



Making the Best Better!

Our Alabama 4-H Volunteer Application

Thank you for offering to help young people grow and learn. Your involvement is important to 4-H and our young people.

This application is important to you and 4-H for the following reasons:

- It matches you with the right job and responsibilities
- It assures that 4-H provides a safe and nurturing environment
- It protects you and everyone involved in 4-H

The volunteer application has two sections:

General Information—used to match your skills, interests, and abilities with 4-H's volunteer needs.

Personal Information—confidential information will only be accessible to authorized Extension personnel. This confidential information will be kept in a locked and secured location in your county Extension office.

Provide the requested information and return the application to your Extension office. Note that your signature is required.

Background Screening

Auburn University and ACES is committed to ensuring that a safe and supportive environment exists for all staff, volunteers and students participating in programs. With this understanding, Auburn University recognizes both its institutional and legal obligation to ensure the safety and well-being of all individuals—but especially minor children that utilize university facilities, participate in university-sponsored events and programs, or are involved with university-affiliated individuals.

All potential 4-H volunteers must contact their local county 4-H office to begin the volunteer screening process. Background screening is administered by Auburn University Human Resources through Truescreen.

Your participation in providing these services is integral to our mission of creating and disseminating knowledge for the betterment of society. We deeply appreciate your compliance with our background screening process. All submitted information will be handled with the strictest confidence.

Potential 4-H volunteers are not cleared to serve until all the screening steps have been completed, a clearance communication from Auburn University Human Resources has been received, and all required training has been completed.

VOLUNTEER INTERESTS

Why are you interested in a 4-H volunteer position? _____

Do you prefer to work directly with: _____ youth _____ adults _____ both

If you prefer to work with youth, what age level(s) do you prefer to work with?

_____ 7 and younger _____ ages 7-9 _____ ages 10-12

_____ ages 13-15 _____ 15 and older _____ all ages

Are there specific ways that you want to volunteer for 4-H?

___ No, I want to serve wherever needed

___ Yes, I would like to serve in the following role(s): _____

Describe your skills, abilities, hobbies, and experiences that could benefit youth and 4-H:

Have you ever volunteered before (such as church, youth sports, or PTA)?

Organization Volunteer Role Date(s)

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PERSONAL INFORMATION

This information is strictly confidential. This information will be securely stored and will be available only to authorized personnel. Extension reserves the right to share information gained during the screening process on a need-to-know basis with relevant coordinating agencies, such as local school boards and law enforcement officials. Extension cannot guarantee that confidential screening information is protected from disclosure under the laws governing public records or that confidential screening information will not be produced in response to a subpoena.

1. 4-H is concerned that volunteers and leaders be appropriate role models for youth.

Have you ever had any problems with:

a. substance abuse? Yes No

b. criminal behavior? Yes No

c. child abuse or neglect? Yes No

d. suspension or revocation of your driving privileges? Yes No

If yes to any of these, please indicate what steps you have taken to remedy this problem:

2. Have you or anyone in your household been convicted of sexual misconduct or misuse of funds?
(If yes, please explain):

3. Other than the above, is there any other fact about you that would affect your ability to be entrusted with the supervision, guidance, and care of youth under the age of 19? Yes
 No

(If yes, please explain):

Date of Birth _____

Alabama's Driver's License Number: _____

Is your driver's license current and valid? Yes No

Do you have the minimum vehicle insurance coverage required by the state of Alabama?

Yes No

Insurer: _____ Policy # _____

Copies of drivers license and insurance card should be retained along with the application.

REFERENCES

List three people who are familiar with your character and your qualifications as they relate to working with youth. (Do not list family members or Extension staff.) Please include complete mailing address. References will be contacted.

1. _____
(Name) (Phone: Day/Night) (How do they know you?)

Address _____
(Street) (City) (State) (Zip)

2. _____
(Name) (Phone: Day/Night) (How do they know you?)

Address _____
(Street) (City) (State) (Zip)

3. _____
(Name) (Phone: Day/Night) (How do they know you?)

