

New Jersey 4-H Volunteer Appointment Process

The following steps must be completed before you will be appointed as an official 4-H volunteer.

1. Participate in an in-person (preferred) or phone interview with 4-H staff. 4-H staff will contact you to set up a time for your interview.
2. 4-H office collects your '4-H Volunteer Application Fee' (which covers the criminal background check). This fee is \$25 and checks should be made out to "Somerset County 4-H Association".
3. After the fee has been collected, the 4-H staff member will initiate your online criminal background check and submit you to receive online youth protection training
4. An email for your criminal background check will come to you from rutgers_HR@geninfo.com. You will also receive an email regarding completion of the Rutgers Protection of Minors online training from pom@aps.rutgers.edu.
5. 4-H staff will contact your references by mail, email or phone. Copies of returned reference checks or completed phone scripts are kept confidential and in your volunteer file.
6. After you complete step 4 and all reference checks are completed, you will participate in a new volunteer training/orientation session with 4-H staff.
7. After all of the above have been satisfied, the 4-H staff will send you an official letter of appointment and 4-H Volunteer Appointment Agreement to be signed and returned to the 4-H office.
8. Once the signed 4-H Volunteer Appointment Agreement has been received in the 4-H office, you will need to become a volunteer through the 4-H online system - <https://nj.4honline.com>. The 4-H office can help you with any issues you incur with this online system.
9. You will then be an appointed 4-H volunteer and can assume your role in your county 4-H program.

Please contact us with any questions you may have regarding this process. We look forward to hearing from you!

You are on your way to a successful 4-H volunteer experience.

Lisa Rothenburger

County 4-H Agent

Carol K. Ward

County 4-H Agent