

Virginia Polytechnic Institute & State University
Joseph Hunnings
Extension Specialist, 4-H
115 Hutcheson Hall (0419)
Blacksburg, Virginia 24061
(540)231-6372 FAX: (540)231-7866
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4-H/International Exchange

APPLICATION 4-H International Programs Assistant Volunteer Coordinator

Instructions: 4-H International Exchanges are conducted as part of the programs of the Cooperative Extension System of the land-grant universities and the U.S. Department of Agriculture.

Follow Instructions Carefully

PERSONAL INFORMATION

Full name _____ Male _____ Female _____
(First) (Middle) (Last)

Circle name you prefer to be called – or indicate here: _____

Date of Birth _____ Place of Birth _____
Mo/Day/Year

Are you a U.S. citizen? _____

If not, country of citizenship: _____

Social Security number: _____

Permanent home address: Street/Route _____

Post Office _____ State _____ Zip _____

County _____ Telephone(_____) _____

Current Address if different from above _____

_____ Telephone(_____) _____

SCHOOLS ATTENDED (High School and College)

School and Location _____ Years Attended _____ Major Area of Study _____
(Start with most recent)

LANGUAGE ABILITY (other than English – Indicate excellent, good, fair, poor, none):

Language	Reading	Writing	Speaking
_____	_____	_____	_____
_____	_____	_____	_____

TRAVEL EXPERIENCE IN THE U.S.:

TRAVEL EXPERIENCE OUTSIDE THE U.S.:

Countries	Length of Stay	Dates	Purpose (tourist, etc.)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

RESIDENCE: (Current permanent residence):

Small Town _____ City _____ Rural(non-farm) _____ Farm _____

How long have you lived at this address _____ Years _____ Months

If less than one year, explain previous residence: _____

YOUTH LEADERSHIP EXPERIENCE (volunteer and professional)

Organization	Years a Member	Responsibilities
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Special interests/hobbies: _____

HOSTING OF INTERNATIONAL VISITORS

Visitor's Country	Dates Hosted
_____	_____
_____	_____
_____	_____

REFERENCES

(Please list three references (non-family member) whom you have asked to comment on your qualifications relative to this position:

Name	Complete Address	Phone #
(1) _____	_____	_____
(2) _____	_____	_____
(3) _____	_____	_____

Please supply each reference person with a Reference Form which must be returned to **Joe Hunnings, Extension Specialist, 4-H by October 6, 2003.**

AGREEMENT

I understand the major duties for which the **4-H International Programs Assistant Volunteer Coordinator** will be responsible and, if selected for the position, agree to work cooperatively with the State Extension Specialist, 4-H International Programs, and the Volunteer Coordinators of the 4-H International Exchange programs in Virginia in fulfilling these responsibilities.

I CERTIFY that all information on this form is true and complete to the best of my knowledge. I understand the purposes and objectives of the Virginia 4-H International Exchange Program and agree to participate within the framework of Virginia 4-H and our partner international organizations.

(Signature) (Date)

APPROVAL

(All applications must have approval of your local Extension Agent before they will be considered)

Extension Agent: _____ Date _____
(Signature)

Inquiries may also be directed to: Judy Ann Fray
State Program Coordinator,
4-H/Japanese Summer Exchange Program
P.O. Box 263
Madison, VA 22727
Phone: (540)948-4220 or
1-888-259-4272 (pin #7916)
FAX (540)948-5331
jfray@ns.gemlink.com



4-H/International Exchange

4-H International Programs Assistant Volunteer Coordinator

REFERENCE FORM

Reference for _____
(name of candidate)

Please complete the following reference information for the individual who is applying for the Virginia 4-H International Programs Assistant Volunteer Coordinator position. The exchange programs emphasize global education through host family living experiences for young people ages 12-30. Participants spend from one month to a full year living with a host family and learning about culture, language, customs, and family life.

Responsibilities of Volunteer Coordinators extend over three years and include recruitment and orientation of Virginia youth and their families in order to provide a rewarding and educational intercultural experience.

Your comments will be most helpful to the selection committee. They will be held in confidence. Please respond to the following points to the extent that you have knowledge of the applicant's capabilities.

Your name _____

Address and Zip Code _____

Telephone Numbers (home & work) _____

How long have you known the applicant? In what way have you been associated with the applicant? _____

Please describe the applicant's ability to work with teens: _____

Please describe the applicant's ability to accept people from different cultures, races, and backgrounds: _____

Please describe the applicant's ability to be sensitive to the needs of others, both youth and adult: _____

Please describe the applicant's ability to manage stressful situations: _____

In comparison with other persons you have known, how would you rank the applicant in the following areas:

	<u>Below Average</u>	<u>Average</u>	<u>Above Average</u>	<u>Top 10%</u>
Emotional Maturity	_____	_____	_____	_____
Leadership	_____	_____	_____	_____
Teaching Skills	_____	_____	_____	_____
Enthusiasm & Energy	_____	_____	_____	_____
Self Confidence	_____	_____	_____	_____
Flexibility	_____	_____	_____	_____
Handling Emergencies	_____	_____	_____	_____
Cooperating w/others	_____	_____	_____	_____

Additional Comments: (Add additional page if necessary)

(Signature)

(Date)

Return reference by October 6, 2003 to:

**Joe Hunnings, Extension Specialist
Virginia 4-H
115 Hutcheson Hall, Virginia Tech
Blacksburg, VA 24061-0419
Phone (540)231-6372
FAX (540)231-7866**

FOR MORE INFORMATION

For more information, please contact any one of the Virginia 4-H International Programs Committee members:

Judy Ann Fray, 1988 Chaperone
P.O. Box 263
Madison, VA 22727
(540)948-4220 or
1-888-259-4272(pin #7916)

Dottie Nelson Ellis, 1989 Chaperone
P.O. Box 144
Bland, VA 24315

Debbie Carter, 1991 Chaperone
Prince William Extension Office
8033 Ashton Avenue, Suite 105
Manassas, VA 22110
(703)792-6286

Frances Morris, 1992 and 1996 Chaperone
948 Manakin Road
Midlothian, VA 23113
(804)794-6130

Rebecca Moyer, Designated
Chaperone, 1999
434 Chapel Drive
Woodstock, VA 22664
(540)459-3048

Helen W. Smith, 1993 Chaperone
Bedford Extension Office
122 E. Main Street, Suite 102
Bedford, VA 24523-2305
(540)586-7675

Tom Baker, 1994 Chaperone
2060 Vaughan Road
Virginia Beach, VA 23457-1521

Rory Nansel, 1995 Chaperone
Shenandoah Extension Office
P.O. Box 390
Woodstock, VA 22664-0390

Richard Funkhouser, 1997 Chaperone
P.O. Box 17
Toms Brook, VA 22660
(540)436-9332

Brenda Briggs, 1998 Chaperone
13206 Harrowgate Road
Chester, VA 23831
(804)748-5564

Dick Wardian
10397 Adel Road
Oakton, VA 22124
(703)938-4353