Friend of 4-H,

Thank you for your interest in the Baker County 4-H Youth development Program! However, there is some paperwork involved with becoming a Florida 4-H Volunteer. Enclosed is our Volunteer Application Form, along with the Adult Agreement, Disclosure Form, and Law Enforcement Check Form. All of your information is confidential and will be kept in a locked filing cabinet. Please return these forms as soon as possible so that we can have you as a part of the Baker County 4-H family!

In addition to the forms, here is some information on the Understanding the Culture of 4-H and 4-H FAQ's (frequently asked questions) for your reference on the 4-H program.

Do not hesitate to contact the Baker County Extension Office if you have any questions or concerns.

We look forward to hearing from you soon!

Shaina Bennett
slbennett@ufl.edu
4-H/Youth Development Extension Agent
Baker County Extension Services
Florida 4-H Volunteer Application

Name  
Last  
First  

Birth Date  /
/

Address  

Home Phone  

City/State/Zip  

Work Phone  

Email  

Cell Phone

PAST 4-H EXPERIENCE

Y 4-H Alumnus  Location  

Y Past 4-H Leader  How many years  Where  

City  
County  
State

VOLUNTEER PREFERENCES

Why are you interested in becoming a 4-H volunteer  

Do you prefer to work directly with  

□ Youth  
□ Adults  
□ Both  

If you prefer to work directly with youth, what grade levels do you prefer  

□ Primary (K,1,2)  
□ Junior (3,4,5)  
□ Inter (6,7,8)  
□ Senior (9,10,11,12)  

What time commitment do you initially desire  

□ 1-3 months  
□ 3-6 months  
□ 6-12 months

PREVIOUS WORK OR VOLUNTEER EXPERIENCE

Employer or Organization  

Position Title or Volunteer Role  

Year  

Have any of your previous jobs completed a background check? If so, which? What clearance was obtained?  

HOBBIES, CERTIFICATIONS, & QUALIFICATIONS

REFERENCES - List two persons not related to you who have definite knowledge of your qualifications

Name  
Last  
First  

Phone  

Address  

Street  
City  
State  
Zip

Name  
Last  
First  

Phone  

Address  

Street  
City  
State  
Zip

I authorize contact of listed references. I understand that misrepresentation or omission of facts requested is cause for non-appointment as a Florida Cooperative Extension volunteer or for termination after appointment. If appointed as a volunteer, I agree to abide by the expectations of the Florida Cooperative Extension Service and to fulfill the volunteer responsibilities to the best of my ability.

Signature  

Date  

Last Revision: August 2008
Florida 4-H Applicant Disclosure Form

The University of Florida Cooperative Extension Service 4-H has an obligation to provide a safe atmosphere for all persons involved in youth activities. Please answer the next 4 questions with the understanding that we are all considerate of the well being of youth.

NOTE: An inquiry may be made to proper authorities to determine whether the applicant has a history relating to crimes against the person or child abuse.

Answer YES or NO to each listed item. If the answer is YES to any item, explain in the area provided, indicating the charge or finding, the date and the court involved.

1. Have you or anyone living at your residence ever been convicted of any crimes against persons listed as follows: aggravated murder; first, second, or third degree murder; first or second degree kidnapping; first, second or third degree assault; first, second, or third degree rape; first, second, or third degree statutory rape; first, second degree robbery; first degree arson; first degree burglary; first or second degree manslaughter; first or second degree extortion; indecent liberties, incest, vehicular homicide; first degree promoting prostitution; unlawful imprisonment, simple assault; sexual exploitation of minors; first or second degree criminal mistreatment?

2. Have you ever been found in any dependency action to have sexually assaulted or exploited any minor or to have physically abused or neglected any minor?

3. Have you ever been found by a court in a domestic relations proceeding to have sexually abused or exploited any minor?

4. Have you ever been found in any disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused any minor?

CRIMINAL HISTORY

Have you been convicted of a criminal offense in the last seven years

Yes  No

Have you been found guilty of a criminal offense even if adjudication was withheld

Yes  No

Have you pled nolo contendere

Yes  No

If YES to any of the above, please give date, nature of offense and disposition

A criminal record will not necessarily bar an applicant. A criminal record will be considered as it relates to specifics of the position for which you have applied.

