



# 2007-2008 TEXAS 4-H ADULT VOLUNTEER APPLICATION

4-H 2-I.056



Unit/Club Name: \_\_\_\_\_ Unit/Club Number: \_\_\_\_\_

County Name \_\_\_\_\_

### Volunteer Information

Check Preference  Mr.  Mrs.  Ms.  Dr.

Full Legal Name \_\_\_\_\_  
Last First Middle

Mailing Address \_\_\_\_\_

City/Town \_\_\_\_\_ Zip \_\_\_\_\_

Residence Address \_\_\_\_\_

City/Town \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Gender  Male  Female

Current Marital Status  Married  Single  Divorced

Place of Employment \_\_\_\_\_

Employment Address \_\_\_\_\_

Employment City/Town \_\_\_\_\_

How Long? \_\_\_\_\_ Do you work directly with youth?  Yes  No

Years as a Volunteer (including this year) \_\_\_\_\_

Check if you're currently in the military.

*This information is requested to gather statistics to comply with nondiscrimination requirements.*

Are you of Hispanic ethnicity? Check only one.

Yes  No

What is your racial group(s)? Check all that apply.

- White
- Black
- American Indian or Alaskan Native
- Asian
- Native Hawaiian or Pacific Islander

Adult  Youth

### Type of 4-H Unit (check only one)

#### CLUBS

- Community
- Community Partnership
- Military
- Project
- School
- After-School

#### GROUPS

- Clover Kids
- Curriculum Enrichment
- Special Interest
- Expanded Nutrition Program – Youth (ENP-Y)

#### Place of Residence - Check only one

- Farm
- Town under 10,000 and rural non-farm
- Town/City 10,000-50,000 and its suburbs
- Suburb of city more than 50,000
- Central city more than 50,000

#### Major Leadership Responsibility

- Club Manager
- Project Leader
- Activity Leader
- Master Volunteer
- Other \_\_\_\_\_

#### 4-H Alumni

4-H Alumni  Yes  No *If yes,*  
County \_\_\_\_\_ State \_\_\_\_\_

Check if you're willing to receive direct mailed information from the Texas 4-H Friends and Alumni Association.

#### List the projects in which you are interested and willing to serve as a volunteer (Refer to the 4-H I-3.055 Enrollment List)

Code	Project Name
_____	_____
_____	_____
_____	_____

My signature below indicates that:

- I give permission for photos or videotapes of myself to be reproduced for promotional or educational purposes.
- I give permission to participate in and/or complete surveys and evaluations that will be used to determine program effectiveness or to promote the program.
- I understand that participation in surveys and evaluations is voluntary and that I may choose not to participate in surveys or evaluations without any impact on my eligibility to serve with Texas Cooperative Extension. I understand that I will be asked for my verbal assent before completing a survey or an evaluation.

\_\_\_\_\_ Date

\_\_\_\_\_ Volunteer Signature

The following information is **REQUIRED** in support of the Texas 4-H and Youth Development Program's commitment to continually guarantee the safety of the members during 4-H participation. I verify that I have been previously screened including a criminal background check and **PASSED**.

Yes  No

If yes, by who? \_\_\_\_\_ When (year)? \_\_\_\_\_

For what purpose? \_\_\_\_\_

Did you pass? \_\_\_\_\_ If not, what restrictions were imposed? \_\_\_\_\_

If you have been screened and passed a criminal background check through a school district or other TCE-approved entity, a letter written from the screening entity stating you have been screened and passed must be submitted.

**Personal Information** (To be completed by volunteers 18 years or older)

Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Do you have a current/valid driver's license?  Yes  No Number \_\_\_\_\_ (Although optional, this helps affirm your identity during a background check.)

Do you have automobile liability insurance?  Yes  No

Other names you have used, including maiden name: \_\_\_\_\_

First 5 digits of Social Security number: \_\_\_\_\_ (required to do background check)

Have you ever been convicted of or received deferred adjudication for a violation of any local, state or federal law, other than (1) a minor traffic violation for which the fine was \$200 or less, or (2) any offense which was finally settled in a Juvenile Court or under a Welfare Youth Offender Law? (This includes a plea of guilty or no contest.)  Yes  No *If yes, list all convictions below, from the oldest to the most recent.*

Date of Conviction (MM/YR)	Misdemeanor (check if appropriate)	Felony (check if appropriate)	Offense (Do not use abbreviations)

**References**

1. Name \_\_\_\_\_ Address/City/Zip \_\_\_\_\_ Phone \_\_\_\_\_

2. Name \_\_\_\_\_ Address/City/Zip \_\_\_\_\_ Phone \_\_\_\_\_

3. Name \_\_\_\_\_ Address/City/Zip \_\_\_\_\_ Phone \_\_\_\_\_

I hereby authorize VERIFYI and/or its Service Provider and Texas Cooperative Extension to request and receive any and all background information about or concerning me, including, but not limited to, my Criminal History and my Credit History including a consumer report under the Fair Credit Reporting Act, 15 U.S.C 1681.\* I authorize Texas Cooperative Extension or any of its components to make reference checks relating to my volunteer service. I understand that this information will be used to determine my eligibility as a volunteer/employee with Texas Cooperative Extension. This request is for criminal history only. No credit report will be requested or obtained.

