



## Volunteer Categories/Types for 4-H Enrollment

*The following information is provided to assist counties in determining which type clubs to enter volunteers and paid staff with specific training in 4-H Enrollment. This new process in 4-H Enrollment allows for adult volunteers and paid staff to be organized in a type in order to electronically document and collect those who have met specific requirements. In each section of this document, you will find a description of who is included in the volunteer type, the paper documentation needed in order to indicate the volunteer and/or paid staff has met the requirements, a description of other certification needed in order to be part of the volunteer type and a list of who is required to complete this training or documentation in order to serve in that role in the*

*4-H program. For more information on 4-H Certification and Screening contact Jenny Jordan, Extension 4-H Specialist ([jwj4h@uga.edu](mailto:jwj4h@uga.edu)) or for more information on 4-H Enrollment contact Steve Walker, 4-H I.T. Coordinator, ([stevev@uga.edu](mailto:stevev@uga.edu))*

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**Certified Chaperones** are volunteers and paid staff who complete the online *Georgia 4-H Chaperone Training* program and pass the associated test. It may also include previously trained *Georgia 4-H Overnight Chaperones* who completed the update by passing the test only. Documentation in order to include volunteers and staff in this volunteer type include :

- *Georgia 4-H Chaperone Training* agreement with test score signed by volunteer & Extension staff member.
- *Georgia 4-H Overnight Chaperone Training* agreement for volunteers & staff trained from 2003-2011 and verification page with test and score signed by volunteer and Extension staff member.

Volunteers and any other non UGA employee who are certified chaperones should also have the screening packet described below in the screened volunteer type section

Volunteers in this type are should also be included in the screened volunteer type and the volunteer type in 4-H Enrollment

Certified 4-H Chaperone training is required of all adults (staff and volunteers) who:

- Chaperone youth in overnight settings
- Serve as key leaders for Charter 4-H Clubs
- are Certified S.A.F.E. coaches in any discipline

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**Certified 4-H Cotton Boll/Consumer Jamboree Coaches** are volunteers and paid staff who complete the *Certified Cotton Boll/Consumer Jamboree Training*. Documentation in order to include volunteers and staff in this type include

- *Certified Cotton Boll/Consumer Jamboree Completion* certificate or email from instructor indicating completion

Volunteers and any other non UGA employees should also have the screening packet described below in the screening category.

Volunteers in this type are should also be included in the screened volunteer type and the volunteer type

Certified 4-H Cotton Boll/Consumer Jamboree Coach's training is required of all adults (staff and volunteers) who:

- are the lead and coordinating coach for a counties 4-H Cotton Boll/Consumer Jamboree team beginning August 2012 (2013 4-H Club year)

**Certified 4-H Forestry Field Day Coaches** are volunteers and paid staff who complete the *Certified Forestry Field Day Training*. Documentation in order to include volunteers and staff type include

- *Certified Forestry Field Day Completion* certificate or email from instructor indicating completion

Volunteers and any other non UGA employees should also have the screening packet described below in the screening category.

Volunteers in this type are should also be included in the screened volunteer type and the volunteer type

Certified 4-H Forestry Field Day Coach's training is required of all adults (staff and volunteers) who:

- are the lead and coordinating coach for a counties 4-H Forestry Field Day team beginning August 2011

**Certified 4-H S.A.F.E. Archery, Rifle, Shotgun or Pistol** are volunteers and paid staff who complete the *Certified SAFE Coach's Training* in that discipline. Documentation in order to include volunteers and staff in this type include

- *Certified SAFE Coach's Completion* certificate or email from instructor indicating completion

Volunteers and any other non UGA employees should also have the screening packet described below in the screening category.

Volunteers and staff must also complete the chaperone training and should have that documentation as described above.

Volunteers in this type are should also be included in the chaperone volunteer type, screened volunteer type and the volunteer type

Certified 4-H S.A.F.E. Coach's Training is required of all adults (staff and volunteers) who:

- coach SAFE program teams. There are specific requirements as to the number of coaches per shooter required for each discipline as well a number required per team for the competition.

**Certified 4-H Wildlife Judging Coaches** are volunteers and paid staff who complete the *Certified Wildlife Coach's Training*. Documentation in order to include volunteers and staff in this type include

- *Certified Wildlife Judging Completion* certificate or email from instructor indicating completion

Volunteers and any other non UGA employees should also have the screening packet described below in the screening category.

Volunteers in this type are should also be included in the screened volunteer type and the volunteer type

Certified 4-H Wildlife Judging Coach's training is required of all adults (staff and volunteers) who:

- are the lead and coordinating coach for a counties 4-H Wildlife Judging team beginning August 2011 (2012 4-H Club year)

**Screened Volunteers** are volunteers (an non UGA employees) who supervise youth during Extension service programming. Supervision is loosely defined as having the authority to tell young people what they can and cannot do during the function of the event when the task is not within the individual's employment. Documentation in order to include volunteers in this type include:

- completed *UGA Extension Volunteer Applications* emailed as directed to CAES HR to complete the screening process. Social Security numbers are blacked out on applications once HR response is returned.
- documentation of *two checked and cleared references*
- approval email from HR stating individual has cleared screening process
- *Volunteer Agreement* signed by volunteer & staff member completing the screening process

Volunteers in this type are should also be included in the volunteer type.

**Volunteers** are individuals who support the 4-H and/or Extension program in any way. It may include donors, teachers and other volunteers. This is the most basic volunteer type and would include anyone included in any of the other volunteer types along with all other volunteers. This should be the largest group of volunteer types in a program.