



University of Idaho
Extension

Cassia County

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Dear Prospective Volunteer,

Thank you for your interest in the Idaho 4-H Youth Development Program. The 4-H program, delivered through the efforts of dedicated volunteers and staff, continues to prepare our youth to take on the challenges in their communities and in the world. Your interest in becoming a volunteer helps to ensure that we can continue to deliver an educational program with hands on learning to our county youth.

Because the protection of our youth, our volunteers, and our staff is our top priority, the following application process must be completed before you can be considered for acceptance as a 4-H volunteer in Cassia County:

New Applicants:

- Provide 3 completed reference forms filled out on your behalf (forms enclosed).
- Complete the volunteer application (form enclosed) and turn application and references into the office. Please note that if you enroll in zsuite prior to turning in your application and references to the office, your zsuite enrollment will be returned to you.
- Enroll on zsuite.
- After enrolling in zsuite, go back into your profile and do the Protecting Minors Training and the training Modules under Clover Academy. A certificate will be generated for Protecting Minors and we will see in zsuite, if the Training Modules were completed.
- You will be sent a link to do a background check through Verified/Sterling that you will pay for at the time of doing the background check. Background checks are good for 3 years.
- Attend New Volunteer Training and sign forms provided during the training. The training also includes an interview with office staff. You will need to contact the office and set up a training date and time.
- Pay your \$5.00 volunteer dues at any time during this process at the office or on the payport link: <https://otc.cdc.nicusa.com/Public2.aspx?portal=id&organization=Cassia%20County%204H>

Completing the application process does not insure acceptance as a certified volunteer. We will notify you in writing of your acceptance or non-acceptance as a volunteer. If accepted as a volunteer, our office will provide you with the University of Idaho Policies and Procedures, the Code of Conduct, and the appropriate Position Description.

PLEASE NOTE that until you are certified, any work you do with 4-H youth must be under the direct supervision of a currently certified 4-H volunteer or extension personnel until we have notified you in writing that you have successfully completed the certification process.

If you have any questions, please contact us at 878-9461.

Thank you,

Dena Jarolimek 4-H Program Coordinator
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