OHIO 4-H SEA CAMP
2020 ADULT VOLUNTEER GUEST INSTRUCTOR
APPLICATION FORM

I. GENERAL INFORMATION

Name: __________________________________________ (First) (Middle) (Last)
Mailing Address: ________________________________ (Street) (City) (Zip)
Phone: Day: (_____) ________________________ Best Time to Call: __________
Eve: (_____) ________________________ Best Time to Call: __________
Length of time at this address (years): __________
Date of Birth (MM/DD/YY) __________________ T-shirt size: ______________________
Email: ___________________________________ Gender: ______________________

II. VOLUNTEER INTEREST

Which topics would you be interested in teaching or leading as it relates to Sea Camp at Kelleys Island 4-H Camp?

Please indicate what unique skills or qualities you can contribute to the Sea Camp program such as certifications, experience etc.

Safe Boating/Personal Watercraft (PWC)
Fish Dinner Preparation
Fishing Instruction
Cleaning Fish
Other (please describe) - ____________________________________________________

Previous Work Experience: (List current or most recent experience first)

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<thead>
<tr>
<th>Employer</th>
<th>Position Title</th>
<th>Years</th>
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Description of duties: ________________________________________________________________

2. ________________________________________________________________

Description of duties: ________________________________________________________________

3. ________________________________________________________________

Description of duties: ________________________________________________________________

For more information, visit cfaesdiversity.osu.edu. For an accessible format of this publication, visit cfaes.osu.edu/accessibility.
III. CRIMINAL CONVICTIONS AND PERSONAL REFERENCES

Have you ever been convicted of a misdemeanor or a felony?  

If yes, please give date, nature, and disposition of offense.  

Please note: A criminal record will be considered as it relates to specifics of the volunteer position for which you are applying. A criminal record may prevent an individual from volunteering, depending on the nature of the offense.

References: List non-family members who have knowledge of your skills, abilities, and qualifications. Individuals should have worked with you on projects and activities and/or have direct experience with or knowledge of your qualifications. Please provide complete addresses and phone numbers.

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<th>Name: __________________________</th>
<th>Relationship</th>
<th>Home Phone</th>
<th>Work Phone</th>
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<td>Address: (Street) (City) (State) (Zip)</td>
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I authorize the contact of listed references and understand that I am required to submit to a BCI fingerprint criminal background check prior to final consideration of my application to volunteer. I understand that misrepresentation or omission of required information is just cause for non-appointment as a volunteer with Ohio State University Extension. I understand that I serve at the pleasure of the Ohio State University Extension and agree to abide by the policies of Ohio State University Extension and individual program areas and to fulfill the volunteer responsibilities to the best of my ability.

Applicant Signature: __________________________________________ Date: ______________________

Please return the application by April 1, 2020 and contact us if you have any questions or wish further information.

Thank you!

OSU Extension, Portage County
Attn: Ashley Hughey
705 Oakwood Street, Suite 103
Ravenna, OH 44266
Phone: 330-296-6432
E-mail: hughey.28@osu.edu
Guest Instructor Position Description
Ohio State University Extension, 4-H Youth Development
Sea Camp

Position Title: Guest Instructor

Time Required: short-term time commitment agreed upon during camp

General Purpose: Serving as the Guest Instructor at Kelleys Island during 4-H Sea Camp. Major responsibility includes lead program coordinator for boating safety/PWC, fishing techniques, preparation of fish dinner, etc.

Responsibilities:
• Before camp:
  1. Complete required training – TBD pending role at camp.
  2. Prepare required program supplies and teaching area as needed. Communicate any needs to the Camp Director.
• While at the camp:
  1. Check into designated staff quarters (if being housed at camp)
  2. Assist counselors with campers during sessions, as needed.
  3. Be prepared to teach sessions agreed upon before camp.
  4. Be responsible for program area and help clean up when activity concludes.
• During entire camping season (before, during, after):
  1. Demonstrate appropriate language and behavior at all times. (4-H Volunteer Standards of Behavior)
  2. Communicate with Camp Director and other staff members and counselors, as necessary.

Qualifications and Expectations:
• Be committed to youth development and safety.
• Uphold the Code of Conduct for all Volunteers.

By signing below I acknowledge and agree to be held to the above responsibilities. If I do not adhere to the responsibilities and expectations of my role, I understand that I may be removed from this role.

Printed Name of Guest Instructor __________________________ Signature of Guest Instructor __________________________ Date signed ____________

OHIO STATE UNIVERSITY
EXTENSION

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VOLUNTEER STANDARDS OF BEHAVIOR

These Standards of Behavior are accepted by volunteers who commit to an Ohio State University Extension ("OSUE" or "Extension") program as a condition of their volunteer status. The Standards of Behavior shall guide volunteer’s behavior during their involvement in Extension programs. Just as it is a privilege for Ohio State University to work with individuals who volunteer their time and energies to the organization, a volunteer’s involvement with OSUE is a privilege and a responsibility, not a right.

