

# Gallatin County 4-H Volunteer Enrollment

**Annual Fees: Volunteers = \$10**

**Club or Project:** \_\_\_\_\_

**Volunteer/Leader** (check one):     New Leader/Volunteer     Re-enrollment

**Type**(check one):  Club Leader     Project Leader     Activity Leader     Other Volunteer

**Last Name:** \_\_\_\_\_ **First Name** \_\_\_\_\_ **M.I.** \_\_\_\_\_

**Gender:** \_\_\_\_\_ **# of Years as a Leader/Volunteer** \_\_\_\_\_

**Ethnic (Circle one):**    Hispanic    Not Hispanic

**Race (Circle one):**    White    Black    Asian    Amer. Ind./Alaskan  
White & Black    White & Asian    White & Amer. Ind./Alaskan  
Black & Amer. Ind./Alaskan    Hawaiian/Pac. Island

**Other Mix**  
**Residence (Circle one):**    Farm    Rural-under 10,000    Town-between 10,000-50,000

**Media Release:**

I, (name) \_\_\_\_\_,

(please initial one) \_\_\_\_\_ authorize, \_\_\_\_\_ do not authorize Gallatin County MSU Extension Service to use photograph(s) of myself that were taken during a 4-H related event or activity on the Extension Website, press releases, newsletters, and other publicity related to 4-H activities.

The Extension Office will not use personal details or full names (first and last) of anyone in a photograph on our web site. We will not include personal e-mail or postal addresses, telephone or fax numbers on our website or in other printed publications. We may use the name(s) of individuals in accompanying text or a photo caption. We may use group or photographs with very general labels.

I hereby release the Gallatin County 4-H Program, Montana State University and any photographer chosen by them to photograph me from any and all claims for damages for libel, slander, invasion of privacy or any other claim based upon the use of my photograph and information about myself for this purpose.

Do have a loved one in the military?  Yes  No If yes, their relationship to you \_\_\_\_\_

I would like to request the following accommodations for disabilities: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Volunteer/Leader Involvement - Other Ways You Can Help

The 4-H program is successful because of volunteers. You are encouraged to join a committee and/or help with events throughout the year. Please check ( ✓ ) the Committee and/or Events you wish to be contacted to help with. You will be added to the corresponding email or mailing list. (Clubs may have separate needs in addition to these...see list below)

List the project area(s) you are interested in helping with: \_\_\_\_\_

### I am interested in volunteering for this committee/activity/event (please check):

- Unlimited Leaders Council** (to develop and promote the 4-H club program on a county-wide basis)
- 4-H Foundation Board** (to aid and promote, by financial assistance and support, all types of 4-H and other Extension youth programs)
- Shooting Sports Volunteer**
- Horse Committee** (presides over the 4-H horse program and meets once a month)
- Market Livestock Sale Committee** (organize, prepare for, conduct, follow up and report on the Gallatin County 4-H Market Livestock sale.)
- Indoor Fair Committee** (organize, prepare for, conduct, follow up and report on the Gallatin County 4-H Indoor and Family Consumer Sciences projects)
- Recognition Committee** (help plan fall recognition/awards program)
- Teen Leadership** (lead and work with 13-19 year old youth in leadership and service activities.)
- Public Relations Committee** (plan and participate in 4-H PR events throughout the year.)
- Fundraising Committee** (organize private fund raising efforts such as the Bar J Wranglers concert, help find sponsors for Summer Camp, Teen Leadership program, Cloverbud Day Camp, etc.)
- Ambassador Program** (this person works with the Teen Ambassadors (and Agent) to implement a dynamic Ambassador program.)

