



Cornell University

Cooperative Extension
Wayne County



4-H Volunteer Letter

October 1st, 2022 – September 30th, 2023

Dear prospective volunteer,

Thank you for your interest in volunteering with Cornell Cooperative Extension's 4-H Youth Development Program! It because of the time, effort, and compassion of people like you that our 4-H program reaches hundreds of young people throughout Wayne County every year.

Whether you are looking to contribute a lot of time or a little, work directly with youths or support behind the scenes, we have an opportunity for you! We are currently seeking volunteers to help in the following capacities:

- ❖ **Club Leaders or Co-Leaders** – These are the people on the “front lines” who organize the activities and projects for a group of youths throughout the program year. We currently have over 20 clubs in Wayne County, with interests ranging from cooking, crafts, and horticulture, to animal showmanship, robotics, and archery, but with new families registering all the time, and many clubs already full, we're always looking to partner with new leaders eager to offer the club experience for additional youths. This role is not for the faint of heart, but it is also one of the most rewarding! Not sure if you're ready to take on the challenge by yourself? Sign up with a friend to share the load – and the laughs! Club meetings can take place once or twice a month, on your own schedule, so this role offers flexibility for those wanting to really have a hand in shaping youths' experience. This year, we will be putting additional supports in place so no one will feel like they're going it alone. We have tons of resources, including project ideas, tips, and materials available, and we'll be offering quarterly trainings to give you a chance to connect with program staff and other club leaders.
- ❖ **Workshop Facilitators** – Each month, as well as during several of the school breaks, we offer focused workshops to help youths build knowledge, practice skills, and gain experience. Topics covered may include sewing, cooking, public speaking/presentations, photography, entrepreneurship, or other areas of interest. If you have limited availability in terms of time, but want to help in a big way, and are passionate about a particular topic, this may be the role for you! Workshops generally take place in the Activity Room at the CCE office and are generally open to members of any club, as well as independent families, so this is a great opportunity to bring youths together to bond over a new activity.
- ❖ **Behind-the-Scenes Coordinators** – The people in these roles may help plan activities, organize supplies and materials for group leaders, input enrollment information, review end-of-the-year-portfolios, fill “Boredom Buster Kits”, assist with mailings, and/or help with other tasks as needed throughout the year. The tasks performed by the Behind-the-Scenes Coordinators may take place at the CCE office or from the comfort of your own home, depending on the type of activity with which you are assisting. While serving in this capacity, you generally will not work directly with youths, but rather support the efforts of those who are and help keep things running smoothly. If you are unable to volunteer on a regular basis and/or are interested in quieter tasks, this might be a perfect fit.
- ❖ **Camp Beechwood Supervisors** - Only available during the summer? Camp Beechwood is our week-long summer program for which registration fills quickly. To maintain a nice adult to youth ratio, we have historically only been able to open up 40 slots, which means we always have a waiting list. This year/in 2023, our goal is to expand to two weeks of camp, enabling us to reach even more kids with the camp experience. We need a few adults who can contribute a week or two up in beautiful Sodus, New York, in July. You can lead activities or just be available on sight to offer extra supervision on a hike, help youths perfect their casting abilities, assist with the setting-up and extinguishing of campfires, or other much-needed support.
- ❖ **General 4-H Program Volunteer** – Throughout the year, other needs may arise, for which we may need additional support. For example, club leaders may ask parents to step in from time to time, or you may wish to assist with the set-up or clean-up for an event or activity that we're hosting. Members of the Advisory Committee would fall under “General 4-H Program Volunteer”.

Volunteers may assist in multiple capacities/roles described above. **All adults** wishing to support or engage with the Wayne County 4-H program in **any volunteer capacity** are required to complete and submit this packet, to be formally “enrolled” in our online system each year. We interview prospective volunteers, call references, conduct an annual background screening, and check motor vehicle records to make sure the role each volunteer is hoping to fill is a good fit, and to help ensure the safety of our youth. The well-being of the youths in our program is of the *utmost importance*. We appreciate your willingness to contribute your time, energy, talents, and compassion, as well as your thorough completion of the paperwork that follows.

