIONS			
IF YOU ARE INTERESTED IN BEING A PROJECT LEADER, WHAT AREAS INTEREST YOU MOST?			
WHY ARE YOU INTERESTED IN A VOLUNTEER POSITION?			
FOR OFFICE USE ONLY			
Date Paid:	Amount Paid:	How Paid: <input type="checkbox"/> Check # <input type="checkbox"/> Cash	

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References

Please list five people (work related, from club/organizations, friends, neighbors), *NOT* related to you (which includes step-relatives) and *NOT* employed by Cooperative Extension, who have definite knowledge of your qualifications suitable to working as a 4-H youth development volunteer. *ONE* reference may be from a person under 18 years of age. Please give complete address.

REFERENCE ONE

Name: _____ Phone: _____ Email: _____

Mailing Address: _____ City/St/Zip: _____

REFERENCE TWO

Name: _____ Phone: _____ Email: _____

Mailing Address: _____ City/St/Zip: _____

REFERENCE THREE

Name: _____ Phone: _____ Email: _____

Mailing Address: _____ City/St/Zip: _____

REFERENCE FOUR

Name: _____ Phone: _____ Email: _____

Mailing Address: _____ City/St/Zip: _____

REFERENCE Five

Name: _____ Phone: _____ Email: _____

Mailing Address: _____ City/St/Zip: _____

I understand that volunteerism is a privilege, not a right. I authorize contact of the references listed and understand that information from these references or others contacted is confidential. I waive my right to review this information. I understand that until the application process is complete, I may be denied access to clientele. If appointed, I agree to abide by the philosophies of the 4-H Youth Development Program and to fulfill the volunteer responsibilities to the best of my ability.

Signature _____

Date _____