### Events:

- Congress Chaperone**
- County Camp Chaperone**
- Teen Retreat Chaperone**
- Fashion Revue** (get judges, and plan event)
- Fair Interview Judge** (get judges, interview and judge 4-H members projects at the Gallatin County Fair)
- Communications Day** (get judges, awards & ribbons, setup/cleanup)
- Summer Day Camps** (teach, organize, or help plan 4-H themed day camps)

### Club Needs:

- Lead or Co-Lead** (Clubs are the foundation of the 4-H experience. Club meetings are ran by youth officers to provide leadership for community service activities, social gatherings, and educational experiences. Club leaders are a great resource for families in 4-H.)

**Thank you for sharing your time and talent to develop better citizens of tomorrow**

*The Montana State University Extension Service is an ADA/EO/AA/Veteran's Preference Employer  
and Provider of Educational Outreach.*



# 4-H VOLUNTEER APPLICATION

This form should be used when applying to be a new 4-H volunteer.

## I. General Information

Legal Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Current Address: \_\_\_\_\_ County: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_ Email: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Are you a 4-H Alumnus? Yes  No  If yes, where were you a 4-H member? \_\_\_\_\_

Have you previously been a 4-H Volunteer? Yes  No  If yes, how many years? \_\_\_\_\_

Where were you a volunteer? \_\_\_\_\_ In what role? \_\_\_\_\_

Are you an employee of MSU? Yes  No  If yes, what campus and department? \_\_\_\_\_

### List your prior addresses for the last 7 years and length of time you lived at each:

Address: \_\_\_\_\_ Years at this address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Address: \_\_\_\_\_ Years at this address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

## II. Volunteer Interest

Please describe why you are interested in a 4-H volunteer position.

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I prefer to work with:  Youth  Adults  Both

What type of volunteer position are you interested in? \_\_\_\_\_

### Volunteer Experience (list current or more recent roles)

Organization	Location	Role	Contact	Year(s)



**III. Personal Background**

Do you have a current/valid driver's license?  Yes  No

**If you answer yes to any of the following, please explain on the lines provided below**

- a. Have you been convicted of a criminal offense in the past seven years?  Yes\*  No
- b. Have you ever been charged with child abuse or neglect?  Yes\*  No
- c. Have you ever been reported to a child protection agency for child abuse or neglect?  Yes\*  No
- d. Has your driver's license ever been suspended or revoked?  Yes\*  No
- e. Other than the above, is there any fact or circumstance involving you or your background that would call into question your being entrusted with the supervision, guidance and care of young people?  Yes\*  No

\*Explanation (include year, county, and state of incident):

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**IV. References**

Please provide names, addresses, and phone numbers of three persons not related to you who have knowledge of your character and qualifications. Please indicate your association with these individuals.

Name: \_\_\_\_\_ Association: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Association: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Association: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

**V. Signature and Authorization**

I authorize MSU Extension to conduct checks of my Personal Background. I understand that misrepresentation or omission of information requested is just cause for non-appointment or removal as a 4-H volunteer. I also understand that this information will be reviewed by 4-H personnel in order to make decisions regarding my 4-H volunteer capacity.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Please return this form at your earliest convenience to the Extension Office. Feel free to contact us if you have any questions or wish further information. Thank you.*



## 4-H VOLUNTEER AGREEMENT

 This form should be signed annually.

### I. General Information

Legal Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

*The mission of Montana 4-H is to educate youth and adults for living in a global and ever-changing world by using the resources of Land-Grant Universities and the U.S. Department of Agriculture. It strives to create environments in which young people are valued, contributing members of their community. Volunteers are one key to fulfilling this mission.*

### II. Standards of Behavior

These standards outline Montana 4-H Youth Program expectations of all those who work with youth. It represents a code of ethics which all volunteers must observe.

