# Becoming a Certified 4-H Volunteer

All adults working with youth as 4-H volunteers for more than 8 hours/year require certification by the local UMaine Extension office. Volunteers become certified through the following three-step process:

1. **Volunteer Application Process**

If you have not yet completed and submitted your volunteer application with the names of two references, and completed and \*submitted the supplemental volunteer application form, contact 4-H staff at your county’s Extension office for assistance before proceeding. [forms linked or included]

1. **Volunteer Training**

Once the application process is complete, discuss with county staff the training option that works better for you:

* Online training - [umaine.edu/4h/volunteers/how-do-i-become-a-volunteer](http://umaine.edu/4h/volunteers/how-do-i-become-a-volunteer/) - Four modules, 30 minutes each, at your convenience.
* On-site training – contact your local Extension office for more information on in-person volunteer training.
1. **Volunteer Enrollment Packet**

When the application and training processes are completed, you’re ready to complete and submit the following forms:

* 4-H volunteer enrollment
* UMaine Extension 4-H photo release
* Volunteer standards of behavior
* UMaine assurance of non-discrimination

Copies of these forms are available in Appendix B.

\*Submit completed forms to your county Extension office **except** the supplemental volunteer application. Send that form to:

 University of Maine

 Office of Human Resources

 115 Corbett Hall

 Orono ME 04469-5717

Or fax to 207.581.1548.