Becoming a Volunteer of Record with UConn Extension 4-H

UConn Extension 4-H Volunteer Trainings are conducted at county, state and regional locations. 4-H volunteers receive on-line and face-to-face trainings on UConn Extension 4-H and being an effective volunteer for positive youth development. All 4-H volunteers who will be having custodial care of 4-H youth participants such as supervising, chaperoning or otherwise overseeing minors, must complete a UConn Background Check every four years.

Getting Started Check List

1. ☐ Contact the local 4-H Staff in your county office to discuss your interests and time commitments

2. ☐ Return the completed and signed 4-H Volunteer Application Form to your county 4-H office

3. ☐ Return the completed and signed UConn Criminal Background Check (CBC)-if supervising youth (custodial care)

4. ☐ Upon receipt of the 4-H Volunteer Application Form and UConn CBC, references will be contacted and a background check will be conducted.

5. ☐ Complete the on-line E-learning for 4-H Volunteers

6. ☐ Enroll in 4-H Online and complete the UConn Minor Protection Training (see page 4 for details).

7. ☐ Once steps 5 & 6 have been completed, a face-to-face Orientation about 4-H and being an effective volunteer will be conducted

8. ☐ Once all the steps have been completed, you will receive a confirmation letter in the mail stating that you are a Volunteer of Record with UConn Extension 4-H

You are not a registered 4-H Volunteer of Record with UConn Extension 4-H and are not cleared to meet with youth on your own as part of 4-H until you have received your confirmation letter.

UConn Extension 4-H Youth Development Team Contacts:

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Updated 9/27/2019
4-H Volunteer Application Form
The 4-H volunteers work with other adults, children or groups in a variety of ways. Volunteer opportunities include club leader, project leader, assistant leader, advisory committee member, fair association director/advisor/mentor, camp board member, program committee member and judge/evaluator for a 4-H event or contest.

Complete and return the 4-H Volunteer Application Form which can be found on the Connecticut 4-H Programs website (www.4-H.uconn.edu) or the link below will take you directly to the application http://www.4-h.uconn.edu/resource/form.php

Note: Once the 4-H Volunteer Application Form is received by the 4-H Office, references will be contacted.

UConn Background Check
All 4-H volunteers who will be having custodial care of 4-H youth participants such as supervising, chaperoning or otherwise overseeing minors, must complete a UConn Background Check every four years. Here is a link to the Background Check webpage and the most recently updated forms hr.uconn.edu/cbc/. Click on the blue “Criminal Background Check Packet” button on the right side of the page to download the entire forms packet. Completed forms can be turned in to the 4-H Office or should be delivered, mailed, or faxed directly to Human Resources at (860) 486-6773. These forms require a hand signature - electronic signatures are not accepted. Please do not e-mail these forms as they contain sensitive information.

Online E-learning for 4-H Volunteers

Complete the on-line registration

You must register for the e-learning tutorial found on the Washington State 4-H website and directly using the link: http://4hvolunteerelearning.wsu.edu/volunteertraining/course.html

Password: volunteer

UConn Extension 4-H requires the completion of the following three modules by clicking on the corresponding clover leaf:
“About 4-H” provides information about the purpose, mission and philosophy of 4-H; connection to Land-Grant Universities; and other valuable partners and resources.
“Youth Development” helps us understand the essential elements of the 4-H education program, and ways to support positive development for youth in 4-H settings.
“Leadership & Teaching” suggests ways to facilitate experiential (hands-on) learning in 4-H.
The **Getting Started in 4-H** module is specific to the Washington State University 4-H program and is not required. Getting started in UConn Extension 4-H will be covered during the face to face Orientation.

Each module involves interactive learning and requires 15 to 20+ minutes to complete. You will take a test after each section. Volunteer e-Learning is not intended to replace all face-to-face education that is conducted in counties and states. There are opportunities, guidelines, and policies that are unique to each state and county that are important to communicate through a variety of other educational methods.

**Training Confirmation:**

When you click the “submit” button at the conclusion of each module, you will receive an e-mail (within about 10 minutes, or less) to announce completion of that module. (If you ‘close’ or ‘log out without pushing “submit” there will be no record of your learning.)

When the CERTIFICATE of COMPLETION is on the screen, you may enter the appropriate county name, and click the “submit” button, and print that certificate for your records. Send a copy of the certificate to the Extension Staff member at the local County Extension Office.
UConn Minor Protection Training

UConn Extension is very committed to minor protection, and the safety of minors must be of concern at all times.

