



## Becoming a Volunteer of Record with UConn 4-H

UConn Extension 4-H Volunteer Trainings are conducted at county, state, and regional locations. 4-H volunteers receive on-line and face-to face trainings on UConn 4-H and being an effective volunteer for positive youth development. All 4-H volunteers who will be having custodial care of 4-H youth participants such as supervising, chaperoning, or otherwise overseeing minors, must complete a UConn Background Check every four years.

### Getting Started Check List

1.  Contact the local 4-H Staff in your county office to discuss your interests and time commitments
2.  Return the completed and signed 4-H Volunteer Application Form to your county 4-H office [s.uconn.edu/4-hvolunteerapp22](https://s.uconn.edu/4-hvolunteerapp22)
3.  Complete the electronic UConn Criminal Background Check (CBC) emailed to you by the UConn Criminal Background Check Coordinator (necessary for anyone supervising youth (custodial care) – see page 2 for details).
4.  Upon receipt of the 4-H Volunteer Application Form and UConn CBC, references will be contacted, and a background check will be conducted.
5.  Enroll in Zsuite/CT (UConn 4-H's online registration system) and complete the UConn Minor Protection Training through Clover Academy in Zsuite (see page 3 for details).
6.  Once step 5 has been completed, a face-to-face Orientation about 4-H and being an effective volunteer will be conducted
7.  Once all the steps have been completed, you will receive a confirmation letter in the mail stating that you are a Volunteer of Record with UConn 4-H

**You are not a registered 4-H Volunteer of Record with UConn 4-H and are not cleared to meet with youth on your own as part of 4-H until you have received your confirmation letter.**

### UConn Extension 4-H Youth Development Team Contacts:

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## 4-H Volunteer Application Form

The 4-H volunteers work with other adults, children, or groups in a variety of ways. Volunteer opportunities include club leader, project leader, assistant leader, advisory committee member, fair association director/advisor/mentor, camp board member, program committee member and judge/evaluator for a 4-H event or contest.

Complete and return the 4-H Volunteer Application Form which can be found on the Connecticut 4-H Programs website [s.uconn.edu/4-H](https://uconn.edu/4-H) or the link below will take you directly to the application [s.uconn.edu/4-hvolunteerapp22](https://uconn.edu/4-hvolunteerapp22)

*Note:* Once the 4-H Volunteer Application Form is received by the 4-H Office, references will be contacted.

## UConn Background Check

All 4-H volunteers who will be having custodial care of 4-H youth participants such as supervising, chaperoning, or otherwise overseeing minors, must complete a UConn Background Check **every four years**. This process is completed online. 4-H Volunteers needing background checks need to submit their full name, working mail and personal cell phone number to the 4-H staff member completing the screening process. They in turn will receive an electronic request from the UConn Background Check Coordinator with information about the online background check process. This email will be from [UConnStorrs4HNRCA@screening.services](mailto:UConnStorrs4HNRCA@screening.services). Human Resources will request directly from the volunteer any additional documents or forms that are needed.

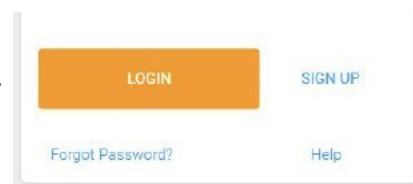
Applicants will also get text messages that are sent out as part of Swift Hire background check process. The initial text message that individuals receive states the following: *“Hello (individual’s name)! UConn Storrs 4-H/NRCA here. It is time to begin the background check process?”* The initial text message identifies that it is for UConn 4H, subsequent reminders to fill out the online forms also list UConn 4H. These are safe messages and are required to complete the process.

You will be emailed SSA-89 form – please sign it in ink and fax or mail to UConn HR at the address given.

If someone is unable to complete the online process, they should be contacting the CBC Team at [HR-CBC@UConn.edu](mailto:HR-CBC@UConn.edu) to request further assistance.

