Part #1: NYS 4-H Volunteer Enrollment Form

Member Information:

Last Name		**First Name**	
Preferred Name		**Date of Birth (Youth Only)**	
Email		**Primary Phone**	
Cell Phone		**Work Phone**	
Emergency Contact Name		**Emergency Contact #**	
Mailing Address		**Mailing Address 2**	
City		**County (of residence)**	
State		**Zip**	
Township		**M.I**	
Receive Email Newsletters	☐ Yes ☐ No	**Gender**	☐ Male ☐ Female ☐ Gender Identity not listed ☐ Prefer not to respond

Parent/Guardian 1 Information:

FOR OFFICE USE ONLY: Family ID: _____

Last Name		**First Name**	
M.I		**Preferred Name**	
Mobile Phone		**Work Phone**	
Mailing Address 1		**Mailing Address 2**	
City		**County (of residence)**	
State		**Zip**	
Occupation		**Email**	
Legal Guardian	☐ Yes ☐ No	**Receive Email Newsletters**	☐ Yes ☐ No

Parent/Guardian 2 Information:

FOR OFFICE USE ONLY: Family ID: _____

Last Name		**First Name**	
M.I		**Preferred Name**	
Mobile Phone		**Work Phone**	
Mailing Address 1		**Mailing Address 2**	
City		**County (of residence)**	
State		**Zip**	
Occupation		**Email**	
Legal Guardian	☐ Yes ☐ No	**Receive Email Newsletters**	☐ Yes ☐ No

ES 237 Demographics:

Ethnicity	**Are you of Hispanic ethnicity?** ☐ Yes ☐ No	
Race	☐ White	☐ Native Hawaiian or Pacific Islander
	☐ Black	☐ Asian
	☐ American Indian or Alaskan Native	☐ Prefer Not to State

NYS 4-H Member Enrollment Form

Residence	☐ Farm ☐ Town under 10,000 & rural non-farm ☐ Town /City 10,000-50,000 & suburbs	☐ Suburb of city more than 50,000 ☐ Central city more than 50,000
Military	☐ No one in my family is serving in the military	☐ I have a parent serving in the military
	☐ I have a sibling serving in the military	
Branch Component	☐ Air force ☐ Army ☐ Coast Guard ☐ Marines ☐ Navy ☐ Active Duty ☐ National Guard ☐ Reserves	
Grade	_____ **School Name** _____	
School Type	☐ Public School	☐ Homeschool/Alternative

(Youth Only)

☐ Private School ☐ Magnet/ Specialized School

☐ Special Education ☐ Charter School

Enrollment Information:

Status	☐ New ☐ Returning/ Re-Enrollment
Enrollment Category	☐ Member ☐ Cloverbud Club:_____ Date Enrolled:_____4-H age:_____ Years In 4-H: _____
Enrollment Fee (if applicable)	Paid : ☐ Yes ☐ No Payment method: ☐ Cash ☐ Check Check #: _____
Is this individual a Youth Volunteer?	☐ Yes ☐ No
Is Youth member a club officer?	☐ Yes ☐ No Club Officer position: _____
Forms Submitted	☐ Photo Release ☐ Acknowledgement of Risk ☐ Code of Conduct From

Educational Focus:

Clubs	☐ Enroll (New Club):_____(New Club):_____ (New Club):_____(New Club):_____
Projects	☐ Enroll (New Project):_____(New Project):_____ (New Project):_____(New Project):_____ (New Project):_____(New Project):_____ (New Project):_____(New Project):_____
Activities	
Certifications	

New York State 4-H Youth Development
Code of Conduct

www.nys4-h.org

Our first priority is to create a safe space for learning, sharing, and collaboration welcoming to all people from all backgrounds, cultures and perspectives. CCE actively supports equal educational and employment opportunities by promoting an environment free from discrimination.

All 4-H Participants—youth, families, volunteers, and Extension staff—in or attending any activity or event sponsored by Cornell University's Cornell Cooperative Extension (CCE) 4-H Youth Development Program are required to uphold the values of the NYS 4-H program and conduct themselves according to these standards. The standards also apply to online activity, including social media internet presence.

Ground Rules

The following Ground Rules apply to all 4-H participants and volunteers. In addition to these expectations, CCE volunteers are accountable to the additional expectations outlined in the CCE Volunteer Code of Conduct. Extension staff is accountable to additional standards of professionalism that are outlined by position descriptions and CCE human resource policies.

