



**Ohio State University Extension**

Guernsey County  
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Dear Potential Ohio State University Extension Volunteer,

Let me take this opportunity to thank you for expressing an interest in becoming an Ohio State University Extension volunteer. Each year, thousands of volunteers contribute their time, energies, and talents that enable Ohio State University Extension to engage people in educational programs that meet their immediate needs.

All individuals who are interested in short-term volunteer opportunities with Ohio State University Extension must complete a selection process under the direction of an Extension professional. Ohio State University Extension defines short-term volunteerism as “a consecutive series of days, or several nonconsecutive days for a period of one (1) week or less”.

To volunteer in a short-term position under the direct supervision of a paid staff member or approved volunteer, you are required to (1) receive a volunteer role description; (2) complete a potential volunteer information form; (3) read, agree to, and sign the standards of behavior; (4) complete an electronic sex offender database check (not fingerprint) conducted by the Extension office; and (5) receive an orientation to your responsibilities.

Please know that all information related to the selection process may be updated periodically and will be kept in a secured file cabinet. This information will be kept on file for a minimum of three years following the receipt of your materials or the completion of your involvement as an Ohio State University Extension volunteer (whichever is longest). The release of information will follow The Ohio State University and Ohio State University Extension operating procedures and will be in accordance with Ohio law.

Working with individuals in your community can bring you immense satisfaction as you help them grow, learn, develop, and succeed. Additionally, volunteering provides you an opportunity to gain new skills, help others, and meet new friends. We hope that you recognize the tremendous benefits of volunteering and will join us in helping ensure that everyone involved has a positive, educational experience.

We appreciate your cooperation and look forward to potentially working with you.

Sincerely yours,

Carolyn Wilson,  
Extension Educator, 4-H Youth Development



## Volunteer Position Description Ohio State University Extension



### **Position Title:**

Guernsey County Jr. Fair Livestock Committee Member

### **Time Required**

One year commitment

### **General Purpose:**

Plan and conduct educational programs for 4-H and FFA Jr. Fair members enrolled in livestock projects.

### **Specific Responsibilities:**

- Analyze community needs to plan, conduct, evaluate, and recommend hands-on experientially based educational programs for the youth and volunteers of the county.
- Assist with educational clinics, workshops, fundraisers, and promotional events.
- Represent specific project area in advocating for youth involvement and volunteer support.
- Attend committee meetings and be an active participant in the committees' business, goals, objectives, mission and overall efforts.
- Assist in the recruitment and educational development of Jr. Fair volunteers.
- Encourage broad participation from parents, members, families, and the community in Jr. Fair programs and activities.
- Read Jr. Fair, 4-H and/or FFA mailings and access information from the 4-H web to keep yourself and others you serve informed.
- Follow guidelines and policies of Ohio Department of Agriculture, OSU Extension and 4-H Youth Development, Guernsey County Senior Fair Board and Guernsey County Junior Fair.
- Inform professional Extension staff concerning training and resource needs of members or volunteers.
- Secure resources to conduct, promote, and expand the Jr. Fair program.
- Promote favorable public relations and image for the Jr. Fair program.
- Participate in educational opportunities to further knowledge and skills.

### **Qualifications & Expectations:**

- ◆ Ability, interest, and willingness to:
  - Work with volunteers, 4-H and FFA professionals, Senior Fair Board and Junior Fair Board in an educational setting in a positive manner that promotes teamwork and collaboration.
  - Effectively organize, delegate, and communicate (verbal and written).
  - Motivate members, parents and other volunteers to assume leadership positions.
  - Become familiar with and work within the philosophy and guidelines of Ohio State University Extension, Ohio 4-H Program, Ohio Department of Agriculture and the County Jr. and Sr. Fair program.

### **Ohio State University Extension Agrees to:**

- ◆ Provide training opportunities to assist volunteers to meet needs of members and parents.
- ◆ Provide access to educational materials and resources.
- ◆ Have professional staff available to consult with and listen to volunteers.

### **Mentor/Supervising Professionals:**

Guernsey County OSU Extension Professional(s), Guernsey County Sr. Fair Board

## Junior Fair Livestock Committee Membership

Name \_\_\_\_\_ Club \_\_\_\_\_

\_\_\_\_\_ Advisor, \_\_\_\_\_ Parent, \_\_\_\_\_ Member, \_\_\_\_\_ Other (please explain) \_\_\_\_\_

Check the Jr. Fair committee(s) you are applying for membership for November 2007 – October 2008. You must be eligible according to individual committee by-laws.

