



Oklahoma Volunteer Management System

4-H Teen Volunteer Application

If you have any questions about this process; contact your county Extension educator or the State 4-H Office (405) 744-8891.

Four-H volunteers provide leadership and service to the community by assisting youth in developing life skills and civic responsibility. Quality leadership is important in the development of capable 4-H members. This application provides the 4-H program an opportunity to select individuals best suited for leadership roles necessary for furnishing youth with a quality educational experience and a safe environment. Thank you for your interest in sharing your time, talents and resources with the Oklahoma 4-H program as a certified teen volunteer.

Volunteers and the 4-H Program

Volunteers are an integral part of the Oklahoma Cooperative Extension Service 4-H Youth Development team who do not receive monitorial compensation.

Volunteers team with Extension Educators to enable 4-H youth development programs to reach larger numbers of youth and adults through programming efforts.

The purpose for volunteer certification is four-fold:

- To ensure a safe environment for youth involved in Oklahoma Cooperative Extension Service 4-H Youth Development programs;
- To provide documentation of volunteer activities in Oklahoma 4-H programs and to strengthen liability coverage for volunteers under the State of Oklahoma Governmental Tort Claims Act;
- To assist in the selection, tracking and placement of volunteers in Oklahoma 4-H Youth Development programs.
- To develop 4-H volunteer competencies through continuing education activities.

Civil Rights

Oklahoma Cooperative Extension Service programs provide opportunities for all citizens, without discrimination on the basis of race, color, national origin, genetic information, sex, age, sexual orientation, gender identity, religion, disability, or status as a veteran, in any of its policies, practices or procedures.

The Mission of Oklahoma 4-H

The mission of Oklahoma 4-H Youth Development is to provide Oklahoma youth, families, and communities with educational programs which will create an environment for diverse audiences of youth and adults to reach their fullest potential by developing and enhancing skills for living.

4-H VISION

Oklahoma 4-H is a national leader in developing youths' abilities to become productive citizens and catalysts for positive change to meet the needs of a diverse and changing

society. Through 4-H youth development education, youth will:

- Feel valued and empowered as a resource in the community.
- Practice effective problem solving and decision making skills.
- Be environmental stewards.
- Demonstrate positive character and ethical behavior.
- Appreciate human differences.
- Have a strong sense of community and social responsibility.
- Contribute to positive relationships with families, peers, and community.
- Demonstrate communication and leadership skills.
- Value lifelong learning.
- Feel the personal pride that comes from mastery.

Certification Steps

If interested in working with 4-H youth as a teen leader, a project or activity leader, a camp counselor, workshop instructor, district or state 4-H officer or in any situation that is unsupervised by staff or a certified volunteer, this application must be completed. 4-H volunteers and extension staff recruit potential volunteers; however, the OCES staff in cooperation with the county Volunteer Advisory Committee must approve all volunteers.

To become a teen volunteer in the Oklahoma 4-H Program, a person is required to:

1. Learn more about 4-H leadership roles. Download position descriptions at <http://4h.okstate.edu/for-educators/volunteer-management-system/volunteer-position-descriptions-2015-revisions> or visit with the Extension Educator.
2. Complete *Teen Volunteer Application*. The application aids in gathering information to verify instances where a legitimate question arises as to qualifications.
3. Attend/participate in the OK 4-H Youth Development Orientation, OSU/4-H Working with Minors Training and Title VII/IX Training.
4. Annually complete a minimum of four continuing education units/parent-volunteer trainings and renew Working with Minors and Title VII/IX Training.
5. Youth volunteers working with some grant funded programs will be required to pass an OSBI background check.
6. At this time, no background check is being run on teens serving as a teen leader, a project or activity leader, a camp counselor, workshop instructor, district or state 4-H officer

