



Cornell University

Cooperative Extension

Tioga County

Volunteer Application

- Directions:**
- *Type or print, using black ink
 - *If you need additional space, attach a separate sheet
 - *Sign the completed application

GENERAL				
NAME (Last)	First	Middle	Today's Date	
Mailing Address - Street		Daytime Phone # ()	Evening Phone # ()	
City	State	ZipCode	Email address if any	Birthdate if under 18
Have you ever volunteered for CCE before? If yes, give dates, program, position ☐ Yes ☐ No				
Date available? From To		Approximately when and how many hours/week would you like to volunteer?		
VOLUNTEER POSITION: Please check the volunteer role(s) that interest you most.				
☐ 4-H Leader ☐ Master Gardener ☐ Master Composter ☐ Marketing the organization ☐ Organizational Development (advising & assisting with programs.		☐ Organizing events/activities ☐ Program development ☐ Consumer Help Line ☐ Resource development – fund raising ☐ Other: (please specify) _____ _____		
What interests do you wish to pursue or what do you hope to accomplish by serving as a CCE volunteer?				
List your volunteer, paid, or educational experiences that relate to the volunteer position you seek				
Organization/Employer	Position/Activity	Dates		
Describe any education or training that you have had related to volunteer you seek. Also describe any special skills, experiences or interests along with hobbies, licenses, certifications, or other interests you consider relevant.				

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 necessarily 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 of _____ 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 is over one day or one date per year 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 Cooperative Extension Association Volunteer Agreement

We are pleased that you have accepted a volunteer assignment to Cornell Cooperative Extension Association of Tioga 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. 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.
-

Cornell Cooperative Extension Association

Volunteer Code of Conduct

Cornell Cooperative Extension volunteers serving accept responsibility to represent CCE with dignity and pride serving as a positive role model for program participants and adhering to the following standards of behavior when engaged in assigned volunteer activities.

To maintain a responsible relationship with Cornell Cooperative Extension, I will:

- 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 role) about program participants and CCE internal affairs that have been entrusted to me.
- 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.

To maintain a respectful relationship with individuals encountered through volunteer activities, I will:

- 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, and inappropriate language.
- Commit no illegal or abusive act including but not limited to sexual harassment or any form of harassment.

To maintain a safe and healthful environment for program participants, volunteers will:

- Follow child protection guidelines;
- Refrain from the use of alcohol and inappropriate language, especially in the presence of minors and, never attend or participate in a CCE activity or event under the influence of alcohol or controlled substances;
- Use tobacco products only where legally permitted and refrain from the use of tobacco products while conducting or assisting in any Extension program or in other group situations that may glamorize such use in the eyes of young people;
- Bring no firearm to any CCE program except when essential to purposes for the program;
- Report all unsafe conditions and accidents to professional Extension staff as soon as possible;
- Handle any animals, machinery, equipment, vehicles or other CCE property that has been entrusted to me in a safe and responsible manner;
- Observe all state and federal laws with respect to power equipment and minors;
- Report potential incidences of sexual harassment (or any form of harassment) to supervising staff or volunteer coordinator, if experiencing, witnessing, or aware of potential incidences

-----Please sign on opposite side and submit -----

CCE Code of Conduct

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 Code of Conduct.

CCE Volunteer Name _____ Date _____

CCE Volunteer Signature _____

CCE Tioga 4-H Staff- Robyn Estrella, Youth Development Res. Educator

Tioga County 4-H Volunteer Interest Form

We welcome volunteers who can lead clubs, teach workshops, organize opportunities and so much more! The Tioga County 4-H Program is dependent upon volunteers and that includes you. The quality of our 4-H program is directly linked to our volunteers. Please consider volunteering often.

Name: _____ Phone: _____

Email: _____ preferred communication form: _____

What areas would you like to volunteer in?