## Enrolling in Zsuite as a UConn 4-H Volunteer

1. Create a new account. Click the ‘Sign Up’ link on ZSuite homepage <https://4h.zsuite.org/>



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2. Fill out the form. Note that each household account has a 'Primary' Account. This is typically the Primary Parent Account which has some administrative functions that club member accounts do not. This is why we ask that you enter a 4-digit pin code, which assures our parents that no unauthorized access to the primary account occurs.

The screenshot shows a web form titled "Register New Household". At the top, there is a blue banner with a white circle containing the number "1" and the text "You are setting up your parent/guardian account for the household." Below the banner are several input fields: "STATE" (a dropdown menu), "Adult Email" (with an envelope icon), "Adult Email Confirmation" (with an envelope icon), "Adult First Name" and "Adult Last Name" (with person icons), "Password" and "Confirm Password" (with padlock icons), and "Primary Profile Access PIN" (with a person icon and a refresh icon). At the bottom of the form are two buttons: a grey "BACK" button and an orange "LET'S GO" button. A large blue arrow points from the right towards the "LET'S GO" button.

3. Note that the email address entered will be the email address used for ALL members under this household account. This way it's easier to remember your login for ZSuite. Your email address can be used ONLY ONCE, so please use an email address that is easy to remember.

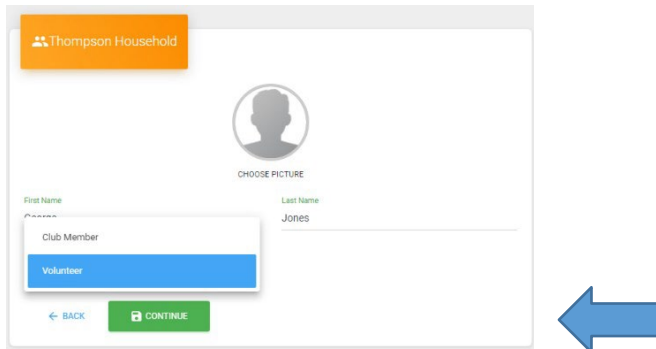
4. Once you complete the form, click the 'Let's Go' button.

5. You will now be redirected to the Dashboard for the primary account. Here you can:
  - a. Create new household members by clicking the Household Members link on the Menu Bar
  - b. View Record Books (these can be created by the club members, but their accounts must be created first.)
  - c. View Announcements from your Club, County, and State Level 4-H Leaders
  - d. View a Calendar showing events.
  - e. View Help Documentation more specific to managing your household account
  - f. Change user profiles (once other profiles are created)
  - g. To Do Lists, Shared Files, Request to be a club leader, and many more items soon to come!

5. Request to be a Volunteer

All parent accounts, whether primary or secondary, can request to be volunteers associated with a club. Volunteers must be approved by your county extension 4-H staff. To request to be a volunteer follow these steps:

- 1) When setting up your 'Household' you will see the option to 'Choose a Role'. Select Volunteer from the drop-down menu.
- 2) Once your County Administrator approves you to be a 'Volunteer' you will be considered a 'Volunteer'. At this point you will be able to request to be a Club Leader if you chose to. Click the Blue link to learn how to request to be a Club Leader.



Once the Household Primary Account has been created, you can also create individual member profiles for each youth in the family. Specific information can be seen in Zsuite help section under “Create Club Member Profiles”.

Please contact your local 4-H office if you need assistance in setting up your 4-H ZSuite profile or have any questions regarding your submission to be a volunteer.

