

## 4-H Volunteer Leaders' Series

# Using the 4-H Volunteer Enrollment Card

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The 4-H Volunteer Enrollment Card is a means of identifying those who volunteer their time, services and/or money to the 4-H program.

Volunteers make the 4-H program possible. Without the many hours of service and the financial contribution they make, 4-H could not exist in its present form.

### Why a Volunteer Enrollment Card?

The 4-H member enrollment card has existed for many years. This is the method used statewide to determine who is enrolled in 4-H, what projects they are taking and additional information about 4-H members.

A state task force of Extension faculty and 4-H volunteers determined that a consistent method was needed to record volunteer participation in 4-H. The task force developed the 4-H Volunteer Enrollment Card, CES-643. It was revised in May 1999.

### Who Fills Out the Card?

A 4-H Volunteer Enrollment Card is to be completed on each person who volunteers any amount of time, money, services, etc., to 4-H. The recommended procedure is to have 4-H volunteers fill out cards in October at the same time 4-H members enroll for the new year. The Volunteer

Enrollment Card is to be submitted to the county Extension office along with the members' cards. Each 4-H club or group organizational leader should have a supply of cards. Volunteers who are utilized by the clubs during the year should be asked to complete a card. Those cards can be submitted to the Extension office throughout the year. A new card is to be completed by each volunteer each year. The county Extension faculty is responsible for having key leaders and county 4-H program volunteers complete enrollment cards.

### Completing the Card

The front of the card requests general information about the volunteer. (See sample of card in this fact sheet.)

The back side of the card lists 4-H volunteer positions. Each volunteer is to check as many of these positions as *currently* apply to them. They are not to check roles they have performed in the past but in which they are not currently involved. A description of each volunteer position is given in this fact sheet.

The additional information requested on the back of the form is required by law. Reference checks are made on all volunteers. All volunteers who work directly with youth will be provided orientation training on policies relating to child abuse. Refer to the 4-H Policy Guide on the Extension website – [www.uaex.edu](http://www.uaex.edu).



\*18 U.S.C. 707

Visit our web site at:  
<http://www.uaex.edu>

## Volunteer Position Descriptions

A description of each volunteer position listed on the 4-H Volunteer Enrollment Card is given below. The descriptions can be used to help volunteers determine the positions they should mark on their cards.

**County 4-H Program Volunteers** are those persons who work on behalf of 4-H at the county level and who are not paid for their services. Examples are as follows:

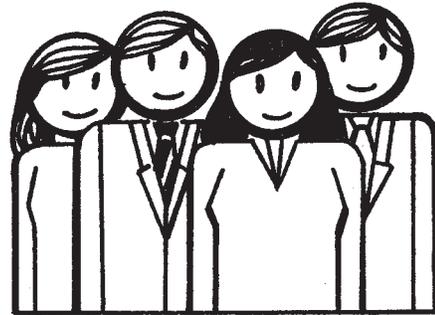
- **Foundation Board Member** – A person who is serving as a member of the administrative group of the county 4-H foundation.
- **Donor** – A person who provides financial resources to the county and/or state 4-H program.
- **Committee Member** – A member of an organized group that is formed by the county Extension faculty to address a specific need of the county 4-H program. Examples: 4-H expansion and review committee, county program 4-H subcommittee, county 4-H yearbook committee, county 4-H camp committee.
- **Resource/Support Volunteer** – A person who provides a specific service to the county 4-H program other than the three roles identified above. Examples would be county 4-H newsletter editor, county 4-H photographer, 4-H office assistant, 4-H fashion revue coordinator, etc.

## Major 4-H Leadership Roles

- **General (Main) Organizational Leader** – The captain of the 4-H club leadership team. This person is responsible for the club program development process, the generation and guidance of club officers, communication with the 4-H club or the county Extension office and coordination of the leadership team in response to the planned club program. This person is responsible for the day-to-day operation and maintenance of the club.

This person coordinates with a leadership team, usually made up of parents or other volunteers.

- **Master Volunteer** – A person who received extensive training in a subject matter area and has been certified to teach. Master 4-H volunteers receive a minimum of 16 hours of training conducted by state 4-H faculty and are certified after completion. Re-certification is required every two years.



- **Project Leader** – A person who works with a group of 4-H members within a 4-H club who are interested in a specific subject matter area. This person guides the 4-H members in setting project goals and conducting “Learning By Doing” experiences that help them reach their goals. A 4-H club may need several project leaders depending on the interests of the members.
- **Activity Leader** – A member of the 4-H group leadership team who is responsible for organizing the group’s social and educational activities.
- **Resource Leader** – A member of the 4-H group leadership team who serves the 4-H group at the invitation of one of the leadership team members. This person may provide knowledge, skills or services in specific projects or activities. He or she may provide services such as transportation, refreshments, meeting facilities, etc.
- **Other** – 4-H volunteer leadership opportunities are described in 4HCE1. Please refer to that fact sheet for other volunteer leadership opportunities.



