

# General Volunteer FAQs



## University of California

Agriculture and Natural Resources ■ 4-H Youth Development Program

**I have never been a volunteer before. How do I become a volunteer?** Great! We're excited you would like to participate as a volunteer – our program is not possible without our volunteers. If you have children in the program, they should already have a 4-H Online profile. You will need to go into your family profile and enroll yourself as an adult volunteer. If you don't have a family profile, you should check the county website for instructions on setting up a profile (Volunteer → How to Volunteer). You will also need to have your finger printing done and submit the 4-H medical forms to your club. They may have volunteer fees for you to pay, which cover the UC accident insurance (all volunteers are covered when conducting UC business). Finally, you will also need to attend the orientation training (currently one time/year in the fall).

**I forgot my 4-H Online email login and/or password, what do I do?** First please never make a new 4-H Online profile. The best thing to do if you've forgotten this information is to email the county staff for help.

**I need to get my finger printing done. Where do I find that information?** Finger printing can be completed at UPS stores around the county for a fee, free at the San Mateo County Department of Education (appointment required), or at the annual volunteer training (minimum of five volunteers needed to reserve mobile finger printing). You can find detailed instructions on finger printing on the county 4-H website (Volunteer tab → How to Volunteer).

**I have already had my finger printing done with another organization. Do I have to have it done again?** Yes. Each unique organization requires volunteers to register their fingerprints for that organization. The reporting is sent to each organization separately and the information cannot be shared across organizations.

**What is the UC Elkus Ranch Environmental Center?** The Richard J. Elkus Ranch is an environmental education center providing unique hands-on learning experiences for Greater San Francisco Bay Area youth. Elkus Ranch is the property of the University of California and was a generous gift from Mr and Mrs. Richard J. Elkus in 1975. It is a part of the UC Cooperative Extension in San Mateo/SF counties and a great asset to our programs here.

**What is the 4-H County Council?** County Council is the executive board that oversees the 4-H program. They provide program and financial guidance for the county programs. All 4-H youth and adult members are invited to participate in county council meetings where many of the decisions regarding the 4-H program are made.

**What is a record book? How am I involved as a project leader?** A record book is the way that 4-H youth members track their participation in the 4-H program. It is a useful tool for learning to organize and reflect on learning activities done outside of school. It is also a major way that 4-H members receive recognition for their work with 4-H. If submitted at the club level, members receive stars for

their record books (from bronze to platinum), which they can display on their 4-H hat. If submitted to the county for competition, members can win pins for specific project work. There is even a state record book competition! As a project leader, you may be asked to write recommendations for youth in your projects and sign project sheets to verify that project work has been done. Members also need record books to apply for the two county scholarships.

**Can I charge a material fee for my projects?** Yes. Volunteer leaders may never charge members for their services, but they may charge for materials needed to do the project.

**What is the UC Cooperative Extension County Office? Where is the County Office? What support is available at the county office?** There is a 4-H community education specialist and 4-H Youth Development Advisor in San Mateo/SF County who support the 4-H program. The information on these individuals can be found on the county 4-H website. As a volunteer you have access to curriculum, training, and materials at the county office. The county office is where the UC Cooperative Extension community programs are run including 4-H, Master Gardener's, Elkus Ranch Environmental Center, nutrition education, environmental management, and agricultural advising. The county office is located at 80 Stone Pine Rd. Suite 100, Half Moon Bay, CA 94019. The county office will be moving to Elkus Ranch in the summer of 2015.

**I am asking for donations, what EIN do I use? How is the UC involved?** The 4-H organization operates under the tax-exempt umbrella of the university's 501(c)(3) status. A few years ago, all 4-H clubs and organizations were restructured to be included under the university's EIN number so that clubs would no longer need to file tax returns. All donations should be solicited using the University of California FEIN# 94-3067788. Further resources can be found on the California state 4-H website ([http://4h.ucanr.edu/Get\\_Involved/Support/RofR/Toolkit/Fundraising/](http://4h.ucanr.edu/Get_Involved/Support/RofR/Toolkit/Fundraising/))

**I need to fill out a form to lease space for my event/activity/meeting. What should I do?** All contracts of any kind should go through the county office. The contact information should be the county 4-H community education specialist. The contract itself will be signed by the county director. If calls are received by the office regarding the contract or event, they will be referred to the head volunteer in charge of the activity or event.

**I want to submit a complaint, where do I find the county complaint form?** Conflicts are inevitable. It is the responsibility of each club organization to have a conflict resolution group in place and whenever possible, conflicts should be resolved at the local level. However, at times conflicts may arise that should involve the county staff or 4-H council. If the complaint does not involve a discrimination, civil rights, sexual harassment, accident, injury, or any kind of vehicle, then the complaint form and instructions can be found on the county website under the "Forms" tab. All complaints filled will be taken very seriously. If the complaint is in regards to county council policy, complaints will be directed to the council executive board. UC staff will handle complaints regarding UC policy or procedures. If your complaint involves discrimination, civil rights, sexual harassment, accident, injury, or any kind of vehicle then please contact a 4-H staff member for the complaint filing process.