

Ashtabula County 4-H Volunteer Training Requirements

Ohio 4-H Volunteers have an outstanding reputation for their commitment to the development of our youth. In order to maintain this outstanding reputation, Ohio 4-H volunteers shall continue enhancing their skills to ensure all 4-H participants have a positive and educational experience by annually attending additional youth development training opportunities. This supplemental training is an expectation for all county 4-H programs to maintain high-quality volunteers and provide returning volunteer education. Attending Annual updates, county trainings and conferences are great events to attend to meet the requirement.

To remain active and in good standing for the upcoming 4-H year, all current Ashtabula County, Ohio 4-H volunteers must attend an annual training, which must be a minimum of 2 hours and include at least one topic from any of the identified volunteer competency areas as well as the Youth Activities & Programs Policy and County program updates by December 1. New volunteers are expected to complete this requirement in addition to New Volunteer Orientation.

Trainings will cover a wide variety of topics of interest based on need and will be available at the county, region, State and national level. Each training must fit in one of the following competency areas: *Communication, Organization, Program Management, Positive Youth Development, Education Design & Delivery* or *Interpersonal Characteristics*.

- Volunteers wishing to receive credit for an event offered outside of Ashtabula County 4-H will need to complete the Volunteer Training Form on page 3 and submit it to the Extension Office within two weeks of the event. All forms require the event instructor's signature and brief summary of the event.
- All trainings must be completed during the current calendar year (Jan 1-Dec1). Volunteers have until December 1st to complete the current year's trainings and it is the volunteer's responsibility to submit proof of attendance.
- Special exceptions may be presented to the Ashtabula County 4-H Educator for review.
- If a volunteer fails to complete their necessary trainings, their status as a 4-H Volunteer will be discontinued effective immediately. Once removed from the list, one must reapply and complete the required screening process per OSU policy again to serve as a volunteer. Each case will be reviewed with the County 4-H Educator and a final decision rendered.



THE OHIO STATE UNIVERSITY

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Examples of Acceptable OSUE Training Opportunities

- Ohio Volunteer Conference and Ohio Teen Conference Sessions (March)
- Regional Volunteer Conferences & Training Events
- County 4-H Trainings, Clinics, Workshops & Programs
- Annual 4-H Update & County Fair Update
- Master Clothing Educator Training
- 4-H Officer Training
- OSU Extension led classes/workshops – ex. Beef School, Twilight Tours, Farm Science Review
- Programmatic support of educational 4-H Clinics & QA (as directed and pre-approved)
- Clinics prepared by topic area professionals

Examples of Acceptable Non-OSUE Events

- *4-H EZ: Recipe for 4-H Community Club Success!* Volunteer Training from the North Central Region Volunteer Specialists: Includes 6 videos, handouts, and resources that go with the videos. You can watch the videos and review the handouts and resources designed for your club use. The videos are available at: <http://bit.ly/4-HEZ>. Click on the heading of each section to go to the video. You'll first be asked to sign in, then you can click on the video link. At the end of each video, you'll be asked to reflect on something you have learned and offer suggestions for future training opportunities.
- Mental Health/ First Aid / CPR Training with certificate
- Children Services sponsored training
- Leadership Seminars & Continuing Education Credits
- Ohio Beef Expo Educational Sessions
- American Quarter Horse Congress Educational Lectures
- North Central Region 4-H Volunteer e-Forum <http://fyi.uwex.edu/ncrvd/2013-2014-e-forum/>

All Non-OSUE Events must be cleared with the Ashtabula County 4-H Educator. County Extension Professionals have final say on all qualifying events.

Updated 12.13.2022

Ashtabula County 4-H Volunteer Training Form

To fulfill a volunteer training requirement, please complete this form and submit it to the Extension Office no later than two weeks after the event took place.

Volunteer's Name: _____

Session/Event Title: _____ **Date:** _____

Session Length: _____

Circle which training topic area this session aligns with.

1. Communication

- a. Effective Communication
- b. Community Partnerships
- c. Member Recruitment
- d. Marketing 4-H

2. Organization

- a. Parliamentary Procedure
- b. Project/Cloverbud Resources
- c. Parent Recruitment & Involvement

3. Program Management

- a. Financial Management
- b. Fundraising
- c. Meeting and Exceeding Deadlines
- d. 4-H Online 2.0
- e. Using the 4-H Emblem Logos/Other OSU Guidelines/Policies

4. Positive Youth Development

- a. Engaging Teen Leaders
- b. Engaging First Time Youth
- c. Working with Diverse Audiences
- d. Strengthening Youth Committee Involvement
- e. Creative Positive Club Culture

5. Education Design and Delivery

- a. Officer Training
- b. Club Leadership
- c. Member Retention & Engagement
- d. Building Virtual Engagement

6. Interpersonal Characteristics

- a. Building Positive Relationships
- b. Conflict Management
- c. Behavior Management
- d. Above the Line Volunteering

Please provide a brief summary of the event and how it pertains to your club and/or attach certificate.

Instructor's Name: _____ **Contact Info:** _____

Instructor's Signature: _____