

### 4-H Volunteer Training Schedule

ALL volunteers must complete at least one of the above trainings OR complete the approved online training following the instructions on page 2 before February 19, 2021 to remain an active 4-H volunteer.

<p><b>December 2, 2020</b> 6:00 PM</p> <p><a href="https://osu.zoom.us/j/91774374500?pwd=OWNiVkhYZDRVY09vUU82RUJEL0dZUT09">https://osu.zoom.us/j/91774374500?pwd=OWNiVkhYZDRVY09vUU82RUJEL0dZUT09</a></p> <p>Meeting ID: 917 7437 4500 Password: 933133 Phone: 1-646-876-9923</p> <p>Panel, Using the 4-H emblem policy, state mandated policy 1.50 training</p>	<p><b>December 8, 2020</b> 10:00 AM</p> <p><a href="https://osu.zoom.us/j/96744465918?pwd=SmprUWk2UEhQZzdsbk85a24zZjZjZz09">https://osu.zoom.us/j/96744465918?pwd=SmprUWk2UEhQZzdsbk85a24zZjZjZz09</a></p> <p>Meeting ID: 967 4446 5918 Password: 019877 Phone: 1-646-876-9923</p> <p>Cloverbud volunteer training, using the 4-H emblem policy, state mandated policy 1.50 training</p>	<p><b>December 14, 2020</b> 6:00 PM</p> <p><a href="https://osu.zoom.us/j/99834543279?pwd=UGdBWVWVrQ1pvbGU3b2c5SURWOEF2dz09">https://osu.zoom.us/j/99834543279?pwd=UGdBWVWVrQ1pvbGU3b2c5SURWOEF2dz09</a></p> <p>Meeting ID: 998 3454 3279 Password: 483151 Phone: 1-646-876-9923</p> <p>Committee volunteer training, using the 4-H emblem policy, state mandated policy 1.50 training</p>	<p><b>January 6, 2021</b> 10:00 AM</p> <p><a href="https://osu.zoom.us/j/97831063373?pwd=VnVDRDJkSVZleEEyUVMrWTdxVcTzZz09">https://osu.zoom.us/j/97831063373?pwd=VnVDRDJkSVZleEEyUVMrWTdxVcTzZz09</a></p> <p>Meeting ID: 978 3106 3373 Password: 992756 Phone: 1-646-876-9923</p> <p>4-H Online 2.0, using the 4-H emblem policy, state mandated policy 1.50 training</p>	<p><b>February 11, 2021</b> 6:00 PM</p> <p><a href="https://osu.zoom.us/j/93847985632?pwd=NXE2bFlwMGFXQXN5R1ZlamlPc3k0QT09">https://osu.zoom.us/j/93847985632?pwd=NXE2bFlwMGFXQXN5R1ZlamlPc3k0QT09</a></p> <p>Meeting ID: 938 4798 5632 Password: 845376 Phone: 1-646-876-9923</p> <p>New volunteer training, using the 4-H emblem policy, state mandated policy 1.50 training</p>
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Support Resources

- System Status: <https://go.osu.edu/systemstatus>
  - Find solutions and report issues: <https://go.osu.edu/it>
  - Help Articles: <https://resourcecenter.odee.osu.edu/carmenzoom>
  - Non-Discrimination Notice: <https://go.osu.edu/nondiscrimination-notice>
  - Privacy Statement: <https://osu.edu/privacy>
- Contact Us
- Phone: 614-688-4357 (HELP)
  - Email: [carmenzoom@osu.edu](mailto:carmenzoom@osu.edu)
  - In Person: <https://techhub.osu.edu/buckeyebars>
  - Accessibility Help Line: 614-292-5000

As a reminder, all new volunteers must attend the new volunteer orientation or complete the online training following instructions on page 2.



# 4-H Volunteer Training Schedule

How to complete training online:

A. Accessing OSU / Ohio 4-H Policy 1.50 Online Scarlet Canvas Course

1. Ask volunteers to visit the self-registration link

<https://cfaesosu.catalog.instructure.com/courses/2021-osu-policy-150-annual-training-4h-v7-00q3> and fill out the form. Name and email addresses are required. It is okay to enter “0” for phone number and zip code. Enter “NA” for title and company. After filling out the registration form, two emails will be sent from Canvas Catalog. One email will ask to complete the registration, the other will confirm enrollment in the course. After creating an account to complete required training, bookmark the login page at <https://scarlet.instructure.com/login/canvas>

- i. Complete each module / video of the course and any corresponding quizzes.
- ii. At the end of the course – complete the Certificate of Completion / Course Evaluation Survey.
- iii. Scarlet sends a copy of the completion certificate to the respective county’s secure mailbox (i.e. [county4h@osu.edu](mailto:county4h@osu.edu))

How to complete New Volunteer training online:

A. Accessing Ohio 4-H New Volunteer Orientation Online Scarlet Canvas Course

Ask volunteers to visit the self-registration link

<https://cfaesosu.catalog.instructure.com/courses/2021-ohio-4-h-new-volunteer-training-021-d79-rt6> and fill out the form.

- Name and email addresses are required.
  - It is okay to enter “0” for phone number and zip code.
  - Enter “NA” for title and company.
  - After filling out the registration form, two emails will be sent from Canvas Catalog. One email will ask to complete the registration, the other will confirm enrollment in the course. After creating an account to complete required training, bookmark the login page at <https://scarlet.instructure.com/login/canvas>
- i. Complete each module / video of the course and any corresponding quizzes.
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**ohio4h.org**



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# Ohio 4-H Volunteer Training Requirements

OHIO 4-H VOLUNTEERISM & COMMUNITY CLUBS DESIGN TEAM

Ohio State University 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 requirement will be piloted in 2021, and the expectation of implementation will be in 2022. Annual updates, county trainings and conferences are great events to incorporate these topics in to events you are already doing.

