

VOLUNTEER APPLICATION PACKET

1. Carefully read this packet prior to completing and returning your application.
 - a. **Cover sheet:** checklist for application process.
 - b. **Cover letter:** explains the volunteer selection process.
 - c. **Position descriptions:** explains the responsibilities and expectations of a 4-H volunteer.
 - d. **Application:** complete and return to the Extension Office.
 - e. **Fingerprint Instructions:** explains how to obtain your fingerprint background check and where to have the results sent. **DO NOT** have the results sent directly to our office.
2. The 4-H volunteer application must be completed in its entirety or it will not be accepted. We must have complete names and addresses for all references. References may not be anyone who is related to you.
3. Fingerprint background check is required for all applicants. If you have lived in the State of Ohio for less than five years, you are required to complete an FBI background check. The cost of the background check will be reimbursed to you by OSU. Contact our office if you have questions about this process.

You are required to complete a fingerprint background check every four years. You will be notified when you need to be rescreened.

4. In addition to completing the information in this packet, you are required to complete a personal interview and attend a two-hour orientation meeting. Interviews and orientation will not be scheduled until the completed application, three references, and fingerprint results are received by our office.
5. You are required to attend annual training related to your volunteer duties. Dates for trainings are usually available in December for the coming year.
6. Completed applications must be received by our office by **February 1, 2023** so that they can be completely processed by April 1, 2023. **NO LATE APPLICATIONS WILL BE ACCEPTED.** All application requirements must be completed prior to April 1, 2023.

