



Cooperative Extension Service

College of Agriculture
State 4-H Office
Department 3354
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June 4, 2011

MEMO

To: UW Extension 4-H Educators
From: Johnathan Despain, State 4-H Program Coordinator

RE: Clarification regarding 4-H Volunteer requirements

This memo outlines current statewide policy for screening and training requirements for new and returning 4-H volunteers.

NEW VOLUNTEERS:

- Sign an enrollment form which includes the behavior agreement
- Successfully complete the UW prescribed background screening
- Complete volunteer training specifically designed for new 4-H volunteers. There are two delivery methods by which volunteers could receive this required training
 - Complete the 4-H Volunteer e-Learning Course on-line AND participate in a short face-to-face meeting with the 4-H Educator to provide county specific information
 - Attend a face to face training which covers the content of the 4-H Volunteer e-Learning Course. The face to face training should be taught in a way that fits the county program (i.e. taught by the county 4-H educator and/or a team of experienced volunteers such as Master Volunteers; offered in a single or multiple sessions; etc.)

RETURNING VOLUNTEERS:

- Sign an enrollment form which includes the behavior agreement
- Successfully complete the UW prescribed background screening every five years. If there is a break in service (i.e. the volunteer didn't re-enroll as a volunteer for one or more years), the volunteer would need to successfully complete the background screening upon their return to the 4-H program.
- Receive additional training before their 5 year anniversary. There are many methods and/or opportunities by which volunteers could receive the training
 - Complete the 4-H Volunteer e-Learning Course a second time
 - Attend county training offered by the 4-H educator (i.e. Essential Elements, True Colors, Character Counts, club management, etc.)



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- Attend 4-H training offered at a district, state or regional level (i.e. District Leader Trainings, State 4-H Leaders Conference, State Shooting Sports Certification Training; Horse Levels Raters, Western Regional 4-H Leaders Forum, etc)
- Attend external training around subject matter related to type of service the volunteer gives to the 4-H program (i.e. first aid training if they are a chaperone, Mr. Dusty McFadden horse whisperer clinic if they are a horse leader, etc)
- Attend training provided through their employment that would relate to their 4-H service (i.e. in-service training done through school district, leadership or management courses, etc.)

Completion of additional training can be documented in the 4-HPlus! software for ease in tracking and communications.

At this point, Wyoming State 4-H Policy does not require annual training for 4-H volunteers.