



**Accommodations:** Given the expectations of the volunteer position for which you are applying, describe any physical or health accommodations that may be needed to allow you to participate in the activity.

---

---

**Transportation:** Do you have an independent and reliable means of transportation to and from volunteer activities?      Yes                  No

**REFERENCES:** List 2 people, not related to you, that we may contact who have knowledge of your qualifications. Please provide complete addresses.

| Name | Mailing Address | Daytime Phone # |
|------|-----------------|-----------------|
|      |                 |                 |
|      |                 |                 |

**Have you ever been convicted of a criminal offense other than a minor traffic violation?**

No                  Yes (If yes) Date(s) \_\_\_\_\_

*NOTE: A criminal record will not necessary bar an applicant. A criminal record will be considered as it relates to the requirements of the volunteer position for which you have expressed an interest.*

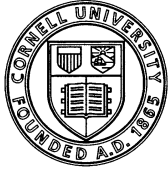
**Do you possess a valid NYS Driver's License?**                  Yes                  No

*NOTE: If the volunteer position you seek requires the transportation of others in your personal vehicle or use of CCE Association vehicles, you will be asked to complete a motor vehicle record request permission form.*

I affirm that the statements made on this application are true. I understand that misrepresentation or omission of facts requested is cause for my non-appointment or removal as a Cornell Cooperative Extension volunteer. I authorize Cornell Cooperative Extension Orange County to obtain from all persons, including those not named here, and/or agencies any records, documents, and other information relative to my suitability to perform the duties of the volunteer position. **I understand, if the volunteer position I seek involves unsupervised work with minors, individuals over 65, or individuals with disabilities that a criminal background check including a sexual offender search will be made.** I further release all parties supplying said information from all liability and responsibility arising from their supplying said information.

I understand and agree that the volunteer position at CCE for which I am applying, is without compensation or benefits of any kind. I further understand that the provisions of this application do not constitute a contract (either expressed or implied) of employment between myself and CCE. I further understand and agree that if I am offered and accept a volunteer position at CCE, either I or CCE, may terminate the volunteer relationship at any time for any reason or for no particular reason or cause. CCE reserves the right to determine and change its policies and procedures applicable to volunteers at any time for any reason. I understand and agree that my volunteer position is contingent upon, among other things, my signing the CCE Association Volunteer Agreement and acceptance of the provisions of the CCE Association Volunteer Code of Conduct.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



Cornell University  
Cooperative Extension  
Orange County

Community Campus  
18 Seward Avenue, Suite 300  
Middletown, NY 10940-1919  
Tel: 845 344-1234  
Fax: 845 343-7471  
E-mail: orange@cornell.edu  
www.cce.cornell.edu/orange

**Background Screening Authorization/Consent For Volunteers**

During the application process and at any time during the tenure of my volunteer service with Cornell Cooperative Extension Orange County, I hereby authorize First Advantage Background Screening Corp. on behalf of Cornell Cooperative Extension Orange County to procure a background history report which I understand may include information regarding my character, general reputation, or personal characteristics. The source of any investigative background report will be First Advantage Background Screening Corp. (First Advantage), P.O. Box 105292, Atlanta, GA 30348, 1-800-845-6004. This report may be compiled from one or more of the following with information from courts record repositories, departments of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references provided by me, and any other source required to verify information that I have voluntarily supplied. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification.

\_\_\_\_\_  
Applicant/Employee Printed Name

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Social Security Number\*

\_\_\_\_\_  
Date of Birth\*

\_\_\_\_\_  
Street Address (No PO BOX)

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

\* For identification purposes only

**Background Verification Disclosure**

This is used to inform you that a background investigative report is being obtained from a consumer reporting agency for the purpose of evaluating you for volunteer service, including retention as a volunteer. Summary of Your Rights Under the Fair Credit Reporting Act (FCRA) can be reviewed at:  
[http://staff.cce.cornell.edu/human\\_resources/Documents/FCRA%20Summary%20of%20your%20right.pdf](http://staff.cce.cornell.edu/human_resources/Documents/FCRA%20Summary%20of%20your%20right.pdf). Cornell Cooperative Extension Orange County will not be requesting, and will not consider, any consumer financial credit reports. First Advantage Privacy Policy can be reviewed at: <http://www.fadv.com/privacy-policy/>.

**Cornell Cooperative Extension Orange County Confidentiality Promise**

To ensure confidentiality of applicant information, CCEOC's policy requires the following:

- I information collected from applicants is kept in a locked, secured file cabinet.
- The application and screening information is kept on file for a minimum of three years following receipt of the application or termination of involvement as a volunteer with CCEOC, whichever is longer; and release of any information is done only in accordance with NYS law.
- All applicants must be re-screened every three years in order to keep their volunteer status.

*Cornell Cooperative Extension provides equal program and employment opportunities.*

MOTOR VEHICLE RECORD REQUEST PERMISSION FORM

**\*Qpñ 'hmlp 'vj ku'r qt vqp 'hi{ qw'ct g'r mppipi 'vq'dg'b'6/J 'f t kgt +**

I, the undersigned, give authorization for P. W. Wood and Son, Inc. and Cornell Cooperative Extension to obtain a current copy of my Motor Vehicle Driving Record (MVR). I state that I currently hold a valid Motor Vehicle Driver's license as indicated below and all information is correct. This authorization is good until revoked by me in writing. This information will only be used to verify my Motor Vehicle Driving Record.