Please get your paperwork in as soon as possible. Every adult volunteer whose **paperwork is received by Friday, October 14th** will be entered into a drawing for a chance to win \$50 worth of 4-H curriculum or a 4-H clothing item worth up to \$40. Once we receive your interest/enrollment form, you will receive a calendar for the 2022-2023 4-H year!

Trainings: Approved volunteers will be invited to participate in quarterly trainings, which are intended to support your volunteer experience. The first training of the new 4-H year will take place on **Friday, November 11th at 2pm**. This will be an in-person session (at the CCE office in Newark) and will feature an opportunity to meet the 4-H staff, connect with other leaders, learn what resources are available, brainstorm/plan project ideas, and receive free materials! Note that **every club is required** to have at least one leader/co-leader or actively-engaged parent volunteer attend the Nov. 11th training *or* view the recording and follow up with staff afterward.

If you need to get ahold of us for any reason, please feel free to reach out via phone or email. Ryan will be overseeing volunteer engagement, so if you have a question pertaining to your participation as a volunteer, you can contact her directly.

With sincere appreciation,
~Ryan & Amy

Ryan Kincaid (she/her)
4-H Youth Development Team Leader
rkk73@cornell.edu
(315)331-8415, ext. 114

Amy Pelton (she/her)
4-H Educator
alp257@cornell.edu
(315)331-8415, ext. 113



Please detach the letter above and keep it for your reference.
The rest of the packet should be completed and returned to:

**Wayne County 4-H
Cornell Cooperative Extension
1581 Route 88N
Newark, NY 14513**



Please note that this is the form for **adult volunteers** (19 years and older) wishing to support the Wayne County 4-H Program. If you are interested in enrolling children into our youth programs, please fill out the 4-H Youth Member Enrollment/Re-enrollment packet. Reach out or check our website if you need a copy of that form.

4-H Volunteer Interest Form

October 1st, 2022 – September 30th, 2023



Volunteer Information

First Name: _____ **Last Name:** _____

Pronouns: She He They Other: _____ **Date of birth:** ____/____/____

Mailing Address: _____

Street

City

State

Zip Code

County

Cell Phone #: (____)____-____ **Do you consent to receiving texts at this number?** Yes No

Home Phone # *(if different from above):* (____)____-____ **Work Phone #:** (____)____-____

Occupation: _____ **Are you able to receive calls at work?** Yes No

Email: _____

4-H often sends information electronically; please list your preferred email address for receiving 4-H announcements and updates. We will not share your email information with any other party or agency.

Have you been part of Wayne County 4-H as a member and/or volunteer in the past? Yes No

If so, please describe your involvement and list the number of years (prior to this one) that you were involved.

Emergency Contact Information

Name: _____ **Relationship to Volunteer:** _____

Phone Number: (____)____-____ **Alternate Phone or Email:** _____

FOR OFFICE USE ONLY

Date Received: ____/____/____ *Following Background Check – Approved?* YES NO *Date Entered in 4-H Online:* ____/____/____

Calendar Mailed? YES NO *Attended Volunteer Training on 11/11/22?* YES NO **NOT REQUIRED**

4-H Year: 2022-2023

Volunteer Interests

Please check the boxes next to the opportunities you are excited to be a part of during the '22-'23 4-H Year.

Roles:

- | | |
|--|--|
| <input type="checkbox"/> Club Leader/Co-Leader | <input type="checkbox"/> Behind-the-Scenes Coordinator |
| <input type="checkbox"/> Workshop Facilitator | <input type="checkbox"/> Camp Beechwood Supervisor |
| <input type="checkbox"/> General 4-H Volunteer | <input type="checkbox"/> Other: _____ |

Why are you interested in this/these role(s)?

