



Volunteer Application

Directions:

1. Type or print, using black ink, If you need additional space, attach a separate sheet
2. Sign the completed application. Mail or Fax Completed Applications to:
Lucinda Randolph Benjamin T: 212-340-2910 F: 212-340-2908
Cornell University Cooperative Extension - 4-H Youth Development
40 East 34th Street, Suite 606, New York, NY 10016

GENERAL		
NAME (Last, First, Middle)		Today's Date
Mailing Address - Street	Daytime Phone # ()	Evening Phone # ()
City	State	Email
Zip		
Date available? From	To	Hours of availability
Birth date if under 18		
Have you ever volunteered for CUCE -NYC before? If yes, give dates, program, position <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you speak other languages? If so specify
VOLUNTEER POSITION: Please check the volunteer role(s) that interest you most.		
<input type="checkbox"/> 4-H Club Leader <input type="checkbox"/> Workshop Leader for youth &/or adults <input type="checkbox"/> Science & Tech educator <input type="checkbox"/> Public Speaking educator <input type="checkbox"/> Health & Nutrition educator <input type="checkbox"/> College & Career Mentor	<input type="checkbox"/> Resource development (newsletter, website, fundraising) <input type="checkbox"/> Organizing events/activities <input type="checkbox"/> Program development <input type="checkbox"/> Mentor <input type="checkbox"/> Marketing the organization <input type="checkbox"/> Other: (please specify) _____	
What interests do you wish to pursue or what do you hope to accomplish by serving as a CCE volunteer?		
List your volunteer, paid, or educational experiences that relate to the volunteer position you seek		
Employer/Organization	Position & Duties	Dates

Describe any education, teaching experience or training that you have had related to the volunteer position you seek. Also describe other relevant experiences including special skills, interests, hobbies, licenses, certifications etc. **Attach a resume**

Accommodations: Given the expectations of the volunteer position for which you are applying, describe any physical or health accommodations that may be needed to allow you to participate in the activity.

Transportation: Do you have an independent and reliable means of transportation to and from volunteer activities?
____ Yes ____ No

REFERENCES: *List 2 people, not related to you, that we may contact who can attest to your qualifications. Please provide complete addresses.*

Name	Mailing Address	Daytime Phone #	Email

Have you ever been convicted of a criminal offense other than a minor traffic violation?

____ No ____ Yes (If yes) Date(s) _____

NOTE: *A criminal record will not necessarily bar an applicant. A criminal record will be considered as it relates to the requirements of the volunteer position for which you have expressed an interest.*

Do you possess a valid NYS Driver's License? ____ Yes ____ No

NOTE: *If the volunteer position you seek requires the transportation of others in your personal vehicle or use of CCE Association vehicles, you will be asked to complete a motor vehicle record request permission form.*

I affirm that the statements made on this application are true. I understand that misrepresentation or omission of facts requested is cause for my non-appointment or removal as a Cornell University Cooperative Extension volunteer. I authorize Cornell University Cooperative Extension of **New York City** (CUCENY) to obtain from all persons, including those not named here, and/or agencies any records, documents, and other information relative to my suitability to perform the duties of the volunteer position. I understand, if the volunteer position I seek involves unsupervised work with minors, individuals over 65, or individuals with disabilities that a criminal background check including a sexual offender search will be made. I further release all parties supplying said information from all liability and responsibility arising from their supplying said information.

I understand and agree that the volunteer position, for which I am applying, is without compensation or benefits of any kind. I further understand that the provisions of this application do not constitute a contract (either expressed or implied) of employment between CUCENY and myself. I further understand and agree that if I am offered and accept a volunteer position at CUCENY, either CUCENY, or I may terminate the volunteer relationship at any time for any reason or for no particular reason or cause. CUCENY reserves the right to determine and change its policies and procedures applicable to volunteers at any time for any reason. I understand and agree that my volunteer position is contingent upon, among other things, my signing the CUCENY Volunteer Agreement and acceptance of the provisions of the CUCENY Volunteer Code of Conduct.

Signature _____

Date _____

Cornell Cooperative Extension Association Volunteer Code of Conduct

Having signed a Cornell Cooperative Extension Association Volunteer Agreement, I accept responsibility to represent CCE with dignity and pride conducting myself as a positive role model for program participants. I will adhere to the following standards of behavior when engaged in assigned volunteer activities.

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

**The information in this application will be handled in a confidential manner and will be used solely to determine your placement and training within Cornell University Cooperative Extension Programs.
(It is understood that no discrimination is implied.)**