OSUE provides quality educational programs accessible to all Ohio citizens. The primary purpose of this Standard of Behavior is to ensure the safety and well-being of all Extension program participants (i.e., members, their parents and families, professionals, and volunteers). Volunteers are expected to function within the guidelines of OSUE and the individual program area (4-H, Agricultural & Natural Resources, Family & Consumer Sciences, and Community Development). Extension volunteers shall act with personal integrity.

Ohio State University Extension volunteers will:
• Uphold volunteerism as an effective way to meet the needs of youth and adults.
• Uphold each individual’s right to dignity, self-development, and self-direction.
• Accept supervision and support from professional Extension staff while involved in the program.
• Accept the responsibility to represent their individual county Extension program and The Ohio State University.
• Conduct themselves in a courteous and respectful manner, exhibit good sportsmanship, and provide positive role models for all youth.
• Respect, adhere to, and enforce the rules, policies, and guidelines established by their individual county Extension program and OSUE.
• Not engage in abusive behaviors that physically or verbally threaten or harm any Extension program participant, including youth.
• Not engage in any act prohibited by law.
• Comply with all civil rights laws and policies, including but not limited to OSUE equal opportunity, anti-discrimination laws, and program participant policy.
• Perform duties in a responsible and timely manner as outlined in the position description.
• Immediately report any threats to the volunteer’s emotional or physical well-being to the county Extension professional.
• Accept the responsibility to promote and support Extension programs in order to develop an effective county, state, and national program.
• Handle animals and operate machinery, vehicles, and other equipment in a responsible manner.

I understand and agree that as a volunteer:
• In accordance with Ohio State University policy, Self-Disclosure of Criminal Convictions Policy 4.17, I am required to self-disclose criminal convictions within three business days of the conviction.
• I will uphold and support the responsible and lawful use of social media. In so doing, I will not create or post social media content that is abusive, threatening, defamatory, obscene, harassing, or creates a hostile environment.
• I will report any child abuse, sexual abuse, or neglect in accordance with university policy.
• I will not intentionally or purposefully place myself in a position alone with a member of a vulnerable population in a one-on-one situation, including, but not limited to sleeping quarters with participants.
• I will not, under any circumstances, physically, verbally, or emotionally abuse or fail to provide the basic necessities of care, such as food or shelter to participants.
• I will endeavor to provide a safe and healthy program/camp experience for all participants.
• My volunteer status is subject to immediate suspension or termination based on any act or omission that Extension determines to be contrary to any portion of these standards or otherwise in conflict with the goals of OSUE.

I have read, understand, and agree to be bound by the VOLUNTEER STANDARDS OF BEHAVIOR outlined above.

________________________  ______________ ____________
Volunteer Signature  Date

CFAES provides research and related educational programs to clients on a nondiscriminatory basis. For more information: http://go.osu.edu/cfaesdiversity.
What is this policy?
Whether you are a faculty member, staff member, student, or volunteer working with minors entrusted to the university’s care, each of us have an important role. Together, we share the responsibility of providing enriching experiences for the nearly half a million minors who participate in more than 600 programs sponsored by the university each year.

The purpose of this policy is to promote the safety and welfare of minors who participate in these activities and programs. To support the protection of minors, this policy outlines what is required of personnel and volunteers who work in activities and programs with minors and informs individuals of their reporting obligations in instances of known or suspected abuse or neglect of minors.

Policy Requirements:
- Activities and programs must be registered;
- Individuals working in these activities and programs must receive training, know reporting obligations, and sign standards of behavior, all of which are included here; and
- Those with care, custody, or control of minors must successfully complete a background check.
- Those without care, custody, or control of minors (those completing this training) must never have primary responsibility for minors.

The policy includes an important focus on reporting obligations in instances of known or suspected abuse or neglect of minors.

Ask your supervisor if you have questions regarding your responsibilities within the policy or view it at http://hr.osu.edu/policy/policy150.pdf.

What is child abuse?
When a child has suffered or faces a substantial threat of suffering any physical or mental wound, injury, disability or condition that reasonably indicates abuse or neglect.

What are some signs of child abuse?
You might notice some of these common signs of abuse when working with minors. It is important to remember, however, that not all children will exhibit all of these symptoms. They may exhibit alternative symptoms.

<table>
<thead>
<tr>
<th>Physical Abuse: any physical injury inflicted other than by accidental means.</th>
<th>Emotional Abuse: a pattern of harmful interactions between an adult and child such as criticizing, belittling, and rejecting.</th>
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<tbody>
<tr>
<td>Unexplained bruises or burns</td>
<td>Not eating or overeating at meals</td>
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<tr>
<td>Fear of going home</td>
<td>Extreme nervous habits</td>
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<tr>
<td>Fear of going with a particular staff member or person</td>
<td>Parent/child interactions using inappropriate language or name calling</td>
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<tr>
<td>Physical force used to correct behavior</td>
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</table>

Sexual Abuse: when a person uses power and directly involves the child in any sexual act, involves the child in pornography, or forces the child to witness sexual acts.