Address _____
(Street) (City) (State) (Zip)



In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating because of race, color, national origin, sex (including gender identity and sexual orientation), age, disability, and reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact the Alabama Cooperative Extension System Human Resources Department at (334) 844-5531 or the State of Alabama Governor's Office on Disability (GOOD) at (888) 879-3582 or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a complainant should complete a Form AD3027, USDA Program Discrimination Complaint Form, which can be obtained online at www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; Fax: (833) 256-1665 or (202) 690-7442; or Email: program.intake@usda.gov. This institution is an equal opportunity provider.

Alabama 4-H Volunteer Behavioral Guidelines

These guidelines are a reminder of the way our volunteers need to act, as worthy models of what adults should be. The applicant should retain a copy of these guidelines for future reference

- Work cooperatively with youth, families, Alabama Cooperative Extension System staff, community members, and others in a courteous, respectful manner, demonstrating behaviors appropriate for a positive role model.
- Represent Extension and the Alabama 4-H and Youth Development program with pride and dignity, behave appropriately, exhibit good sportsmanship, and demonstrate reasonable conflict management skills.
- Respect, adhere to, and enforce the Alabama 4-H Code of Conduct as well as other rules, policies, and guidelines established by Extension and event coordinators, including state laws and regulations.
- Recognize that foul language and obscenity, verbal abuse, humiliation, physical abuse, bullying, and criminal acts will not be tolerated and are grounds for termination as a 4-H volunteer. Abusive behavior towards 4-H members or other adults, including failure to provide adequate health and safety measures and care or supervision, will not be tolerated.
- Comply with equal opportunity and anti-discrimination policy and governmental laws. Make all reasonable efforts to assure that 4-H youth programs are welcome and accessible to youth without regard to race, color, national origin, gender, religion, age, sexual orientation, or disability. This is the law and also what is required of 4-H volunteers.
- Be a role model in respecting individual differences, beliefs and values.
- Respect others' property and provide appropriate and ethical care of animals.
- Alabama 4-H strictly prohibits Extension staff and 4-H volunteers from being left alone with one child unless they are the parent or legal guardian of that child. No exceptions.
- Adults (Extension staff and adult volunteers) are never allowed to share guest rooms with youth members unless they are the parent or legal guardian of that child. No exceptions.
- Two adults (Extension staff and adult volunteers) are required for all 4-H events and activities involving 4-H members.
- Under no circumstances, condone the use of or personally consume alcoholic beverages or illegal drugs at 4-H events. Using or being under the influence of alcohol or illegal drugs while in the presence of 4-H members or at 4-H programs or activities will result in termination as a 4-H volunteer.
- Operate vehicles and other equipment in a safe and responsible manner when working with youth and adults participating in 4-H programs.
- Accept responsibility for promoting, conducting, and supporting 4-H programs to develop an effective local, county, regional, and state program.
- Recognize the following behaviors as inappropriate in the presence of 4-H club members during any 4-H activity:
 - Consumption of alcohol
 - Promotion of religious or political preferences
 - Theft, pilfering, or fraud
 - Use of tobacco products outside of designated areas
 - Sexual advances or sexual activities involving 4-H youth
 - Willful damaging of property
 - Permitting passengers to ride in motor vehicles without seat belts
 - Permitting youth or adults to ride in the back of trucks
 - Behaviors that are illegal under Alabama or federal law
- Direct volunteers will not, under any circumstance, discipline children by use of physical punishment or by failing to provide the necessities of care, such as food and shelter.

All information that I have provided is correct. I understand that this may be verified by contacting anyone who may have information concerning my qualifications or by law enforcement background checks. I release and hold harmless from liability any person or organization that provides information. I agree to hold harmless 4-H and its representatives, the Alabama Cooperative Extension System, Auburn and Alabama A&M universities, and the officers, employees, and volunteers thereof. In signing this application, I have read the attached information and applied for registration with the Alabama 4-H Program. I will comply with the policies, rules, and regulations of the 4-H program. I affirm that the information I have given on this form is true and correct. I have read and agree to abide by the Alabama 4-H volunteer behavioral guidelines. I agree to complete all required training.

Signature _____

Date _____