Oklahoma 4-H Volunteer Core Competencies

Competency	Behavioral Indicators
Communication Skills	<ul style="list-style-type: none"> Effectively expresses ideas and facts concisely and in an organized manner through oral and written communication. Works well with 4-H members, parents, volunteers and extension staff. Practices active listening skills. Shares information in a timely and diplomatic way. Uses a variety of positive methods to promote 4-H and Cooperative Extension.
Interpersonal skills	<ul style="list-style-type: none"> Considers and responds appropriately to the needs, feelings and capabilities of others. Demonstrates good citizenship and treats others with respect and fairness. Exhibits patience in appropriate situations.
Flexibility	<ul style="list-style-type: none"> Is open-minded to new ideas, change, and new information. Adapts behavior and methods in response to new information, changing conditions and priorities, demands, unexpected obstacles, or situations. Demonstrates ability to compromise. Demonstrates flexibility due to change in conditions, priorities, demands or situations. Adapts leadership style to variety of situations. Adapts educational strategy for situation and audience. Encourages the development and use of imagination in the decision-making process.
Decisiveness	<ul style="list-style-type: none"> Exercises good judgment based on situation and surroundings. Makes sound, well-informed decisions. Perceives the impact of decisions. Commits to action to accomplish organizational goals.
Initiative	<ul style="list-style-type: none"> Motivated, self-starter. Committed to positive ethics in youth development – trustworthiness, respect, responsibility, fairness, caring, and citizenship. Follows through with projects and commitment. Works to develop an area of expertise. Recognizes own strengths and weaknesses and committed to personal improvement. Demonstrates belief in own abilities and ideas.
Organizational Skills	<ul style="list-style-type: none"> Effectively manages time, resources and people. Is prompt. Successfully manages multiple tasks. Uses conceptual and creative thinking in decision-making. Uses a proactive approach to problem solving. Uses a variety of educational tools (newsletters, presentations, tours, judging, news releases, displays, etc.). Evaluates strength, benefits and quality of educational programs.
Service Orientation	<ul style="list-style-type: none"> Effectively manages, develops and delivers educational programming. Is concerned with public perception and satisfaction. Is honest, trustworthy, fair, and dependable. Appearance and behavior is appropriate and professional. Works effectively with diverse audiences.
Teamwork	<ul style="list-style-type: none"> Offers assistance and is supportive of others. Gains satisfaction from group achievement. Demonstrates ability to work with diverse personalities. Maintains credibility with others. Coaches, mentors, and challenges peers and youth. Inspires, motivates and guides others toward goal(s) accomplishment. Actively involved and supportive of small group, club and county efforts.
Institutional Systems	<ul style="list-style-type: none"> Understands and appropriately applies procedures, requirements, regulations and policies as related to 4-H and Oklahoma Cooperative Extension. Supports and works effectively within the organizational and management systems of the local, county, and state 4-H programs. Supports the non-discrimination statement of the Oklahoma Cooperative Extension Service. Demonstrates commitment to positive youth development and education.

Oklahoma 4-H Volunteer Management System
BEHAVIORAL GUIDELINES
For Extension Educators and Volunteers
Working with Oklahoma 4-H Youth Development Programs

These guidelines are not “all inclusive”, the Extension Service reserves the right to make adjustments to the Code of Conduct.

Breaching the behavioral guidelines can be grounds for severing one’s relationship as a volunteer with the Oklahoma 4-H Youth Development Program.

Oklahoma families and other youth service programs trust in the Oklahoma Cooperative Extension Service to provide educational programs in a safe environment for participating youth. Teens who assume educator and volunteer roles within Extension have the opportunity for a rewarding experience. The opportunity to work with youth is a privileged position of trust that should be held only by those who are willing to demonstrate behaviors that fulfill this trust. The following behavioral expectations have been established for persons serving in educator and volunteer roles within Oklahoma Cooperative Extension Service programs.

1. Work cooperatively with youth, families, volunteers, Oklahoma Cooperative Extension Service faculty and staff, and others in a courteous, respectful manner demonstrating behaviors appropriate for a positive role model for youth.

A Parent or Volunteer’s negative behavior, can jeopardize the membership status of a 4-H member. Persistent negative behavior can be grounds for withdrawing membership status from their child(ren).