### Beef

\_\_\_\_\_ Beef Breeding

\_\_\_\_\_ Market Beef

\_\_\_\_\_ Dairy

\_\_\_\_\_ Dog

\_\_\_\_\_ Equine

### Goat

\_\_\_\_\_ Boer Goat

\_\_\_\_\_ Dairy Goat

\_\_\_\_\_ Poultry

\_\_\_\_\_ Rabbit

\_\_\_\_\_ Sheep

\_\_\_\_\_ Swine

1. Committee membership applications will be accepted October 1 through March 1. Return completed forms to the OSU Extension Office.
2. All eligible committee members must meet membership requirements by completing OSU Extension volunteer information & Standards of Behavior forms and receive responsibility orientation by March 1<sup>st</sup> of the current year. All adult committee members must also successfully pass an Ohio Electronic Sex Offender Registration & Notification & National Sex Offender Public Registry web check.
3. The committee membership year is November 1 through October 31. Members will be accepted from Oct. 1 to March 1 each year.
4. Committee members must be approved prior to participation in committee meetings and activities. Applications are due Oct. 20 for approval before the November meeting. Application deadline for subsequent meetings is 2 weeks prior to the meeting date. No applications will be accepted after March 1 for the current year.

### **Voting Rights**

Only approved committee members will be eligible to vote, in accordance with committee by-laws. Approval is granted to eligible members who have met application deadlines and membership requirements.





# Ohio State University Extension Volunteer Standards of Behavior & Member/Service Recipient Protection



This Standards of Behavior is a contractual agreement accepted by volunteers who commit to an Ohio State University Extension program. The Standards of Behavior shall guide volunteer’s behavior during their involvement in Extension programs. Just as it is a privilege for Ohio State University to work with individuals who volunteer their time and energies to the organization, a volunteer’s involvement with Ohio State University Extension is a privilege and a responsibility, not a right.

Ohio State University Extension provides quality educational programs accessible to all Ohio citizens. The primary purpose of this Standard of Behavior is to insure the safety and well being of all Extension program participants (i.e., members, their parents and families, professionals, and volunteers). Volunteers are expected to function within the guidelines of Ohio State University Extension and the individual (4-H, Agricultural & Natural Resources, Family & Consumer Sciences, Community Development) program area. Ohio State University Extension volunteers shall be individuals of personal integrity.

Ohio State University Extension 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 their individual county Extension program and the Ohio State University.
- Conduct themselves in a courteous and respectful manner, exhibit good sportsmanship and provide positive role models for all youth.
- Respect, adhere to, and enforce the rules, policies, and guidelines established by their individual county Extension program and Ohio State University Extension.
- Not engage in abusive behaviors that physically or verbally threaten or harm any Extension program participant, including youth.
- Not commit a felonious act.
- Comply with all civil rights laws and policies, including but not limited to O.S.U. Extension equal opportunity, antidiscrimination laws, and program participant policy.
- Perform duties in a responsible and timely manner as outlined in the job description.
- Report immediately any threats to the volunteer’s emotional or physical well being to the county Extension professional.
- Accept the responsibility to promote and support Extension programs in order to develop an effective county, state, and national program.
- Handle animals and operate machinery, vehicles, and other equipment in a responsible manner.

I understand that:

- Volunteers will not intentionally or purposefully place themselves in a position alone with a member of a vulnerable population, in a one-on-one situation, including, but not limited sharing sleeping quarters with non-related members and/or participants.
- Volunteers will endeavor to provide safe and healthy programs for all participants. In cases of illness or injury, participants will be treated on-site by the appropriate health care provider or taken to an appropriate health care provider if necessary, when a legal parent, guardian or caregiver is not available for consultation.
- Volunteers, will not, under any circumstances, physically, verbally or emotionally abuse, or fail to provide the basic necessities of care, such as food or shelter to members or participants.

I have read and understand the Standards of Behavior and Member/Service recipient protection policy outlined above. I understand and agree that any act or omission on my part that contradicts any portion of these standards is grounds for immediate suspension and/or termination of my volunteer status with the Ohio State University Extension Program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date