



Dear Wake County 4-H Volunteer,

Thank you for giving of your time and talents to our community! Your participation in this partnership broadens the scope of positive relationships that our youth are exposed to while building upon their individual assets.

At the very core of our partnership with youth is positive growth and well-being. We provide volunteers with a diverse spectrum of tools that can support those efforts. A variety of trainings are offered, as well as a network to connect you with North Carolina State University, North Carolina A & T, Wake County Human Services, and Wake County Cooperative Extension staff.

With your signed consent, we conduct screenings that include the NC Sex Offenders Registry and an INSIGHT Criminal Record Search for each volunteer working directly with youth and families. Copies of these screenings are placed in your files and kept confidential. If you would like a copy of your criminal background check, please indicate this on your screening form by signing the appropriate box. **A credit history check is not included in this screening.**

I welcome your input and questions. Please feel free to contact me via e-mail, telephone, or by appointment. I will make every effort to respond in a timely manner.

Again, thank you for sharing your valuable assets with Wake County youth and 4-H Youth Development. I look forward to partnering with you!

With Kind Regards,

A handwritten signature in black ink that reads "Heather A. Tart".

Heather A. Tart
Extension Agent,
4-H Youth Development
4001-E Cary Drive
Raleigh, NC 27610
919-250-1093 (voice)
919-250-1097 (fax)
heather.tart@wakegov.com

OPPORTUNITIES AND VOLUNTEER PROCESS

There are many opportunities for volunteering in 4-H. Many of these are listed on the Interest Inventory, but if you have other interests and ideas, please let us know because we know that each volunteer brings a unique combination of talents and experience to our organization!

People volunteer with 4-H for many reasons. One obvious benefit is spending time with and being a positive role model for children and youth. Other benefits volunteers say they enjoy are:

- Giving back to their community
- Leadership skill development
- Social Opportunities
- Enhanced self esteem
- Job related skill development
- Required for job, school, internship

The volunteering process:

1. Complete the enclosed *Volunteer Application and Media Release*
2. Complete the enclosed *Interest Inventory*
3. Complete the enclosed *Background Screening Consent*
4. Review and sign the *4-H Volunteer Standards of Behavior Guidelines*
5. Attend a New Volunteer Orientation (schedule this with a 4-H staff member)
6. Begin your volunteer assignment with 4-H
7. Complete paperwork annually to update volunteer status

What Cooperative Extension agrees to provide:

1. A suitable and meaningful job description.
2. Orientation and training to perform the role.
3. Involvement in planning and decision-making.
4. Opportunities for personal growth.
5. Feedback on performance.
6. Recognition for contributions.

Regarding Confidentiality

To create a strong partnership, it is important that we have as much information as possible about one another. This will help us find meaningful roles for you to fill and will help us both maximize our strengths. Please complete the following application with care and intention. All information given will be kept in a confidential file at the Wake County Cooperative Extension office.

North Carolina Cooperative Extension Volunteer Agreement

Those who assume Cooperative Extension volunteer roles have the opportunity for a personally rewarding experience. It is satisfying to observe the personal growth and development that occurs as a result of your effort.

Volunteers are asked to carefully **consider the following expectations** and confirm a willingness to **observe these by signing where indicated**. In addition, adults serving as volunteers can expect the following from the North Carolina Cooperative Extension (NCCE).

NCCE agrees to:

- Provide orientation training for the position.
- Set educational tone and directions.
- Provide job descriptions.
- Provide assistance, and support.
- Give recognition for time and energy devoted to the job.
- Inform of coming events and activities.
- Evaluate and be evaluated annually.
- Provide training opportunities and materials to develop understanding and management of the volunteer assignments.
- Provide educational materials to be used for project and club organizations.

Volunteer agrees to:

- Complete New Volunteer Application and enroll as a volunteer
- Complete New Volunteer Orientation and 4-H Leader Training (*New Leader Training necessary for Club Leaders*)
- Be supportive of Extension program changes as they occur
- Supply County Extension Office with application and necessary youth forms
- Participate in County Leader Association meetings (and trainings as appropriate)
- Inform enrolled youth of Extension program opportunities
- Comply with Affirmative Action Agreement

Dear Youth and Adult Club Participants:

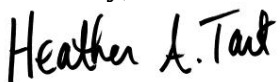
The Wake County Cooperative Extension Center is committed to furthering the educational purposes of North Carolina Cooperative Extension in compliance with all civil rights legislation.

