



4-H YOUTH DEVELOPMENT VOLUNTEER APPLICATION

(to be completed by an individual who wishes to volunteer with the Indiana 4-H Youth Development Program)

Individuals who want to volunteer with the Indiana 4-H Youth Development Program must complete this application and submit a government-issued photo ID (of which a copy will be made). Consideration as a Purdue University Cooperative Extension Service volunteer is contingent on return of this form to your county Extension office, clearance through the national and state Sex and Violent Offender Registries, and recommendation of approval by the 4-H Youth Development Extension Educator.

I. GENERAL INFORMATION

Name: \_\_\_\_\_ (last) (first) (middle)

Former or other names: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ (Month/Day/Year)

Address: \_\_\_\_\_ (St., RR, Rd., Box, Apt.) (city) IN \_\_\_\_\_ (zip)

How long have you lived at this address? \_\_\_\_\_ years Gender: Male Female

Telephone: \_\_\_\_\_ (home) (work) (cell)

Township of residence: \_\_\_\_\_

Race (Check one): \_\_\_ White or Caucasian \_\_\_ Black or African American \_\_\_ American Indian or Alaska Native \_\_\_ Asian \_\_\_ Native Hawaiian or other Pacific Islander \_\_\_ Multiple races \_\_\_ Undetermined

Ethnicity (Check one): \_\_\_ Hispanic \_\_\_ Non-Hispanic

E-mail address: (please print clearly) \_\_\_\_\_

Please indicate your education, experience, talents, interests, and skills that might be related to the 4-H program.

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Do you have previous 4-H experience as a member or volunteer? Please describe (include the county of participation)

\_\_\_\_\_

List previous volunteer experience. Identify work with youth and community groups (current or most recent experience first). You may attach additional pages.

Table with 4 columns: Organization, Volunteer Role, City/State, Years. Rows 1-4.

**II. VOLUNTEER INTEREST:** Why are you interested in a volunteer position in Extension youth programs?

Do you prefer to work directly with: \_\_\_ youth \_\_\_ adults \_\_\_ both

If you prefer to work directly with youth, what grade level(s) do you prefer? \_\_\_ Grades K-2 \_\_\_ Grades 3-6 \_\_\_ Grades 7-12 \_\_\_ Any

Are you applying to be a volunteer with a new club or project? \_\_\_ Yes \_\_\_ No

Are you applying to help with an existing club or project? \_\_\_ Yes \_\_\_ No

Club/Project  
Name: \_\_\_\_\_  
\_\_\_\_\_

**III. PERSONAL REFERENCES:** (Local Extension staff may not serve as references)

List three persons **not related** to you who know about your qualifications for working as a volunteer in a youth organization. If you have previous experience as a volunteer, one reference should be from that organization. You may include business associates, employees or social friends. **Include complete mailing and Email addresses as well as phone numbers.**

|                                    |            |            |            |               |
|------------------------------------|------------|------------|------------|---------------|
| Name _____                         | _____      | _____      | _____      | _____         |
|                                    | Home Phone | Work Phone | Cell Phone |               |
| Address _____                      | _____      | _____      | _____      | _____         |
| St, RR, Box, Apt #                 | City       | State      | Zip        | EMAIL address |
| How do you know this person? _____ |            |            |            |               |

|                                    |            |            |            |               |
|------------------------------------|------------|------------|------------|---------------|
| Name _____                         | _____      | _____      | _____      | _____         |
|                                    | Home Phone | Work Phone | Cell Phone |               |
| Address _____                      | _____      | _____      | _____      | _____         |
| St, RR, Box, Apt #                 | City       | State      | Zip        | EMAIL address |
| How do you know this person? _____ |            |            |            |               |

|                                    |            |            |            |               |
|------------------------------------|------------|------------|------------|---------------|
| Name _____                         | _____      | _____      | _____      | _____         |
|                                    | Home Phone | Work Phone | Cell Phone |               |
| Address _____                      | _____      | _____      | _____      | _____         |
| St, RR, Box, Apt #                 | City       | State      | Zip        | EMAIL address |
| How do you know this person? _____ |            |            |            |               |

**IV. VERIFICATION and CONSENT FOR 4-H VOLUNTEER BACKGROUND CHECK:**

Have you been convicted of a crime (excluding minor traffic violations)? \_\_\_ Yes \_\_\_ No

If yes, give date, nature of offense and disposition.

NOTE: A criminal record will not necessarily disqualify an applicant; it will be considered relative to the specifics of the position.

