



County: _____ Date: _____

Last Name		First Name	
Preferred Name		Volunteer ID	
Date of Birth		M.I.	
Email		Primary Phone	()
Cell Phone		Work Phone	
Mailing Address		Mailing Address 2	
City		County (of residence)	
State		Zip	
Call at Work?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Best Time to Call	
Receive Email Newsletters	<input type="checkbox"/> Yes <input type="checkbox"/> No	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Gender Identity not listed <input type="checkbox"/> Prefer not to respond

"I consent to receiving texts from CCE" Yes No My Cell Carrier is: _____
My cell phone number is: _____

4-H Info

Volunteer Type	<input type="checkbox"/> Not specified <input type="checkbox"/> Project <input type="checkbox"/> General Activity <input type="checkbox"/> Organizational Leader
Interaction Type	<input type="checkbox"/> Indirect Volunteer <input type="checkbox"/> Direct Volunteer
Enrollment Date	Status: <input type="checkbox"/> New <input type="checkbox"/> Returning

ES 237 Demographics:

Ethnicity	Are you of Hispanic ethnicity? <input type="checkbox"/> Yes <input type="checkbox"/> No
Race	<input type="checkbox"/> White <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> Black <input type="checkbox"/> Asian <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Prefer Not to State/combination
Residence	<input type="checkbox"/> Farm <input type="checkbox"/> Suburb of city more than 50,000 <input type="checkbox"/> Town under 10,000 & rural non-farm <input type="checkbox"/> Central city more than 50,000 <input type="checkbox"/> Town /City 10,000-50,000 & suburbs
Military	<input type="checkbox"/> No one in my family is serving in the military <input type="checkbox"/> I have a spouse serving in the military <input type="checkbox"/> I have a child serving in the military
Branch Component	<input type="checkbox"/> Air force <input type="checkbox"/> Army <input type="checkbox"/> Coast Guard <input type="checkbox"/> DOD Civilian <input type="checkbox"/> Marines <input type="checkbox"/> Navy <input type="checkbox"/> Active Duty <input type="checkbox"/> National Guard <input type="checkbox"/> Reserves

Emergency Contact Info: Name _____ Cell Phone _____ Other Phone _____

Volunteer Signature _____ Date: _____

Volunteer Role (check all that apply)

- Club Leader** - provide overall leadership to club overseeing the structure. They help 4-H club members grow and reach their fullest potential by supporting them to conduct meaningful, educational experiences.
- Advisory/Committee Member** - is key in identifying and prioritizing the needs of youth locally to ensure that Cornell Cooperative Extension's work is relevant and focused, to make the best use of available knowledge, money, time and other resources allocated to the 4-H Program.
- Activity Leader** - All of us have something we enjoy and do well, from gardening and programming robots to cooking and crafting. Share that skill by teaching one-time workshops
- Project Leader** – A more immersed activity leader. Projects leaders help plan and prepare for project meetings or workshops, which utilize experiential learning through workshops, field trips, audio/video resources, guest speakers, teaching kits, computers, or other learning tools.

Activity/Project Leader Areas (Check all that apply)

- | | | |
|---|--|---|
| <input type="checkbox"/> Aerospace/Rocketry | <input type="checkbox"/> Automotive | <input type="checkbox"/> Animal Science |
| <input type="checkbox"/> Arts & Crafts | <input type="checkbox"/> Geospatial Technology (GIS) | <input type="checkbox"/> Robotics |
| <input type="checkbox"/> Dog Obedience | <input type="checkbox"/> Citizenship | <input type="checkbox"/> Communications |
| <input type="checkbox"/> Pets | <input type="checkbox"/> Child & Family Development | <input type="checkbox"/> Sewing |
| <input type="checkbox"/> Cooking & Nutrition | <input type="checkbox"/> Computer Science | <input type="checkbox"/> Outdoor Education |
| <input type="checkbox"/> Woodworking | <input type="checkbox"/> Forestry | <input type="checkbox"/> Electric Energy |
| <input type="checkbox"/> Healthy Living | <input type="checkbox"/> Fitness & Recreation | <input type="checkbox"/> Shooting Sports |
| <input type="checkbox"/> Plant Science/Gardening | <input type="checkbox"/> Sustainability | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Horse | <input type="checkbox"/> Livestock | <input type="checkbox"/> Veterinary Science |
| <input type="checkbox"/> Personal Safety/Preparedness | <input type="checkbox"/> Creative Arts | <input type="checkbox"/> STEM |
| <input type="checkbox"/> Community Service | <input type="checkbox"/> Personal Development | <input type="checkbox"/> Cloverbuds (5-8 yr olds) |
| <input type="checkbox"/> Other: | | |

