



Adult Volunteer Appointment Process (PAGE RETAINED BY THE 4-H ADULT VOLUNTEER)

Thank you for your interest in becoming and/or continuing as a 4-H adult volunteer. As a volunteer, you will play an important role in the development of young people, helping them to identify their spark and develop the skills and positive outcomes that lead to thriving. Below are the steps to becoming a volunteer. We look forward to working with you as a valuable asset to the 4-H Youth Development Program. Please contact your local county 4-H Office for questions.

4-H Adult Volunteer Initial Appointment Process – Paper

- 1. Fill out the 4-H Adult Volunteer Interest Survey online at: <insert county link>.
2. One-on-one interview may be required (will be notified by county-based staff or volunteer).
3. Submit 4-H adult volunteer application packet to Club Leader. Confidential Self-Disclosure Form must be submitted directly to county staff in sealed envelope. Club Leader or county staff will create the 4hOnline profile, enter all required information, and submit. 4hOnline adult enrollment status is pending.
4. Complete required "2019-20 California New Volunteer Training" in eXtension
a. Information on how to create an eXtension account, access the training, and contact information can be found at http://4h.ucanr.edu/4Hvolunteer/New_Volunteers/ under the New Volunteer Training section.
b. Please note: You will need an enrollment key to access this course. If you provided an email address in your enrollment packet, the enrollment key will be sent to the email address you provided, or you can request it from the Cooperative Extension County 4-H Office.
5. Complete any additional trainings required by your county.
6. Submit fee payment to the Club Leader/Organizational Unit Volunteer.
7. Complete live-scan clearance with the State Department of Justice. Forms can be obtained online at: <insert county link>.
8. The application is reviewed by the county director
a. If approved notification of your 4-H adult volunteer appointment will be sent in a letter, electronically or by mail, from the county director.
b. If there are any limitations on the appointment, they will be included in the letter sent from the county director.
c. If not approved a letter will be sent to the applicant from the county director.

2019-2020 4-H Adult Volunteer Re-Appointment Process - Paper

- 1. Submit 4-H adult volunteer application packet to Club Leader. Confidential Self-Disclosure Form must be submitted directly to county staff in sealed envelope. Club Leader or county staff will create the 4hOnline profile, enter all required information, and submit. 4hOnline adult enrollment status is pending.
2. Complete the required "2019-20 California Returning Volunteers Training" in eXtension
a. Information on how to create an eXtension account, access the training, and contact information can be found at http://4h.ucanr.edu/4Hvolunteer/Returning_Volunteers/ under the "Re-application process" section.
b. Please note: You will need an enrollment key to access this course. If you provided an email address in your enrollment packet, the enrollment key will be sent to the email address you provided, or you can request it from the Cooperative Extension County 4-H Office.
3. Complete any additional trainings required by your county.
4. Submit fee payment to the Club Leader/Organizational Unit Volunteer.
5. The application is reviewed by the county director
a. If approved notification of your 4-H adult volunteer appointment will be sent in a letter, electronically or by mail, from the county director.
b. If there are any limitations on the appointment, they will be included in the letter sent from the county director.
c. If not approved a letter will be sent to the applicant from the county director.

In some cases, these fees may be covered or waived by the 4-H Club/Unit or County 4-H Office.

Table with 2 columns: Fee Description, Amount. Rows include 4-H Club/Unit Program Fees, County 4-H Program Fees, State 4-H Accident/Sickness Insurance and Program Fees (no-refunds once Active in 4hOnline), and Total.

Table with 2 columns: 4-H Club/Unit Leader, County 4-H Office. Row includes University of California Cooperative Extension.



Adult Volunteer Application Form Information

(PAGE RETAINED BY THE 4-H ADULT VOLUNTEER)

In compliance with the California Information Practices Act of 1977, the following information is provided:

The information on this form is being requested by the University of California Cooperative Extension for use in its 4-H Youth Development Program. The individual completing this form may make inquiries concerning use of the information collected and may ask to review the form as well as other non-confidential personal information maintained on record by contacting the local UCCE County Director, 4-H Youth Development Advisor, 4-H Program Representative, or the Statewide 4-H Director at University of California, Division of Agriculture & Natural Resources, California State 4-H Office, 2801 Second Street, Davis, CA 95618-7774, (530) 750-1334, ca4h@ucanr.edu.

Information on this form is being requested under the authority of the Smith-Lever Act of 1914 covering Cooperative Extension activities and Article IX, Section 9 of the State of California Constitution covering the University of California. Ethnic information is requested to maintain compliance with Title VI of the Civil Rights Act of 1964 and sex information is requested to maintain compliance with the Title IX of the Education Amendments of 1972.

Statistical information on this form is being collected to satisfy the U.S. Department of Agriculture Extension Service reporting requirements for Affirmative Action and the Federal ES-237 annual 4-H Youth Program Report. Statistical information includes birth date, sex, ethnic information, residence location, and project name. Other personal information on this form is being collected to provide the County Extension 4-H Youth Development Advisors with information to assist in program planning. This information consists of name, address, phone, name of school, club/group name, club/group number, date, birth date, grade, and name of parent or guardian. Contact information collected will be used to send out correspondence and information about the program. The information must be on file in the county office as mandatory proof of enrollment for individuals in the above-mentioned clubs or groups, for purposes of 4-H accident and sickness insurance coverage.

It is the policy of the University of California (UC) and the UC Division of Agriculture & Natural Resources not to engage in discrimination against or harassment of any person in any of its programs or activities on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, pregnancy (which includes pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), as well as state military and naval service. This policy is intended to be consistent with the provisions of applicable state and federal laws and University policies.

University policy also prohibits retaliation against any employee or person in any of its programs or activities for bringing a complaint of discrimination or harassment pursuant to this policy. This policy also prohibits retaliation against a person who assists someone with a complaint of discrimination or harassment, or participates in any manner in an investigation or resolution of a complaint of discrimination or harassment. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or to any of its programs or activities.

In addition, it is the policy of the University and ANR to undertake affirmative action, consistent with its obligations as a Federal contractor, for minorities and women, for persons with disabilities, and for covered veterans. The University commits itself to apply every good faith effort to achieve prompt and full utilization of minorities and women in all segments of its workforce where deficiencies exist. These efforts conform to all current legal and regulatory requirements, and are consistent with University standards of quality and excellence.

In conformance with Federal regulations, written affirmative action plans shall be prepared and maintained by each campus of the University, including the Division of Agriculture and Natural Resources. Such plans shall be reviewed and approved by the Office of the President and the Office of the General Counsel before they are officially promulgated.

Inquiries regarding the University's nondiscrimination policies may be directed to UCANR, Affirmative Action Compliance and Title IX Officer, University of California, Davis, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1397.