In furtherance of this, we obtain assurance from all clubs with whom we work that they will follow non-discriminatory practices and ensure that all programs, activities, and participation is offered **without regard to race, color, religion, sex, age, national origin, disability, sexual orientation, marital status, familial status, political beliefs, parental status, receipt of public assistance, or protected genetic information.** Certification of non-discrimination is documented by signing and returning one an original of this letter to the Cooperative Extension Office. Please maintain a copy of this for your files as well.

The federal requirements state that if certification is not provided, the organization will be notified in writing that Cooperative Extension can no longer give assistance to your club or organization's efforts.

We respectfully request your compliance with this effort to provide a welcoming and equal opportunity for all citizens to benefit from the services provided by North Carolina Cooperative Extension through your club. We appreciate your involvement in our efforts and look forward to working with you.

Sincerely,



Heather A. Tart
Extension Agent,
4-H Youth Development

This is to certify that _____ (club/organization name) has a policy of open membership and participation, and further that it ensures non-discriminatory treatment as outlined above in offering all of its programs and activities.

Signature, Volunteer Leader, President or Chair

Date

Signature, Assistant Leader, Vice-President or Vice-Chair, Secretary or other Officer

Date

North Carolina 4-H Volunteer Application Form

Name: _____

Mailing Address: _____

Driver's Licence Number: _____ State: _____

Occupation: _____ Employer: _____

Email Address: _____ Gender: _____

Phone 1: _____ Cell Home Work

Phone 2: _____ Cell Home Work

What is your ethnicity? _____

Are you a 4-H Alumnus? No Yes (list location _____
City County State)

Have you ever been a 4-H Leader? No Yes (Where? _____)

Previous work or volunteer experience (list most current first)

Employer/Organization	Position/Title	From to <small>(years and months)</small>

History:

Have you ever been convicted of a felony? No Yes

Have you been convicted of a misdemeanor in the last ten years? No Yes

If yes, please give date(s), nature and disposition of offense(s): _____

Please note: A criminal record will not necessarily prevent an applicant from being a 4-H volunteer, but rather will be considered as it relates to specifics of the volunteer position for which you are applying.

References: List three persons, not related to you, who have knowledge of your qualifications. *Please provide complete addresses and phone numbers.*

Name	Address	Relation	Work #	Home #
1.				
2.				
3.				

I authorize contacting the listed references. I understand the omission or misrepresentation of information requested is just cause for non-appointment as a 4-H volunteer. If appointed as a volunteer, I agree to abide by the policies of the North Carolina Cooperative Extension and the North Carolina 4-H Program and to fulfill my volunteer responsibilities to the best of my ability.

Media & Information Release

Wake County 4-H Youth Development, a part of the Wake County Cooperative Extension, frequently uses photographs, slides, films, or other illustrations of participants for educational, public relations or accountability purposes. Such photographs or other illustrating material may be used in newsletters, media presentations, or publications produced by 4-H Youth Development or agencies contracted by 4-H, in slide, photographic, video, written or illustrated presentations.

This form allows you as a volunteer to choose whether you wish to be in films, videos, illustrations or written text used by Wake County 4-H or the news media.

Please Check One:

- I give permission to 4-H Youth Development or the news media to make photographs, slides, video or written text of me. Further, I authorize their use without inspecting or approving the finished product or its specific use.

- I **do not** give permission for the use of my likeness or comments by 4-H or in 4-H media presentations.

Applicant Signature _____ Date _____

Please email or phone Heather Tart, 4-H Agent, to set up a volunteer training that meets your schedule. Groups with several new volunteers may wish to go through the training together.

 919/250-1093  heather.tart@wakegov.com

Mail your completed volunteer application to:
Heather Tart, 4-H Agent
4001-E Cary Dr. Raleigh, NC 27610
(919) 250-1097 fax

North Carolina Standards of Behavior Guidelines for Volunteers Working with 4-H Youth

Families and other youth-serving organizations place trust in the North Carolina Cooperative Extension Service to provide quality leadership and care for participants in 4-H programs. The opportunity to work with youth is a privileged position of trust that should only be held by those who are willing to commit to upholding behaviors that fulfill this trust. For these reasons, the following behavior guidelines are provided for volunteers working in the North Carolina Cooperative Extension 4-H Program.