County Requesting Check: \_\_\_\_\_

Check One:

Employee Consideratiqp

IF HIRED: Please inform The Wood Office.

Current Employee

Volunteer

NAME AS IT APPEARS ON LICENSE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

STATE OF LICENSE: \_\_\_\_\_

DRIVER'S LICENSE NUMBER: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

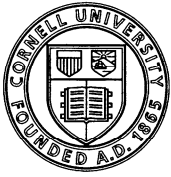
**Please include a copy of your current driver's license with this form!**

FORM TO BE RETURNED TO UNDERSIGNED

PRINT NAME \_\_\_\_\_

CCE AUTHORIZATION SIGNATURE: \_\_\_\_\_

EMAIL ADDRESS (for results) \_\_\_\_\_



Cornell University  
Cooperative Extension  
Orange County

Community Campus  
18 Seward Avenue, Third Floor  
Middletown, NY 10940  
Tel: 845 344-1234  
Fax: 845 343-7471  
E-mail: orange@cornell.edu  
www.cce.cornell.edu/orange

## Cornell Cooperative Extension Association Volunteer Agreement

We are pleased that you have accepted a volunteer assignment to Cornell Cooperative Extension Association of Orange County (hereinafter referred to as "CCE"). Please accept our sincere thanks for your valuable contribution to Cornell Cooperative Extension.

1. I agree that as a CCE volunteer my participation in the activities outlined in the attached volunteer position description is without monetary or other compensation. **That document, including the Code of Conduct it contains, shall be considered a part of this agreement.**
2. I understand that CCE shall have the right to suspend or release me as a volunteer at any time and for any reason, within the discretion of CCE. I also understand that I have the right to terminate this agreement, recognizing that if I receive significant training for the volunteer position that there is an expectation of volunteer service.
3. I understand that CCE does not provide volunteers with medical insurance; therefore CCE is not responsible for any medical expenses incurred by me. Further, I understand that I am neither covered by Worker's Compensation nor entitled to employee benefits as a result of my CCE volunteer affiliation.
4. CCE will cover me as a volunteer under the CCE commercial general liability to protect me against any covered claims for injury to persons or damage to property arising out of my activities as a volunteer. In exchange for volunteer liability insurance protection I, on behalf of myself, my heirs and my representatives, do hereby release Cornell Cooperative Extension and the Association, its officers, directors, employees, and other volunteers from any liability whatsoever for any injury to myself, including death, or damage to my property that arises out of or is in any way related to my volunteer activities unless my injury is the result of the sole negligence of Cornell Cooperative Extension or the Association. I understand that the liability insurance coverage only applies when I am on duty, acting in accordance with CCE guidelines for my volunteer assignment, and all other applicable pre-conditions for coverage under the CCE insurance policy are met.
5. CCE agrees to provide the orientation, training, supervision, and support deemed necessary by CCE for the successful fulfillment of my volunteer responsibilities.
6. I am aware of the terms and conditions of this agreement and agree that the provisions of this agreement do not constitute a contract, either expressed or implied, for employment between CCE and myself.
7. This agreement is valid until it is terminated by CCE or by me.
8. I have read the Volunteer Position Description and am willing to assume a 4-H Enrolled Volunteer position as **(check one)**  Coordinating Leader  Project/Activity Leader  Coach  Judge for a one-year period from \_\_\_\_\_ to \_\_\_\_\_ for the purpose of providing safe learning environments for positive youth development as outlined and described.

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

*For Staff only:* Provide one copy of this signed agreement to the CCE Association Volunteer. Retain original copy for a minimum of six years from the time of the CCE Volunteer's departure. If volunteer worked with minors keep this agreement indefinitely.

## **Orange County 4-H Adult Code of Conduct**

### ***ADULT CODE OF CONDUCT***

Cornell Cooperative Extension Orange County (CCEOC) Parents/Guardians (of youth involved with CCEOC programs) are expected to accept and adhere to the following standards of behavior when their child(ren) is/are engaged in CCEOC Youth Development Program activities as stated here.

As a CCEOC Parent or Guardian I will:

- Respect and adhere to CCEOC rules, policies and guidelines that relate to specific CCEOC Youth Programs. Conduct myself in an ethical manner.
- Model kindness and compassion for others. Recognize that all young people have skills and talents that can be used to help others and improve the community.
- Teach and model fair-mindedness by being open to ideas, suggestions and opinions of others. This includes the final opinions of judges/evaluators for all Youth Programs.
- Fulfill my parental/guardian duties, including completion of required records or reports, in a timely manner.
- Work cooperatively with CCEOC Extension staff and volunteers.
- Avoid and prevent put-downs, insults, name-calling, yelling and other verbal and non-verbal conduct as well as written items (including social networking, Internet, etc.) likely to offend, hurt or set a bad example.
- Be responsible for my behavior, exhibit good sportsmanship, use appropriate language and uphold exemplary standards of conduct at all CCEOC youth activities
- Respect and uphold the rights and dignity of all staff, other volunteers, and all individuals who participate in CCEOC programs recognizing that people's values, beliefs, customs, and strengths differ.
- Respect individuals of diverse backgrounds, cultures, and perspectives.
- Not possess, sell, offer, consume or use alcohol and/or controlled substances at CCEOC youth events/activities, or attend CCEOC youth activities under the influence of alcohol and/or controlled substances.
- Model the importance of obeying the laws and rules as an obligation of citizenship and commit no illegal or abusive act.
- Provide a safe environment, not carelessly or intentionally harming youth or adults in any way: verbally, mentally, or physically.