<table>
<thead>
<tr>
<th>Sexual Abuse</th>
<th>Neglect: the failure of an adult to provide for a child’s basic, educational, or medical needs (i.e., food, shelter, supervision, and clothing)</th>
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</thead>
<tbody>
<tr>
<td>Unusual sexual knowledge or behavior</td>
<td>Stealing food</td>
</tr>
<tr>
<td>Child-to-Child sexual contact</td>
<td>Poor shower habits/poor hygiene</td>
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<tr>
<td>Bruises on inner thighs or other “no touch” areas</td>
<td>Dirty clothes or clothes with numerous stains and/or tears</td>
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<tr>
<td>Fear of being alone with a particular person</td>
<td>Low body weight</td>
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</table>

How can I help prevent child abuse?
- Recognize and understand signs of child abuse. Be alert and act on your suspicions.
- Know the procedure for reporting child abuse.
- Always use proper touches when working with children. Some examples include: hand to shoulder contact, side by side hugs, pats on the head, high fives, handshakes, eye contact, and smiles.
- Only use physical restraint in situations when a child puts herself/himself or others in danger.
- Minimize high-risk opportunities for child abuse.
- Avoid one adult/one child interactions. Unless pre-approved, don’t be alone in private spaces with a child.
- These tips not only help to protect children, but also yourself from potential false allegations.

REPORTING
YOU MUST ACT IMMEDIATELY
If you witness or believe that there is a substantial threat of child abuse

Under this policy, you are required to immediately report all incidents whether you observed them directly, someone reported them to you, or you believe that there is a substantial threat of child abuse.

You may also be a mandated reporter under Ohio law. A complete list of mandated reporters can be found at http://codes.ohio.gov/orc/2151.421.

2 CALLS: You must report in any of the above circumstances in the following order:
1. Imminent danger or life-threatening: 911 or Non-life-threatening: Children Services Agency - 24 hour Child Abuse Hotline at 855-OH-CHILD
2. University Police at 614-292-2121

1 REPORT: Complete the Child Abuse, Sexual Abuse, or Neglect Incident Report form which can be found online at hr.osu.edu/policy/resources/150abuse.pdf.

OSU policy and state statutes may provide protection for those making reports in good faith.
Standards of Behavior for Employees and Volunteers Working in Activities and Programs with Minor Participants

This Standards of Behavior is an agreement accepted by employees/volunteers who work in an activity or program with minor participants. The primary purpose of these standards is to promote the safety and well-being of all activity/program participants. Employees/volunteers are expected to function within these standards.

I will:

- Accept supervision and support from professional staff while involved in the activity/program.
- Accept the responsibility to professionally represent the activity/program and The Ohio State University.
- Conduct myself in a courteous and respectful manner, exhibit good sportsmanship and be a positive role model for minors.
- Respect, adhere to and enforce the rules, policies and guidelines established by the activity or program and the university.
- Refrain from engaging in any criminal conduct.
- Comply with all applicable civil rights laws and policies, including and not limited to Ohio State equal opportunity and nondiscrimination policies.
- Perform duties in a responsible and timely manner as outlined in the position description.
- Report any child abuse or neglect in accordance with university policy.
- Self-disclose felony or misdemeanor convictions that occur within three days of pleading guilty or being convicted.
  - If I have been background checked and have had a break of service for less than 12 months, I will disclose any convictions that occurred during the break within three business days of commencement of participation in activities and programs with minors. If the break in service is longer than 12 months, I must be background checked again.
- Not intentionally or purposefully place myself in a situation where I am alone with a minor unless authorized by the dean/vice president (or designee). Approved one-on-one interactions may only take place in open, well-illuminated spaces or rooms observable by other adults from the activity or program. If the dean/vice president (or designee) determines that meeting in this manner is not practicable and approves other arrangements, an exemption request form must be submitted following the exemption process outlined in the policy.
- Not, under any circumstances, physically, sexually, verbally, or emotionally abuse or fail to provide the basic necessities of care applicable to the activity/program, such as food or shelter, to participants.
- Endeavor to provide a safe and healthy experience for all participants.
- Report red-flag behaviors to the activity or program administrator of the activity or program with minors that I am working or volunteering in. If I am an activity or program administrator, I will review red flag behaviors and work with those working and volunteering in my activity or program to correct these behaviors.

I have read and understand the standards of behavior outlined above. I understand and agree that any act or omission on my part that contradicts any portion of these standards may be grounds for immediate suspension and/or termination of my employee/volunteer status with The Ohio State University.

Employee/volunteer printed name

Date

Employee/volunteer signature

Date

Please submit this form to activity or program director to retain for their records.