Volunteer Name: _______________________________ Role: ________________________________

Unit: _______________________________ Agent: _______________________________

**Staff Screening**

Extension Agent or staff member should initial each of the following as they are complete

- Personal Interview
- National Sex Offender Registry check
- Virginia Sex Offender Registry check
- Health History Form
- Standards of Behavior for 4-H Volunteers
- Media Release Form
- 4-H Volunteer Application/Enrollment*
- General Waiver (when applicable)
- Equine Waiver (when applicable)
- Special Dietary Needs Form (when applicable)
- Medication Form (when applicable)
- Reference checks (work history optional)
- Criminal background check

*4-H Volunteer Application/Enrollment Long Form (adults 19+), 4-H Camp Teen Counselor Application (teens 14-18), Camp Staff Application (4-H Center Staff)

**Pre-Camp Training**

Extension Agent, staff member or volunteer should check each topic as it is covered in pre-camp training.

- Camp purpose
- Camp goals
- Youth development through 4-H camping
- Training expectations (for paid and volunteer staff)
- Position descriptions (for paid and volunteer staff roles: CIT, teen counselor, adult volunteer, staff)
- Roles and expectations (of paid and volunteer staff)
- Standards of behavior
- Expectations for volunteer performance and evaluation of performance
- Time off and leaving camp policies
- Sexual harassment (types, how to respond)
- Camper supervision (lodge checks, day and nighttime)
- Child protection
- Accountability/chain of command
- Recognizing, preventing, reporting child abuse/child maltreatment
- Limits of authority
- Developmental characteristics of camp-age youth
- Managing youth behavior at camp
- Role modeling
- Negligence/liability/duty of care
- Above Suspicion Policy
- Volunteers’ roles in health care
- Blood borne pathogens/universal precautions
- Medication collection and administration procedures
- 4-H center emergency policies and procedures
- Sensitive issues
- Camp as an inclusive environment
- Programming objectives
- Programming safety considerations
- Programming operating procedures
- Common 4-H camp situations
- Other: ________________

Assessment of 4-H Camp Staff Competency Completion Date: ________________

Volunteer Signature: __________________________________________ Date: ________________

Agent Signature: __________________________________________ Date: ________________