\_\_\_\_\_

Volunteer Signature

\_\_\_\_\_

Volunteer Printed Name

\_\_\_\_\_

Date

# Volunteer Position Description

## 4-H Enrolled Volunteers

**Purpose/Objective:** To create supportive emotionally and physically safe learning environments in which diverse youth and adults reach their fullest potential as capable, competent, and caring citizens. Provide instruction and informed guidance to 4-H members as they complete requirements and participate in activities related to a specific 4-H project category.

**Definition:** An adult enrolled as a volunteer (completed volunteer application/reference check/signed agreement/cleared the youth protection background check, DMV check) who is involved in project work with 4-H youth members in either a club or specific program setting.

### **Responsibilities: (All Club Leaders, Coaches and Judges)**

- Attend Leader Orientation to become knowledgeable of and aware of the program goals, methods and resources available for projects from a selection of categories.
- Encourage participation of youth in the selected project categories.
- Lead project activities and teach related skills following lesson outlined in 4-H Project Guide or other material recommended by 4-H staff.
- Lead project activities and teach related skills from personal/professional life experience
- Provide guidance to other leaders, teens, or family members who may be assisting.
- Encourage members toward the completion of project records, exhibit entry forms, and any other paperwork related to the project.
- Works with CCE/4-H staff to ensure that volunteers, club members and their parents are aware of and follow all CCE program and event guidelines, youth protection and risk management policies, emergency procedures, youth and adult Code of Conduct.
- Encourage participation in the 4-H Showcase for Youth
- Assist with project-related activities at the county level (optional)

### **Responsibilities: (Coordinating Leader)**

- Ensures that all member and volunteer enrollments, program registrations, and participation reports are submitted to the 4-H office on time.
- Arranges for appropriate meeting facilities with the assistance of the 4-H Membership Assistant.
- Works with other Club Leaders, Teen Leaders and Club Officers (Youth) to plan an annual club calendar; maintain a balanced schedule of activities and provide appropriate projects and learning opportunities (i.e. guest speakers, tours, etc.).
- Ensure that information about meetings, events, activities, other opportunities, and program or policy updates are communicated to members, leaders, and parents in a timely manner.
- Keeps the appropriate 4-H staff informed about club activities, special accomplishments and problems or concerns.
- Encourages record keeping/portfolio development by youth members.
- May also lead projects and activities.
- All volunteers will participate in an annual review to ensure that their volunteer experience is mutually beneficial.

**Expected Results:** Volunteers will maximize the educational value of the learning experience and work to ensure the safety of all participants. 4-H members will participate in projects appropriate for

their age and experience and will achieve the stated objectives. Youth will enjoy their project experience and develop a sense of pride in their accomplishments and mastery of certain skills.

**Training and Support:**

- Leader Orientation (Required)
- On-going support from 4-H staff (on call and by appointment)
- Spring and Fall Trainings (local or county-wide)
- 4-H Project Resource guides available for loan and/or purchase
- Teaching kits, tools and equipment available for loan

**Reporting:**

- Lists of members enrolled and those completing the project are due to the 4-H Club Coordinating Leader within one month of last project meeting.

**Time Commitment:** 8 – 10 hours per project; project meetings are typically scheduled with the following options: once a week, once a month, or twice a month for 1 – 2 hours per meeting.

**Qualifications:**

- Be at least 21 years of age. Persons between the ages of 18 and 21 are permitted to serve as Casual Volunteers provided they are under the supervision of staff over 21.
- Enjoy working with youth and has a sincere interest in their growth and development
- Basic knowledge and skill in the selected project area.
- Ability to work with other adults; and to organize and coordinate with other people
- Effective communication, organization and interpersonal skills
- Ability to understand and implement Cornell Cooperative Extension 4-H Youth Development policies, procedures, guidelines, youth and adult Code of Conduct.
- Ability to recognize youth for their abilities, skills and personal accomplishments
- Willingness and availability to attend trainings

**Benefits:**

- Opportunity to share a passion and skill with others.
- Enhance personal leadership and organizational skills.
- Build friendships with other volunteers.
- Derive satisfaction from helping youth reach their greatest potential.

**Level of Background Screening Required:**

- Application and reference check; required of all enrolled volunteers.
- Department of Motor Vehicle (DMV) Checks (transporting individuals is optional for this position).
- Criminal Background Check; required for all enrolled volunteers when responsibilities include unsupervised work with minors, individuals over 65, or individuals with disabilities.