The criminal history, as received from the reporting agencies, may include arrest and conviction data, as well as plea bargains and deferred adjudications and delinquent conduct committed as a juvenile. I understand that this information will be used, in part, to determine my eligibility for an employment/volunteer position with this organization. I also understand that as long as I remain an employee or volunteer here, the criminal history check may be repeated at any time. I understand that I will have an opportunity to review the criminal history as received by client/agency and a procedure is available for clarification, if I dispute the record as received. I also understand that the criminal history could contain information presumed to be expunged.

I further release and discharge VERIFYI and their Service Provider and all of their Subsidiaries, Affiliates, Officers, Employees, Contract Personnel, or Associates, from any and all claims and liability arising out of any request for information or records pursuant to this authorization, procurement of an investigative consumer report and understand that it may contain information about my character, general reputation, personal characteristics, and mode of living, whichever are applicable.

I understand that I have the right to make written request within a reasonable period of time to VERIFYI for additional information concerning the nature and scope of the investigation. I acknowledge that I have voluntarily provided the above information for employment/volunteer purposes, and I have carefully read and understand this authorization.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Volunteer Signature

# Texas 4-H and Youth Development Volunteer Code of Conduct

The following guidelines assist volunteers in understanding personal conduct expectations during the course and scope of their duties. 4-H Volunteer Leaders must abide by all applicable Texas Cooperative Extension policies.

To be appointed as a 4-H Volunteer, you must:

1. Be at least 18 years of age. (Overnight chaperones must be at least 21 years of age).
2. Complete a Texas 4-H Volunteer Registration Form and Background Information enrollment form annually.
3. Be subject to a criminal background check and screening process.

A 4-H Volunteer is expected to:

1. Respect the individual rights, safety, and property of others;
2. Participate in routine volunteer training opportunities and activities pertinent to their duties;
3. Be committed to the core values, education goals and standards of the 4-H and Youth Development Program;
4. Support the 4-H and Youth Development Program and its policies, procedures and rules and guidelines;
5. Recognize and support the responsibilities of the 4-H and Youth Development Program staff in setting program standards, priorities, and direction;
6. Support the non-discrimination practices of the 4-H and Youth Development Program, including: socioeconomic level, race, color, sex, religion, disability, or national origin;
7. Make reasonable efforts to provide access to 4-H related information and equal opportunities to youth in their community to participate in project activities, awards programs and other events and activities;
8. Adhere to Texas laws on the use of motor vehicles;
9. Not consume alcohol and/or illegal drugs (or to be under the influence thereof) while involved or en route to any 4-H event, meeting or activity;
10. Maintain direct supervision of 4-H members and not leave the delegation under your supervision unless you have received approval from the individual in charge of the overall event or delegation;
11. Not sign a lease agreement, use permit with schools or other public or private facilities, or grant or order contracts on behalf of Texas Cooperative Extension. All such agreements shall be forwarded to the local office of Texas Cooperative Extension for review and approval;
12. Recognize Texas law requiring all adults to report suspected child abuse to the police or county child protective services;
13. Safeguard and hold confidential any information gained through administrative duties involving supervision of personnel or other information identified by the program as being confidential;
14. Not abuse a youth member, or use corporal punishment to reprimand 4-H members for inappropriate behavior;
15. Understand that falsifying enrollment information, budgets, documents or records is a breach of the Code of Ethics;
16. Not engage in sexual activity with youth members;
17. Adhere to fiscal responsibility and best management practices as outlined by Texas Cooperative Extension.
18. Register as a volunteer in only one county.

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## Consequences for Infractions

Infractions of the Texas 4-H Volunteer Code of Conduct must be reported by anyone observing them to the 4-H and Youth Development staff and/or Texas Cooperative Extension office. Consequences may include:

1. Discussion of the inappropriate actions with the 4-H leader, clarification of the policy.
2. Releasing the adult to the appropriate law enforcement agency.
3. Termination as a 4-H volunteer.

By my signature on the Texas 4-H Volunteer Registration Form and Background Information form, I acknowledge receipt of this document and acknowledge that I have read and agree to abide by the guidelines in this document. I understand that my appointment as a 4-H volunteer is contingent upon my agreeing to this document and failure to comply with these guidelines may result in termination as a volunteer. This document does not create or expand participation rights volunteers have under the law, if any.

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Printed Name of 4-H Volunteer

Signature of 4-H Volunteer

Date

County

District