



2020 – 2021 4-H New Volunteer Service Instructions

Dear Prospective 4-H Volunteer,

Thank you for your interest in the 4-H Youth Development Program. 4-H provides a wide range of educational opportunities for youth and it takes the dedication of adult mentors like you to make these opportunities a reality. Our program's primary goal is to provide youth with important life skills, such as healthy living, goal setting, public speaking, responsibility, leadership, positive self-esteem, citizenship and teamwork. 4-H Volunteers are valued members of Oregon State University Extension Programs.

Before we can enroll you as a 4-H volunteer you must complete the following:

1. **Volunteer Service Application** – (last page) We recommend telling your references that we will be contacting them about your application. Your personal references cannot be your relatives.
2. **4-H Adult Volunteer Enrollment Form** - Available at our office and on our website.
3. **Criminal History Check (CHC)** – Complete the DocuSign form at <https://tinyurl.com/4-H-Jackson-Recheck> You MUST upload a file or attach a photo of an official ID after completing all the fields. Having trouble? Come to the office and complete the process.

All paperwork should be delivered in person or emailed to jackie.freeman@oregonstate.edu Then, staff will send forms to your references immediately via email (or US mail if necessary). For questions about paperwork or the status of your application, please contact Jackie Freeman, our Office Specialist.

When you have completed steps 1-3, you will have started your journey to becoming an Oregon State Volunteer. I will contact you to set up a phone interview to discuss your potential involvement. In the meantime, please complete:

4. **Extension's online 4-H Learning Modules.** Instructions are on the back of this page.
5. **New Volunteer Orientation.** When steps 1 – 4 are complete, we will invite you to the next scheduled session, typically held in November and January. This typically lasts 2 hours and is a great way for us to connect, choose activity materials, and have your questions answered.

When all the steps are complete, we will contact you in writing that you are now eligible to work with 4-H youth. **You may not function as a 4-H Volunteer until you have successfully completed the screening and training process.** It usually takes an average of 6 – 8 weeks to complete all the steps and gain final approval.

Again, thank you for your interest. If you have any questions, please don't hesitate to contact me.

Sincerely,

Lena Hosking

Lena Hosking

OSU Extension Educator, 4-H Youth Development; lena.hosking@oregonstate.edu



4-H New Volunteer Online Learning Modules

Extension has designed a series of online modules to help you learn some important information about your volunteer duties. We recommend that you complete these trainings before you attend our 4-H volunteer orientation. You may come to our office if you do not have computer access.

1. **Identifying and Reporting Sexual Misconduct** – (Authorized Adult Training) is required by OSU's Office of Youth Safety and Compliance.
 - a. You will receive an email from the Youth Program Registry asking you to sign into their online registry platform, Ideal Logic, and view the 25 minute video.
 - b. Write down your email and password for next year. We use Ideal Logic often.
2. **Increasing Cultural Awareness & Equity in Extension Programs.** This is a self-paced, interactive video found on *eXtension* Campus, a great resource of online webinars and educational articles produced by Extension professionals from around the country.
 - a. This module will help explain terminology associated with diversity and equity. It will take about 40 minutes to complete module 1 and 2.
 - b. Supplemental materials for these modules are attached to this application.
 - c. Write down your username and password for future reference.
 - d. I will need your certificate of completion at the end of the course.

Increasing Cultural Awareness and Equity in Extension Programs

To access the course:

1. Go to <https://campus.extension.org/>
2. Click LOGIN. Scroll down until it says, "Is this your first time here?" Choose "Create New Account" (unless you already have an account).
 - a. Complete the login fields (username, email, first name, last name, state, county, zip code, say "no", you are not an extension employee, then choose NA
 - b. Create my new account. Write down this login information for future reference.
3. The system will send you an email to your email address to complete the registration.
4. Once logged in, search for the course by typing in "Increasing Cultural Awareness"
5. To enroll in this course:
 - a. Click on the course name, "Increasing Cultural Awareness & Equity in Extension Programs". Instructor: Nia Fields
 - b. Scroll to the bottom. You may have to enter the Enrollment Key (your state name, i.e. Oregon)
 - c. Select "Enroll Me"
6. Choose "Click to view Module 1". Click "Enter"
7. You can leave at any time and it will remember where you left off.

To access the course after you've already enrolled:

1. Log in to eXtension Campus
2. Click on "My Courses" on the navigation ribbon at the top of the page
3. Choose "Increasing Cultural Awareness & Equity in Extension Programs"
4. Scroll down to Module 1 and choose "Click to View Module 1"

I will need your certificate of completion after you are finished. This can be done a few ways.