Beginning October 1, 2019 4-H volunteers with custodial care of 4-H youth will be required to annually complete the UConn Minor Protection training which can be found on the 4-H Online Enrollment System. The mandated reporter training provided by the Department of Children and Families will no longer be required. The Minor Protection video has been produced with the highest level of minor protection training in mind. As you watch the video please keep in mind that the UConn 4-H Program is registered with the University Minor Protection office. You will not need to register your 4-H activities and events with the University. We also recognize that in youth/adult partnerships, it is not always possible to have multiple people witness a conversation or be part of emailing, texting and social media. Please use common sense and avoid any situation where your one-on-one interaction with a minor may be deemed inappropriate.

To access the video:

You must have a profile on the 4-H Online Enrollment System. To create your profile and officially enroll in 4-H, please review the following instructions [http://www.4-h.uconn.edu/resource/form_35_982875351.pdf](http://www.4-h.uconn.edu/resource/form_35_982875351.pdf). Once you are logged in click on “Trainings” at the top of the page. Then click on “Sign up for a Training” and select the UConn Minor Protection training to begin viewing.

![Training Website Screenshot]

Training Confirmation:

At the end of the training, a certificate of completion will be available for downloading. The 4-H Online System will also maintain a record of trainings completed.
4-H Volunteer Club Leader Job Description

**Position Title:** 4-H Volunteer Club Leader

**Term of Responsibility:** 1 year minimum, but volunteers are encouraged to serve for several consecutive years.

**Time Commitment:** Average of one hour of planning time for every one hour of club activity. Participate in one or more volunteer development opportunities each year.

**Purpose:** Coordinate the efforts of other volunteers, families, parents and 4-Hers to plan, conduct and evaluate 4-H club meetings, project groups and activities. Support youth, families, volunteers and 4-H staff in conducting meaningful, educational experiences to help youth grow and reach their fullest potential.

**Responsibilities:**
As the leader of a 4-H group, it is critical that leaders support the group’s efforts to be in good standing as a Connecticut 4-H group.

1. Offer opportunities which expand member’s horizons, support their successes and enable them to grow from their mistakes. Be dedicated to youth and be sensitive to their abilities and needs.
   - Help members gain life skills such as decision making, problem solving, self-responsibility, accountability, communication, goal setting, citizenship, caring relationships, leadership, healthy lifestyle choices and career exploration skills in project work.
   - Encourage youth leadership through committees, demonstrations, junior leadership and individual guidance.
   - Encourage youth to learn and experiment with new ideas, techniques and skills.
   - Provide feedback to members, letting them know when they are doing a good job and advising them when they need to improve.
   - Praise youth for the progress they make.
   - Inform and encourage members, parents and other volunteers to actively participate in 4-H opportunities.
   - Ensure that club meetings and activities are educational and that youth are learning using the Experiential Learning Model

2. Provide an atmosphere where youth feel safe and learn to appreciate, accept and support the uniqueness of others. Follow all guidelines and policies of University of Connecticut Cooperative Extension 4-H program
   - Help youth feel welcome and safe from physical or emotional harm.
   - Encourage participation and welcome the ideas of youth and parents.
   - Ensure adequate supervision at all club functions.
   - Encourage membership with regardless of race, color, creed, national origin, religion, sex, age or disability.
• Support members striving to be a club in good standing following the UConn 4-H Program guidelines listed below:
  • Encourage members to participate in public presentation at the club or district level
  • Complete a community service project
  • Participate in county fundraising activities
  • Promote record keeping through member’s upkeep of record books
  • Have a project evaluated and receive recognition (example – a county 4-H Fair)
  • Publicize club activities through local or social media
  • Meet at least six times a year

Qualifications:
• Become a Volunteer of Record with UConn Extension 4-H
• Complete UConn Background Check and Minor Protection Training.
• Possess a sincere interest in the safety and well-being of youth.
• Possess a sincere interest in working with other volunteers, CES staff, youth, their families and other adults in the community.
• Have the ability to organize, plan, delegate responsibility and carry out assignments.
• Be able to work with minimal supervision from professional staff.
• Be able to communicate with youth, their families and adults.
• Become familiar with the philosophy and guidelines of UConn Extension.
• Be sensitive of confidential matters and information.
• Complete annual club enrollment and reporting paperwork.
• Seek out resources and information to support club work.
• Have time to take on the group volunteer role.
• Be a positive role model for youth.

Resources Available:
UConn Extension provides 4-H Volunteer Club leader training. Subject matter training and technical support is provided through 4-H curriculum, resource library, county and state 4-H program updates, and other resource materials.