- Judge/Evaluator** - 4-H judges support learning and growth opportunities for youth through the project judging experience during various competition throughout the 4-H year including Produced in NY, Public Presentations and the Youth Fair.

Judge/Evaluator Specialty Areas (Check all that apply)

- | | | |
|---|--|--|
| <input type="checkbox"/> Food/Nutrition | <input type="checkbox"/> Crafts | <input type="checkbox"/> Textiles & Clothing |
| <input type="checkbox"/> Photography | <input type="checkbox"/> Public Speaking | <input type="checkbox"/> Horticulture |
| <input type="checkbox"/> Woodworking | <input type="checkbox"/> STEM | <input type="checkbox"/> Other: |

NYS 4-H Code of Conduct



Our first priority is to create a safe, inclusive space for learning, sharing, and collaboration welcoming to people from diverse backgrounds, cultures and perspectives. Diversity includes, but is not limited to: race, color, religion, political beliefs, national or ethnic origin, immigration status, sex, gender, gender identity and expression, transgender status, sexual orientation, age, marital or family status, educational level, learning style, physical appearance, body size, protected veterans, and individuals with disabilities. CCE actively supports equal educational and employment opportunities. No person shall be denied admission to any educational program or activity on the basis of any legally prohibited discrimination. CCE is committed to the maintenance of affirmative action programs that will assure the continuation of such equality of opportunity.

All 4-H Participants—youth, families, volunteers, and Extension staff—in or attending any activity or event sponsored by Cornell University’s Cornell Cooperative Extension (CCE) 4-H Youth Development Program are required to uphold the values of the NYS 4-H program and conduct themselves according to these standards. The standards also apply to online activity, including social media internet presence.

Ground Rules

The following Ground Rules apply to all 4-H participants and volunteers. In addition to these expectations, CCE volunteers are accountable to additional expectations outlined in the CCE Volunteer Code of Conduct. Extension staff is accountable to additional standards of professionalism that are outlined by position descriptions and CCE human resource policies.

1. **Create a Welcoming Environment for All.** Encourage everyone to fully participate in CCE and 4-H. Recognize that all people have skills and talents that can help others and improve the community. Though we will not always agree, we must disagree respectfully. When we disagree, try to understand why.
2. **Bring Your Best Self.** Respect and follow Cooperative Extension rules, policies, and guidelines that relate to 4-H Youth Programs and Events. Conduct yourself in a manner that reflects honesty, integrity, self-control, and self-direction. Accept the results and outcomes of 4-H contests with grace and empathy for other participants. Accept the final opinions of judges and evaluators. Be open to new ideas, suggestions, and opinions of others
3. **Obey the Law.** Commit no illegal acts. Do not possess or use illegal drugs, tobacco products, firearms, weapons, or any harmful object with the intent to hurt others at any time. (Firearms are allowed only as part of supervised 4-H Shooting Sports programming.) Do not attend CCE or 4-H activities under the influence of alcohol or controlled substances.
4. **Honor Diversity – Yours and Others’.** Respect and uphold the rights and dignity of all staff, volunteers, families, and youth who participate in CCE and 4-H programs. Follow [Cornell Cooperative Extension Non-Discrimination Policy](#).

