



# Making the Best Better!

## Our Alabama 4-H Volunteer Application

Thank you for offering to help young people grow and learn. Your involvement is important to 4-H and our young people.

This application is important to you and 4-H for the following reasons:

- It matches you with the right job and responsibilities
- It assures that 4-H provides a safe and nurturing environment
- It protects you and everyone involved in 4-H

The volunteer application has two sections:

**General Information**—used to match your skills, interests, and abilities with 4-H's volunteer needs.

**Personal Information**—confidential information will only be accessible to authorized Extension personnel. This confidential information will be kept in a locked and secured location in your county Extension office.

Please provide the requested information and return the application to your Extension office. Note that your signature is required.

If you are 18 or younger, you will need to complete the Alabama 4-H volunteer youth application.

All applicants are subject to criminal background checks. Signing the application gives your permission for appropriate checks to be made.

Name \_\_\_\_\_  
(First) (Middle Initial) (Last)

Mailing Address \_\_\_\_\_  
(Street) (City) (County) (Zip)

Physical Address \_\_\_\_\_  
(If Different) (Street) (City) (County) (Zip)

How long have you been at this present address? \_\_\_\_\_ Years  
If less than 5 years, list your prior addresses and the length of time you lived at each.

\_\_\_\_\_  
(Street) (City) (County) (Zip) (Length of Stay)

\_\_\_\_\_  
(Street) (City) (County) (Zip) (Length of Stay)

Phone: Day \_\_\_\_\_ Best time to call: \_\_\_\_\_ a.m./p.m.  
Evening \_\_\_\_\_ Best time to call: \_\_\_\_\_ p.m.  
E-mail: \_\_\_\_\_ FAX: \_\_\_\_\_

This is my \_\_\_\_\_ year as a 4-H volunteer.  
Were you in 4-H? \_\_\_\_\_ Yes \_\_\_\_\_ No Where? \_\_\_\_\_  
(State) (County)

Gender:  Female  Male  
Ethnicity (to be used for record-keeping only)  
 American Indian  Asian  Black  Hispanic  White  Other  Multi-Ethnicity  
Do you have special needs? If yes, please describe: \_\_\_\_\_

**Volunteer Interests**

Why are you interested in a 4-H volunteer position? \_\_\_\_\_

\_\_\_\_\_  
Do you prefer to work directly with: \_\_\_\_\_ youth \_\_\_\_\_ adults \_\_\_\_\_ both  
If you prefer to work with youth, what age level(s) do you prefer to work with?  
\_\_\_\_\_ 7 and younger \_\_\_\_\_ ages 7-9 \_\_\_\_\_ ages 10-12  
\_\_\_\_\_ ages 13-15 \_\_\_\_\_ 15 and older \_\_\_\_\_ all ages

Are there specific ways that you want to volunteer for 4-H?  
 No, I want to serve wherever needed  
 Yes, I would like to serve in the following role(s): \_\_\_\_\_

Describe your skills, abilities, hobbies, and experiences that will benefit youth and 4-H:

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Have you ever volunteered before (such as church, youth sports, or PTA)?

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| Organization | Volunteer Role | Date(s) |
|--------------|----------------|---------|
|--------------|----------------|---------|

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|--------------|----------------|---------|
| Organization | Volunteer Role | Date(s) |
|--------------|----------------|---------|

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|              |                |         |
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| Organization | Volunteer Role | Date(s) |
|--------------|----------------|---------|

Are you currently employed? \_\_\_\_ Yes \_\_\_\_ No

If yes, where: \_\_\_\_\_

For how long: \_\_\_\_\_

Please list any other employment you have held during the past 3 years:

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## **PERSONAL INFORMATION**

This information is strictly confidential. This information will be securely stored and will be available only to duly authorized personnel. Extension reserves the right to share information gained during the screening process on a need-to-know basis with relevant coordinating agencies, such as local school boards and law enforcement officials. Extension cannot guarantee that confidential screening information is protected from disclosure under the laws governing public records or that confidential screening information will not be produced in response to a subpoena.

1. 4-H is concerned that volunteers and leaders be appropriate role models for youth.

