



**DELAWARE 4-H VOLUNTEER  
APPLICATION FORM**  
(To be completed by all *potential* 4-H volunteers)

**I. GENERAL INFORMATION:**

Name: \_\_\_\_\_  
(First) (Middle) (Last)

Mailing address: \_\_\_\_\_  
(Street) (City) (Zip)

How many years have you lived at this address: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Alt. E-mail address: \_\_\_\_\_

Phone: Day: ( ) \_\_\_\_\_ Best time to call: \_\_\_\_\_  
Eve: ( ) \_\_\_\_\_ Best time to call: \_\_\_\_\_

\_\_\_\_\_  
Date of Birth (MM/DD/YY)

Are you a 4-H alumnus? \_\_\_\_\_ Where were you in 4-H? \_\_\_\_\_  
(County/State)

Have you ever been a 4-H volunteer? Yes / No

If yes, how many years? \_\_\_\_\_ Where? \_\_\_\_\_  
(City) (County) (State)

Do you have First Aid/CPR or Life Guard certification? Yes / No

If yes, which one? \_\_\_\_\_

**II. VOLUNTEER INTEREST:**

Why are you interested in a 4-H volunteer position?

\_\_\_\_\_  
\_\_\_\_\_

Do you prefer to work directly with: Youth \_\_\_\_\_ Adults \_\_\_\_\_ Both \_\_\_\_\_

If you prefer to work directly with youth, what age level(s) do you prefer?

Ages 5-8 \_\_\_\_\_ Ages 9-12 \_\_\_\_\_ Ages 13-19 \_\_\_\_\_ No Preference \_\_\_\_\_

Volunteer Application

**What time commitment do you initially desire?**

1-2 months/yr \_\_\_\_\_ 3-6 months/yr \_\_\_\_\_ 6-12 months/yr \_\_\_\_\_ On-going \_\_\_\_\_

**Which projects do you wish to lead/teach?** (Please check all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> Aerospace/Electric/Electronics/Computer Tech.                          | <input type="checkbox"/> Entomology and Bees             |
| <input type="checkbox"/> Arts and Crafts  | <input type="checkbox"/> Fishing                         |
| <input type="checkbox"/> Bicycle Safety   | <input type="checkbox"/> Food /Nutrition/ Health         |
| <input type="checkbox"/> Career Exploration and Employability                                   | <input type="checkbox"/> Horses                          |
| <input type="checkbox"/> Child Development  | <input type="checkbox"/> Horticulture                    |
| <input type="checkbox"/> Citizenship/Community Service  | <input type="checkbox"/> Leadership Skills/Personal Dev. |
| <input type="checkbox"/> Clothing/Textiles  | <input type="checkbox"/> Livestock                       |
| <input type="checkbox"/> Conservation/Water Quality   | <input type="checkbox"/> Recycling/Composting            |
| <input type="checkbox"/> Consumer/Financial Education   | <input type="checkbox"/> Radio/TV/Photography/Video      |
| <input type="checkbox"/> Crops and Weeds  | <input type="checkbox"/> Shooting Sports                 |
| <input type="checkbox"/> Critical Thinking  | <input type="checkbox"/> Theatre Arts                    |
| <input type="checkbox"/> Dogs/Cats/Small Animal Care  | <input type="checkbox"/> Tractors/Engines                |
| <input type="checkbox"/> Environmental /Wildlife/Forestry                                       | <input type="checkbox"/> Veterinary Science              |
| <input type="checkbox"/> Health Initiatives (Botvins, Health Rocks, Up for the Challenge, etc.) | <input type="checkbox"/> Wood Science                    |
|   | <input type="checkbox"/> Other                           |

**Previous Work Experience:** (List current or most recent experience first)

<u>Employer</u>	<u>Position Title</u>	<u>Year</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Previous Volunteer Experience:** (List current or most recent experience first)

<u>Organization</u>	<u>Volunteer Role</u>	<u>Year</u>
_____	_____	_____
_____	_____	_____