2. Represent the Cooperative Extension Service and the 4-H program with pride and dignity, behave appropriately, exhibit good sportsmanship, and demonstrate reasonable conflict management skills.
3. Respect, adhere to, and enforce the rules, policies, and guidelines established by the Oklahoma Cooperative Extension Service and any other established rules or guidelines for sanctioned 4-H activities, this includes all state laws related to child abuse and substance abuse.
4. Recognize that verbal, mental or physical abuse, hazing or committing criminal acts, being aware of without reporting the same are grounds for termination as a volunteer or 4-H educator.
5. Comply with equal opportunity and anti-discrimination laws. Make all reasonable efforts to assure that 4-H youth programs are accessible to youth without regard to race, color, national origin, genetic information, sex, age, sexual orientation, gender identity, religion, disability, or status as a veteran.
6. Treat animals humanely and encourage 4-H youth and adults to provide appropriate and ethical animal care.
7. Under no circumstances, allow or consume alcohol, illegal drugs or any medical or marijuana products at 4-H events or activities. Understand that the use of or being under the influence of alcohol, legal or illegal drugs while in the presence of 4-H members and/or at 4-H programs or activities are grounds for termination as a volunteer or 4-H educator.
8. The use of tobacco and vapor products in the presence of 4-H members and/or during 4-H events and activities is strongly discouraged, as the use of these products by minors is illegal.
9. Operate machinery, vehicles, and other equipment in a safe and responsible manner when working with youth and adults participating in 4-H programs.
10. Accept responsibility to promote, conduct, and support 4-H programs in order to develop an effective county, district, state, and national 4-H program.

Oklahoma State University, as an equal opportunity employer, complies with all applicable federal and state laws regarding non-discrimination and affirmative action. Oklahoma State University is committed to a policy of equal opportunity for all individuals and does not discriminate based on race, religion, age, sex, color, national origin, marital status, sexual orientation, gender identity/expression, disability, or veteran status with regard to employment, educational programs and activities, and/or admissions. For more information, visit <https://eeo.okstate.edu>.

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To apply, the Teen applicant must have an Active 4-H enrollment status in 4-H Online© at the time the form is submitted.

I want to serve as a

- Certified Teen Volunteer* associated with _____ club(s).
- Project Leader* associated with _____ club(s)/SPIN Group/Activity.
Project leader for the _____ project(s).
- Activity Leader* associated with _____ club(s).
- YES, I have downloaded/been given, as well as read, the position description for each leadership checked above.

