

## 4-H Volunteer Appointment Agreement

Name \_\_\_\_\_

Position \_\_\_\_\_

Appointment valid for \_\_\_\_\_ County

### Agreement:

We appreciate your commitment to share your knowledge and talent with county 4-H youth and hope this experience will be fulfilling during the time you serve as a 4-H volunteer. Your satisfaction and progress in this position are important and therefore subject to periodic reviews.

Please read the following expectations and indicate your willingness to cooperate by signing at the end of this form.

#### The County 4-H Youth Development Program agrees to:

- Provide a volunteer position description outlining specific duties.
- Share philosophy, mission, and goals of the 4-H Youth Development Program.
- Utilize, promote and provide training in experiential education.
- Provide information on state and federal policies that govern the 4-H program.
- Provide training and materials to facilitate the inclusion and participation of volunteers and youth from all backgrounds.
- Provide assistance, support, encouragement, supervision, and periodic evaluation.
- Identify approved curriculum and materials for projects and club organization.
- Provide ongoing training at the county level and information about volunteer opportunities beyond the county.
- Keep volunteers informed of events, programs, and opportunities for youth at the county, state, and national levels.
- Recognize volunteers for their contributions to the 4-H Program.
- Follow the 4-H Department's Formal System for Resolving 4-H Volunteer Personnel Issues policy.

#### As a 4-H volunteer, I agree to:

- Perform the duties in my position description in a responsible and timely manner.
- Conduct myself in a courteous and respectful manner, exhibit good sportsmanship, and provide a positive role model for all youth.
- Participate in county workshops and other training as appropriate.
- Work cooperatively with Cooperative Extension staff, volunteers, parents, and members.
- Respect, adhere to and enforce the rules, policies and guidelines established for the 4-H program.
- Participate in and support 4-H Leaders' Association and other county advisory groups.
- Support and promote the 4-H Youth Development Program through 4-H clubs, schools, school age child care programs, and other appropriate settings.
- Support and promote 4-H Youth Development opportunities and inform youth of county state, and national programs.
- Promote the spirit of inclusion and welcome participation of volunteers and youth from all backgrounds.
- Follow the Standards of Behavior which I have read and understand.

# New Jersey 4-H Volunteer Standards of Behavior

The primary purpose of these Standards of Behavior is to insure the safety and well-being of all 4-H participants (i.e., members, their parents and families, staff and volunteers.)

The Standards shall guide volunteer behavior during involvement in New Jersey 4-H. Just as it is a privilege for Rutgers Cooperative Extension to work with individuals who volunteer their time and energies to 4-H, a volunteer's involvement in 4-H is a privilege and a responsibility, not a right. When it is determined that a volunteer is not following the Standards of Behavior, Rutgers Cooperative Extension staff will implement the 4-H Department's Formal System for Resolving 4-H Volunteer Personnel Issues policy.

## 4-H Volunteers will:

- Uphold volunteerism as an effective way to meet the needs of youth and adults.
- Uphold an individual's right to dignity, self-development, and self-direction, will not abuse any 4-H participant by physical or verbal means, and will report such abuse, if observed.
- Accept supervision and support from county 4-H staff while involved in the program.
- Accept the responsibility to represent their individual county 4-H program and the New Jersey 4-H program with dignity and pride by being positive role models for the youth with whom they work
- Not commit a criminal act.
- Inform county 4-H staff of any arrests or charges of criminal activity. (This may result in temporary suspension pending resolution of the case).
- Comply with equal opportunity and anti-discrimination laws.
- Keep county 4-H staff informed of any incidents which may violate 4-H policies or personal rights.
- Handle animals and operate machinery, vehicles and other equipment in a responsible manner.
- Not require 4-H participants to purchase materials, equipment, animals or services from any specific places of business.

I have read, understand and agree to the expectations outlined in this agreement and the New Jersey 4-H Volunteer Standards of Behavior. I understand that I may terminate this appointment without prior notice. I understand and agree that any action on my part that contradicts any portion of this agreement is grounds for the immediate suspension and/or termination of my volunteer status with the New Jersey 4-H program as per 4-H Department policy.

\_\_\_\_\_  
Signature of 4-H Volunteer

\_\_\_\_\_  
Date

Welcome to 4-H leadership, a wonderful opportunity for personal growth, satisfaction and achievement.

\_\_\_\_\_  
Signature of 4-H Agent/4-H Program Associate

\_\_\_\_\_  
Date

01/2003rev