



Cooperative Extension

Tompkins County

Education Center
615 Willow Avenue
Ithaca, NY 14850-3555
t. 607.272.2292
f. 607.272.7088
e. tompkins@cornell.edu
www.ccetompkins.org

Enrolled and Elected Volunteer Application Instructions

Thank you for inquiring about a volunteer position with Cornell Cooperative Extension of Tompkins County (CCETC). We are excited that you are interested in serving your community by giving your time and talent to our educational programs. Volunteer roles are critical to a vibrant community.

Cornell Cooperative Extension (CCE) across New York State is committed to effective volunteer involvement and therefore has a statewide policy to ensure the safety and well being of all volunteers, participants and paid staff. To comply with the State CCE policy, the CCE Tompkins Board of Directors adopted an application and screening process for volunteers that involve the following steps. While it may seem cumbersome, we hope you understand that this procedure ensures a high quality volunteer experience for yourself and our participants.

Step 1 Review the Volunteer Position Description, note the screening requirements for the position

Step 2 Complete the CCE Tompkins County Volunteer Application

We request you to list two references that we may contact about your volunteer qualifications.

OR You may find two **confidential reference questionnaires** enclosed. If so, please give these to your references to complete and return to us in the envelope provided.

Step 3 Complete the enclosed Screening Consent Form, which has two parts:

- a) NYS Sex Offender Registry Consent required for all elected and enrolled volunteers
- b) National Criminal History File Check Consent required for enrolled volunteers who work alone with youth, seniors or disabled populations or if providing home or off-site visits in a non-public or closed door setting.

Step 4 Motor Vehicle Record Check authorization is required if the volunteer position involves transporting youth or adults in personal vehicles over 60 miles. (one way)

<p>The information collected in the screening process will be completely confidential and only accessible to the CCETC Executive Director and HR manager.</p>
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Step 5 Return the completed application and Screening Consent Form to CCE Tompkins, 615 Willow Ave. Ithaca, NY 14850

If you have any questions about the application process, be sure to contact us at 272-2292.

Please turn over

Upon receipt of your completed application and screening consent form, here is the process:
Applications are referred to the appropriate staff member who will contact your references and follow-up with you regarding the status of screening. Note: screening may take one-two weeks to complete. As a final step, screened volunteers will meet with staff and be asked to read and sign the Volunteer Agreement and Code of Conduct.

Cornell Cooperative Extension of Tompkins County Confidentiality Promise

- Volunteer applications are directed to staff who will contact you about the position.
- Documents containing your social security and driver's license number, and reference letters will be kept in a locked file.
- The Criminal History File Check results, done by screening national databases, are ONLY accessible to the CCETC Executive Director or Human Resources Manager. If a problem exists, they will contact you.
- Applications and screening documents are kept on file for a minimum of 3 years after the application is made or after termination of service to CCETC whichever is longer.
- CCETC does not release any mailing lists with volunteer information for any purpose unless required by law.
- As a volunteer for CCETC, you may on occasion receive information about CCETC programs.

Thank you for participating in this process and in helping to provide a safe environment for all CCE-Tompkins participants, volunteers and employees. We look forward to working with you!