FORM 2: Although county identification and other county information can be added to this form, the content should not be changed.

MSU Extension Volunteer Application Form

Extension volunteers working with youth aged 19 and under and/or with adults who have severe mental, physical or emotional disabilities must complete this application.

Name: ____________________________________________

(Last)                                     (First)                                     (Middle)

Address: ____________________________________________

(Street)                                                (City)                          (Zip)

Telephone: (__________) __________________________ Email: __________________________

Do you have a valid driver's license?  _____Yes  _____ No

Do you have a valid automobile insurance policy?   _____Yes  _____ No

Why do you want to be an MSU Extension volunteer? ____________________________________________

Describe briefly your volunteer experience, work you have done with youth, vulnerable adults and community groups, and training you've received.

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

List your interests and skills (for example, drama, food and nutrition, computers, photography, health/safety/wellness, animal science, horticulture, leadership, group process skills, citizenship, natural resources, marine and water resources, community service, career development). Feel free to list any and all others!

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

I prefer: _____ working with youth: _____ aged 5 to 8  _____ aged 9 to 12  _____ aged 13 to 19

 _____ working with adults with disabilities  _____ youth with disabilities

How much time are you willing to spend as an MSU Extension volunteer?

Weekly________ hours  Monthly________ hours
List three references. Include business associates, employers or social friends. (Do not list relatives.) Be sure you include persons who can provide information about your qualifications and suitability for working as a volunteer with MSU Extension programs.

1. ____________________________________________________________
   Name __________________________ Address ________________________
   Telephone: (______) __________________ Email: ____________________

2. ____________________________________________________________
   Name __________________________ Address ________________________
   Telephone: (______) __________________ Email: ____________________

3. ____________________________________________________________
   Name __________________________ Address ________________________
   Telephone: (______) __________________ Email: ____________________

Have you ever been turned down as a volunteer with another organization?
   _____ No   _____ Yes   If yes, please explain: _______________________

Have you applied to become a volunteer (or have you volunteered) in another county or state in 4-H, another youth organization or any other organizations? _____ No   _____ Yes
   If yes, please explain: __________________________________________

I understand that my enrollment as a volunteer is contingent upon successful completion of the application process. I give my permission for the above-named references to release information about me and for my criminal history to be verified.

I understand that MSU Extension does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, disability, political beliefs, sexual orientation, marital status or family status, and that this application will be handled in a confidential manner.

I agree to serve as a volunteer for Michigan State University Extension. I understand that either party may cancel this relationship at any time.

I certify that the above information is correct. I agree to inform MSU of any changes.

Signature __________________________________________ Date ______________

Return this form to: Haley McLean
   50 E. Sprague Road
   Ionia, MI 48846

Thank you for your willingness to share your talents!

MSU is an affirmative-action, equal-opportunity employer. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.
MSU Extension Staff and Volunteer Agreement and Code of Conduct Form

_______________________ County

Name ________________________________________________________________

Address ________________________________________________________________

Telephone ( ) ____________________ ( ) ____________________

Daytime Evening

**MSU Extension staff agree to:**

- Provide the volunteer with appropriate policies and procedures.
- Provide orientation about volunteer roles and the organization.
- Set educational tone and direction in conjunction with the appropriate MSU Extension committees.
- Offer volunteer training.
- Provide job descriptions.
- Provide assistance, program support and encouragement.
- Give recognition for time and energy devoted to MSU Extension.
- Implement ongoing affirmative-action policies and assist volunteers in doing the same.

**Volunteer agrees to:**

- Meet leadership requirements and enroll as a volunteer.
- Follow the policies, philosophy and procedures defined by staff and the appropriate Michigan State University Extension committees.
- Fulfill outlined job requirements without expectation of monetary compensation.
- Be supportive of the MSU Extension program and its activities at all levels.
- Abide by the MSU Extension Volunteer Code of Conduct.
- Affirm that the MSU Extension program actively seeks members from every race, ethnic, religious and socioeconomic group.
- Supply MSU Extension office with all information about changes in the group or club, including membership, as they occur.

I have reviewed the agreement and am willing to serve in this capacity until either party cancels this agreement. If I am unable to continue as an MSU Extension volunteer, I will notify Extension staff at least one month in advance.

I have read the ____________________________ County Code of Conduct on the back of this form and agree to comply with it.

**Signatures**

______________________________ Date

MSU Extension Volunteer

______________________________ Date

MSU Extension Staff Person

Distribute the original to the MSU Extension office and provide a copy to the volunteer.
Code of Conduct

The Michigan State University Extension program prides itself on providing quality educational programs. The primary purpose of this Code of Conduct is to ensure the safety and well-being of all participants.

As an MSU Extension volunteers, I promise that I will:

- Accept responsibility to represent ____________________________ County and MSU Extension programs with dignity and pride by being a positive role model.
- Respect, adhere to, and enforce the rules, policies and guidelines established by ____________________________ County and MSU Extension programs, and be courteous and respectful in dealings with other program participants.
- Abstain from, and not, tolerate physical or verbal abuse.
- Comply with equal opportunity and anti-discrimination laws.
- Avoid criminal activities.
- Under no circumstances, possess, sell or consume alcohol or possess, sell or use controlled substances at an MSU Extension activity or event.
- Under no circumstances, attend or participate in an MSU Extension activity or event under the influence of alcohol and/or controlled substances.
- Operate machinery, vehicles and other equipment in a responsible manner.
- Report a violation of the Code of Conduct of which I am aware.