Volunteer Mentorship Program:

- I have been a 4-H volunteer for several years and am interested in being a mentor for a new volunteer.
- I am a new volunteer and am interested in having an experienced volunteer/mentor to reach out to with questions.
- I am not interested in this opportunity.

Areas of Interest/Expertise:

I am knowledgeable about, and may be able to **assist a club**, or **facilitate a workshop**, or **lead a summer camp session** on the following areas:

- | | |
|--|--|
| <input type="checkbox"/> Sewing | <input type="checkbox"/> Public Presentations |
| <input type="checkbox"/> Mannequin Modeling, Fashion Shows | <input type="checkbox"/> Environmental Stewardship/Eco Consciousness |
| <input type="checkbox"/> Community Service/Volunteering | <input type="checkbox"/> Cooking |
| <input type="checkbox"/> Knitting, Crocheting, Macrame | <input type="checkbox"/> Gardening/Horticulture |
| <input type="checkbox"/> Archery | <input type="checkbox"/> Honeybees |
| <input type="checkbox"/> Animal (<i>select all that apply</i>) | <input type="checkbox"/> Worm Composting |
| <input type="checkbox"/> Cats | <input type="checkbox"/> History & Culture |
| <input type="checkbox"/> Chickens | <input type="checkbox"/> Entrepreneurship/Starting a Business |
| <input type="checkbox"/> Cows | <input type="checkbox"/> Social Justice |
| <input type="checkbox"/> Dogs | <input type="checkbox"/> Robotics/Technology/Circuits |
| <input type="checkbox"/> Goats | <input type="checkbox"/> Woodworking |
| <input type="checkbox"/> Guinea Pigs (Cavies) | <input type="checkbox"/> Scrapbooking |
| <input type="checkbox"/> Horses | <input type="checkbox"/> Showmanship |
| <input type="checkbox"/> Llamas/Alpacas | <input type="checkbox"/> Leadership |
| <input type="checkbox"/> Pigs (Swine) | <input type="checkbox"/> Making items to give as gifts |
| <input type="checkbox"/> Rabbits | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Sheep | <input type="checkbox"/> Other (please list/describe below) |

Volunteer Preferences

Which type(s) of volunteer recognition/appreciation do you prefer?

- | | |
|---|--|
| <input type="checkbox"/> Handwritten Card
<input type="checkbox"/> Personalized Phone Call
<input type="checkbox"/> Certificate Showing Years of Service
<input type="checkbox"/> Small Item/Gift <i>(select which types of items would be of interest to you)</i>
<input type="checkbox"/> 4-H Sticker
<input type="checkbox"/> 4-H Bookmark
<input type="checkbox"/> 4-H Notebook
<input type="checkbox"/> Other <i>(please list):</i> _____ | <input type="checkbox"/> Individualized Thank You Email
<input type="checkbox"/> Group Thank You Email
<input type="checkbox"/> Volunteer Appreciation Luncheon &/or Ceremony
<input type="checkbox"/> 4-H T-Shirt, Hat, or Other Clothing Item
<input type="checkbox"/> 4-H Water Bottle, Mug, or Thermos
<input type="checkbox"/> 4-H Pen or Pencil |
|---|--|

How do you like to share feedback/input/ideas relating to your volunteer needs and overall experience?

What is something you hope to gain through your volunteer service with Wayne County 4-H?

For Club Leaders/Co-Leaders

(If you are not a Club Leader/Co-Leader, please skip to the next page)

Which club(s) are you a part of and what is your role in each? What types of activities and projects do you organize/plan for the youths in your club? (For new volunteers, describe the club(s) you intend to start.)

← Check this box if you would like more information about starting a club.