Long Term Volunteer Opportunities

_____ I would like to be a co- leader in a 4-H Club Lead in the area of _____

Short Term Volunteer Opportunities

1. _____ Teach youth how to do a project in the area of _____
(woodworking, sewing, welding, small engine repair, canning, painting... the sky is the limit)

2. Help prepare paper files for one more of the following events.

_____ Public Speaking County Level in February _____ Hippology Contest in March

_____ Animal Shows & Fair prep in July _____ End of year project records

_____ I'm happy to help with file work, feel free to reach out to me anytime.

3. Coach & Teach Youth in the following areas.

_____ Horse Bowl _____ Horse Judging _____ Livestock Judging

_____ Dairy Judging _____ Public Speaking _____ Rabbit-Cavy Decathlon

_____ STEM Challenge _____ Baking Challenges _____ BBQ Challenges

Other _____

4. Judge or Evaluate Youth projects in the following areas.

Public Speaking at what levels? _____ county _____ district _____ state

County Fair Entries in what categories? _____ food _____ art _____ crafts _____ woodworking

Other _____

5. I would like to volunteer by: _____

CCE Youth Protection Guidelines

For All Who Work With Youth

Minimizing the Potential for Child Abuse and False Accusations

By following these guidelines you will minimize the potential for child abuse while also protecting yourself, and other adults who work with youth, from false accusations:

1. Adults should work with young people in reasonably open places where others are welcome to enter, **not behind closed or locked doors**.
2. Parents and resource people who have not gone through the CCE volunteer screening process should not have on-going or unsupervised contact with youth.
3. Even enrolled and screened volunteers should avoid working one-on-one with youth. When one-on-one consultation is desirable for discipline or mentoring reasons, the conversation should take place within view (not hearing distance) of others.
4. Respect the privacy of youth when clothes are changed or showers taken. Adults should be involved only when there is a health or safety issue.
5. One unrelated adult should **not** room with one youth during an overnight stay.
6. Never use physical punishment or deny basic necessities as a form of discipline.
7. Physical hazing and initiation rituals that lead to embarrassment or that require youth to do anything that makes them fearful or uncomfortable are strictly prohibited.

Accident Prevention and Preparation for Response

1. **Use Permission Slips/Medical Release Forms** and, where applicable, **Acknowledgment of Risk Forms** to document the parents'/guardians' approval of their children's participation in an Extension-sponsored event and **permission to have their children receive medical treatment in the event of an accident or injury**. (Forms may be obtained from the CCE office.)
2. **Arrange for safe working conditions** in the meeting room and in work areas and explain to participants why the room is arranged as it is.
 - Provide adequate lighting, space to work and, ventilation when using volatile materials.
 - Use tables and work surfaces that are at an appropriate height for participants.
 - Take out only the tools or equipment necessary for the immediate procedure and store them immediately after use.
 - Arrange tools and equipment to be shared in the **center** of the worktable.
 - Set up separate workstations for the use of equipment or materials that require close supervision (one-on-one for motorized tools) by an experienced adult or older youth.
 - Maintain tools and equipment in optimum working condition. In particular cutting tools used for food preparation, crafts or woodworking should be kept as sharp as possible. (Struggling with a dull tool is much more hazardous than handling a sharp tool properly.)

3. **Arrange for adequate adult supervision.** A minimum of **2 adults** should be present at all times. In case of an accident or emergency one adult can supervise the children while the other deals with the problem. **Where guidelines exist for specific activities or the use of specific types of equipment, those guidelines should be followed.** In addition to the selected program guidelines listed on the following pages, requirements and/or recommendations can be found in 4-H project guides and curriculum materials. In general the minimum adult-to-youth ratios for common program settings are:

Program Setting	Ages 5 - 8	Ages 9 - 11	Ages 12 +
Meetings and passive, low-risk activities	1:8	1:10	1:16
Use of moderate-risk tools/equipment 5 & 6 yrs/7 & 8 yrs	1:1 / 1:3	1:8	1:12
Use of motorized tools (See woodworking curriculum, etc.)	NA*	1:1	1:1
One-day trips	1:8	1:8	1:10
Overnight trips	1:6	1:8	1:10
High-risk activities (swimming, challenge course, etc.)	FGS**	FGS**	FGS**

* Not Appropriate ** Follow Guidelines for Specific Activity

4. **Instill youth with a safety mind-set and develop safety habits.**
- Review general safety guidelines at the start of each work session.
 - No horseplay
 - Protect eyes, lungs and skin.
 - Use the proper tool for the job.
 - Place shared tools and equipment in the **center** of the worktable after use.
 - Demonstrate safety procedures specific to the activities of the day.
 - Set a good example and insist that all other adults and older youth assisting with the activities also follow all safety guidelines.
5. **Follow safety guidelines for specific programs**