DRIVER'S LICENSE #

Driver's License Number

Driver's License State

Please attach a photocopy of your driver’s license to this form
**HISTORY OF ADDRESSES**

Please list the address of all residences over the last 10 years

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Date</th>
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</table>

By completing and signing the **Applicant Disclosure Form**, the said **Applicant** gives Baker County 4-H and the University of Florida permission to conduct a national background check of the **Applicant**.

<table>
<thead>
<tr>
<th>Applicant Name</th>
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<tr>
<td>Applicant Signature</td>
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<tr>
<td>Date and Place</td>
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<tr>
<td>Witness Name</td>
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<td>Witness Signature</td>
<td></td>
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<tr>
<td>Telephone/Address of Witness</td>
<td></td>
</tr>
</tbody>
</table>

Address | City | State | Zip
-----------------|------|-------|-----

☐ Copy of Applicant's Drivers License is attached. (Preferably enlarged)

In accordance with the Americans with Disabilities Act and Section 286.26, F.S., persons needing accommodations or an interpreter to participate in the proceeding should notify the University of Florida Baker County Extension Service no later than 48 hours prior to the meeting at 904-259-3520 or fax 904-259-9034

**An Equal Opportunity/Affirmative Action Institution**

BAK4H009 08-07
Adult Agreement

Families and other youth serving programs place trust in the Cooperative Extension Service to provide quality leadership and care for participating youth. 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 merit this trust. For these reasons the following behaviors that merit this trust are listed for volunteers working in the Cooperative Extension 4-H Youth program:

- Treat others in a courteous, respectful manner demonstrating behaviors appropriate to a positive role model for youth and exhibit good sportsmanship
- Represent the educational mission of the University of Florida Extension Service. Accept support and supervision from Extension program representatives
- Obey the laws of the locality, state, and nation
- Make all reasonable effort to assure that the 4-H youth programs are accessible to youth without regard to race, color, national origin, gender, religion, or disability
- Recognize that verbal and/or physical abuse and/or neglect of youth is unacceptable in 4-H youth programs. Do not participate in/or condone, neglect or abuse which happens to the 4-H youth participants outside the program and report suspected abuse to authorities
- Treat animals humanely and teach 4-H youth to provide appropriate animal care
- Operate motor vehicles (including machines or equipment) in a safe and reliable manner when working with 4-H youth, and only with a valid license and the legally required insurance coverage
- Do not consume alcohol or illegal substances while responsible for youth in 4-H activities nor allow 4-H youth participants under your supervision to do so

I have read and understand the Adult Agreement outlined above. I understand and agree that any action on my part that contradicts any portion of these expectations may be grounds for the suspension or termination of my role with University of Florida IFAS Extension 4-H Youth Development Programs or my removal from the program activity. I understand that being involved with youth participants in Extension Programs, is a privilege, not a right. (Appointments are renewed on an annual basis.)

__________________________________________
Signature of Adult

__________________________________________
4-H Agent Signature

__________________________________________
Date
Request for Law Enforcement Check for Volunteer Applicant

Dear Law Enforcement Representative:

The University of Florida, IFAS, Baker County Extension, 4-H Program, requests a local records check on the applicant listed below:

First Name ___________________________ Middle Name ___________________________ Last Name ___________________________

Alias Names: ___________________________ Race ___________________________ Gender ___________________________

Social Security Number ___________________________ Date of Birth ___________________________ D.L. Number ___________________________ State: ________

Address* ___________________________ Street ___________________________ City ___________________________ State ___________________________ Zip ___________________________

I hereby authorize ___________________________ to check any and all records pertaining to criminal convictions and for any law enforcement agency to release to the Baker County 4-H Youth Program information regarding convictions under the Florida Statutes of Statutes of other jurisdictions.