Club Name	My Role <i>(Please write Leader, Co-Leader, or Parent)</i>	Youth Projects/Activities	Meeting Time, Location, & Frequency

What materials/items/supplies do you anticipate needing during the current year – that you do not currently have access to? *(We are thinking about putting together a wish list or call for donations.)*

Demographic Information

(For statistical purposes only)

Are you of Hispanic/Latino ethnicity? Yes No

Race: *(choose all that apply)*

- | | | |
|--|---|---|
| <input type="checkbox"/> American Indian/Alaska Native | <input type="checkbox"/> Asian | <input type="checkbox"/> Black/African American |
| <input type="checkbox"/> Native Hawaiian or Pacific Islander | <input type="checkbox"/> Other <i>(race not listed)</i> | <input type="checkbox"/> White |

The Area Where I Live: *(choose one)*

- | | |
|--|---|
| <input type="checkbox"/> Farm/Rural (population under 10,000) | <input type="checkbox"/> Non-Farm/Rural (population under 10,000) |
| <input type="checkbox"/> Town/Village (population 10,000-50,000) | <input type="checkbox"/> Town/Suburb (population over 50,000) |
| <input type="checkbox"/> City (population over 50,000) | |

Have you, or has anyone in your immediate family served in the armed forces/military? Yes No

History

Please describe your volunteer experience (outside of Wayne County 4-H):

Have you ever left or been involuntarily terminated from a volunteer position? If so, why?

Have you ever been charged for abuse, maltreatment, or neglect of a child, an elderly person, someone with a disability, or an animal? Yes No

If yes, please explain: _____

We will evaluate criminal records for all volunteers who will work with children, the elderly, or people with disabilities (or animals?). The seriousness and nature of the offense, as well as the length of time that has elapsed and rehabilitation engaged in will be considered.

Have you ever been convicted of a criminal offense? Yes No

If so, please give the date and nature of the offense *(otherwise move on to "Availability")*. ___/___/___

Availability

What is your anticipated availability? *(Please check all that apply)*

- I can sometimes volunteer during a weekday (Monday-Friday)
- I can sometimes volunteer on the weekend (Saturday-Sunday)
- I would like to volunteer for a set time each week or month
- I am only able to help here and there as needed (not on a regular basis)
- I may be able to help with multi-day events/can take time off from work, etc. if I know far enough in advance
- I am available whenever you need me
- I have access to transportation and can come to the CCE office in Newark to volunteer
- I would prefer to volunteer from home/remotely when possible

I would prefer to attend trainings *(circle one)*: in person virtually either

Other notes about availability: _____

References

Please list two people who are not related to you (ideally former employers, colleagues, volunteer coordinators, or fellow volunteers) who are knowledgeable about your qualifications and can attest to your character.

1) First Name: _____ **Last Name:** _____

Relationship to Me: _____ **This person has known me for** _____ **years.**

Phone Number: (_____) _____ - _____ **Alternate Phone or Email:** _____

2) First Name: _____ **Last Name:** _____

Relationship to Me: _____ **This person has known me for** _____ **years.**

Phone Number: (_____) _____ - _____ **Alternate Phone or Email:** _____

I authorize contact of listed references and verification of character and delinquency history. I release all parties contacted from liability arising from the provision of requested information. I understand that misrepresentation of omission of facts requested is cause for non-appointment or termination as a Cornell Cooperative Extension Volunteer.

Publicity, Photo, Display, & Press Release

Cornell Cooperative Extension and Cornell University are granted permission to use and/or publish my photograph or image (including audio, film, digital image or any other media for educational purposes, on their respective websites or for the promotion of their respective programs. I understand that I am not being compensated in any way for the use of our images and that I do not have approval over the final product in which it appears. I hereby release Cornell Cooperative Extension, the Cornell Cooperative Extension Associations and Cornell University and all persons acting under their permission or authority from any and all claims or liability arising out of use of our images. This release shall bind our heirs, guardians, assigns, and legal representatives.

Printed Name of Volunteer Applicant: _____

Signature: _____ **Date:** ____ / ____ / ____

Cornell Cooperative Extension Association 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.

