



SDSU Extension has an obligation to ensure the safety of the youth it serves. This obligation also extends to the volunteers who deliver or assist in the delivery of educational programs. SDSU Extension takes this obligation seriously and developed this process to help ensure the safety of our youth and other vulnerable audiences.

The total application process includes submitting the Volunteer Enrollment Form, participating in a criminal background check and annual training. Each category of volunteer has different levels of requirements for participation. The cost recovery fee is currently \$10 and applies only to High Responsibility Volunteers. Applications and any applicable fees must be submitted to the local Extension office annually.

The background check that is completed is done specifically for 4-H. Having a background check completed through another organization will not meet the requirements for participation in SDSU Extension Volunteer activities. The Volunteer Enrollment process and applicable background checks will be completed annually.

Categories of Volunteer Involvement & Requirements:

High Responsibility Volunteers

- May have unsupervised and/or one-on-one contact with a youth
- May have the potential for 15 plus hours of volunteer work committed to a specific Extension group/club each year
- May be involved as a chaperone
- All High Responsibility Volunteers must complete the total application process to ensure their continued participation in the program. There will be multiple training options available.

Advisory Volunteers

- Has no unsupervised and/or one-on-one contact with a youth
- Is not involved in a chaperoning-type environment
- Serves in an advisory or program planning capacity for Extension
- Advisory Volunteers are encouraged but not required to complete the the total application process. They must annually complete the Volunteer Enrollment Form. If a county wishes to have an Advisory Volunteer complete the background check, the cost recovery fee must also be submitted with the form.

Short-Term Volunteers

- Has no unsupervised and/or one-on-one contact with a youth
- Volunteers less than 15 hours per year with a specific Extension group/club
- Is not involved in a chaperoning-type environment
- Has a High Responsibility Volunteer or Extension personnel present at all times
- Short Term Volunteers are not required to complete the total application process. Short Term Volunteers must provide contact information to the individual (High Responsibility Volunteer or Extension personnel) who solicited their expertise prior to participation in the program.

Which Volunteer Am I?

If you meet requirements for more than one category, you are considered the higher of two categories. For example, if you volunteer 15 or more hours per year (High Responsibility characteristic) but do not have unsupervised time with youth (Advisory Volunteer characteristic), you are considered a High Responsibility Volunteer. This requires you to complete the entire application process, including the background check and associated cost recovery fee.

2011



SOUTH DAKOTA 4-H FACT SHEET

All information is required. If any field does not apply, enter NA.

Name _____
(First) (MI) (Last)

Mailing Address _____
(Street, Box, Route, Apt. No.) (City) (State) (Zip Code)

Email _____ **Gender** Male Female

Primary Phone _____ **Secondary Phone** _____

Date of Birth _____ **4-H Alumni** Yes No

Drivers License Number _____ **Social Security Number** _____

Years as 4-H Volunteer/Leader _____ **Volunteer Type** High Responsibility Advisory

Ethnicity Hispanic or Latino Not Hispanic or Latino

Race White Black or African American
 American Indian or Alaskan Native Asian
 Native Hawaiian or Other Pacific Islander More than one race Undetermined

Citizenship Non-Resident Alien Alien Substantial Presence
 Resident Alien/Permanent Resident US Citizen

Primary Volunteer Work Location _____

Check if applicable Possible statewide duties Possible out of state duties

Approximate hours per week < 5 5-10 10 or more

Supervisor's name & phone number _____

When serving as an SDSU Extension Volunteer, I promise to:

- Accept my responsibility to represent my county and SDSU Extension programs by being a positive role model.
- Conduct myself in a courteous, respectful manner and exhibit good sportsmanship.
- Adhere to and enforce the rules, policies and guidelines established by SDSU Extension youth programs.
- Refrain from the use of physical or verbal abuse.
- Refrain from inappropriate or unwanted touching of youth or adults.
- Refrain from destructive, offensive, or sexually inappropriate behavior.
- Refrain from the possession or use of alcoholic beverages or illegal drugs at 4-H events or when youth are present.
- Avoid smoking and the use of tobacco products at 4-H events or when youth are present.
- Respect the property of others, including clothing, personal items, equipment, and facilities.
- Operate machinery, vehicles, and other equipment in a responsible manner.
- Accept the responsibility to promote and support SDSU Extension to develop an effective club, county, state, and national program.



As a 4-H leader, I agree to fulfill my volunteer responsibilities to the best of my ability and in a manner consistent with the mission of SDSU Extension.

I give permission for photos or videotapes of myself to be reproduced and utilized for 4-H promotional, educational or University purposes.

This information will be kept in a confidential file and will be accessible only to authorized personnel. A "yes" answer does not automatically exclude you from becoming a registered volunteer. If there are any changes in answers to these questions, the volunteer should immediately contact the local Extension office.

1. SDSU Extension is very concerned that volunteers and leaders be appropriate role models for participants.

Have you ever been convicted of, pled nolo contendere to, or received a deferred or suspended sentence for a crime more serious than a parking offense in this or any other state, territory or county? Yes No

If so, please provide details of the circumstances leading to your conviction, plea, or nolo contendere or deferred or suspended sentence. Attach additional sheets as necessary.

Commission of a crime is not automatic disqualification from serving as a volunteer. However, failure to disclose such actions, or attempts to mislead concerning facts or circumstances of the underlying conduct, could result in termination of volunteer duties or opportunities.

2. Do you currently have a minimum vehicle insurance coverage as required by the State of South Dakota?
 Yes No

3. I, _____, grant permission to SDSU Extension to conduct any and all background screening as deemed necessary.

I understand that my services are voluntary, that I will not be compensated, and that volunteer workers are provided worker's compensation coverage. I also understand that I will be covered by the same terms and conditions applicable to state employees according to the liability coverage program for public entities while performing volunteer activities.

This agreement may be canceled at any time by notification of either party.

I have read this agreement, understand it, and agree to serve as a volunteer.

 Volunteer

 Date

 Director of Extension or designee

 Date

County/Regional Office Use Only - Cost Recovery Payment Method

High Responsibility Volunteer Cash Check Check Number _____ Other
 Advisory Volunteer not participating in the background check process, no payment submitted

Forward original form (not a copy) and a combined county check (not individual checks or cash) to:
 SD State 4-H Office, Volunteer Application, SAG 109, Box 2207E, Brookings, SD 57007

State 4-H Office Use Only

Date Received _____
 Received By _____
 Check Number _____