

Dear Future Spokane County 4-H Volunteer:

We have two ways for you to become a volunteer:

**Alternative 2: Level I** – Complete an on-line and mail-in process.

**Alternative 1. Level II** – Attend a face-to-face training program, held once each month from 5:30 to 8:30 pm. (I hold them once/month skipping the months of July, August, & February.)

Look for the volunteer training dates each month on our 4-H Calendar at <http://www.spokanekids.wsu.edu/calendar.htm>, which is always in **bold green!**

Through the **face-to-face** training you are prepared to become a “project” or “club” leader right away. The greater responsibilities of the “Project Leader” may include being the “go-to” person in your club for a specific project area such as horse, sewing, or rocketry or becoming the “Club” [Organizational] Leader. The face-to-face version also will inform you about important aspects of insurance as a 4-H volunteer, child protection, and the organization of the Spokane County 4-H organization. The on-line version focuses on the more general aspects of “positive youth development.”

The **on-line/mail-in** version introduces you into the role of being an “activity” leader. The is the more generic fitting the notion of: “I would like to help [but am not prepared to lead].”

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### Details:

#### **Level I training—How to...**

Step 1: Call the WSU Extension secretary—Patty Foster—at 477-2160 and ask her to mail you the following (*or download them from this web site*), including the:

- volunteer enrollment parts “A and B,”
- “Project Listing and Enrollment Glossary,” and
- “Activity Leader” enrollment form (position description)
- “Valuable Partnership”

Complete the information requested choosing the option of ***club activity leader***, provide references, and request that one letter of recommendation be mailed or emailed to the 4-H Office. This letter may come from an acquaintance or colleague at your workplace that could provide a ***brief*** letter on your potential to be a good 4-H volunteer. (The mailing address is listed on in the volunteer enrollment form)

Step 2: Go to the following web site <http://4h.wsu.edu/volntr/elearning.htm>, click on the box that says “[Left] Click Here for Password,” and **complete two** on-line modules. (They are easy and informative.) Please **complete the “Positive Youth Development” module and one other of your choosing**. Upon completion of the module you have the option to print a certificate of completion. **Be sure to print two copies, one for you and one for us in the 4-H office.** Note

that there are a total of four modules available at this point including (*but you only have to complete two*):

- Positive Youth development (**required** for Level I)
- About 4-H (**optional** second module for Level I)
- Getting Started in 4-H (**optional** second module for Level I)
- Teaching and Learning (**optional** second module for Level I)

Step 3: Mail forms A & B, position description, Valuable Partnership, and copies of your two certificates of module completion to the address listed on enrollment form A. Once we have received your letter of recommendation and completed your background you will be a regularly enrolled volunteer with all of the rights, privileges, and Labor and Industries protection that is provided to all Washington State 4-H volunteers.

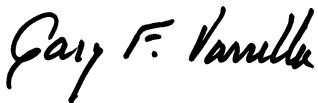
### **Level II Training—How to...**

If you imagine that *someday* you may want to be a Project or Club [Organizational] Leader, then you are encouraged to complete the **Level II** three-hour training session in person with me at the 4-H Office. (We have new volunteer trainings nearly every month during the fall, winter, and spring.) Remember, Level II prepares you for all levels of leadership. Level I only prepares you to become an Activity Leader. To find out when we have our next “**Volunteer Training**” go to the Spokane County 4-H web site ([www.spokanekids.wsu.edu](http://www.spokanekids.wsu.edu)) and select the “Calendar of Events” in the upper left had column on the site.

All paperwork for your application is completed at the workshop.

Thank you for your interest in and enthusiasm for 4-H in Spokane County.

Sincerely,



Gary F. Varrella, Ph.D.  
WSU 4-H Educator and Faculty