Do you have any comments about your volunteer experience? \_\_\_\_\_  
\_\_\_\_\_

**If you become a 4-H club volunteer, is this a new club?** \_\_\_ Yes \_\_\_ No, it's an existing club

Name of club: \_\_\_\_\_

Name of organizational advisor: \_\_\_\_\_

**III. BACKGROUND INFORMATION**

- Do we have your permission to conduct a background check? ..... Yes / No
- Have you ever been convicted of a crime involving offenses against children? ..... Yes / No
- Have you ever been convicted of a crime involving physical harm to another person? Yes / No
- Have you ever been convicted of a crime involving a firearm? ..... Yes / No
- Within the past 10 years, have you been convicted of a crime involving theft or dishonesty? ..... Yes / No
- Within the past 10 years, have you been convicted of a crime involving possession of a controlled substance? ..... Yes / No  
If yes, please explain: \_\_\_\_\_
- Have you ever been convicted of a misdemeanor or a felony in the last seven years? Yes / No  
If yes, please give date, nature, and disposition of offense. \_\_\_\_\_  
\_\_\_\_\_

*Please Note: A criminal record will not necessarily prevent an applicant from being a 4-H volunteer. A criminal record will be considered as it relates to specifics of the volunteer position for which you are applying.*

**IV. PERSONAL REFERENCES:** List two persons **not related to you** who have knowledge of your qualifications. Please provide complete addresses and phone numbers. Please have them complete and return the attached reference forms to our office. The office address is listed on the reference form.

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 (Street) (City) (State) (Zip)

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 (Street) (City) (State) (Zip)

Volunteer Application

**PLEASE READ THE FOLLOWING BEFORE SIGNING:**

- I have read, understand and agree to abide by the *Delaware 4-H Adult Volunteer Expectations Policy*.
- I understand that the information I have provided may be verified by contacting persons or organizations identified in this application.
- I affirm that the information given in this application is true.

*I authorize the contact of listed references. I understand that the misrepresentation or omission of information required is just cause for non-appointment as a 4-H volunteer. If appointed as a volunteer, I agree to abide by the policies of University of Delaware Cooperative Extension and the Delaware 4-H Program and to fulfill the volunteer responsibilities to the best of my ability.*

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please return this completed application to the appropriate county office:**

**New Castle County Extension Office  
461 Wyoming Road  
Newark, DE 19716**

**Kent County Extension Office  
69 Transportation Circle  
Dover, DE 19901**

**Sussex County Extension Office  
Carvel Research & Education Center  
16483 County Seat Highway  
Georgetown, DE 19947**

Adapted with permission from the Ohio 4-H Program, (8/01).

Cooperative Extension Education in Agriculture and Home Economics, University of Delaware, Delaware State University, and the United States Department of Agriculture cooperating. Distributed in furtherance of Acts of Congress on May 8 and June 30, 1914. It is the policy of the Delaware Cooperative Extension System that no person shall be subjected to discrimination on the grounds of race, color, sex, disability, age, or national origin.



## DELAWARE 4-H VOLUNTEER EXPECTATIONS FORM

This is a contractual agreement accepted by volunteers who commit to the 4-H program. The *expectations* shall guide their behavior during their involvement in the Delaware 4-H program. Just as it is a privilege for Cooperative Extension to work with individuals who volunteer their time and energies to our 4-H program, a volunteer's involvement in Delaware 4-H is a privilege and a responsibility, not a right.