**I certify that the above information is correct.** I authorize contact of the references listed above. I understand background checks will be conducted. I authorize the Purdue University Cooperative Extension Service to conduct a search of the current national and state Sex and Violent Offender Registries and to release any information on the Registries to the Purdue University Cooperative Extension Service.

**I understand the misrepresentation or omission of facts requested is just cause for non-appointment (or dismissal) as a Purdue University Cooperative Extension Service youth program volunteer.**

If accepted as a volunteer, I agree to respect, adhere to, and comply with the rules, policies, and guidelines established by the Purdue University Cooperative Extension Service including all laws related to child abuse and substance abuse. I recognize that the 4-H Youth Development Program is part of the Purdue Cooperative Extension Service, in which the United States Department of Agriculture, Purdue University, and all Indiana counties share. As a volunteer, I am committing to involve individuals regardless of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability or status as a veteran in educational experiences in cooperation with other Extension volunteers and Extension personnel.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return the application at your earliest convenience. Contact us if you have any questions or wish to receive further information.

It is the policy of the Purdue University Cooperative Extension Service that all persons have equal opportunity and access to its educational programs, services, activities, and facilities without regard to race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability or status as a veteran. Purdue University is an Affirmative Action institution. This material may be available in alternative formats.

## 2021 Adult Behavioral Expectations

### To Promote the Well-Being of Youth for Faculty, Extension Educators, Staff and Volunteers Who Work with 4-H Youth Development Programs in Indiana

*“Those who believe in and work with youth have confidence in our future.”*

These Adult Behavioral Expectations give faculty, educators, staff and volunteers the opportunity to reaffirm their commitment and dedication to the well-being of young people. When all faculty, educators, staff and volunteers sign a copy of this document, individuals are making a collective statement that youth in the 4-H Youth Development Program are being treated with respect, dignity, and attention to individual needs. The faculty, educators, staff and volunteers who work with the 4-H Youth Development Program in Indiana are proud of the quality educational programs provided to youth of this state and to their personal commitment to nurture the positive growth and development of youth.

In my role as a 4-H Youth Development Program faculty, educator, staff, or volunteer I will:

- Respect, adhere to, and enforce the rules, policies, and guidelines established by the Purdue University Cooperative Extension Service including all laws related to child abuse and substance abuse.
- Accept supervision and support from salaried Extension staff or designated management volunteers.
- **Be mindful and follow Purdue, Centers for Disease Control and Prevention (CDC), and other state and local health authority guidelines and recommendations related to any epidemic or pandemic illness.**
- Participate in orientation and training, which includes youth protection standards, sponsored by the Purdue Cooperative Extension Service.
- Accept my responsibility to represent 4-H Youth Development Programs with dignity and pride by being a positive role model for youth.
- Conduct myself in a courteous, respectful manner, exhibit good sportsmanship, and demonstrate reasonable conflict management skills.
- Be truthful and forthright when representing the 4-H Youth Development Program.
- Recognize that verbal or physical abuse, failure to comply with equal opportunity and anti-discrimination laws, or committing criminal acts are not acceptable practices in 4-H Youth Development Programs.
- **Embrace diversity among all youth and adult participants, helping each person to feel welcome and included in the 4-H Youth Development Program.**
- Under no circumstances allow, consume, or be under the influence of alcohol or illegal drugs at 4-H Youth Development Program events or activities.
- Operate machinery, vehicles, and other equipment in a safe and responsible manner when working with youth participating in 4-H Youth Development Programs.
- Treat animals in a humane manner and teach program participants appropriate animal care and management.
- Use technology and social media in an appropriate manner that reflects the best practices in youth development. **During virtual 4-H activities, I will follow acceptable University practices being mindful of the virtual learning environment.**
- Accept my responsibility to promote and support the 4-H Youth Development Program in order to develop an effective county, state, and national program.
- Report any suspected instances of child abuse and/or neglect to local authorities that I may observe during my role as a 4-H Youth Development Program faculty, educator, staff, or volunteer.

I have been given the opportunity to review these expectations and the opportunity to ask questions, and any questions have been answered to my satisfaction. By signing below, I acknowledge that I have read and agree to abide by the behavioral expectations in this document. I understand that my failure to comply with these expectations may result in disciplinary action or termination as a faculty member, educator, staff, or volunteer of the Indiana 4-H Youth Development Program.