1. Print the certificate and bring it to the office.
2. Save the pdf to your computer and email it to: Jackie.Freeman@oregonstate.edu
3. Take a picture of the certificate and email it to Jackie (see email above).

Thank you in advance for your investment to keep our kids physically and emotionally safe!



DEFINITION LIST

Increasing Cultural Awareness & Equity in Extension Programs



MODULE 1

Equity in Extension Programs: Getting to Know the Language

Diversity

Our different identities such as age, race, ethnicity, socio-economic status, physical and mental ability, gender, sexual orientation, spiritual practices, employment status, geographic location and other characteristics.

Inclusion

Moves beyond simply having diversity within a space and toward creating an equitable environment where the richness of ideas, backgrounds, and perspectives are harnessed. Inclusion is the act of creating a space where each person is authentically valued, respected and supported.

Culture

The shared experiences of people, including their languages, values, customs and worldviews.

Equity

When a person or group receives the unique resources and opportunities needed to reduce or eliminate the barriers.

Culturally Relevant Teaching

Teaching practices that use the cultural knowledge, viewpoints, and social conditions of our participants to make our programs more relevant.

Stereotype

Generalized beliefs and expectations about members of certain groups that often lead to judgment without cause.

Implicit Bias

The attitudes or stereotypes that affect our understanding, actions, and decisions in an unconscious manner.

Oppression

The discrimination of one social group for the benefit of another.

Social Justice

The act of distributing power, resources, opportunity, societal benefits and protection in a way that is equitable for all members of society.

