



Interested in Becoming a LaPorte County 4-H Volunteer?

- Step 1:** **APPLICATION:** Fill out an application and turn it into the Extension Office. We have a drop-box outside for after hours. Applications can be found at: <https://bit.ly/LP4HVolunteerResources>
- Step 2:** **REFERENCES & BACKGROUND CHECK:**
- We will then contact your references and perform a background check.
- Be sure to follow up with your references to make sure they sent their forms back to the Extension Office in a timely manner.
- While you are waiting, we encourage you to complete the mandatory training for new volunteers, Indiana 4-H New Volunteer Orientation, which is now available at <https://www.purdue.edu/4-h/volunteers/>. This series of brief, informative training modules provide a basic introduction to Indiana 4-H. The orientation should take about an hour to complete. It fulfills the additional 30 minutes to 1 hour educational learning requirement to be a 4-H Volunteer (see more in Step 4).
- Step 3:** **PARTICIPATE IN AN INTERVIEW WITH EXTENSION EDUCATOR:** Once your application is received and the office receives your references back, an interview will be scheduled with either MaryJo Moncheski or Gayle O'Connor. We will talk about 4-H youth development, discuss what your role might be in the program, and available trainings. Feel free to ask questions! MaryJo and Gayle can be reached at 219-324-9407.
- At the interview**, we will need to see your government-issued photo ID. As a new volunteer you will be given the Adult Behavioral Expectations form (4-H 785), a Volunteer Role Description and a Vehicle Use Policy form to complete and sign for your volunteer file.
- Step 4:** **ENROLLMENT:** When your application has been approved and we have agreed on your role in the LaPorte County 4-H program, you will receive an invitation to enroll as a LaPorte County 4-H Adult Volunteer. Volunteers enroll online annually in 4HOnline, just as our youth members do. Please visit <http://v2.4honline.com/> and complete the enrollment.
- All Purdue Extension staff and volunteers, including 4-H volunteers, must complete a 15 to 20 minute training on **Youth Safety and Reporting Child Abuse**. This will be available in 4HOnline after you have submitted your enrollment. You **must complete** this training before we can confirm your enrollment and approve you as a volunteer.
- The certification and additional learning will need to be renewed each year of volunteerism along with the Adult Behavioral Expectations form and Vehicle Use Policy (part of the enrollment process).
- Step 5:** **APPROVAL:** Once you have completed the necessary steps, we will send you a Volunteer Certification Approval letter. You **cannot** conduct meetings without a certified volunteer present **until** you have received an approval letter from the LaPorte County Extension Office.