_____________________________________________ ___________________________
Signature of Applicant Date

LAW ENFORCEMENT OFFICE USE ONLY:

The preview of the records reveals:

☐ No local record found Comments ___________________________

☐ Referred to other agency ___________________________

☐ Local record found (see attachment) ___________________________

Please document findings on this check and return the information to:
University of Florida, IFAS
Baker County Extension Service
4-H Youth Development Program
1025 W. Maccleenny Ave
Maccleenny, FL 32063
PH: 904- 259-3520
FAX: 904-259-9034

Prepared by: ___________________________ Date ___________________________

Supervisor Review: ___________________________ Date ___________________________

Law Enforcement Agency: ___________________________
Understanding the Culture of 4-H

Marilyn N. Norman and Joy C. Jordan

Culture
Webster defines culture as the concepts, habits, skills, arts, instruments, and institutions of a given people in a given place. Basically, the culture within a group is what everybody knows that everybody else knows and includes the visible expression as well as the invisible roots of the culture. Most groups have spoken or unspoken expectations for member’s behavior. These may include rules, rituals, language, demonstration of support for commonly held beliefs, etc. Youth development professionals know the importance of helping young people discover quickly the norms of the group they have joined.

What is 4-H?
4-H is the youth development outreach program of the Land Grant Universities, the Cooperative Extension System, and USDA. It is made up of a community of young people across America who are learning life skills with the support of caring adult leaders.

4-H’ers are actively involved in educational projects that are fun. 4-H projects use quality curriculum incorporating the most current research and knowledge available through the Land Grant University system.

Each 4-H group will have a set of behavioral expectations unique to that group, and these expectations may or may not be clearly defined for all members. However, all 4-H groups will follow certain practices within the club or group that are clearly defined.

4-H uses the following concepts and customs to create a sense of “belonging” among those new to 4-H and assure those who are already a part of 4-H to have the same understanding of the basic aspects of the 4-H culture.

4-H Colors
The 4-H colors are green and white. The white symbolizes purity and high ideals. The green, nature’s most prominent color, represents growth.

4-H Pledge
The 4-H Pledge is a statement of the outcomes desired for youth from their involvement in the 4-H Youth Development program. It reminds members of the four areas of growth 4-H targets and reinforces the importance of mastery of life skills. Delegates to the 1927 National 4-H Club Camp in Washington, D.C. adopted the pledge. The phrase, “my World” was added to the pledge in 1973.

I Pledge ...
My Head to clearer thinking,
My Heart to greater loyalty,
My Hands to larger service, and
My Health to better living,
For My Club, my Community, my Country and my World.

1This document is 4-H S FS101.1, one of a series of the Florida 4-H Program, Florida Cooperative Extension Service, Institute of Food and Agricultural Sciences, University of Florida. This material is based upon work supported by the Cooperative Research, Education, and Extension Service, US Department of Agriculture, and K-State Research and Extension, Kansas State University, under special project number 99-EYAR-1-0747. This 4-H 101 Handbook was developed by the 4-H 101 Design Team chaired by Andrea Hutson, USDA/Army Youth Development Project. CSREES/Virginia Tech University. It was adapted for Florida by Marilyn N. Norman and Joy C. Jordan, State 4-H Program. Please visit the 4-H Website at http://4h.ifas.ufl.edu/curriculum/index.htm.

2Marilyn Norman, Associate Professor in Family, Youth and Community Sciences, and State 4-H Program Leader, and Joy C. Jordan, Associate Professor in Family, Youth and Community Sciences, Institute of Food and Agricultural Sciences, University of Florida, Gainesville.
Motto: "To Make The Best Better"
The motto was adopted at about the same time as the 4-H Club Pledge. Its intent is to inspire young people to continue to learn and grow, to make their best efforts better through participating in educational experiences.

Slogan: "Learning By Doing"
This phrase sums up the educational philosophy of the 4-H program. Young people learn best when they are involved in their learning. The intent is for youth to become engaged in learning by doing, reflecting on their experiences, and applying it to future situations.

