

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

2016

UF/IFAS Extension Sumter County Fact Sheet

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- 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. Complete an adult volunteer profile in <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. Successfully completes the annual OYCS Youth Protection Training. Training results are to be emailed to the State Volunteer Coordinator (SVC). <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
- 4. Applicant completed the Florida 4-H Volunteer Packet and mails packet to:**

Florida 4-H State Headquarters
Attn: STATE VOLUNTEER COORDINATOR
2142 Shealy Drive
PO Box 110225
Gainesville, FL 32611-0225
- 5. Once the volunteer packet is received, the SVC notifies county 4-H agent and verifies that the applicant requires 435 Level 2 background screening.**
- 6. SVC contacts applicant to discuss paperwork and schedule fingerprint appointment.**
- 7. SVC schedules a fingerprinting appointment for the applicant and provides the applicant with the confirmation e-mail for the appointment.**
- 8. SVC reviews screening results once in the DCF Clearinghouse, updates the applicant's DCF Clearinghouse and 4HOnline profiles with screening information and documents.**
- 9. SVC lets the 4-H agent know results are in the Clearinghouse. County 4-H agent reviews results and sends out a letter of appointment or a letter of rejection and approves volunteer in 4-HOnline. The 4-H agent uploads a copy of the letter to 4HOnline.**

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

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