1. Create a Welcoming Environment for All. Encourage everyone to fully participate in CCE and 4-H. Recognize that all people have skills and talents that can help others and improve the community. Though we will not always agree, we must disagree respectfully. When we disagree, try to understand why.
2. Bring Your Best Self. Respect and follow Cooperative Extension rules, policies, and guidelines that relate to 4-H Youth Programs and Events. Conduct yourself in a manner that reflects honesty, integrity, self-control, and self-direction. Accept the results and outcomes of 4-H contests with grace and empathy for other participants. Accept the final opinions of judges and evaluators. Be open to new ideas, suggestions, and opinions of others.
3. Obey the Law. Commit no illegal acts. Do not possess or use illegal drugs, tobacco products, firearms, weapons, or any harmful object with the intent to hurt others at any time. (Firearms are allowed only as part of supervised 4-H Shooting Sports programming.) Do not attend CCE or 4-H activities under the influence of alcohol or controlled substances.
4. Respect and Dignity for all. Respect and uphold the rights and dignity of all staff, volunteers, families, and youth who participate in CCE and 4-H programs.
5. Create a Safe Environment. Do not carelessly or intentionally harm youth or adults in any way (verbally, mentally, physically, or emotionally). Refrain from romantic displays and sexual activities either in public or private situations. Be kind and compassionate towards others. Do not insult or put down other participants. Harassment, bullying, and other exclusionary behaviors aren't acceptable. Be considerate and courteous of all youth and adults and their property.
    a. Youth must stay in the designated dormitory lodging areas: boys may not be in girls' dormitory or lodging areas and girls may not be in boys' dormitory or lodging areas.
    b. .Report any and all accidents, physical or verbal abuse or unsafe conditions that threaten the emotional or physical well-being of others or yourself to the NYS 4-H, Extension staff, and Event Coordinators as soon as possible.
6. Be a Team Player. Work cooperatively with Extension staff, volunteers, 4-Hers, and all involved in 4-H programs and activities. Be responsive to the reasonable requests of the person in charge. Respect the integrity of the group and the group's decisions.
7. Participate Fully. Participate in all of the planned programs, be on time and follow through on assigned tasks/responsibilities (including the completion of required records or reports) in a manner that ensures the safety, well-being, and quality of the educational experience for self and others. Have fun!
8. Watch What You Wear. Use your best judgment. Wear clothing suited for the activity you will participate in. Clothing promoting alcohol and other intoxicants, or displaying messages that are racist, sexist, homophobic, or any other degrading message that detrimentally impacts the dignity and respect of members of our community are never acceptable. Don't wear revealing clothing, such as short skirts or shorts, midriff-baring tops, and sagging pants.If you are unsure about what is appropriate, contact the local CCE 4-H Educator in charge in advance.

New York State 4-H Youth Development
Code of Conduct cont.

www.nys4-h.org

9. Be a Positive Role Model. Act in a mature, responsible manner, recognizing you are role models for others, and that you are representing yourself, CCE, and the 4-H Youth Development Program. Be responsible for your behavior, use positive and affirming language, and uphold exemplary standards of conduct at all 4-H activities.

Consequences

Any of the following may be used, depending on the severity of the situation:

1. Participant will receive a verbal warning.
2. Participant may remain at the event/activity, but may possibly be barred from a future event.
3. Participant may be asked to leave the event/activity. If a youth, the parent(s) will be called, and the youth will be sent home at family's expense.

I have read and understand the above and will abide by the NYS 4-H Youth Development Code of Conduct.

_____	_____
Signature of 4-H Youth or Adult	**Date**
_____	_____
Signature of Parent/Guardian (if youth)	**Date**

4-H Program Year: _____

Updated April 2025

Cornell University is an equal opportunity employer. For more information visit hr.cornell.edu/about

Volunteer Code of Conduct

Cornell Cooperative Extension (CCE) 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 role) 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 and inappropriate language.
- Commit no illegal or abusive act.
- Report all unsafe conditions and accidents to professional Extension staff as soon as possible.
- Have read, understand and signed the NYS 4-H Code of Conduct form.

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 _____

****Note**: THIS BOX NEEDS TO BE COMPLETED BY ASSOCIATION VOLUNTEERS WHO WILL PROVIDE TRANSPORTATION OF OTHERS IN CCE ASSOCIATION VEHICLES.

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

MOTOR VEHICLE RECORD REQUEST PERMISSION FORM

I, the undersigned, give authorization for P.W. Wood and Sons, Inc. and Cornell Cooperative Extension in Saratoga County 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. A copy may be maintain in my volunteer file at the discretion of the association.

Print or Type all information.

Name as it appears on license: _____

Date of Birth: _____

State of License: _____ Driver's License Number: _____

_____ _____
Signature Date

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 in Saratoga 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 _____

Print Name _____

Cornell University
Cooperative Extension
Saratoga County

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Ballston Spa, NY 12020-1992
Telephone: 518.885.8995
Fax: 518.885.9078
E-mail: saratoga@cornell.edu
www.ccesaratoga.org

BACKGROUND SCREENING AUTHORIZATION/CONSENT

During the application process and at any time during the tenure of my volunteer service with Cornell Cooperative Extension Saratoga County, I hereby authorize First Advantage Background Screening Corp. on behalf of Cornell Cooperative Extension Saratoga County to procure a consumer report which I understand may include information regarding my character, general reputation, or personal characteristics. This report may be compiled 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, 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 Legal Name (please print)	Signature
_____	_____
Street Address	City, State, Zip
_____	_____
Phone	Date

_____ - ___ - _____ _____

* Social Security Number Date of Birth

* For identification purposes only

Cornell Cooperative Extension
Saratoga County

To: All CCE 4-H Adult Volunteers

From: Saratoga County 4-H Administration

Dear 4-H Volunteer,

Cornell Cooperative Extension is requiring that all Cornell Extension Volunteers, including 4-H volunteers, participate in Required Sexual Harassment Training.

The purpose of this training is to set forth a common understanding about what is and what is not acceptable in the CCE environment. All volunteers are expected to:

1. Watch CCE Training Video
2. Confirm participation and understanding of expectations
3. Communicate with local CCE Staff about your participation (forward the e-mail confirmation that you receive after completion)

Any volunteers who have not completed this mandatory training by December 31st, 2019 will not be allowed to participate as a Cornel Extension until they have completed the CCE Sexual Harassment Training.

All training materials and information can be found at this web address:

http://blogs.cornell.edu/ccevolunteertraining/required-training/

If you have any questions or issues accessing the required materials, please contact the 4-H Office at 518.885.8995.

Thank You!

Leland Bunting
4-H Resource Educator
Cornell Cooperative Extension of Saratoga County
518.885.8995
glb76@cornell.edu