

# Penn State Extension

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**Clarion County**  
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Dear Potential 4-H Volunteer,

Penn State Extension youth programs contribute significantly to the education of Pennsylvania's youth. Each year, youth receive instruction through the teaching and counseling of outstanding adult and teen volunteer leaders in all areas of our Extension program. We can all be proud of the strong youth involvement in our programs.

All of us want to provide quality educational experiences for our young people. We also want to address issues concerning the well-being and safety of youth involved in our program. To help us identify volunteers who can help us reach these goals, we have a two-fold application process to assess the skills you bring to our program and to ensure a safe environment for youth involved in our program. Through use of the application process, we are able to appropriately place you within our program. Appropriate placement helps to ensure that your skills and talents are put to the best use and that you are able to gain a sense of satisfaction and accomplishment from your work.

Enclosed is the volunteer application form which must be filled out and returned by to the Clarion County Penn State Extension office. The information you provide will be reviewed and kept in a confidential file. A volunteer code of conduct has also been enclosed. Note that when you are signing the application form you are acknowledging your understanding that you will be automatically suspended, pending further investigation, from participating as a volunteer if there is any question concerning violation of the Volunteer Code of Conduct or local, state, or national laws.

Individuals who desire to become a volunteer for Extension youth programs will need to complete an application form, participate in the interview process, have references checked. You will also be expected to complete a background check. There are two approved processes for obtaining background checks:

Option 1: The individual completes the online Penn State background process. Each individual must have a unique email address to receive the request for information from the Penn State Office of Human Resources. The email will include instructions and login details to securely submit personal information for the background check. The email message will be from Penn State Office of Human Resources ([background@psu.edu](mailto:background@psu.edu)). The subject line will say Penn State Request for Information. There is no cost to the individual for this option.

OR

Option 2: The individual obtains a Pennsylvania criminal history check, a Pennsylvania child abuse clearance, and an FBI criminal history report. A copy of these reports must be submitted to the Extension office. In addition, the individual must self-disclose any arrests or convictions on the Penn State Arrest and Conviction self-disclosure form. You will be responsible for any fees

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required for this option. Please contact the office for instructions. Please note: all three clearances must be dated within the last year.

As a volunteer applicant, you have the choice on which background check procedure you will use.

The final item that is required prior to volunteering for the Penn State Extension's 4-H Youth program is successful completion of Building A Safe Penn State: Reporting Child Abuse Training. Your access to the training is through SkillPort, which is an online learning solution. You can access the site by going to the Workplace Learning Gateway ([wlg.psu.edu](http://wlg.psu.edu)) and selecting the Volunteer Training Opportunities.

You will not be able to begin volunteering until all parts of the application process are completed including a favorable background check. Please complete the application and return by May 31, 2014. A stamped, self-addressed envelope is enclosed for your convenience. If you have any questions, call our office at 814-223-9028.

Sincerely,

Patricia G. Anderson  
Extension Educator  
4-H Science Team- Curriculum

Enclosures