### Personal Liability Waiver

I understand that participating in 4-H activities can involve certain risks to me and I accept those risks. I hereby release and discharge The Trustees of Purdue University, The \_\_\_\_\_ County Commissioners, Purdue Extension - \_\_\_\_\_ County, and each of their trustees, officers, appointees, agents, employees and volunteers (“Released Parties”) from all claims which I might have for any injury or harm to me, including, **but not limited to, bodily injury, disability, exposure to COVID-19 and other viruses and or illnesses**, and death, arising out of my participation in any activity related to the 4-H program, even if such injury or harm is caused by the negligence or fault of any of the Released Parties, provided, however, the University stipulates that the Volunteer is an “Employee” as that term is broadly defined in the “Resolution of the Board of Trustees of the Trustees of Purdue University Clarifying and Reaffirming Policy on Indemnification (the “Indemnification Policy”), and is therefore eligible for indemnification, for any and all costs of defense including, but not limited to, reasonable attorney fees and expenses, claims, demands and judgments incurred by the Volunteer, as provided by the Indemnification Policy. I do not release the Released Parties from liability for intentional, willful, or wanton acts and this release shall not be construed to include such acts.

- By checking this box and signing this form, I accept the terms and conditions of the Adult Behavioral Expectations and Personal Liability Waiver.
- By checking this box and signing this form, I am certifying that I am in compliance with all requirements established by the Purdue University ‘Use of Vehicles for University Business’ policy.
- By checking this box and signing this form, I authorize the Purdue University Cooperative Extension Service to conduct a search of the current national and state sex and violent offender registries and release any information found on the registries to the Purdue University Cooperative Extension Service.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Educator Signature

\_\_\_\_\_  
Date

Please provide any updated contact information in this box below: (phone, address, email, etc.)

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A copy of the Adult Behavioral Expectations for each faculty, educator, staff, and volunteer in 4-H Youth Extension programs will be signed and filed annually in the respective Extension/Departmental Office.

These Behavioral Expectations and related policies have been developed by faculty, educators, staff, and volunteers to strengthen the work of those who believe in the 4-H Youth Development Program.



*Purdue Extension is an Affirmative Action/Equal Opportunity Institution.*

## Vehicle Use Policy (as referred to in Adult Behavioral Expectations, 4-H 785)

During the spring of 2010, Purdue University implemented a new vehicle use policy that applies to all university faculty, staff, students and volunteers. Any Vehicle driven while conducting University Business must be operated in a safe and courteous manner. Vehicles must be operated in compliance with all applicable laws and Purdue policies. This policy includes volunteers when working with 4-H Youth Development Programs.

All individuals who operate vehicles (including personal vehicles) on University Business are required to meet Minimum Driver Qualifications. Drivers will self-certify that they meet the minimum driver qualifications. Drivers who fail to adhere to this policy and its related procedures may be deemed not to qualify for Indemnification from the University, and may be subject to disciplinary action as deemed appropriate.

15 passenger vans, motorcycles, scooters, mopeds, and similar vehicles may not be used to conduct University Business or for any other University purposes.

### Reason for this policy:

The use of Vehicles is necessary to almost all programs and activities of Purdue University. Given the number of vehicles in use and the total miles driven, it is necessary to have policies in place to manage the risks associated with the use of vehicles. The University's primary concern is to avoid injuries and property damage to those affiliated directly with the university and the general public by promoting the safe operation of vehicles used for University Business or for any other University purposes. Accidents may cause injuries, fatalities, and property damage, and may also result in claims against the University arising from third party liability, property damage, worker's compensation injuries, and business interruption.

This document establishes University policy for operating any vehicle while conducting University Business or for any other University purposes. It defines the procedures that are in place to minimize the potential for accidents and losses, and serves as a guide to departments in managing those vehicles under their control.

### Minimum Driver Qualifications:

1. Drivers must possess a valid US or Canadian driver's license with a classification appropriate to the type of vehicle being driven.
2. Drivers must be at least 18 years of age and have 1 year of licensed driving experience.
3. Drivers must have an acceptable driving record as defined in the chart below.

|                          | <b>ACCEPTABLE</b>                         | <b>CONDITIONAL</b>               | <b>UNACCEPTABLE</b>   |
|--------------------------|---|----------------------------------|---|
| <b>Moving Violations</b> | 2 or fewer violations in the past 3 years | 3 violations in the past 3 years | 4 or more violations in the past 3 years  |
| <b>At-Fault Crashes</b>  | 1 or fewer crashes in the past 3 years    | 2 crashes in the last 3 years    | 3 or more crashes in the past 3 years   |
| <b>Major offense</b>     |   |                                  | A single citation in the past 3 years for any of the following offenses: <ul style="list-style-type: none"> <li>- Any alcohol or drug-related driving offenses</li> <li>- Refusal to submit to a blood alcohol test</li> <li>- Reckless driving</li> <li>- Leaving the scene of an accident</li> <li>- Any felony crime committed with a vehicle</li> </ul> |