"Cornell Cooperative Extension actively supports equal educational and employment opportunities. No person shall be denied admission to any educational program or activity or be denied employment on the basis of any legally prohibited discrimination involving, but not limited to, such factors as race, color, religion, political beliefs, national or ethnic origin, sex, gender/gender identity, transgender status, sexual orientation, age, marital or family status, protected veterans and individuals with disabilities. Cornell Cooperative Extension is committed to the maintenance of affirmative action programs that will assure the continuation of such equality of opportunity."

5. **Create a Safe Environment.** Do not carelessly or intentionally harm youth or adults in any way (verbally, mentally, physically, or emotionally). Refrain from romantic displays and sexual activities either in public

Building Strong and Vibrant New York Communities

Cornell Cooperative Extension is an employer and educator recognized for valuing AA/EEO, Protected Veterans, and Individuals with Disabilities and provides equal program and employment opportunities.

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or private situations. Be kind and compassionate towards others. Do not insult or put down other participants. Harassment, bullying, and other exclusionary behavior aren't acceptable.

Be considerate and courteous of all youth and adults and their property.

- a. Youth must stay in the designated dormitory lodging areas: boys may not be in girls' dormitory or lodging areas and girls may not be in boys' dormitory or lodging areas.

Report any and all accidents, physical or verbal abuse or unsafe conditions that threaten the emotional or physical well-being of others or yourself to the NYS 4-H, Extension staff, and Event Coordinators as soon as possible.

6. **Be a Team Player.** Work cooperatively with Extension staff, volunteers, 4-Hers, and all involved in 4-H programs and activities. Be responsive to the reasonable requests of the person in charge. Respect the integrity of the group and the group's decisions.
7. **Participate Fully.** Participate in all of the planned programs, be on time and follow through on assigned tasks/responsibilities (including the completion of required records or reports) in a manner that insures the safety, well-being, and quality of the educational experience for self and others. Have fun!
8. **Watch What You Wear.** Use your best judgment. Wear clothing suited for the activity you will participate in. Clothing promoting alcohol and other intoxicants, or displaying messages that are racist, sexist, homophobic, or any other degrading message that detrimentally impacts the dignity and respect of members of our community are never acceptable. Don't wear revealing clothing, such as short skirts or shorts, midriff-baring tops, and sagging pants. If you are unsure about what is appropriate, contact the local CCE 4-H Educator in charge in advance.
9. **Be a Positive Role Model.** Act in a mature, responsible manner, recognizing you are role models for others, and that you are representing yourself, CCE, and the 4-H Youth Development Program. Be responsible for your behavior, use positive and affirming language, and uphold exemplary stands of conduct at all 4-H activities.

Consequences

Any of the following may be used, depending on severity of the situation:

1. Participant will receive a verbal warning.
2. Participant may remain at the event/activity, but may possibly be barred from a future event.
3. Participant may be asked to leave the event/activity. If a youth, the parent(s) will be called and the youth will be sent home at family's expense.

I have read and understand the above and will abide by the NYS 4-H Youth Development Code of Conduct.

Signature of 4-H Adult Volunteer

Date

In addition, I agree to the CCE Cayuga Agreement Attached. (See next two pages)

Volunteer Agreement

We are pleased that you have accepted a volunteer assignment to **Cornell Cooperative Extension Association of Cayuga County (hereinafter referred to as “CCE”)**. Please accept our sincere thanks for your valuable contribution to Cornell Cooperative Extension.

1. I agree that as a CCE volunteer my participation in the activities outlined in the attached 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.

Continued on the next page

Volunteer 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.