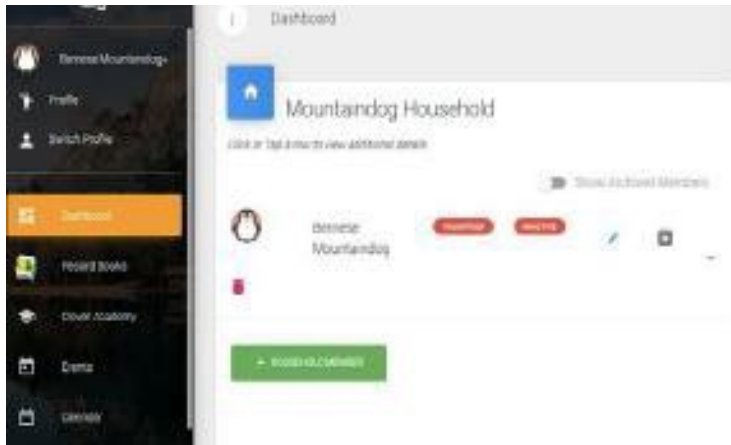
### **UConn Minor Protection Training**

UConn Extension is very committed to minor protection, and the safety of minors must be of concern at all times.

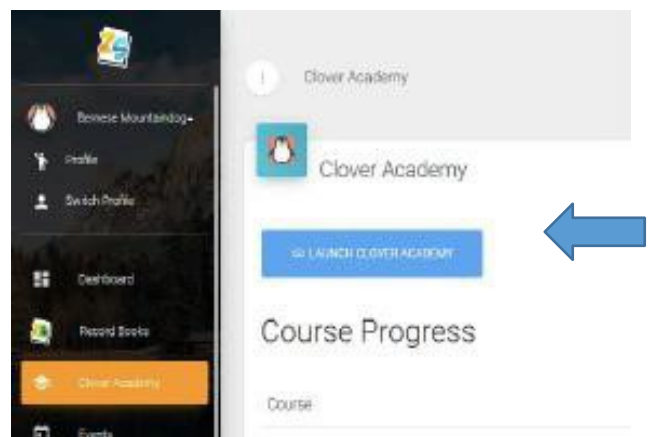
Beginning October 1, 2019, 4-H volunteers with custodial care of 4-H youth will be required to annually complete the UConn Minor Protection training which can be found on the 4-H ZSuite Enrollment System. The mandated reporter training provided by the Department of Children and Families will no longer be required. The Minor Protection video has been produced with the highest level of minor protection training in mind. As you watch the video, please keep in mind that the UConn 4-H Program is registered with the University Minor Protection office. You will not need to register your 4-H activities and events with the University. We also recognize that in youth/adult partnerships, it is not always possible to have multiple people witness a conversation or be part of emailing, texting, and social media. Please use common sense and avoid any situation where your one-on-one interaction with a minor may be deemed inappropriate.

#### **To access the video:**

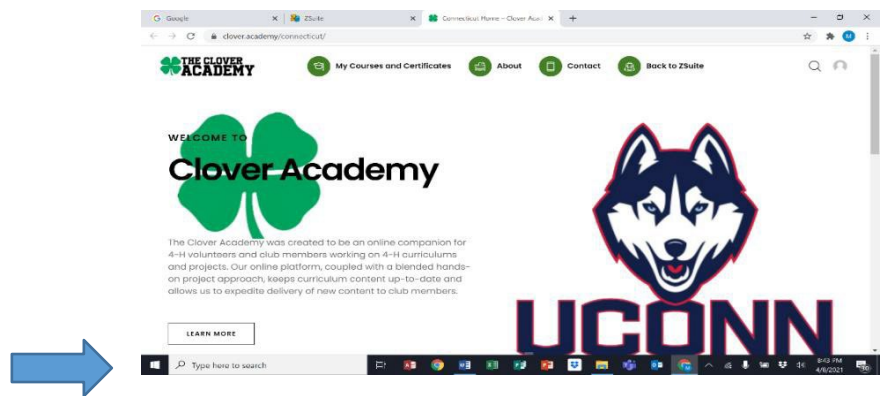
You must have a profile on the 4-H ZSuite. Once you have a profile, log in to your account. On the dashboard page click on “Clover Academy” on the left-hand side of the page. Please note: This course cannot be completed on a mobile device – use a laptop or desktop computer.