**On an annual basis beginning in 2022, to remain active and in good standing for the upcoming 4-H year, all current Ohio 4-H volunteers:**

- Must participate in trainings covering at least **one** topic from each of the **two** identified volunteer competencies.
  - Each of these topics must be a minimum 30 minutes for a total of no less than an hour, with the best practice being a total of 2 hours.
  - These trainings may be offered consecutively at one event or multiple events.
- These trainings are required in addition to the Ohio State University Extension Recognizing & Reporting Child Abuse (Policy 1.50) training.

## Expectations of County 4-H Professionals:

- Determine a completion deadline based on what works for the county program in correlation with already established county volunteer deadlines.
- Develop sessions and curriculum that covers a wide variety of topics. These may be offered in various formats within the county, region, virtually and/or at the state level.
  - A handful of training topics within each competency will be provided each year by the Volunteerism & Community Club Design Team. However, the topic within the competency and how it is taught may be determined by the County 4-H Professional. Resources will be made available in OneDrive and Scarlet CANVAS.
    - See the attached list of Core Competencies.
- At least one of the trainings must be an Extension provided, while the other may be an outside source training, if your county allows. This outside training must align with one of the core competencies and have pre-approval from the County 4-H Professional.
  - Examples may include Mental Health First Aid, CPR, etc.
  - Additional tools and resources will be shared by the Design Team.
- Keep documentation of these trainings. Excel works great!

Volunteers that do not meet the expectation may be placed on probation. County 4-H Professionals may determine if a grace period may be given for hours to be made up.



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## Ohio 4-H Volunteer Training Competencies

In line with the VRKC identified by the National 4-H Council, below is a list of the 6 core competencies; two of which must be covered each year. The topics underneath each corresponding competency may be taught at the discretion of the 4-H Professional. The Volunteerism Design Team will identify the two competencies to be covered on an annual basis.

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|---|---|
| <ol style="list-style-type: none"> <li>1. Communication (2022)             <ol style="list-style-type: none"> <li>a. Effective Communication</li> <li>b. Community Partnerships</li> <li>c. Member Recruitment</li> <li>d. Marketing 4-H</li> </ol> </li> <li>2. Organization (2024)             <ol style="list-style-type: none"> <li>a. Parliamentary Procedure</li> <li>b. Project/Cloverbud Resources</li> <li>c. Parent Recruitment &amp; Involvement</li> </ol> </li> <li>3. Program Management (2022)             <ol style="list-style-type: none"> <li>a. Financial Management</li> <li>b. Fundraising</li> <li>c. Meeting and Exceeding Deadlines</li> <li>d. 4-H Online 2.0</li> <li>e. Using the 4-H Emblem Logos/Other OSU Guidelines/Policies</li> </ol> </li> </ol> | <ol style="list-style-type: none"> <li>4. Positive Youth Development (2024)             <ol style="list-style-type: none"> <li>a. Engaging Teen Leaders</li> <li>b. Engaging First Time Youth</li> <li>c. Working with Diverse Audiences</li> <li>d. Strengthening Youth Committee Involvement</li> <li>e. Creative Positive Club Culture</li> </ol> </li> <li>5. Education Design and Delivery (2023)             <ol style="list-style-type: none"> <li>a. Officer Training</li> <li>b. Club Leadership</li> <li>c. Member Retention &amp; Engagement</li> <li>d. Building Virtual Engagement</li> </ol> </li> <li>6. Interpersonal Characteristics (2023)             <ol style="list-style-type: none"> <li>a. Building Positive Relationships</li> <li>b. Conflict Management</li> <li>c. Behavior Management</li> <li>d. Above the Line Volunteering</li> </ol> </li> </ol> |
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Communication	<ul style="list-style-type: none"> <li>•Abilities to create, deliver, and understand information</li> <li>•Good speaking, listening, and writing skills; positively presenting 4-H to the public; appropriately using technology to communicate</li> </ul>
Organization	<ul style="list-style-type: none"> <li>•Abilities to engage others in planning and delivering program</li> <li>•Planning and organizing successful programs, recruiting and involving parents in 4-H activities, identifying and serving community needs</li> </ul>
Program Management	<ul style="list-style-type: none"> <li>•Abilities to understand and follow appropriate policies, procedures, and safety guidelines</li> <li>•Anticipating and managing risks, keeping accurate and complete records and finances, providing an organized and supervised club environment</li> </ul>
Positive Youth Development	<ul style="list-style-type: none"> <li>•Abilities to create an environment that results in the positive development of youth</li> <li>•Caring for and ability to motivate youth, helping youth to develop life and leadership skills, appreciating diversity</li> </ul>
Education Design & Delivery	<ul style="list-style-type: none"> <li>•Abilities to plan, conduct, and evaluate learning opportunities for youth</li> <li>•Presenting activities and programs appropriate for different ages, using a variety of activities for different learning styles, having knowledge of the topics/subject matter delivered</li> </ul>
Interpersonal Characteristics	<ul style="list-style-type: none"> <li>•Abilities to work effectively with and understand others</li> <li>•Volunteer is honest, ethical, and moral; volunteer has patience and is flexible; having compassion for others</li> </ul>

National 4-H Council. (n.d.). Volunteer research knowledge and competency taxonomy for 4-H youth development (VRKC). Chevy Chase, MD: National 4-H Council.