

4-H Policy and Procedure for Staffing with Volunteers



Any volunteer, 18 years or older, working directly with youth without the presence or direct supervision of paid 4-H staff will be screened prior to official appointment. Working directly with youth includes the following: organized 4-H clubs; special interest or short-term programs; camp counseling; and youth programs conducted with collaborating agencies, such as School Age Child Care, etc. Faculty and staff will work with collaborating agencies to be sure volunteers are screened.

The volunteer appointment process will occur as quickly as all forms are returned. The 4-H volunteer appointment process will include the following steps. Some steps may occur simultaneously. All steps must be completed before official appointment is made.

- Identify potential volunteer.
- Interview potential volunteer, face-to-face preferred.
- Potential volunteer receives 4-H Volunteer Application, introductory letter and appointment procedure (can include *Answers to Questions You Want to Know ABOUT 4-H* fact sheet.)
- 4-H Volunteer Application is returned to 4-H office.
- Check references via phone call and verbal script, or letter and mail questionnaire. (Keep file of references confidential.)
- Conduct volunteer orientation.
- Potential volunteer completes 4-H Adult Volunteer Registration Form.
- After all of the above have been satisfied, 4-H Volunteer Appointment Agreement is sent with welcome letter and position description. (Send two copies of 4-H Volunteer Appointment Agreement – one for volunteer and one to be returned to 4-H office.)
- Signed 4-H Volunteer Appointment Agreement is returned and kept on file at 4-H office.
- Complete the 4-H Volunteer Review Process at the 1st and 5th anniversary of the volunteer appointment and repeat every five years thereafter.
- Provide continuous volunteer support based on ISOTURE Model.
(Identify • Select • Orient • Train • Utilize • Recognize • Evaluate)

Policy accepted: February 4, 1992; Rev. 4/12/94; Rev. 3/23/06

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