4-H Name and Emblem
The 4-H Youth Development Program is represented by a popular, recognizable image that consists of a green four-leaf clover with a right turned stem and the letter “H” in white or gold on each leaflet. The text, 18 U.S.C. 707, appears with the emblem. This emblem became the official 4-H emblem by an act of Congress in 1948.

Use of the 4-H name or emblem signifies agreement to the principles of youth development as promoted through 4-H. The Secretary of the United States Department of Agriculture holds the name and emblem in trust for the educational and character-building purposes of the 4-H program. The 4-H name and 4-H Clover are protected by Title 18 of the United States Code, Section 707 (18 U.S.C. 707) and are afforded the same status and regard as the White House and Presidential Seals. Therefore, they may only be used as authorized by the statute, regulations and guidelines, and according to the authorization of the Secretary or designated representative.

Specific Ways to Use and Display the 4-H Emblem (print and electronic):
- Always use the specific image (outline/shape) from www.national4-h- headquarters.gov. Do not alter the image.
- Green leaves (Color – PMS - 347)
- Gold or white “H’s” on each leaf
- Stem to right
- "Notice" statement, 18 U.S.C. 707 to right of stem and below lower right leaf or other location provided by USDA
- The emblem should always have a position of prominence in any design
- Do not superimpose anything over the Emblem, use it as a watermark, etc.
- When used by collaboration, the 4-H Emblem should be the same size and proportion as the other logos.
- When used electronically, the same standards as print versions should apply.
- Additional standards are available on National 4-H Headquarters web site: www.national4-h- headquarters.gov

Authorities for Approving Use of the 4-H Name and Emblem:
The Secretary of Agriculture has delegated authority to:
- Administrators, CSREES, USDA, (F4-HN Staff) for multi-state use.
- State Extension Directors (1862 land-grant), Administrators (1890 land-grant), Presidents (1994 land grant) for use within state boundaries.
- County 4-H Extension Staff (agents, educators, etc.) for use within a single county or boundary.

Detailed information on the use of the name and emblem, statute, regulations, guidelines, information and downloadable 4-H emblems can be found at:

Process for 4-H Name and Emblem Authorization and Responsibilities:
- Letter to County 4-H Staff
- County staff responds in writing and provides certificate charter
- 4-H Club submits names of members, leaders, and other requested information.

Detailed information on authorizing and charting local 4-H clubs and groups can be found at the Florida 4-H Website: http://4h.ifas.ufl.edu

April 2006
Q What is 4-H?
A 4-H is an informal, practical educational program for youth. It is the youth development program of Florida Cooperative Extension, a part of the University of Florida IFAS. 4-H is where there’s fun in learning and learning in fun!

Q What is the mission of 4-H?
A The Florida Cooperative Extension 4-H Youth Development program uses a learn-by-doing approach to enable youth to develop the knowledge, attitudes, and skills they need to become competent, caring, and contributing citizens of the world. This mission is accomplished by using the knowledge and resources of the land grant university system, along with the involvement of caring adults.

Q Isn’t 4-H just for kids who live on farms?
A No! 4-H is for all youth, wherever they live—on farms, in suburbs, in cities. 4-H serves youth from all backgrounds and interests. It reaches both boys and girls through 4-H clubs, special-interest groups and short-term projects, school-age child care, individual & family learning & mentoring, camping, and school enrichment. Most 4-H members are from towns and cities and they participate in contemporary projects such as bicycle care and safety, consumer education, aerospace and model rocketry, public speaking, and animal sciences. 4-H offers membership without regard to race, color, national origin, religion, gender, disability, or handicap.

Q What is a 4-H club?
A Clubs are the foundation of the 4-H program. A 4-H club is a group of five or more youngsters guided by one or more adult volunteer leaders. A club can be any size—from a small group of kids from one neighborhood to a larger club consisting of youth from all over the county.

Q What happens in a 4-H club?
A A 4-H Club usually concentrates on one or more projects such as gardening, woodworking, small animals, food and nutrition, livestock, photography, etc. 4-H members build leadership by electing officers and conducting their own business meetings; work together on community service activities; meet new friends; and most important, have lots of fun.

