4-H Volunteer Application

This form should be used when applying to be a new 4-H volunteer.

Montana State University Extension: 4-H Youth Development

18 USC 707

I. General Information

Legal Last Name_____First_____Middle _____

Current Address _____County_____

City_____State_____Zip_____

How long have you lived at this address? _____ Email:_____

Daytime Phone Number_____Evening Phone Number _____

Are you a 4-H Alumnus? ☐ Yes ☐ No If yes, where were you a member? _____

Have you previously been a 4-H Volunteer? ☐ Yes ☐ No If yes, how many years? _____

Where?_____In what role? _____

Are you an employee of MSU? ☐ Yes ☐ No If yes, what campus and department?_____

List your prior addresses for the last 5 years and length of time you lived at each.

Address _____

City _____State_____Zip_____years at this address _____

Address _____

City _____State_____Zip _____years at this address _____

II. Volunteer Interest

Please describe why you are interested in a 4 H volunteer position.

_____

_____

_____

I prefer to work with... ☐ Youth ☐ Adults ☐ Both

What type of volunteer position are you interested in? _____

Volunteer Experience (list current or more recent roles)

Organization	*Location*	*Role*	*Contact*	*Year(s)*

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III. Personal Background

*If you answer **yes** to any of the following, please explain on the lines provided below.*

a. Have you been convicted of a criminal offense in the past seven years? . . . . . ☐ Yes ☐ No

b. Have you ever been charged with child abuse or neglect? . . . . . ☐ Yes ☐ No

c. Have you ever been reported to a child protection agency for child abuse or neglect? ☐ Yes ☐ No

d. Has your driver's license ever been suspended or revoked? . . . . . ☐ Yes ☐ No

e. Other than the above, is there any fact or circumstance involving you or your background that would call into question your being entrusted with the supervision, guidance and care of young people? . . . . . ☐ Yes ☐ No

Explanation (**include year of incident**): _____

_____

_____

Do you have a current/valid driver's license? . . . . . ☐ Yes ☐ No

IV. References

Please provide names, addresses, and phone numbers of three persons not related to you who have knowledge of your character and qualifications. Please indicate your association with these individuals.

Name _____ Association _____

Phone _____ Address _____

Name _____ Association _____

Phone_____Address _____

Name _____ Association _____

Phone _____ Address _____

Signature and Authorization

I authorize MSU Extension to conduct checks of my Personal Background. I understand that misrepresentation or omission of information requested is just cause for non-appointment or removal as a 4-H volunteer. I also understand that this information will be reviewed by 4-H personnel in order to make decisions regarding my 4-H volunteer capacity.

Signature_____Date_____

Please return this form at your earliest convenience to the Extension Office. Feel free to contact us if you have any questions or wish further information. Thank you.

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Revised September 10, 2009

4-H Volunteer Disclosure and Consent

Disclosure and Consent Concerning Consumer and Investigative Consumer Reports

Signed Form is Required with Volunteer Application

18 USC 707

Montana State University Extension: 4-H Youth Development

This form, which you should read carefully, has been provided to you because the Montana 4-H Center for Youth Development (Montana 4-H Center) may request Consumer Reports and/or Investigative Consumer Reports from a consumer reporting agency. The Montana 4-H Center will use any such report(s) solely for volunteer-related purposes.

Consumer Reports or Investigative Consumer Reports will be obtained from HireRight, Inc., ("HireRight") located at 5151 California, Irvine, CA 92617. They can be contacted at 800-400-2761. Any such reports may contain information bearing on your character, general reputation, personal characteristics. The types of information that may be obtained include, but are not limited to: social security number, criminal records checks, public court records checks, including civil, and driving records. The information contained in these reports may be obtained by HireRight from private or public record sources.

You may download a copy of the "Summary of Your Rights Under the Fair Credit Reporting Act" prepared pursuant to 15 U.S.C. section 1681(g)(c) from the Montana 4-H website at www.montana4h.org. You have the right to request additional disclosures of the nature and scope of the investigation and a statement of your rights by contacting HireRight.

CONSENT

I have carefully read and understand this Disclosure and Consent form and, by my signature below, consent to the release of consumer and/or investigative consumer reports, as defined above, to the Montana 4-H Center in conjunction with my volunteer application. I further understand that any and all information contained in my volunteer application or otherwise disclosed to the Montana 4-H Center by me before, during or after my volunteer service, if any, may be utilized for the purpose of obtaining the consumer reports or investigative consumer reports requested by the Montana 4-H Center. I understand that if the Montana 4-H Center approves me to serve as a volunteer, it may request a consumer report and/or an investigative consumer report about me, as defined above, for volunteer-related purposes during the course of my service. I understand that my consent will apply throughout my volunteer service, to the extent permitted by law, unless I revoke or cancel my consent by sending a signed letter or statement to the Montana 4-H Center at any time. This Disclosure and Consent form, in original, faxed, photocopied or electronic form, will be valid for any reports that may be requested by the Montana 4-H Center.

