An Administrative Volunteer’s Guide To
The Snohomish County 4-H Volunteer Certification & Enrollment Process

The following steps detail, in order, the procedure of becoming a Snohomish County 4-H Volunteer. Each of these steps must be completed, in its entirety, in order to proceed to the next step. Should you, or the prospective volunteer, have any questions about any part of this process, please do not hesitate to contact the 4-H Office at 425-357-6044.

Forms referred to below are found at http://extension.wsu.edu/snohomish/4h/resources/

1. Upon inquiry or recruitment, the prospective volunteer completes a “Snohomish County Volunteer Application” (Parts A and B) and returns the application to their supervising volunteer. In most cases, the supervising volunteer is the club’s general leader. If you are unsure, please call the 4-H Office at 425-357-6044.

2. Supervising volunteer conducts an in-person or phone interview of the prospective volunteer to determine interest area and suitability. Please follow instructions on the Snohomish County Interview Guide for your conversation. This form and the interviewer’s notes must be submitted to the 4-H office.

3. Supervising volunteer completes reference checks, either verbally or by receiving written references. There must be at least 2 references. If both references are written, at least one of these must be contacted by phone or in person for confirmation. Note the contact on the form. Please refer to the Written Reference Form and the Telephone Reference Form. Completed and signed forms must be submitted to the 4-H office.

4. Completed application packet, interview form, and references are submitted to Extension Office, and criminal history screening is conducted. The criminal history screen can occur earlier in the process, if needed.

5. Upon successful completion of criminal history screening and reference checks, the Extension Office will send each prospective volunteer instructions to complete the E-Learning and Child Protection online courses.

6. Upon completion of E-Learning and Child Protection online classes, the volunteer will be sent an e-mail instructing them to create an account in the 4-H Online database (if they haven’t already), and indicate their status as “Volunteer.” The system will automatically prompt them to read and sign the “Valuable Partnership,” to which all volunteers must agree. The 4-H office must then approve their Volunteer designation in 4-H Online for enrollment to become official.

The term certified volunteer will indicate that: 1) the volunteer has completed all required paperwork, 2) the volunteer has completed an orientation, and 3) the volunteer is suitable for working unsupervised with youth*.

*In some cases, a volunteer may be unable to work directly with youth. If this is the case, notification will be made to those parties necessary at the discretion of the 4-H County Extension Educator.

Rev. 1/17