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 monitory 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 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. Volunteers working with some grant funded programs will be required to pass an OSBI background check.
<table>
<thead>
<tr>
<th>Competency</th>
<th>Behavioral Indicators</th>
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</thead>
</table>
| Communication Skills        | • 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        | • 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                 | • 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                | • 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                  | • 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       | • 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         | • 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                    | • 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       | • 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 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 or illegal drugs at 4-H events or activities. Understand that the use of or being under the influence of alcohol 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, in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, and Title IX of the Education Amendments of 1972 (Higher Education Act), the Americans with Disabilities Act of 1990, and other federal and state laws and regulations, does not discriminate 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. This provision includes, but is not limited to admissions, employment, financial aid, and educational services. The Director of Equal Opportunity, 408 Whitworth, OSU, Stillwater, OK 74078-1055; Phone 405-744-5371; email: eeo@okstate.edu has been designated to handle inquiries regarding non-discrimination policies. Director of Equal Opportunity. Any person (student, faculty, or staff) who believes that discriminatory practices have been engaged in based on gender may discuss his or her concerns and file informal or formal complaints of possible violations of Title IX with OSU’s Title IX Coordinator-405-744-9154.
To apply, the Teen applicant must have an Active 4-H enrollment in 4Honline© 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.

<table>
<thead>
<tr>
<th>#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.</th>
<th>Complete all boxes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agree [ ]</td>
<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>#5 ADULT: Statement of Understanding</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 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.</td>
</tr>
<tr>
<td>• 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.</td>
</tr>
<tr>
<td>• I understand my role/duties as a 4-H volunteer as provided by the extension educator.</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>#6 ADULT: AS A 4-H VOLUNTEER I AGREE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• To provide a positive educational environment that will enable youth to grow, learn and develop friendships.</td>
</tr>
<tr>
<td>• To promote responsibility, personal growth and goal setting in 4-H projects by each member.</td>
</tr>
<tr>
<td>• To inform 4-H members and families of Extension program opportunities.</td>
</tr>
<tr>
<td>• To serve at the pleasure of the Oklahoma Cooperative Extension Service/OSU.</td>
</tr>
<tr>
<td>• 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.</td>
</tr>
<tr>
<td>• 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.</td>
</tr>
<tr>
<td>• To participate in Parent-Volunteer Association/county leader’s council meetings and committee work.</td>
</tr>
<tr>
<td>• To actively seek volunteers/youth from a variety of racial, ethnic, religious and socio-economic groups.</td>
</tr>
<tr>
<td>• To recruit and involve other volunteers in programming efforts.</td>
</tr>
<tr>
<td>• To maintain sound working relationships with county Extension Educator and fellow volunteers.</td>
</tr>
<tr>
<td>• To be supportive of Extension programs.</td>
</tr>
<tr>
<td>• To inform county Extension Educator of needs and changes necessary for the continued growth of the 4-H program.</td>
</tr>
</tbody>
</table>

My signature indicates that:

- 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. [ ] YES [ ] NO

<table>
<thead>
<tr>
<th>4-H Teen Volunteer Signature ____________________________ Date ______________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of Parent/Guardian ____________________________ Date ______________</td>
</tr>
</tbody>
</table>
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? __________________
List Residential Address(s) over the past 5 years.
1. ____________________________________________________
2. ____________________________________________________
3. ____________________________________________________

Unlawful History
Can you provide your own transportation?  
<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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</table>

Has your driver’s license ever been suspended or revoked? (If yes, explain.)  
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<tr>
<th>Yes</th>
<th>No</th>
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</thead>
</table>

Do you use illegal drugs or misuse legal/controlled substances? (If yes, explain)  
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<thead>
<tr>
<th>Yes</th>
<th>No</th>
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</table>

Have you ever been convicted of a crime, other than a minor traffic offense? (If yes, explain.)  
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<thead>
<tr>
<th>Yes</th>
<th>No</th>
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</table>

Have you ever been convicted of child neglect, abuse or assault? (If yes, explain.)  
<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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</thead>
</table>

Do you have a record of mishandling finances/money/books? (If yes, explain.)  
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<thead>
<tr>
<th>Yes</th>
<th>No</th>
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</table>

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.)  
<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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</thead>
</table>

Current Employment
Occupation  
Employers Address  
Number of Years with current employer.  
Employers Name  
Supervisor and email  
Employer’s Phone
### 4-H Background (Please include membership information, 4-H volunteer experiences, etc.)

<table>
<thead>
<tr>
<th>Position</th>
<th>County</th>
<th>State</th>
<th>Year(s)</th>
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</table>

### 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.
This box is to be completed by the Extension Office and recorded in 4HOnline.

The completed application is to be saved as a PDF file and uploaded to 4HOnline.

Is the applicant listed on the Sexual Offender or Violent Offender Registry?

- National Sexual Offender Registry - http://www.nsopw.gov/(X(1)S(0wlfkixfnhgwyves2cnaq2fyk))/?AspxAutoDetectCookieSupport=1
  - Yes □ No

- Oklahoma Violent Offender Registry - http://vors.doc.state.ok.us/svor/?p=101:5:0::NO::: □ Yes □ No

- Oklahoma Sex and Violent Offenders - https://sors.doc.state.ok.us/svor/?p=119:1: □ Yes □ No

☐ Approved by Volunteer Advisory Committee:

We are unaware of any information contrary to the information stated on this application or provided by references.

☐ Denied by Volunteer Advisory Committee:

We do not find this individual to be a viable candidate for volunteer certification in the Oklahoma 4-H Youth Development program.

________________________________________
Date Signature of Volunteer Advisory Committee Representative(s)

________________________________________
Date Signature of Extension Educator

Certification Requirements Completed

☐ Oklahoma 4-H Youth Development Orientation Completed Date ________________

☐ Working with Minors Training Completed Date ________________

☐ Title VII/IX Training Completed Date ________________

☐ Certification Completed – Volunteer notified & a copy uploaded Date ________________

Sample notification letters are posted at http://4h.okstate.edu/for-educators/staff-resources-1/copy_of_forms-and-certificates-staff-only-access/volunteer-management-system .

Letter 1 Application Received
Letter 2 Application Approved
Letter 3 Application Denied
Letter 4 Completed Certification Process
Letter 5 Need to Complete Certification Process