Animal Programs

- Rabies Vaccinations** - All dogs, cats, ferrets, horses and any other animals required to have them must be vaccinated in accordance with NYS Ag & Market regulations. Visit www.agmkt.state.ny.us for further information.
- Horses** - The **4-H Helmet Policy** - All youth participating in any 4-H activity or educational program shall wear a properly fitted and secured, officially approved, protective helmet at all times when mounted on an equine, or seated in a vehicle being pulled by one or more equines. The New York Helmet Law must be observed at all times.
 - ♦ **Open Trail Rides** - appropriate **adult** supervision must be provided, and trails must be scouted beforehand and be marked well.
 - ♦ **Horse vaccinations** - Horses used in all 4-H programs or events, including horses supplied by vendors, must have proof of all required vaccinations or shots.

Bicycle Programs - All participants under 14 years of age are required by law to wear a **safety helmet** (American National Standard Institute, Snell, or ASTM) while riding a bicycle. All participants in a 4-H sponsored bicycle activity, regardless of age and including adults, should wear a safety-approved helmet while on a bicycle.

- **Bike “Hikes” and Touring** - Participants must receive instruction in bicycle safety. Hand signals, group riding rules and standard hazard calls should be reviewed before each ride.

Shooting Sports Programs - All training programs and activities related to any shooting sport must be under the direction of a **certified instructor** who meets all criteria detailed in the **New York State 4-H Shooting Sports Guidelines**.

All adults and youth involved in any shooting sport-training program or activity must strictly adhere to the safety procedures included in the **4-H Shooting Sports curriculum**.

Youth instruction must be based on the **4-H Shooting Sports curriculum**.

Woodworking, Engineering and Science Programs -

- Strictly follow guidelines 2, 3, and 4 detailed on pages 1 and 2.
- Ensure that activities are appropriate to the previous experience and physical maturity of participants. Be aware that age, height and maturity in other areas (ex. intelligence or social skills) **are not** good predictors of physical strength or coordination.
- Require the use of protective gloves as appropriate. When used, gloves must fit properly; oversized gloves are hazardous. Gloves must be made of a material (latex, neoprene, abrasion resistant or fireproof fabric, etc.) compatible to the equipment or product being used.
- Require the use of properly fitting goggles when using tools, sanding or using solvents, paints, finishing materials or other potentially hazardous substances.
- Require the use of facemasks when using an electric sander, volatile liquids or other items that can cause the inhalation of hazardous material.
- Arrange for one-on-one supervision by an adult (18 years +) with proven skill or recent training when youth are using motorized tools.
- Use of **high speed or high power tools** that can quickly sever a body part is **prohibited for use by youth under age 18**.
- For additional safety guidelines and assurance about the developmental appropriateness of tool and equipment use select activities from the 4-H **Woodworking Wonders** project series available through the National 4-H Council’s Source Book. This series has 4 levels spanning grades K-12.

6. Be prepared to respond to accidents and emergencies.

- When participating in activities at facilities that are unfamiliar for the group, locate fire exits, the nearest public phone and the nearest hospital or emergency clinic.
- Carry medical treatment permission slips with you at all times when on trips or outings.
- Adults who frequently accompany groups on trips or overnight programs are advised (not required) to take the American Red Cross Responding to Emergencies training and/or CPR training.

- A first Aid kit and list of emergency procedures should be available at every meeting site and in every vehicle used to transport program participants or volunteers.
- When an accident or emergency occurs:
 1. Seek medical help, if required.
 2. Notify the CCE office.
 3. Communicate with parents.
 4. Record the names, addresses and phone numbers of those involved in the accident or incident.
 5. Record the names, addresses and phone numbers of 2 witnesses.
 6. File an Accident/Incident Report at the CCE office as soon as possible and always within 2 business days.
 7. If an injury is the result of a motor vehicle accident a law enforcement agency should be called and an MV 104 accident report must be made to the state. This form can be obtained from the police or the insurance company. It must be filled out by the **driver** involved in the accident if there is any physical injury to **any** party in the accident or property damage in excess of \$1,000.

Revised: 2/2013