

# Steps to Becoming a Registered 4-H Volunteer in Sumter County

2016

UF/IFAS Extension Sumter County Fact Sheet

*Kalan Taylor, 4-H Youth Development Agent I*

1. **Contact the UF/IFAS Extension Sumter County 4-H Youth Development Program and speak with the 4-H Extension Agent to schedule a volunteer interview and/or orientation.**
  - a. 4-H Extension Agent will ask prospective volunteers about their experiences with 4-H, volunteering, and their interests in wanting to become a 4-H volunteer.
  - b. Meeting serves as a training to orient prospective volunteers on what it takes to become a registered volunteer leader, the requirements to register a club, and the commitment involved in becoming a 4-H volunteer.
2. **Submit a “4-H Volunteer Application” and “FL 4-H Participation form for Youth and Adults” using 4HOnline <https://www.4honline.com/>**
  - a. If the volunteer is unable to submit a volunteer application online, both documents can be obtained from the 4-H Office.
  - b. The volunteer must fill out all of the information necessary on the online enrollment including driver’s license information.
3. **Submit a “Volunteer Reference” form [http://florida4h.org/staff/password\\_protected/Vol-Ref-Form.pdf](http://florida4h.org/staff/password_protected/Vol-Ref-Form.pdf)**
4. **View the Youth Protection Training and pass the training quiz <https://oycs.ufsa.ufl.edu/wp-content/uploads/2016/06/YCS800-updated.swf>**
  - a. Name: “Your Full Name”
  - b. Department: UF/IFAS Extension Sumter County
  - c. Program Name: 4-H Youth Development
  - d. Email: [kagers02@ufl.edu](mailto:kagers02@ufl.edu) – Results MUST be submitted to this email
5. **Submit the “Affidavit of Good Moral Character” form <http://ccrain.fl-dcf.org/documents/6/78.pdf>**
  - a. Document must be notarized.
  - b. A notary is available at the UF/IFAS Extension Sumter County Office.
  - c. Please call ahead of time to schedule an appointment.
6. **Submit the “4-H Volunteer Information for AHCA” form <http://sumter.ifas.ufl.edu/4-H/documents/VolunteerInfoforAHCA.pdf>**
7. **Set up an appointment with the 4-H Extension Agent to conduct the 435 Level 2 Background Screening.**
8. **Volunteer acceptance/denial appointment letter will be mailed.**
  - a. Upon the 4-H agent receiving the results from the 435 Level 2 Background Screening volunteers will receive their appointment letter via mail.
9. **Attend volunteer training.**
10. **Congratulations you are now a Registered Volunteer with the UF/IFAS Extension Sumter County 4-H Youth Development Program!**

**All forms can be found on the UF/IFAS Extension Sumter County 4-H website:**

**<http://sumter.ifas.ufl.edu/4-H/forms.shtml>**