Click on the launch Clover Academy button



Scroll down the page to locate Classes and the Minor Protection training. Click on the “See More”





Click on the “Start Course” button on the right.



This will take you to the training page which will begin playing the Minor Protection Training.

There is a “Mark Completed” button below the video which you will be able to click on when the video is completed. This will confirm that you have completed the training.



UConn complies with all applicable federal and state laws regarding non-discrimination, equal opportunity, affirmative action, and providing reasonable accommodations for persons with disabilities. Contact: Office of Institutional Equity; (860) 486-2943; [equity@uconn.edu](mailto:equity@uconn.edu); <http://www.equity.uconn.edu>.

## **4-H Volunteer Club Leader Job Description**

**Position Title:** 4-H Volunteer Club Leader

**Term of Responsibility:** 1 year minimum, but volunteers are encouraged to serve for several consecutive years.

**Time Commitment:** Average of one hour of planning time for every one hour of club activity. Participate in one or more volunteer development opportunities each year.

**Purpose:** Coordinate the efforts of other volunteers, families, parents, and 4-H members to plan, conduct and evaluate 4-H club meetings, project groups and activities. Support youth, families, volunteers, and 4-H staff in conducting meaningful, educational experiences to help youth grow and reach their fullest potential.

### **Responsibilities:**

As the leader of a 4-H group, it is critical that leaders support the group's efforts to be in good standing as a UConn 4-H group.

1. Offer opportunities which expand member's horizons, support their successes, and enable them to grow from their mistakes. Be dedicated to youth and be sensitive to their abilities and needs.
  - Help members gain life skills such as decision making, problem solving, self-responsibility, accountability, communication, goal setting, citizenship, caring relationships, leadership, healthy lifestyle choices and career exploration skills in project work.
  - Encourage youth leadership through committees, demonstrations, junior leadership, and individual guidance.
  - Encourage youth to learn and experiment with new ideas, techniques, and skills.
  - Provide feedback to members, letting them know when they are doing a good job and advising them when they need to improve.
  - Praise youth for the progress they make.
  - Inform and encourage members, parents, and other volunteers to actively participate in 4- H opportunities.
  - Ensure that club meetings and activities are educational, and that youth are learning using the Experiential Learning Model
  
2. Provide an atmosphere where youth feel safe and learn to appreciate, accept, and support the uniqueness of others. Follow all guidelines and policies of UConn 4-H program.
  - Help youth feel welcome and safe from physical or emotional harm.
  - Encourage participation and welcome the ideas of youth and parents.
  - Ensure adequate supervision at all club functions.
  - Encourage membership with regardless of race, color, creed, national origin, religion, sex, age, or disability.
  - Support members striving to be a club in good standing following the UConn 4-H Program guidelines listed below:

- Encourage members to participate in public presentation at the club or district level
- Complete a community service project
- Participate in county fundraising activities
- Promote record keeping through member's upkeep of record books
- Have a project evaluated and receive recognition (example – a county 4-H Fair)
- Publicize club activities through local or social media
- Meet at least six times a year

**Qualifications:**

- Become a Volunteer of Record with UConn 4-H
- Complete UConn Background Check and UConn Minor Protection Training
- Possess a sincere interest in the safety and well-being of youth.
- Possess a sincere interest in working with other volunteers, CES staff, youth, their families, and other adults in the community.
- Have the ability to organize, plan, delegate responsibility and carry out assignments.
- Be able to work with minimal supervision from professional staff.
- Be able to communicate with youth, their families, and adults.
- Become familiar with the philosophy and guidelines of UConn 4-H.
- Be sensitive of confidential matters and information.
- Complete annual club enrollment and reporting paperwork.
- Seek out resources and information to support club work.
- Have time to take on the group volunteer role.
- Be a positive role model for youth.

**Resources Available:**

UConn Extension provides 4-H Volunteer Club leader training. Subject matter training and technical support is provided through 4-H curriculum, resource library, county and state 4-H program updates, and other resource materials.