

Cornell Cooperative Extension Association Volunteer Code of Conduct

Cornell Cooperative Extension (CCE) Volunteers (which includes 4-H volunteers) are required to accept and adhere to the following standards of behavior when engaged in assigned volunteer activities.

- ❖ Respect and adhere to CCE rules, policies and guidelines that relate to volunteer activity and the program I serve
- ❖ Execute CCE business in an ethical manner.
- ❖ Preserve the confidentiality of information (and sign confidentiality agreement if required by my volunteer roles) about program participants and CCE internal affairs that have been entrusted to me as affirmed by my signature on the Volunteer Confidentiality Agreement.
- ❖ Refrain from using my CCE volunteer status for personal or business financial gain.
- ❖ Fulfill my assigned volunteer duties, including completion of required records or reports, in a timely manner.
- ❖ Use my time wisely and work cooperatively with Extension staff and other volunteers.
- ❖ Participate in required training programs and use the recommended policies and procedures.
- ❖ Accept supervision and support from professional Extension staff and/or supervisory volunteers.
- ❖ Respect and uphold the rights and dignity of all staff, other volunteers, and all individuals who participate in CCE programs recognizing that people's values, beliefs, customs, and strengths differ.
- ❖ Encourage participation of and respect for individuals of diverse backgrounds, cultures, and perspectives.
- ❖ Refrain from the use of alcohol, tobacco, illegal drugs, or inappropriate language.
- ❖ Commit no illegal or abusive act.
- ❖ Report all unsafe conditions and accidents to professional Extension staff as soon as possible.

Signatures: With my signature, which I voluntarily affix to this agreement, I acknowledge that I have read, understood, and will do my best to fulfill the promises made in the Volunteer Agreement and the Code of Conduct.

CCE Volunteer _____ Date _____

CCE Representative _____
Name Title

Date _____

Financial Statement for Years 10/1/ 20_____ through 9/30/ 20_____

Club Name: _____

Tax/EIN Number: _____

Leader Name: _____

Phone: _____

Cash on hand at beginning of Year:

(A) _____

(Bank balances + Cash on hand to Deposit)

Income for the Year:

Dues paid by members _____

Spring 4-H Fundraiser _____

Fall 4-H Fundraiser _____

Donations _____

Other _____

TOTAL income from members

And Fundraisers: (B) _____

TOTAL Income: (A+B)

(C) _____

Expenses for the Year:

Project Supplies _____

Activities _____

Trips _____

Other _____

TOTAL Expenses:

(D) _____

Difference between Income (Line C) and Expenses (Line D):

(E) _____

This should equal the cash your club has available at the end of the year.

(Cash in Bank Account + Cash on hand to deposit)

If this amount is \$750.00 or more, you must submit a request to the 4-H Office to carry over funds. These funds should be designated for a specific purpose, such as an upcoming trip, community service project, etc. Contact the 4-H Office if you have questions.

Signed by:

Club Leader _____

Date: _____

Club Treasurer _____

Date: _____

Extension Educator _____

Date: _____

Extension Director _____

Date: _____