Dear 4-H Volunteer,

Welcome to Wayne County 4-H! Thank you for your interest serving as a volunteer for Cornell Cooperative Extension (CCE). Without the involvement of people like you, many of our programs could not function. We are excited that you are interested in serving your community and would like to share some important information about our volunteer selection process.

Enrollment paperwork is a critical part of the 4-H program. It not only allows the 4-H office to keep accurate records of the volunteers involved in the programs we offer and how to contact you, but it also provides liability coverage; any volunteer participating in any 4-H event, meeting, etc. must be enrolled. Enrollment in 4-H is not optional; it is required for participation.

If you were enrolled as a volunteer in 2014-15, you will find re-enrollment forms included in this packet. Please review the re-enrollment forms carefully to make sure that all information is correct including email address, phone number, and home address. Please also review, complete, and sign the parts #1 - #5 included in this packet and drop off or mail to the 4-H office at the address above. Please be sure to make a copy for your records.

If you were not enrolled as a volunteer last year, welcome!!! We are excited to have you! You will find a blank enrollment form included, please fill out completely along with reviewing, completing and signing parts #1 - #5. Depending on your capacity as a volunteer, 4-H staff may follow up with you to set up a personal interview. We look forward to working with you!

Background and DMV checks must be run every 2 years on volunteers (those volunteering more than 1x/year), please find the appropriate form on our website www.ccewayne.org or call the 4-H office. Please return the form in an envelope addressed to the above address, attention Beth Claypoole, with the word “confidential” on the outside of the envelope.

If you have any questions regarding enrollment or need help with your paperwork, please feel free to contact the 4-H office at 315-331-8415.

Sincerely,

Jessica Spence
4-H Youth Development Team Coordinator

OFFICE USE ONLY

Date Received: _____/_____/______ Total Received: $______________
Late Fee Collected: YES OR NO Cash OR Check: #_________
Date Entered in 4-H Online: _____/_____/______

Wayne County
1581 Route 88N
Newark, NY 14513
p. 315.331.8415
f. 315.331.8411
www.ccewayne.org
**PART #1: ACKNOWLEDGEMENT OF RISK**

**ACKNOWLEDGMENT OF RISK, WAIVER& RELEASE - ADULT**

(This form must be completed by all participants 18 years & older)

I, the undersigned in part #6, hereby apply to participate in the program described below to be conducted in cooperation with Cornell Cooperative Extension Association of Wayne County and I acknowledge as follows:

I fully understand and acknowledge that there are inherent risks and dangers in my participation in the above 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 risk and dangers and I hereby fully acknowledge and accept these risk 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 CCE.

I HAVE READ THE ABOVE OR I ACKNOWLEDGE, IF VERIFIED BELOW BY THE INSTRUCTOR, THAT I HAVE HAD THIS DOCUMENT READ TO ME AT MY REQUEST AND BY SIGNING PART #6 I AGREE IT IS MY INTENTION TO PARTICIPATE IN THE INDICATED ACTIVITY AND I UNDERSTAND AND ACCEPT ALL THE RISKS INVOLVED.

**DESCRIPTION OF PROGRAM:** All 4-H activities and events for program year 2015-2016

**PART #2: PHOTO RELEASE**

By signing part #6, I consent and give permission to allow Cornell Cooperative Extension the unlimited right to use photos, videos, direct quotes, and/or audio clips that they have of me participating in Cornell Cooperative Extension programs or events. I agree to give up my rights with regards to Cornell Cooperative Extension photos, videos, direct quotes, and/or audio clips of me. Further, by signing this consent and release form, I acknowledge that I understand and agree to the above request and conditions. I sign this form freely and without inducement.

**PART #3: EMERGENCY CONTACT/HEALTH INFORMATION**

In case of emergency, contact ________________________________

Home Phone ___________________ Cell ___________________ Work Phone ___________________

**Health Information (optional):**

Accommodations: Given the expectations of the volunteer position, describe any physical or health accommodations that may be needed to allow you to participate in the activity associated with this volunteer position or that you would like to make us aware of. (Add additional sheets if needed)
PART #4: CORNELL COOPERATIVE EXTENSION ASSOCIATION VOLUNTEER AGREEMENT

We are pleased that you have accepted a volunteer assignment to Cornell Cooperative Extension Association of Wayne 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.
PART #5: CODE OF CONDUCT

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.

- 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 as affirmed by my signature on the Volunteer Confidentiality Agreement.
- 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.

Any violation of this Code of Conduct may result in disciplinary action up to and including removal from the program.

With my signature, which I voluntarily affix to this agreement on Part #6, 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.

PART #6: SIGNATURES

With my signature, which I voluntarily affix to this document, I acknowledge that the information is accurate to the best of my knowledge, and I have read and understand the terms of all releases, acknowledgements and agreements herein, specifically including parts #1 Acknowledgement of Risk, #2 Photo Release, #3 Emergency Contact/Health Information, #4 Volunteer Agreement, and #5 Code of Conduct.

VOLUNTEER’S FULL NAME (print) ____________________________________________________________

DATE OF BIRTH: ___________________

ADDRESS: _________________________________________________________________________________

SIGNATURE: _______________________________________________________ DATE: __________________

WITNESS NAME: ____________________________ SIGNATURE: ____________________________________
(MUST BE CCE EMPLOYEE)

DATE: __________________

For Staff only: Provide one copy of this signed agreement to the CCE Association Volunteer. Retain original copy for a minimum of seven years from the time of the CCE Volunteer’s departure. If volunteer worked with minors keep this agreement indefinitely.