It is important that all Michigan State University Extension volunteers comply with the Code of Conduct. Failure to comply with any component of the code or participation in other inappropriate conduct as determined by MSU Extension representatives may lead to dismissal as a volunteer from the MSU Extension program.

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MSU Extension Criminal History Check Permission Form

To protect your privacy, this form will be seen only by Michigan State University Extension staff. Please return the completed form in the attached confidential envelope.

______________________________________________________________________________

Last Name                      First Name                      Middle Initial

Race  ____ White  ____ Black  ____ Asian or Pacific Islander  ____ American Indian or Alaskan Native  ____ Unknown/Other

Sex  ____ Male  ____ Female  Date of Birth ________________________________

Month  Date  Year

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Other Last Name  Other First Name  Other Middle Initial

Other Last Name  Other First Name  Other Middle Initial

Other Last Name  Other First Name  Other Middle Initial

Have you ever been convicted of a felony or a misdemeanor?  ____ No  ____ Yes

If yes, please explain:  _______________________________________________________________  
                                                                                           
                                                                                           
I give Michigan State University Extension permission to check my criminal history with state and local police as well as with any jurisdictions in other states in which I have lived.

Signature ___________________________  Date _________________________

NOTE: A criminal record will not necessarily disqualify an applicant. A criminal record is one piece of information that will be considered in determining the appropriateness of an individual to be an MSU Extension volunteer.

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FORM 9: Although county identification can be added to this form, the content that follows should not be changed.

MSU Extension Michigan Sex Offender Registry Check Completion Form

All youth-service organizations in Michigan are required by law to complete a Michigan Public Sex Offender Registry check every six months on all volunteers within the program. It is MSU Extension's policy to conduct this check every six months on all volunteers who work with youth or vulnerable adults as part of Extension programs. This may be done one of three ways.

1. Print the list of all registered offenders, www.mipsor.state.mi.us, by zip code and cross-reference with names and addresses of volunteers within the program. Once lists have been cross-referenced, attach both lists to this form.

2. Type all volunteers' names and birth date into the Michigan Public Sexual Offender Registry individually. Print individual results; complete this form; and staple to volunteer list.

3. Print a list of volunteers (by zip code) and staff initial each volunteer's name who does not appear on the registry.

Completed forms and accompanying materials should be kept in a locked file cabinet with the other required volunteer selection paperwork.

Date

County/Unit

Program(s) check is being completed for (e.g., 4-H, other MSUE programs, etc.)

________________________________________

Staff Person Completing Check

Printed Name

________________________________________

Title

________________________________________

Signature

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Accessing the 4-H Volunteer e-Learning Course:

1. The 4-H Volunteer e-Learning Course is housed within the “Volunteers” information page on the Michigan 4-H Youth Development website. The direct link to that page is: [http://4h.msue.msu.edu/4h/volunteers](http://4h.msue.msu.edu/4h/volunteers). There is a description of the course on the page under the link entitled “4-H Volunteer e-Learning Course.” When clicking on the link from the volunteer page, it will first open the description and then provide a link. Clicking on the link in the description section that says “4-H Volunteer e-Learning Course” will take you to the link needed to open the course. You can access it directly by going to [http://4hvolunteerelearning.wsu.edu/volunteertraining/course.html](http://4hvolunteerelearning.wsu.edu/volunteertraining/course.html).

2. Once on the official 4-H Volunteer e-Learning page ([http://4hvolunteerelearning.wsu.edu/volunteertraining/course.html](http://4hvolunteerelearning.wsu.edu/volunteertraining/course.html)), you can access the course by clicking the white button on the left side of the screen that says “4-H Volunteer e-Learning Course.” If necessary, there are instructions on the page to install the appropriate software needed to run the course. This software is fairly standard and most people will not need to install additional software in order to use the system.

3. After clicking the white button to launch the 4-H Volunteer e-Learning course, individuals will need to sign in under the appropriate state. They should enter their first and last name and select Michigan from the drop-down menu. The correct password is Volunteer. After typing the password, click the button that says “Login.”

4. There are four modules that need to be completed as a part of the 4-H Volunteer e-Learning Course: About 4-H, Youth Development, Leadership & Teaching, and Getting Started in 4-H. The center of the 4-H clover tells participants more about the course. Each module can be completed individually by accessing the menu on the left or by clicking on the appropriate title within the 4-H clover. Each lesson takes approximately twenty minutes to complete. You can advance through the lessons by clicking the yellow button that says “next” or go back by clicking “back” if needed.

5. Each module has a short quiz that you will need to complete in order to demonstrate proficiency in that section. Once you pass the quiz, you will be taken to a certificate where you can enter your name, county, and share any additional comments you would like. Individuals can print their certificates for each module if they would like them for their portfolios. Once finished, clicking “submit” will alert staff at Michigan 4-H Youth Development that you have completed a section of the 4-H Volunteer e-Learning Course.