Club/Unit No.: _____
Date Child Protection Completed: _____

Club/Unit: \_\_\_\_\_ County: \_\_\_\_\_ *Office Use*

Title:	Mr.	Mrs.	Ms.	Dr.	(optional)
Name	_____		_____		_____
	First		M.I.		Last
Address	_____				
City/Town	_____	State	_____	Zip Code	_____
Home Phone ( )	_____		Work Phone ( )	_____	
OK to call at work?	_____	Fax No. ( )	_____	E-Mail	_____
	(yes/no)				
Social Security No.	_____		Year of Birth	_____	
	(optional)				

The purpose of the following is only to gather statistics and determine compliance with Civil Rights laws.

**Race/ethnic origin:**

- White
- Black
- American Indian or Alaskan Native
- Hispanic
- Asian or Pacific Islander
- Mixed

**Gender:**

- Male
- Female

**Residence:**

- Farm
- Rural area or town of less than 10,000
- Town or city of 10,000-50,000
- Suburb of a city over 50,000
- City of over 50,000

Years as a 4-H leader \_\_\_\_\_ (include this year)      Were you ever a 4-H member? (yes/no) \_\_\_\_\_

**Major leadership responsibilities (Circle if this is the first time you've served in this role):**

- |   |  |
|---|--|
| <input type="checkbox"/> General (Main) Organizational Leader | <input type="checkbox"/> Activity Leader |
| <input type="checkbox"/> Master Volunteer                     | <input type="checkbox"/> Resource Leader |
| <input type="checkbox"/> Project Leader – list projects       | <input type="checkbox"/> Other _____     |

**Other 4-H units/clubs where you are a volunteer:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Did you participate in volunteer leader training last year?     Yes     No    If Yes, have you implemented any skills/practices taught during the training?     Yes     No

About how many hours did you contribute to community service last year? \_\_\_\_\_

How many community service projects did you implement last year? \_\_\_\_\_

How many educational programs did you conduct last year (club programs, project training, workshops, etc.)? \_\_\_\_\_ # hours spent? \_\_\_\_\_

**Other 4-H volunteer roles this year (Circle if this is the first time you've served in this role):**

- Direct Volunteer – Teacher, Project or Club Leader, Camp Counselor
- Indirect Volunteer – member of a Council, Board, or Committee beyond this Unit
- Middle Manager – serving or leading other volunteers

Are you a member of the 4-H Volunteer Leaders Association?  Yes  No

Are you a member of the 4-H Alumni Association?  Yes  No

Extension lists are considered open to the public.

If you do *not* want your name included on the publicly available mailing list, check here:

**Additional Information**

(To be completed by first time volunteers only.)

1. Experience working with youth in other organizations. \_\_\_\_\_

2. Current membership (religious, community, business, labor, or professional organizations). \_\_\_\_\_

3. References. Please list those who are familiar with your character as it relates to working with youth.

Name	Address	Phone
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

4. Additional information. (Attach explanation for any questions to which you responded yes.)

Yes	No	
_____	_____	a. Have you ever used illegal drugs?
_____	_____	b. Have you ever been convicted of a criminal offense?
_____	_____	c. Have any criminal charges involving child abuse, neglect, or sexual exploitation ever been filed against you?
_____	_____	d. Has your driver's license ever been suspended or revoked?
_____	_____	e. Have you ever been reported to a child protection agency for child abuse or neglect?
_____	_____	f. Other than the above, is there any fact or circumstance involving you or your background that would call into question your being entrusted with the supervision, guidance, and care of young people?

I understand that:

- a. The information that I have provided may be verified, by contacting persons or organizations named in this application, or by contacting any person or organization that may have information concerning me including inquiries of law enforcement and social service agency records. I hereby release and agree to hold harmless from liability any person or organization that provides information. I also agree to hold harmless the Arkansas Cooperative Extension Service, Arkansas 4-H, and the officers, employees, and volunteers thereof.
- b. In signing this application, I affirm that the information I have given is true and correct and that I have reviewed the current Arkansas 4-H Policy Handbook (C-411).

\_\_\_\_\_  
Signature of applicant \_\_\_\_\_  
Date

**APPROVAL:** We are unaware of any information contrary to the information stated on this application.

\_\_\_\_\_  
Signature of County Extension Agent \_\_\_\_\_  
Date

\* Protected under 18 U.S.C. 707

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**Back of Form CES-643**

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