Q What age must you be to join 4-H?
A Youth, grades K-12, can be 4-H club members and enroll in many different 4-H projects. Members 8-18 may exhibit their completed work to be judged for awards. Youth, grades K-2, can be 4-H Cloverbud members. 4-H Cloverleaf is a noncompetitive learning experience. Usually, Cloverleaf members are in separate clubs where they sample a variety of 4-H projects. Older 4-H members also have special opportunities, such as serving on a county-wide 4-H teen council.

Q Does it cost money to join 4-H?
A In some counties and/or clubs there is a small fee to cover curriculum materials. Uniforms are not required. Most 4-H project information, activities, and events are available at cost, which is usually minimal. Each club chooses whether to charge dues.

Q How did 4-H originate?
A 4-H clubs were first known as corn clubs for boys and canning clubs for girls, organized early in this century by public school educators who wanted to broaden the knowledge and experience of their students. 4-H in Florida began in 1909 in several counties in north Florida. 4-H became an official part of the Cooperative Extension Service, along with agriculture and home economics, at about the time Cooperative Extension was officially established by the US Congress in 1914. The term “4-H Club” first appeared in a federal document in 1918, and by the mid-1920s, 4-H was well on its way to becoming a significant national program for youth. 4-H is an American idea that has spread around the world. Throughout its long history, 4-H has constantly adapted to the ever-changing needs and interests of youth.
**Q Where does 4-H get its funding?**
A Florida Cooperative Extension, of which 4-H is a part, receives funds from a cooperative partnership of three levels of government: federal (via the Science and Education Administration of the US Department of Agriculture), state (via the University of Florida), and county (through the county Board of Commissioners). 4-H also receives support from private sources.

**Q Who “runs” the 4-H program?**
A Volunteers are the key to providing 4-H programs for youth. Capable, interested adult volunteers are always needed to lead clubs and to assist with 4-H activities. Orientation and training is provided, so no previous experience is necessary. 4-H volunteers are supported by a professional staff, including a county 4-H agent who is a faculty member of the University of Florida. The county 4-H agent is responsible for the county-wide 4-H program and may also have state and national responsibilities. There are various county 4-H support and advisory groups made up of interested adult volunteers. State and national 4-H personnel assist county 4-H professionals.

**Q What do the four ‘H’s on the 4-H emblem stand for?**
A The 4-H emblem is a green four-leaf clover with a white ‘H’ on each leaflet, symbolizing Head, Heart, Hands, and Health. The 4-H emblem was protected by an Act of Congress in 1924.

**Q What is the 4-H Pledge?**
A At 4-H club meetings and other 4-H events, 4-H members recite the Pledge of Allegiance and this 4-H Pledge:

I pledge my Head to clearer thinking, my Heart to greater loyalty, my Hands to larger service, and my Health to better living, for my club, my community, my country, and my world.

**Q What is the 4-H motto?**
A “To Make the Best Better.”

**Q What is the 4-H slogan?**
A “Learn by Doing.”

**Q Where are 4-H programs found?**
A 4-H programs are conducted in 3,150 counties of the United States, and also in the District of Columbia, Guam, Puerto Rico, and The Virgin Islands. In addition, more than 80 countries around the world have youth programs similar to 4-H, with an overall enrollment of about 10 million young people.

**Q Is 4-H in my county?**
A Yes! 4-H is in every county in the state. In Florida, thousands of members are in hundreds of local 4-H clubs. Thousands more are involved in 4-H through school enrichment, short-term programs, and camping. In addition, thousands of adults volunteer their time to assist with the 4-H program. You can become part of 4-H by contacting your county 4-H office.

**Q How can I find out more about 4-H in my county?**
A Contact the 4-H staff in the Florida Extension office in the county where you live. Florida Cooperative Extension (or 4-H) may be listed in the white pages of your phone book, or may appear under “County Government.” If not, check the yellow pages under “Clubs” and “Youth Organizations and Centers.” You can also visit the UF 4-H Website at www.florida4h.org, or call the State 4-H Office at UF IFAS (352-846-0996) to obtain the phone number and address of your county 4-H office.