

School Volunteer Application Kentucky Cooperative Extension Service

Kentucky Cooperative Extension Service takes seriously its obligation to provide a safe environment for all persons involved in volunteer activities. This application will gather information necessary to successfully match the applicant with the appropriate position. When questions arise about qualifications, answers given by the applicant will be verified.

I. GENERAL INFORMATION

Name _____
(FIRST) (MIDDLE) (LAST)

e-mail _____

Date of Birth: _____ Phone: _____

Other _____ Work _____

Mailing Address _____
(STREET, BOX, ROUTE, APT #) (CITY) (STATE) (ZIP)

Residential Address (If different from above): _____
(Street, Box, Route, Apt#) (City) (State) (Zip)

How long have you lived at present address? _____ years

Hispanic Ethnicity: (check one): Hispanic or Latino Not Hispanic or Latino

Racial Groups (check all that apply): White Black or African American
 American Indian or Alaskan Native Asian
 Native Hawaiian or Other Pacific Islander

Gender: Female Male

Occupation: _____ Employer: _____

If you were a 4-Her, indicate County: _____ State: _____

II. EMERGENCY CONTACT INFORMATION

Name _____
(FIRST) (MIDDLE) (LAST)

e-mail _____

Phone: Mobile _____ Work _____



Kentucky CES Expectations for Volunteers

Trust is placed in the Kentucky Cooperative Extension Service to provide quality leadership and care for individuals participating in CES programs. The opportunity to work with youth is a privileged position of trust that should be held only by those who are willing to demonstrate behaviors that fulfill this trust. These expectations for volunteers guide their involvement in Kentucky Extension activities.

The purpose of these expectations for volunteers is to ensure the safety and well-being of all participants (youth, their parents/guardians and families, paid and volunteer staff). Kentucky CES volunteers are expected to function within the guidelines of Kentucky CES and 4-H.

The following statements relate to the role of a volunteer with Kentucky CES and represent a contractual agreement between a volunteer and Kentucky CES.

- I will represent Kentucky CES to youth and adults by conducting myself with courteous manners and language, exhibiting good sportsmanship, serving as a positive role model, and demonstrating appropriate conflict resolution skills.
- I will abide by all applicable laws and CES rules, policies, and guidelines. This includes, but is not limited to, child abuse, fiscal management procedures and substance abuse.
- I will accept supervision and support from Extension staff or management volunteers.
- I will participate in orientation and on-going volunteer education and development, including client protection standards.
- I will not consume or allow others to use alcohol or illegal drugs at any CES function.
- I will, when transporting others, operate vehicles and equipment in a safe and reliable manner and only with a valid operator's license. I will comply with all vehicular regulations and laws. All passengers will be secured by properly operating seat belts. I have the minimum vehicle insurance coverage required by the Commonwealth of KY.
- I will accept the responsibility to promote and support the vision, mission, and values of Kentucky CES and its programs.
- I will conduct myself in a manner that is in the best interest of youth, adults and CES and will not use the volunteer position for purposes of personal gain.
- I will treat animals in a humane manner and teach program participants to provide appropriate animal care and management.
- I will use technology (including social media) in an appropriate manner that reflects the best practices in youth development.
- I will not practice, condone, tolerate, or allow bullying, hazing, harassment, or malicious pranks.
- I will ensure that educational programs of KY Cooperative Extension serve all people regardless of economic or social status and will not discriminate based on race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, or physical or mental disability.

I have read, understand, and agree to abide by these expectations for volunteers. I understand that suspension or termination of my position will result if I do not meet these expectations.

Signature of Volunteer

Date

Signature of Supervisor or Agent

Date





4-H SCHOOL CLUB LEADER

VOLUNTEER POSITION DESCRIPTION

Kentucky 4-H Youth Development Program
Kentucky Cooperative Extension Service
The University of Kentucky College of Agriculture

POSITION TITLE:

4-H School Club Leader

TIME REQUIRED / DURATION OF APPOINTMENT:

- One and half hours per club meeting from September through May
- One to two hours planning and preparation time per meeting
- One year commitment

LOCATION:

Brookside Elementary School, Nicholasville, KY

GENERAL PURPOSE:

Serve as a liaison between the county Extension office, 4-H agent, the school, teachers and administrators, 4-H members, their parents/guardians and volunteers regarding 4-H school club programs. Support 4-H professionals, school administration and faculty, volunteers, and members in conducting meaningful educational experiences to help youth grow and reach their fullest potential. Inform and encourage members, parents, and volunteers to actively participate in appropriate 4-H opportunities.

SPECIFIC RESPONSIBILITIES:

- Be committed to young people and their positive development in all areas
- Advise 4-H club members about their contributions to and participation in club activities
- Be dedicated to young people and sensitive to their abilities and needs
- Encourage 4-H members' and parents' interest and participation
- Welcome parents' ideas, activity and project assistance, cooperation, support and attendance at 4-H activities
- Follow all 4-H guidelines and policies of the University of Kentucky CES, the Kentucky 4-h program and the county 4-H program
- Read 4-H newsletters and literature from the county Extension office and keep members, school administration and faculty, parents and other volunteers informed
- Participate in one or more volunteer development opportunities each year



- Be aware of 4-H projects available, help members select projects and encourage parents to support their child's 4-H project work
- Teach or direct members and their parents to 4-H project resources
- Inform members and parents of 4-H project evaluation requirements and dates
- Continually provide feedback to members, letting them know when they are doing a good job and advising them where they could improve
- Praise and reward 4-H members for the progress they make

QUALIFICATIONS:

- Must complete the volunteer application and screening processes and be accepted as a volunteer by Client Protection Committee
- Provide own transportation to meeting and activities
- Self-starter; be able to work with minimal supervision from 4-H staff
- Interpersonal communication skills
- A sincere interest in working with extension, volunteers, and parents/guardians
- Organizational skills; ability to organize information and materials in a timely manner
- The ability to provide information and motivate youth while nurturing positive self-esteem, decision making, responsibility and leadership in the youth
- A sincere interest in sharing knowledge and experiences and skills with youth and adults in an informal educational setting
- The ability to organize information and materials and delegate responsibility
- The ability to work and communicate effectively in verbal and/or written forms
- A willingness to become familiar with and work with the philosophy and guidelines of the University of Kentucky CES, Kentucky 4-H program and county 4-H program
- Attend the Kentucky Volunteer Forum in even numbered years

BENEFITS:

- The opportunity to work with youth and/or adults providing positive support and growth experience
- Receive intrinsic and extrinsic rewards at volunteer recognition events
- Volunteer development opportunities
- Opportunities to share your skills, talents and interests
- Orientation provided by extension staff
- Research shows that volunteering promotes improved health
- Opportunity to make the difference in the life of a child.
- To develop lifelong friendships with youth, parents, and other volunteers
- To develop communication and leadership skills
- To learn organizational and time management skills
- Skills gained to expand career growth and potential
- Gain respect for community needs and civic responsibilities

SALARY:

- Unsalaries; volunteer.



I have read, understand, and agree to fulfill the purpose and responsibilities of this volunteer position and further agree to accept guidance and direction from the supervisor. I also understand that failure to fulfill the purpose and responsibilities of the volunteer position and to accept guidance and direction from the supervisor could result in suspension of my position. I also understand that this volunteer position is renewable annually; I will notify the supervising professional if I am no longer interested in serving.

MENTOR / SUPERVISING PROFESSIONAL:

Name:

Title:

Address:

City, State, Zip:

Phone:

Fax:

E-mail:

Signature of Volunteer

Date

Signature of Extension Professional

Date