

Dear Future Spokane County 4-H Volunteer:

Thank you for expressing an interest in 4-H volunteer training.

If you wish to become an “**Activity Leader**” in your club, then you want to complete **Level I Training**. The activity leader option is for the person that says, “I want to help with 4-H [in a general way].” All tasks may be completed on line and through the mail.

However, if you prefer face-to-face training, plan to attend one our three-hour in-person training events (called **Level II training**). Level II also allows you be an activity leader or—without additional training—**accept positions of more responsibility in your 4-H club**. These greater responsibilities include those of “Project Leader” (the “go-to” person in your club for a specific project area such as horse, sewing, or rocketry) or becoming the “Club [Organizational] Leader.

Level I training—How to...

Step 1: Call the WSU Extension secretary—Patty Foster—at 477-2160 and ask her to mail/email you the following, 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, the position description, the Valuable Partnership, and copies of your two certificates of module completion to the address listed on enrollment Form A. Once we have

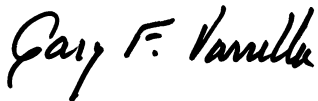
received your letter of recommendation and completed your background check, you will be a regularly enrolled volunteer with all of the rights, privileges, and Labor and Industries protection that is provided to all Washington State 4-H volunteers.

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** 3 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 **any/all levels of 4-H volunteer work and 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) and select the “Calendar of Events” in the upper left hand column on the site. Look for the information in **bold green**.

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

Sincerely,



Gary F. Varrella, Ph.D.
4-H Educator

Z:\4-H\Enrollment\Level I Descript Ltr (8-11-09).doc

222 N Havana, Spokane, WA 99202-4799
509-477-2048 * Fax: 509-477-2087 * TDD 1-800-833-6388 * <http://spokane-county.wsu.edu/>

Cooperating agencies: Washington State University, U.S. Department of Agriculture, and Spokane County. Extension programs and employment are available to all without discrimination. Evidence of noncompliance may be reported through your local Extension office.