Cornell Cooperative Extension Association Volunteer Agreement

We are pleased that you are stepping into a volunteer role with Cornell Cooperative Extension Association of Wayne County (hereinafter referred to as "CCE"). Please accept our sincere thanks for your valuable contribution to CCE.

- 1) I agree that as a CCE volunteer my participation in the activities outlined in the 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. In exchange for volunteer liability insurance protection I, on behalf of myself, my heirs and my representatives, do hereby release Cornell Cooperative Extension and the Association, its officers, directors, employees, and other volunteers from any liability whatsoever for any injury to myself, including death, or damage to my property that arises out of or is in any way related to my volunteer activities unless my injury is the result of the sole negligence of Cornell Cooperative Extension or the Association. 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.

I am voluntarily affixing my signature to this agreement, and by signing below, I acknowledge that I have read, understood, and will do my best to fulfill the promises made in the Code of Conduct and Volunteer Agreement.

Printed Volunteer Name: _____

Signature: _____ Date: ____ / ____ / ____

Acknowledgment of Risk

I fully understand and acknowledge that there are inherent risks and dangers in my participation in any and all events or activities sponsored by Cornell Cooperative Extension and 4-H, and that use of equipment related to such events or activities may result in injury, illness, damage to property, or death. I also understand other participants, accidents, forces of nature or other incidents may cause these risks and dangers and I hereby accept these risks and dangers. I am of good health and I understand I may be participating in strenuous physical activity. I will refrain from participation if/when I have a fever or am otherwise feeling ill.

I HAVE READ THE ABOVE AND BY SIGNING BELOW, I AGREE IT IS MY INTENTION TO GRANT PERMISSION FOR ME TO PARTICIPATE IN ANY EVENT OR ACTIVITY IN THE 4-H PROGRAM.

The above agreement shall be binding on my heirs, successors, assigns, administrators, and executors. Any claims or disputes arising out of my participation in 4-H activities shall be venued in the Supreme Court of the State of New York located in the county of the Extension office.

Signature: _____ Date: ___/___/___

Motor Vehicle Record Request Permission Form

I, the undersigned, give authorization for P. W. Wood and Son, Inc. on behalf of Cornell Cooperative Extension Wayne 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.

Name as it appears on license: _____ Date of Birth: ___/___/___

Address: _____
Street *City*

State *Zip Code* *County*

State of License: _____ License Number: _____ Date: ___/___/___

I do not plan to drive as a Cornell Cooperative Extension Wayne County volunteer.

Background Screening Authorization/Consent Form for Volunteers

During the application process and at any time during the tenure of my volunteer service with Cornell Cooperative Extension (Wayne County), I hereby authorize First Advantage Background Screening Corp. on behalf of Cornell Cooperative Extension (Wayne County) to procure a consumer report (known as an investigative consumer report in California) which I understand may include information regarding my character, general reputation, or personal characteristics. The source of any investigative consumer report will be First Advantage Background Screening Corp. (First Advantage), P.O. Box 105292, Atlanta, GA 30348, 1-800-845-6004. 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; to the extent such investigation includes information bearing on my character, general reputation, or personal characteristics.

Volunteer Applicant's Legal Name (Print): _____

Signature: _____ Date: ___/___/___

Social Security Number: _____ - _____ - _____ Date of Birth: ___/___/___

This information will only be used for identification purposes and your paperwork will be kept on file (locked). We recommend that you retain a photocopy for your records. A Background Verification Disclosure can be found on our website.

To enroll as a volunteer in the Wayne County 4-H Program, complete this form and send to:

Wayne County: Cornell Cooperative Extension, 1581 Route 88N, Newark, NY 14513



Cornell University

Cooperative Extension
Wayne County

Cornell Cooperative Extension of Wayne Counties provide equal program and employment opportunities.

For Staff Only:

Retain original copy for a minimum of six years from the time of the CCE Volunteer's departure.

If volunteer worked with minors keep this agreement indefinitely.