Have you ever had any problems with:

a. substance abuse? \_\_\_\_ Yes \_\_\_\_ No

b. criminal behavior? \_\_\_\_ Yes \_\_\_\_ No

c. child abuse or neglect? \_\_\_\_ Yes \_\_\_\_ No

d. suspension or revocation of your driving privileges? \_\_\_\_ Yes \_\_\_\_ No

If yes to any of these, please indicate what steps you have taken to remedy this problem:

2. Other than the above, is there any other fact about you that would affect your ability to be entrusted with the supervision, guidance, and care of youth under the age of 19?  Yes  No

(If yes, please explain):

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Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State Issued: \_\_\_\_\_

Is your driver's license current and valid?  Yes  No

Do you have the minimum vehicle insurance coverage required by the state of Alabama?

Yes  No

Insurer: \_\_\_\_\_ Policy # \_\_\_\_\_

## REFERENCES

List three people who are familiar with your character and your qualifications as they relate to working with youth. (Do not list family members or Extension staff.) Please include complete mailing address. References will be contacted.

1. \_\_\_\_\_

(Name) (Phone: Day/Night) (How do they know you?)

Address \_\_\_\_\_

(Street) (City) (State) (Zip)

2. \_\_\_\_\_

(Name) (Phone: Day/Night) (How do they know you?)

Address \_\_\_\_\_

(Street) (City) (State) (Zip)

3. \_\_\_\_\_

(Name) (Phone: Day/Night) (How do they know you?)

Address \_\_\_\_\_

(Street) (City) (State) (Zip)



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## Alabama 4-H Volunteer Behavioral Guidelines

These guidelines are a reminder of the way our volunteers need to act, as worthy models of what adults should be.

- Work cooperatively with youth, families, Alabama Cooperative Extension System staff, community members, and others in a courteous, respectful manner, demonstrating behaviors appropriate for a positive role model.
- Represent Extension and the Alabama 4-H Youth Development Program with pride and dignity, behave appropriately, exhibit good sportsmanship, and demonstrate reasonable conflict management skills.
- Respect, adhere to, and enforce the Alabama 4-H Code of Conduct as well as other rules, policies, and guidelines established by Extension and event coordinators, including state laws and regulations.
- Recognize that foul language or obscenity, verbal abuse, humiliation, physical abuse, bullying, or criminal acts will not be tolerated and are grounds for termination as a 4-H volunteer. Abusive behavior towards 4-H members or other adults, including failure to provide adequate health and safety measures and care or supervision, will not be tolerated.
- Comply with equal opportunity and anti-discrimination policy and governmental laws. Make all reasonable efforts to assure that 4-H youth programs are accessible to youth without regard to race, color, national origin, gender, religion, age, or disability. These are the law and they are also a requirement for 4-H.
- Be a role model in respecting other's property and providing appropriate and ethical animal care.
- Strive for a minimum of two adults at any activity involving 4-H youth. An adult should never be left alone with a single child unless the leader is the parent or guardian of that child.
- Under no circumstances, condone the use of or personally consume alcoholic beverages or illegal drugs at 4-H events. Understand that the use of or being under the influence of alcohol or illegal drugs while in the presence of 4-H members or at 4-H programs or activities will result in termination as a 4-H volunteer.
- Operate vehicles and other equipment in a safe and responsible manner when working with youth and adults participating in 4-H programs.
- Accept responsibility for promoting, conducting, and supporting 4-H programs to develop an effective local, county, regional, and state program.
- Recognize the following behaviors as inappropriate in the presence of 4-H club members during any 4-H activity:
  - Consumption of alcohol
  - Promotion of religious or political preferences
  - Theft, pilfering, or fraud
  - Use of tobacco products outside of designated areas
  - Sexual advances or sexual activities involving 4-H youth
  - Willful damaging of property
  - Permitting passengers to ride in motor vehicles without seatbelts
  - Permitting youth or adults to ride in the back of trucks
  - Behaviors that are illegal under Alabama or federal law
- Overnight chaperons will not, under any circumstance, discipline children by use of physical punishment or by failing to provide the necessities of care, such as food and shelter.

All information that I have provided is correct. I understand that this may be verified by contacting anyone who may have information concerning my qualifications or by law enforcement background checks. I release and hold harmless from liability any person or organization that provides information. I agree to hold harmless 4-H and its representatives, the Alabama Cooperative Extension System, Auburn and Alabama A&M universities and the officers, employees, and volunteers thereof. In signing this application, I have read the attached information and apply for registration with the Alabama 4-H Program. I will comply with the policies, rules, and regulations of the 4-H program. I affirm that the information I have given on this form is true and correct. I have read and agree to abide by the Alabama 4-H volunteer behavioral guidelines. I agree to complete an orientation.

Signature \_\_\_\_\_

Date \_\_\_\_\_