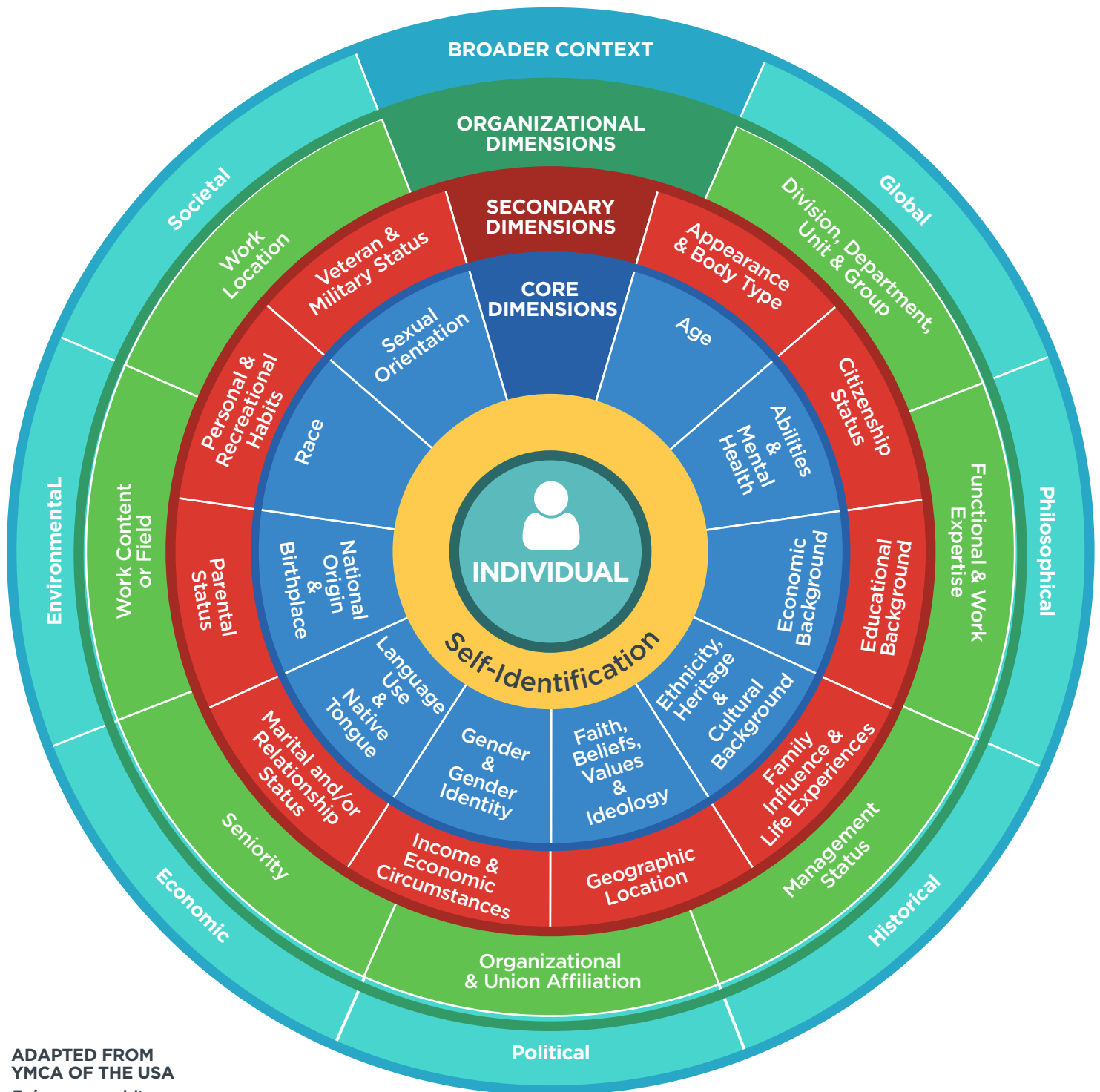
DIMENSIONS OF DIVERSITY

Increasing Cultural Awareness & Equity in Extension Programs



MODULE 2

A Diversity and Culture Self-Reflection



ADAPTED FROM
YMCA OF THE USA

To learn more, visit:

<https://ymca-snoco.org/wp-content/uploads/2017/11/Diversity-Wheel.pdf>

or contact Chad Nico Hiu, chad.hiu@ymca.net



OSU Extension – Jackson County 4-H Volunteer Application

Name _____ Preferred Name _____

Email _____ Do you check email regularly? _____

Phone: Cell _____ Text? _____ Home _____ Work _____

Occupation _____ Employer _____

Club/Activity Name _____ Volunteer Role _____

Some volunteer roles have age requirements. Your age range? _____18 or less _____19-24 _____>25

Why do you want to be a 4-H volunteer?

What are the skills or interests you hope to contribute to 4-H?

Do you have any training, education or certificates that are relevant to a 4-H volunteer role?

What is your experience in 4-H, other youth programs or interactions with youth?

Do you volunteer for other organizations? Tell us about it.

What kind of assistance do you need or want? Is there anything about 4-H that you'd like to ask?

Personal References Ask an employer, neighbor, current 4-H volunteer, or friend who knows you.

Name _____

Email Address (*required*) _____

Phone (*required*) _____ Relationship _____

Name _____

Email Address (*required*) _____

Phone (*required*) _____ Relationship _____

Name _____

Email Address (*required*) _____

Phone (*required*) _____ Relationship _____

I understand that the OSU Extension Service has the right to determine individual suitability in the 4-H Youth Development Program on an annual basis, and as a volunteer I will comply with those decisions.

Applicant Signature _____ **Date** _____

Oregon 4-H Volunteer Screening and Education Process

Screening Process Rationale

The Extension Service is committed to providing a safe environment for young people participating in its programs. With this in mind, the Extension Service will provide the needed screening and education for potential volunteers to feel comfortable and safe in taking on various roles within the 4-H Youth Development Program. In addition, extensive media coverage has enhanced our society's awareness of child protection issues. Because of concerns surrounding these issues, most major youth serving agencies have instituted screening, orientation and training processes.

Purpose of screening and education for potential 4-H volunteers

- To provide a safe environment for young people and adults involved in the 4-H Youth Development Program.
- To help insure the selection and placement of qualified volunteers for the 4-H Youth Development Program.
- To help potential volunteers feel ready for their role as a 4-H leader.
- To help potential volunteers understand the 4-H program in order to make informed decisions about their involvement.

The Oregon 4-H Youth Development Program Screening Process Includes

1. 4-H Volunteer Service Application—this includes providing the names, addresses, and phone numbers of three or four references.
2. Understanding that this volunteer service position is subject to the successful completion of background checks, which may include credit, criminal, and motor vehicle history background checks. Routinely this will include looking for the following types of convictions:
 - Crimes involving offenses against children
 - Crimes involving physical harm to another person.
 - Crimes involving a firearm.
 - Crimes involving mistreatment or abuse of animals
 - Crimes involving theft or dishonesty—within the past ten years
 - Crimes involving possession of a controlled substance—within the past ten years
3. All potential volunteers will be required to participate in a minimum of 2 hours of in-person training related to their volunteer role.
4. Complete online learning modules to further understanding of 4-H Program principles.

Individual counties and project areas may have additional requirements related to becoming a 4-H volunteer.

--*The Oregon 4-H Youth Development Program*

For more information about Oregon 4-H visit: <https://extension.oregonstate.edu/4h>

Adults or teens should complete and submit this application if they are interested in (a) teaching, coaching, advising, or chaperoning youth in the 4-H program; (b) teaching or mentoring volunteers; or (c) working beside Extension 4-H staff to support or conduct 4-H Programs. Submit application (print or online) to local County 4-H Office. If applicant needs assistance to complete application, contact the OSU County Extension 4-H Office.

