

ROLES OF 4-H ADULT INVOLVEMENT

Classification	Types of Service	Application and Training Process	Limitations	OSU Extension Supplemental Liability Insurance	Supervision
Parent/Guardian/ Family Members	Donate/Distribute refreshments/hand-out materials/assist with the supervision of group work at club events. Assist with projects such as weeding, moving plants, building benches, etc.	None, understand expectations regarding your family member's participation, become familiar with OSU Extension volunteer program philosophy (i.e 4-H, MGv, OCVN, etc.)	The individual is not considered a volunteer with OSU Extension and shall not represent themselves as such. May NOT: - coordinate or provide leadership - have 1:1 interaction with vulnerable populations (youth, elderly, and/or disabled) - have overnight responsibilities for youth other than their own - have financial management responsibilities - handle confidential information	Not Available	Requires an approved volunteer/Ext. professional be present
Short Term Helper/Invited Guest	Supervised individuals serving a short time assignment of approximately one week or less in consecutive days and/or one day a month or less. Examples - Guest speaker, event/project/program judge, field day, clinician, QA presenter, sewing workshop leader, garden clean-up workday participant, etc.	Review of expectations/orientation of behavior by OSU Extension professionals (provide position description if applicable), OSU Extension professionals will conduct a national sex offender check.	The individual is not considered a volunteer with OSU Extension and shall not represent themselves as such. May NOT: - coordinate or provide leadership - have 1:1 interaction with vulnerable populations (youth, elderly, and/or disabled) - have overnight responsibilities for youth other than their own - have financial management responsibilities - handle confidential information	Included for service that has a specific role description and is not in connection with the helper's professional services (e.g. medical professional)	Requires an approved volunteer/Ext. professional be present
Long Term or High Responsibility - Volunteer (formerly Advisor): Organizational, Project, Resource, Cloverbud, After-School, Camp, Camp Nurse, SPIN Club, Master Gardener Volunteer, Ohio Certified Volunteer Naturalist, etc., Program (Key Leaders: CARTEENS, Quality Assurance, Skillathon, etc.)	Varies, the positions could be responsible for care, custody, and control of minors; likely multiple days of service, several short-term periods in a calendar year, overnight events, ongoing service with programmatic leadership, financial management, handling confidential information, unsupervised situations.	Receive a formal position description, volunteer application, 2 references, interview with OSU Extension professional, Criminal History Fingerprint Background Check, signed OSU Standard of Behavior agreement, participate in New Volunteer Orientation, follow Ohio State Youth Activities and Programs policy, maintain annual status of a volunteer in good standing, including but not limited to volunteering effectively within the parameters of the position description, annual volunteer reenrollment, meeting local training requirements and deadlines, receiving training/guidance from OSU Extension Professionals. In addition to these, adults exercising care, custody, and control over a vulnerable population (e.g. youth, elderly, and/or disabled) in an unsupervised capacity will also get a criminal history background check every four years (or anything there is a break in service from your organization) and complete the annual training as part of the Ohio State Youth Activities Programs Policy.	Adhere to all OSU Extension Standards of Behavior and other program-specific policies or agreements	Included assuming volunteer remains in good standing according to university and program policies	Should never be intentionally in a 1:1 with youth or member of a vulnerable population, ideally another volunteer or multiple youth always present

