

Volunteer Paperwork Instructions

- Please go to the Cornell Cooperative Extension of Madison County website – madisoncountycce.org/volunteer
- Scroll down and to the right until you see “**Volunteer Forms**”
- Please print the following forms under “**Volunteer Forms**” and fill them out:
 - CCE Madison County Volunteer Application
 - Volunteer Agreement, that includes the Code of Conduct (must also be filled out every year)
 - Adult Risk Waiver (must also be filled out every year)
 - Background check consent form (**only fill out and return the form**, not the whole document, rest of information is for your reference)
 - *Any volunteer that will be volunteering more than one day, must have a background screen.*
 - PLEASE NOTE: BIRTH DATE AND SOCIAL SECURITY NUMBER is required in order to run the background screen.
 - There will only be two screens that we run: First Advantage National Criminal File Plus and Department of Justice National Sex Offender
 - Background Screens will be run every three years
 - All information is treated with the utmost confidentiality and is retained in a locked file cabinet.
 - *Motor Vehicle Consent form* – **Only** to be completed if driving on behalf of CCE business and/or transporting youth or vulnerable populations
 - If applicable, Motor Vehicle screens will be run every three years.
- *Please completely fill out the paperwork and be sure to add the specific program that you will be volunteering with on the Application.*
- **All forms must be completed before you begin to volunteer with CCE Madison County**

Thank you for volunteering your time and helping us support our Mission! Please direct questions to the coordinator of your project.