



**THE OHIO STATE
UNIVERSITY**

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

**Ohio State University Extension
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Dear Potential Ohio 4-H Volunteer:

Let me take this time to thank you for expressing an interest in becoming an Ohio 4-H volunteer. Each year, more than 25,000 adult and teen volunteers contribute their time, energies, and talents that enable Ohio 4-H to reach nearly 300,000 youth, helping Ohio 4-H fulfill its mission of helping youth to become caring, capable, and contributing citizens.

All individuals who are interested in volunteering with The Ohio State University Extension and working with a member of a vulnerable population (minors, elderly over 65, or individuals with disabilities) must complete a selection process under the direction of an Extension professional.

To more efficiently and effectively support our Ohio 4-H members, parents, volunteers, and professionals, The Ohio State University Extension has a policy concerning the selection of individuals who desire to volunteer for the organization in a long-term and/or higher risk position. While the actual order of implementation may vary from county to county, all potential volunteers will: (1) receive a position description; (2) complete an application and return to Extension office; (3) have references collected by Extension professionals; (4) complete an interview; (5) submit to a criminal history fingerprint record check; (6) agree to and sign the volunteer standards of behavior form; and (7) participate in an orientation/training program.

Please know that all information related to the selection process may be updated periodically and will be kept in a secured file cabinet. This information will be kept on file for a minimum of three years following the receipt of your materials or the completion of your involvement as an Ohio 4-H volunteer (whichever is longest). The release of information will follow The Ohio State University and Ohio State University Extension operating procedures and will be in accordance with Ohio law.

Working with individuals in your community can bring you immense satisfaction as you help them grow, learn, develop, and succeed. Additionally, volunteering provides you an opportunity to gain new skills, help others, and meet new friends. We hope that you recognize the tremendous benefits of volunteering and will join us in helping to ensure that everyone involved has a positive, educational experience.

We appreciate your cooperation and look forward to potentially working with you.

Sincerely yours,

Thomas M. Archer, Ph.D.
State Leader, 4-H Youth Development
Assistant Director, The Ohio State University Extension

Bridget W. Moore
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