Signature _____ Date _____

Last Name _____ First _____ Middle _____

Present Address _____

City/State/Zip _____

Social Security # _____ Date of Birth (ID purposes only) _____

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4-H Volunteer Agreement

Signed Form is Required YEARLY

Montana State University Extension: 4-H Youth Development

Last Name_____ **First Name**_____ **Middle**_____

The mission of Montana 4-H is to educate youth and adults for living in a global and ever changing world by using the resources of Land-Grant Universities and the U.S. Department of Agriculture. It strives to create environments in which young people are valued, contributing members of their community. Volunteers are one key to fulfilling this mission.

4-H VOLUNTEER STANDARDS OF BEHAVIOR

These standards outline Montana 4-H Youth Program expectations of all those who work with youth. It represents a code of ethics which all volunteers must observe.

1. Work cooperatively with youth, families, volunteers, Montana State Extension Service faculty and staff and others in a courteous, respectful manner demonstrating behaviors appropriate for a positive role model for youth.
2. Make all reasonable effort to ensure equal access to participation for all youth and adults, regardless of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital and family status.
3. Provide a safe environment; do not harm youth or adults in any way, whether through sexual harassment, physical force, verbal or mental abuse, neglect or other harmful experiences.
4. Do not use alcohol or illegal substances while working with or responsible for youth, nor allow youth under supervision to do so.
5. Obey the laws of the locality, state and nation.
6. Strive to be a positive role model. By example, help individuals learn to respect and cooperate with others. Teach others to compete with honesty and fair play.
7. Notify Extension staff promptly of any incident that may violate MSU Extension policies.
8. Inform County 4-H Staff of any personal arrests or charges of criminal activity.
9. Accept supervision and support from County 4-H Staff while involved in the Montana 4-H program.

CHILD ABUSE & NEGLECT GUIDELINES

As a volunteer of a youth serving organization, it is extremely important to be aware of your responsibility for child safety. Even though you are not required by law as a 4-H volunteer to report child abuse, it is important to insure that youth are in a safe environment and to report anything that is a risk to a child's welfare or suspected abuse.

Child Abuse is the injury, sexual abuse, negligent treatment, emotional abuse or maltreatment of a child. Different types of abuse include:

- Physical Abuse: Intentional physical injury to a child.
- Sexual Abuse: An act of sexual nature performed to gratify sexual desire.
- Neglect: An act or omission that constitutes a clear and present danger to a child's health, welfare and/or safety.
- Emotional Abuse: Verbal or nonverbal violence towards a child on a consistent basis.

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CONTINUED CHILD ABUSE & NEGLECT GUIDELINES

It is not the responsibility of a 4-H volunteer to determine whether or not a child is abused. This is the responsibility of Child Protective Services and/or law enforcement. However, *it is the responsibility of a 4-H volunteer to report suspected abuse to Extension faculty or staff or the proper authorities*. The following is a list of common signs of abuse. This list is not exhaustive nor is the presence of one or more indicators proof that abuse is taking place.

- Unexplained or suspicious injuries such as bruises, cuts or burns particularly if on a part of the body that is not prone to such injuries.
- An injury for which explanation is inconsistent.
- Unexplained changes in behavior such as becoming withdrawn, destructive habits, constant fatigue, depression, etc.
- Sexual awareness inappropriate for an age.
- Becoming increasingly dirty or unkempt.

Long-term abuse has been shown to have lastly effect on youth into adulthood physically and/or emotionally. As a 4-H volunteer, you have the opportunity to build trusting relationships with youth and make a positive different in their lives. If you have further questions, regarding how or when to report suspected child abuse, contact your County Extension Office.

MONTANA 4-H VOLUNTEER AGREEMENT

Volunteers are asked to carefully consider the following expectations.

VOLUNTEER AGREES TO:

- Enroll as a volunteer.
- Support and abide by the Montana 4-H Volunteer Standards of Behavior and Child Abuse & Neglect Guidelines.
- Be supportive of 4-H programs, youth, other adults and staff members.
- Participate in meetings and volunteer trainings as appropriate to duties.
- Provide a safe, positive environment for youth and adults to grow, learn and develop.
- Inform youth and adults of events, activities and program opportunities.

Volunteers accepted and agreeing to serve can expect the following from MSU Extension.

MSU EXTENSION AGREES TO:

- Orient volunteers to the 4-H mission, program expectations and expectations of the position.
- Provide overall direction for the 4-H program.
- Provide assistance, support and encouragement.
- Provide educational programs and materials to develop volunteer's understanding and competency to fulfill assignments.
- Provide instructional materials and resources to be used in educational programs.
- Inform volunteers of events, activities and program opportunities.

I have read and understand the Montana 4-H Volunteer Agreement, Child Abuse & Neglect Guidelines and Standards of Behavior. I agree to abide by this policy and will work to fulfill my commitment as a 4-H volunteer. I understand and agree that failure to comply with these standards of behavior and this agreement is grounds for suspension and/or termination of my volunteer status with the MSU Extension 4-H Youth Development program.

Volunteer Signature _____ Date _____

MSU Rep Signature _____ Date _____

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