The Delaware 4-H program provides quality educational programs accessible to all county youth. The primary purpose of these *expectations* is to insure the safety and well being of all 4-H participants (i.e., members, their parents and families, volunteers, and professionals). Delaware 4-H volunteers are expected to function within the guidelines of The University of Delaware Cooperative Extension and the Delaware 4-H program. ***Delaware 4-H volunteers shall be individuals of personal integrity; the opportunity to work with youth is a privileged position of trust that should be held only by those who are willing to demonstrate behaviors that fulfill this trust.***

### Delaware 4-H volunteers will:

- Uphold volunteerism as an effective way to meet the needs of youth and adults.
- Uphold an individual's right to dignity, self-development, and self-direction.
- Accept supervision and support from professional Extension staff while involved in the program.
- Accept the responsibility to represent the county 4-H program and the Delaware 4-H program with dignity and pride by being positive mentors for the youth with whom they work.
- Treat others in a courteous and respectful manner, exhibit good sportsmanship, and demonstrate behaviors appropriate to a positive role model for all youth.
- Respect, adhere to, and enforce the rules, policies, and guidelines established by your county 4-H program, the Delaware 4-H program, and The University of Delaware Cooperative Extension.
- Not abuse any 4-H participant by physical or verbal means and will report such abuse, if observed, to the appropriate authorities.
- Not commit a felonious criminal act. Obey all laws of locality, state, and nation, including those related to the use of illegal substances and/or the use of firearms.
- Comply with equal opportunity and anti-discrimination laws.
- Perform duties in a responsible and timely manner as outlined in the job description, and handle fundraising and finances in an ethical manner.
- Report immediately any threats to the volunteer's emotional or physical well being to the county 4-H professional.
- Accept the responsibility to promote and support 4-H in order to develop an effective county, state, and national program.
- Operate machinery, vehicles, and other equipment in a responsible manner.
- Handle and treat animals humanely, and teach 4-H youth to provide appropriate animal care.
- Not consume alcohol while responsible for youth in 4-H activities, nor allow 4-H youth participants under your supervision to consume alcohol or illegal substances.

I have read and understand the *Volunteer Expectations* outlined above. I understand and agree that any action on my part that contradicts any portion of these expectations is grounds for the suspension and/or termination of my volunteer status with the Delaware 4-H Program.

\_\_\_\_\_  
Signature of 4-H Volunteer    Date

\_\_\_\_\_  
Signature of Extension Professional    Date



## DELAWARE 4-H VOLUNTEER REFERENCE FORM

(For reference by mail for potential 4-H volunteer position)

\_\_\_\_\_ is applying to work with 4-H youth as a volunteer with Delaware Cooperative Extension and has given your name as a reference.

Individuals in volunteer positions help youth have fun while learning new skills, increasing their abilities to work together, managing their own activities, and developing into productive adults.

The 4-H program seeks your assistance in selecting the most qualified people to serve in volunteer roles and will appreciate your prompt completion of this reference form.

► How long and in what capacity or position have you known the applicant?

**Please mark how you would evaluate the applicant's qualities, using this scale:**

	Excellent	Good	Fair	Not Known
Understanding of children				
Communication skills				
Ability to organize				
Respect for others				
Dependability				
Sense of humor				
Sense of Fairness				
Enthusiasm				
Flexibility				
Patience				
Initiative				
Resourcefulness				

1. How would you rate the applicant's general ability to work in a volunteer role with youth?  
 Excellent     Good     Fair     Poor

Comments:

2. What additional skills, abilities and attributes does the applicant have that would be helpful in this role?

3. How much experience does the applicant have working with people who are developmentally disabled, from different cultural backgrounds, from different socio economic backgrounds?  
 Much experience     Some experience     Little/no experience

Comments:

4. How would you describe the applicant's ability to handle records and/or money?
- Very good. I would trust this person with my organization's records and money.
- Fair. The person will do ok, but will need some help handling records and money.
- Poor. Handling records and money is a problem for this applicant.
5. How would you describe the applicant's general outlook/stability?
- Consistently positive and reasonable.
- Usually positive and reasonable.
- Moody and hard to predict.
- Consistently negative, grumpy, and unreasonable.
6. Would you be willing to place your son or daughter or any other child for whom you are responsible under his or her leadership?
- Yes       No
- Comments:
7. Do you know any reason why this person should NOT be considered for this volunteer position?
- Yes       No
- If yes, please explain:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Thank you! We appreciate your assistance in helping Delaware 4-H select the best qualified people to serve in volunteer roles.

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