** Adult Authorizations are in addition to the Youth Authorizations part of the annual enrollment process.	Complete all boxes
<p>#2 ADULT: Behavioral Agreement – I have read the Behavioral Guidelines on page 3 and understand that breaching the behavioral guidelines can be grounds for severing my relationship as a volunteer with the Oklahoma 4-H Youth Development Program.</p>	<p>Agree <input type="checkbox"/></p>
<p>#5 ADULT: Statement of Understanding</p> <ul style="list-style-type: none"> • A Volunteer is a person who, of his/her own volition, gives his/her services without any express or implied promise or expectation of remuneration or compensation. I acknowledge that my services to the Oklahoma 4-H Program, Oklahoma Cooperative Extension Service, Oklahoma State University and/or 4-H event organizers are entirely voluntary, and I do not expect, nor am I entitled to, nor will the Program, Extension Service, Universities and/or event organizers pay or be responsible for, any wages, other compensation or remuneration, or any other benefit, including, but not limited to, workers' compensation insurance coverage. • I acknowledge that even though I am a Volunteer, it is my responsibility to conduct myself in a manner that will properly represent the Oklahoma 4-H Program. I further understand I am not guaranteed any future employment with the Program, Extension Service, University and/or event organizers, nor am I guaranteed any future Volunteer position. • I understand my role/duties as a 4-H volunteer as provided by the extension educator. 	<p>I have read and understand the Statement of Understanding <input type="checkbox"/></p>
<p>#6 ADULT: AS A 4-H VOLUNTEER I AGREE:</p> <ul style="list-style-type: none"> • To provide a positive educational environment that will enable youth to grow, learn and develop friendships. • To promote responsibility, personal growth and goal setting in 4-H projects by each member. • To inform 4-H members and families of Extension program opportunities. • To serve at the pleasure of the Oklahoma Cooperative Extension Service/OSU. • That a breach in the Volunteer Behavioral Guidelines or any other established rules/guidelines for sanctioned 4-H activities is grounds for immediate dismissal as a 4-H Volunteer. • To annually complete a minimum of four (4) continuing education/volunteer trainings, as well as required Working with Minors training and Title 7/9 training or my status can become probationary, inactive or revoked. The number of required trainings is subject to review and change by the OCES 4-H Youth Development Program. • To participate in Parent-Volunteer Association/teen leader meetings/county council meetings/ etc. and committee work. • To actively seek volunteers/youth from a variety of racial, ethnic, religious and socio-economic groups. • To recruit and involve other volunteers in programming efforts. • To maintain sound working relationships with county Extension Educator and fellow volunteers. • To be supportive of Extension programs. • To inform county Extension Educator of needs and changes necessary for the continued growth of the 4-H program. 	<p>Agree <input type="checkbox"/></p>
<p>My signature indicates that:</p> <ul style="list-style-type: none"> ☘ We have read this entire application package and agree to provide leadership and assistance to 4-H members, volunteers and the 4-H Youth Development effort in Oklahoma. ☘ As the teen volunteer, I have received the Teen Leader position description for my role(s) in my club and county. <input type="checkbox"/> YES <input type="checkbox"/> NO <p>4-H Teen Volunteer Signature _____ Date _____</p> <p>Signature of Parent/Guardian _____ Date _____</p>	

History of Applicant

The following information is required and used by the Volunteer Advisory Committee (VAC) to interview and/or screen volunteers applying to serve at the pleasure of the Oklahoma Cooperative Extension Service.

History of Residence(s)

Number of years at address listed on your 4-H enrollment? _____

Unlawful History		
Can you provide your own transportation?	Yes	No
Has your driver's license ever been suspended or revoked? (If yes, explain.)	Yes	No
Do you use illegal drugs or misuse legal/controlled substances? (If yes, explain)	Yes	No
Have you ever been convicted of a crime, other than a minor traffic offense? (If yes, explain.)	Yes	No
Have you ever been convicted of child neglect, abuse or assault? (If yes, explain.)	Yes	No
Do you have a record of mishandling finances/money/books? (If yes, explain.)	Yes	No
Other than the above, is there any fact or circumstance involving you or your background that would call into question you being entrusted with the supervision, guidance, and care of young people? (If yes, explain.)	Yes	No

4-H Background (Please include membership information, 4-H volunteer experiences, etc.)			
Position	County	State	Year(s)

Experience working with youth and adults in other organizations.
1.
2.
3.

Current memberships (community, business, labor, Educator organizations, etc.).	
1.	2.
3.	4.

REFERENCES: Please list three references (not related) who are familiar with your character as it relates to working with youth and adults. References will be checked when necessary.		
Reference 1 Legal Name		Relationship
Home/Cell Phone	Work Phone	Email address
Full Mailing Address		
Reference 2 Legal Name		Relationship
Home/Cell Phone	Work Phone	Email address
Full Mailing Address		
Reference 3 Legal Name		Relationship
Home/Cell Phone	Work Phone	Email address
Full Mailing Address		

***Attach additional documents as necessary for explanation or support of your application.**

- We each understand that the information that has been provided is true and may be verified by contacting persons or organizations named in this application, or by contacting any persons or organizations that may have information concerning me.
- We hereby release and agree to hold harmless from liability any person or organization that provides information about me. I also agree to hold harmless the chartered organization, Parent-Volunteer Association, the 4-H program, Cooperative Extension Service, Oklahoma State University and Langston University, and the officers, employees, and volunteers thereof.

Date _____ Teen Applicant's Signature _____

Date _____ Parent/Guardian's Signature _____

Applicants under the age of 18 require a parent/guardian's signature.