1. Treat others in a courteous, respectful manner demonstrating behaviors appropriate for a positive role model for youth.
2. Obey the laws of the locality, state and nation.
3. Make all reasonable efforts to assure that 4-H youth programs are accessible to youth without regard to race, color, national origin, sex age or disability.
4. Recognize that verbal and/or physical abuse and or neglect of youth is unacceptable in 4-H youth programs, and report suspected abuse to 4-H officials or the proper authority.
5. Do not participate in -- or condone neglect or abuse that happens outside the program to 4-H youth participants and report suspected abuse to the proper authorities.
6. Teach 4-H youth to provide appropriate animal care and treat animals humanely.
7. Operate motor vehicles (including machines or equipment) in a safe and reliable manner and only with a valid operator's license and the legally required insurance coverage.
8. Do not consume alcohol or illegal substances while responsible for youth in 4-H activities nor allow 4-H youth participants under supervision to do so.

Failure to comply with any of these guidelines may be reason for your termination as volunteer.

Volunteer's Signature: _____ Date: _____

Volunteer Administrator's Signature: _____ Date: _____

CRIMINAL BACKGROUND SCREENING TO BE FILLED-OUT BY ALL VOLUNTEER APPLICANTS

NAME (First, Middle, Last) _____

GENDER: Male () Female () MAIDEN NAME _____

CURRENT ADDRESS: _____

HOW LONG HAVE YOU LIVED AT THIS ADDRESS? ___years From ___ To ___

HOME PHONE NUMBER: _____ DATE OF BIRTH ___/___/___

DRIVER'S LICENSE # AND STATE ISSUED _____ STATE _____

APPLICANT SOCIAL SECURITY NUMBER: ___-___-___

Below please list **previous residence & maiden/ alias names for past seven (7) years**

_____	_____	HOW LONG? _____	_____	_____
Maiden name / alias	City, State, & Zip Code	From	To	
_____	_____	HOW LONG? _____	_____	_____
Maiden name / alias	City, State, & Zip Code	From	To	
_____	_____	HOW LONG? _____	_____	_____
Maiden name / alias	City, State, & Zip Code	From	To	

APPLICANT AUTHORIZATION

● I hereby authorize FirstPoint, Inc. ("FirstPoint") to prepare an INSIGHT report that will include my present and previous employment information including salary as well as work performance. I further authorize FirstPoint to perform a criminal records search. ● I understand that FirstPoint does not guarantee the accuracy or timeliness of the information obtained from other sources and that FirstPoint will not be liable for any inaccuracy in the information obtained from other sources that is included in the INSIGHT report. ● Further, I authorize my current and former employers, as well as other organizations to provide such information to FirstPoint and I hereby release and hold harmless FirstPoint, my current and former employers, as well as other organizations who have provided information in connection with my INSIGHT report.

CONSUMER DISCLOSURE: I understand that a pre-employment consumer report (Insight) may be obtained from the FirstPoint, Inc for employment purposes.

_____/_____/_____
 APPLICANT'S SIGNATURE DATE

For GA Criminal Searches Only (Must Check One): Employment w/ Mentally Disabled (Purpose Code M) Employment w/ Elder Care (Purpose Code N) Employment w/ Children (Purpose Code W) None Apply

For office use only	Wake County Human Services ZZ68674	Fax to Insight @ 1-800-888-3487
Criminal (Where?)(1) _____	(2) _____	(3) _____
Criminal (Where?)(4) _____	(5) _____	(6) _____

I request a copy of the results of my criminal record check: _____
 Signature of Applicant

I do not request a copy of the results of my criminal record check: _____
 Signature of Applicant

4-H STAFF: PLEASE FILL-OUT THE INFORMATION BELOW

Project	Index Code
Wake County 4-H Youth Development Community Clubs Program	46-H-731
Making Magic Alliance	

4-H Staff member requesting processing of application: Martha B. Smith