Please refer to the Use of Vehicles for University Business policy for more information



# 4-H CLUB VOLUNTEER LEADER

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## VOLUNTEER POSITION DESCRIPTION

Indiana 4-H Youth Development Program  
Purdue Cooperative Extension Service

### POSITION TITLE:

- ◆ 4-H Club Volunteer Leader

### TIME REQUIRED / DURATION OF APPOINTMENT:

- ◆ 4-H Club Volunteer Leaders are expected to conduct monthly meetings throughout the year (at a minimum, from January through July), be available for individual consultation with 4-H members via telephone, and perform required duties during the Steuben County 4-H Fair. 4-H Club Volunteer Leaders serve for a term of one year and may be retained after being reviewed by the 4-H Educator.

### PURPOSE:

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

### RESPONSIBILITIES:

- ◆ Follow all 4-H guidelines and policies of the Purdue University Extension, State 4-H program, and County 4-H Program.
- ◆ Participate in one or more volunteer development opportunities each year.
- ◆ Be committed and dedicated to young people, their growth in all areas, and sensitive to their abilities and needs.
- ◆ Serve as the primary communication link between the county Extension office/county 4-H professional and the club. Secure club organization materials from the county Extension office.
- ◆ Complete enrollment forms and other registration forms as requested by the county Extension office.
- ◆ Provide the county Extension office with a copy of the current club constitution and club programs.
- ◆ Hold regular, interesting, and informative club meetings.
- ◆ Ensure adequate adult supervision at all club functions.
- ◆ Involve members in developing club programs including project work, community service, social events, and participation in county, area, and state 4-H events.
- ◆ Help officers learn their responsibilities and be prepared for each meeting; teach members basic parliamentary procedure, allowing them to run their own meetings, develop committees, and plan and conduct activities.
- ◆ Maintain appropriate communications with, and coordinate the contributions of, other club leaders.
- ◆ 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.
- ◆ Recruit new members when the club has openings.
- ◆ Attend all (or most) of the club meetings and activities.
- ◆ Read 4-H newsletters and literature from the county Extension office and keep members, parents, and other leaders informed.
- ◆ Be aware of 4-H projects available, help members select projects, and encourage parents to support their child's project work.
- ◆ Inform members and parents of project evaluation requirements and dates.
- ◆ Continually provide feedback to members, letting them know when they are doing a good job and advising them when they need to improve.
- ◆ Praise members for the progress they make.

**QUALIFICATIONS:**

- ◆ Must undergo the Purdue University 4-H volunteer application and screening process and be accepted as a volunteer.
- ◆ A willingness to become familiar with and work within the philosophy and guidelines of the Purdue University Extension, State 4-H Program, and County 4-H Program.
- ◆ The ability to teach and motivate youth while nurturing positive self esteem, decision making responsibility, and leadership in the youth.
- ◆ A sincere interest in teaching and sharing knowledge and skills with youth and adults in an educational setting; the ability to organize information and materials and delegate responsibility.
- ◆ The ability to work and communicate effectively in both verbal and written forms.
- ◆ The ability to motivate parents and other volunteers to assume leadership positions.
- ◆ The ability to work with minimal supervision from professional staff.
- ◆ A sincere interest in working with other volunteers and professional staff in an educational setting.

**RESOURCES AVAILABLE:**

Purdue University Extension agrees to

- ◆ Provide training opportunities that will help the volunteer meet the needs of members, leaders, and parents
- ◆ Provide appropriate manuals, pamphlets, audio-visual aids, newsletters and other resource materials
- ◆ Have professionals available to listen to leaders' ideas to help improve the 4-H program
- ◆ Provide appropriate recognition and awards to leaders

**CONTACT PERSON:**

- ◆ Tami Mosier, 4-H Youth Development Extension Educator  
317 S. Wayne Street, Suite 1A, Angola, IN 46703  
Phone: (260) 668-1000 Ext. 1400 Fax: (260)665-9037  
Email: mosier@purdue.edu

**LOCATION:**

- ◆ Steuben County, Indiana

**SALARY:**

- ◆ Unsalariated; Volunteer.

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Signature of Volunteer

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Date

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Signature of Extension Professional

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Date