1. Respect and adhere to CCE rules, policies and guidelines that relate to volunteer activity and the program I serve.
2. Execute CCE business in an ethical manner.
3. 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.
4. Refrain from using my CCE volunteer status for personal or business financial gain.
5. Fulfill my assigned volunteer duties, including completion of required records or reports, in a timely manner.
6. Use my time wisely and work cooperatively with Extension staff and other volunteers.
7. Participate in required training programs and use the recommended policies and procedures.
8. Accept supervision and support from professional Extension staff and/or supervisory volunteers.
9. 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.
10. Encourage participation of and respect for individuals of diverse backgrounds, cultures, and perspectives.
11. Refrain from the use of alcohol, tobacco and inappropriate language.
12. Commit no illegal or abusive act.
13. Report all unsafe conditions and accidents to professional Extension staff as soon as possible.

Signatures: With my signature, which I voluntarily affix to this agreement, I acknowledge that I have read, understood, and will do my best to fulfill the promises made in the ***Volunteer Agreement and the Code of Conduct***.

Volunteer _____ Date _____

CCE
Representative _____
Name Title

Date _____

Volunteer Risk Waiver Form

ACKNOWLEDGMENT OF RISK, WAIVER & RELEASE - ADULT **(THIS FORM MUST BE COMPLETED BY ALL PARTICIPANTS 18 YEARS & OLDER)**

I, _____ the undersigned hereby apply to participate as a volunteer and/or participant in programs conducted in cooperation with Cornell Cooperative Extension Association of Cayuga County, and I acknowledge as follows:

I fully understand and acknowledge that there are inherent risks and dangers in my participation in volunteer/participant activities and my participation in said activities and use of any equipment or materials related to such activities may result in my injury, illness, or death and damage to or loss of my personal property.

I understand other participants, accidents, forces of nature, or other causes may cause these risks and dangers, and I hereby fully acknowledge and accept these risks and dangers.

I am in good health and **I am at or above the minimum age of 18** required to participate in this activity, and I am able to participate in any strenuous physical activity associated therewith.

I herewith release, forever discharge, and waive any right of recovery or subrogation against Cornell Cooperative Extension, its officers, directors, employees, and volunteers, from any and all liability whatsoever for any illness or injury, including death or damage to or loss of my personal property, that I may sustain while I am participating in this program. This shall be binding on my heirs, successors, assigns, administrators and executors. Any claims or disputes arising out of my participation in the activity shall first be submitted to arbitration and/or be venued in the Supreme Court of the State of New York of the sponsoring County Association, the choice of which shall be at the sole discretion of Cornell Cooperative Extension.

I HAVE READ THE ABOVE OR I ACKNOWLEDGE, IF VERIFIED BELOW BY THE WITNESS, THAT I HAVE HAD THIS DOCUMENT READ TO ME AT MY REQUEST AND BY SIGNING IT I AGREE IT IS MY INTENTION TO PARTICIPATE IN THE INDICATED ACTIVITY AND I UNDERSTAND AND ACCEPT ALL THE RISKS INVOLVED.

DATE(S) OF PROGRAM: All 4-H activities and events for program year 2023-2024
DESCRIPTION OF PROGRAM: Volunteer of Cornell Cooperative Extension of Cayuga County

PARTICIPANT'S FULL NAME (print) _____

DATE OF BIRTH: _____

ADDRESS: _____

SIGNATURE: _____ **DATE:** _____

WITNESS: _____ **SIGNATURE:** _____
(MUST BE CCE EMPLOYEE)

This form must be kept in CCE Association files for seven (7) years from date of signature.

F.O. R. M. Code 1501 – Revised CCE Cayuga County -10/2015



FOR OFFICE USE ONLY

- MVR Check: Date _____
- Background Screening: Date _____
- Sexual Harassment Training: Date _____
- Volunteer Interview: Date _____

Approved? YES NO

Reason for denial:

Forms

- Code of Conduct
- Acknowledgment of Risk
- Photo Release

Does the Volunteer have a disability? Yes No Disability: _____

Has the Volunteer been active in other Educational Focus? Counties: _____
National: _____ States: _____

Club(s): _____

Project Areas: _____

Activities: _____

Certifications: _____