4-H is a community of young people across America who are learning leadership, citizenship and life skills.

4-H Volunteer Expectations & Requirements for 4-H Programming During COVID-19 Modified Operations/County Government Phase 2

**Note: During Baseline/Restricted Operations/County Phase 1 – all 4-H programming is conducted virtually*

Dear 4-H Volunteers,

It is with sincere gratitude that I thank you for your continued support and commitment to positive youth development and the Oregon 4-H Program. Core to our operations, is maintaining the health and safety of all participants. The decisions and actions that we take have a direct impact on the wellbeing of youth, families, and the community. When using the 4-H Name and Emblem, there are specific guidelines that need to be followed. The guidance included in this document should support your efforts to design, develop, and implement successful 4-H programs. At any point, please feel free to reach out if you have questions, concerns, or if you need assistance. Thank you again for your partnership and commitment to advancing the goals and priorities of the Oregon 4-H Program.

STEP 1: Complete [OSU Extension COVID-19 Awareness Training](#)

Instructions:

- A. Identify county of residence (i.e. 36 Oregon counties or The Confederated Tribes of Warm Springs)
- B. Identify program area of service (4-H)
- C. The training uses examples about one's workplace. Please think about meeting spaces and educational activities that apply to your 4-H volunteer involvement as you complete the online module.
- D. Upon completion, you will receive a certificate of completion and should follow your local office guidelines.

STEP 2: Create a **4-H Group Safety Plan** that aligns with OSU, Oregon Health Authority (OHA), and local public health guidance that is based on local conditions.

STEP 3: Assign an adult 4-H Leader/Volunteer to the tasks included in the **4-H Group Safety Plan** outlined below.

STEP 4: Submit completed **4-H Group Safety Plan** to local Extension office. Approval of the plan is required by designated Extension office employee before meeting with 4-H youth.

4-H Group Safety Plan

4-H Club/Group Name:

Date:	Time:	Location:
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Instructions: Please identify the individual responsible (first and last name) for each item.

NAME:	TASK:
	1. I have read and will adhere to the Oregon Health Authority Guidelines for School-Aged Summer Day Camps .
	2. Eliminate county/club attendance requirements and help individuals participate virtually whenever possible to respect the needs and personal choices/preferences of individuals and families.
	3. Notify all participants of the following: Practice safe health etiquette when coughing and/or sneezing; stay home if you meet any or all of the following: <ol style="list-style-type: none"> a. If you are sick, b. If you reside with anyone who is sick, c. If you have been in contact with anyone who may have been sick, d. Or, if you have a temperature or any symptoms.
	4. Complete Contact Tracing Form to record attendance of all participants (youth and adults).
	5. Follow the Oregon Health Authority (OHA) Statewide Mask, Face Shield, Face Coverings Guidance (24-July 2020) . Remind participants of this requirement, and consider providing extra face coverings.
	6. Identify and/or create a handwashing station to accommodate the requirement for frequent hand washing with paper towels, and/or use of hand sanitizer.
	7. Develop a plan for physical distancing (6 ft. or more).
	8. Maintain a reduced density of people. Work in small (10 or less), stable (designated) groups during entire meeting/activity. Note: the adult(s) supervising the youth are not included in the numbers for stable groups. Identify safety precautions to maintain reduced density if switching between groups.
	9. Meetings/activities should be outdoors whenever possible, using 6 ft. physical distancing requirements. If indoor, meeting/activity space should allow for 35 sq. ft. per person.
	10. Prior to the meeting/activity, develop an agenda and safety plan to include the following: <ol style="list-style-type: none"> a. Educational Activity(s) b. Timeline c. Safety Measures/Precautions d. Supplies to prevent the sharing of tools/equipment to maximize participant safety e. Identify and become familiar with environmental cleaners, and the surfaces where cleaners can/should be used, before and during meetings (i.e. door knobs, bathroom fixtures, tables).
	11. Immediately report concerns to the county Extension office/4-H staff regarding any health or safety issues. Refer to the OSU Extension Communicable Disease Plan .
	12. No food preparation, selling of food products, or distribution of food samples.

As an adult 4-H volunteer, I have read and agree to follow the COVID-19 safety guidelines and expectations outlined in this document. Extension 4-H youth programs, clubs, and groups are required to follow these expectations during Modified Operations/County Phase 2. I understand that failure to adhere to these expectations places youth, the community, the Oregon 4-H Program, and my continued service as a 4-H volunteer at risk.

Adult Volunteer Signature:	Today's Date:
Printed Name:	