

Dear Perspective Volunteer,

We are pleased to provide you with an application to be a volunteer with Michigan State University Extension. Michigan 4-H is the largest youth-development organization in the state, with more than 200,000 young people who participate in countless ways. The volunteers who serve on our boards, councils and committees – and support young people ages 5 to 19 years – are carefully screened to ensure the safety of all of our participants. MSU Extension has adopted high standards for screening and selecting the volunteers who represent MSU Extension 4-H. 4-H volunteers are valued members of MSU Extension programs across the state, and they contribute their skills, talents, time and experience to strengthen and support its mission.

The Volunteer Selection Process includes an application, national and state background checks, references, an interview and online modules. There is no charge to you as a volunteer for these background checks or the process.

Please take a moment to complete the attached application and email it back to msue.4hvolunteer@campusad.msu.edu (please CC eaglingm@msu.edu in your e-mail). We recommend that you let your references know that we will be contacting them about your application to be a volunteer with our program.

Next complete your national background check by visiting the following website: <https://business2.backgroundchecks.com/invitation/welcome/ZR32> This secure link will allow you to complete your background check at no charge to you.

When you have completed these two steps, you will have started your journey to becoming a Michigan 4-H volunteer. I will contact you to set up an interview to discuss your potential involvement as a 4-H volunteer.

You may also begin viewing the volunteer e-modules. You will find them at <http://4hvolunteerelearning.wsu.edu/volunteertraining/course.html>. The password, VOLUNTEER, is not case sensitive. There are 4 modules, each of which takes approximately 20 minutes to view and complete. You must complete all 4 of the modules prior to being approved as a volunteer. As you complete each module, remember to print out the certificate (or take a screenshot of it), so you can take them with you to your interview, as proof of module completion. Also, be sure to hit “submit,” after you complete each module.

Thank you for your interest in being a Michigan State University 4-H Youth Development Program volunteer. A digital version of the volunteer application is available <http://bit.ly/2gNTEFS>, under the join 4-H tab, so you can type your responses.

Sincerely,

Michelle Eagling
Alpena County 4-H Program Coordinator,
Michigan State University Extension

Enclosures: MSU Extension Volunteer Application
MSU Extension Criminal History Check Permission Form



**MSU Extension,
Alpena County**

603 S. Eleventh Avenue
Alpena, MI 49707-2645

Ph: 989-354-9870
Fax: 989-354-9898

MSU Extension Volunteer Application Form

Name: _____
(Last Name) (First Name) (Middle Initial)

Address: _____
(Street) (City) (Zip)

Telephone: _____
(Home) (Work) (Cell)

Email: _____

County of Residence:

County in which you want to volunteer:

Do you have a valid Driver's License? Yes No

Do you have a valid automobile insurance policy? Yes No

Why do you want to be an MSU Extension volunteer?

Describe briefly your volunteer experience, work you have done with youth, vulnerable adults and/or community groups, and training you've received as part of that/those volunteering experience(s).

List your interests and skills (for example, drama, food and nutrition, computers, photography, health/safety/wellness, animal science, horticulture, leadership, group process skills, citizenship, natural resources, marine and water resources, community service, career development). Feel free to list any and all others!

I prefer: (Check all that apply)

Working with youth: aged 5-8 aged 9-12 aged 13-19

Working with adults Working with adults with disabilities

Working with youth with disabilities

How much time are you willing to spend as an MSU Extension volunteer?

Weekly – hours Monthly – hours

Have you volunteered in other counties within Michigan or in other states? Yes No

If so, please identify them for us:

Other Michigan counties:

Other States (and counties):

List three references. Include business associates, employers or social friends. **(Do not list relatives)** Be sure you include persons who can provide information about your qualifications and suitability for working as a volunteer with MSU Extension programs.

1. _____
(Name) (Address)

Email _____

Telephone _____
(Cell) (Other)

2. _____
(Name) (Address)

Email _____

Telephone _____
(Cell) (Other)

3. _____
(Name) (Address)

Email _____

Telephone _____
(Cell) (Other)

Have you ever been turned down as a volunteer with another organization? Yes No

If yes, please explain: _____

Have you applied to become a volunteer (or have you volunteered) in another county or state in 4-H, another youth organization or any other organizations? Yes No

If yes, please explain: _____

I understand that my enrollment as a volunteer is contingent upon successful completion of the Volunteer Selection Process. I give my permission for the above-names references to release information about me and for my criminal history to be verified.

I understand that MSU Extension does not discriminate on the basis of race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status and that this application will be handled in a confidential manner.

I agree to serve as a volunteer for Michigan State University Extension. I understand that either party may cancel this relationship at any time.

I certify that the above information is correct. I agree to inform MSU of any changes.

Signature _____ Date _____

Thank you for your willingness to share your talents!

MSU is an affirmative action, equal-opportunity employer. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.