1. Work cooperatively with youth, families, volunteers, Montana State Extension Service faculty and staff and others in a courteous, respectful manner demonstrating behaviors appropriate for a positive role model for youth.
2. Make all reasonable effort to ensure equal access to participation for all youth and adults, regardless of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital and family status.
3. Provide a safe environment; do not harm youth or adults in any way, whether through sexual harassment, physical force, verbal or mental abuse, neglect or other harmful experiences.
4. Do not use alcohol or illegal substances while working with or responsible for youth, nor allow youth under supervision to do so.
5. Obey the laws of the locality, state and nation.
6. Strive to be a positive role model. By example, help individuals learn to respect and cooperate with others. Teach others to compete with honesty and fair play.
7. Notify Extension staff promptly of any incident that may violate MSU Extension policies.
8. Inform County 4-H Staff of any personal arrests or charges of criminal activity.
9. Accept supervision and support from County 4-H Staff while involved in the Montana 4-H program.

### III. Child Abuse and Neglect Guidelines

As a volunteer of a youth serving organization, it is extremely important to be aware of your responsibility for child safety. Even though you are not required by law as a 4-H volunteer to report child abuse, it is important to insure that youth are in a safe environment and to report anything that is a risk to a child's welfare or suspected abuse.

Child Abuse is the injury, sexual abuse, negligent treatment, emotional abuse or maltreatment of a child. Different types of abuse include:

- Physical Abuse: Intentional physical injury to a child.
- Sexual Abuse: An act of sexual nature performed to gratify sexual desire.
- Neglect: An act or omission that constitutes a clear and present danger to a child's health, welfare and/or safety.
- Emotional Abuse: Verbal or nonverbal violence towards a child on a consistent basis.



It is not the responsibility of a 4-H volunteer to determine whether or not a child is abused. This is the responsibility of Child Protective Services and/or law enforcement. However, *it is the responsibility of a 4-H volunteer to report suspected abuse to Extension faculty or staff or the proper authorities.* The following is a list of common signs of abuse. This list is not exhaustive nor is the presence of one or more indicators proof that abuse is taking place.

- Unexplained or suspicious injuries such as bruises, cuts or burns particularly if on a part of the body that is not prone to such injuries.
- An injury for which explanation is inconsistent.
- Unexplained changes in behavior such as becoming withdrawn, destructive habits, constant fatigue, depression, etc.
- Sexual awareness inappropriate for an age.
- Becoming increasingly dirty or unkempt.

Long-term abuse has been shown to have lasting effect on youth into adulthood physically and/or emotionally. As a 4-H volunteer, you have the opportunity to build trusting relationships with youth and make a positive difference in their lives. If you have further questions, regarding how or when to report suspected child abuse, contact your County Extension Office.

#### IV. Volunteer Agreement

##### **VOLUNTEER AGREES TO:**

*Volunteers are asked to carefully consider the following expectations.*

- Enroll as a volunteer.
- Support and abide by the Montana 4-H Volunteer Standards of Behavior and Child Abuse & Neglect Guidelines.
- Be supportive of 4-H programs, youth, other adults and staff members.
- Participate in meetings and volunteer trainings as appropriate to duties.
- Provide a safe, positive environment for youth and adults to grow, learn and develop.
- Inform youth and adults of events, activities and program opportunities.

##### **MSU EXTENSION AGREES TO:**

*Volunteers accepted and agreeing to serve can expect the following from MSU Extension.*

- Orient volunteers to the 4-H mission, program expectations and expectations of the position.
- Provide overall direction for the 4-H program.
- Provide assistance, support and encouragement.
- Provide educational programs and materials to develop volunteer's understanding and competency to fulfill assignments.
- Provide instructional materials and resources to be used in educational programs.
- Inform volunteers of events, activities and program opportunities.

#### V. Signature and Authorization

I authorize MSU Extension to conduct checks of my Personal Background. I understand that misrepresentation or omission of information requested is just cause for non-appointment or removal as a 4-H volunteer. I also understand that this information will be reviewed by 4-H personnel in order to make decisions regarding my 4-H volunteer capacity.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Please return this form at your earliest convenience to the Extension Office. Feel free to contact us if you have any questions or wish further information.*

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# 4-H VOLUNTEER CONSENT AND DISCLOSURE

 This form should be used when applying to be a new 4-H volunteer.

## I. General Information

This form, which you should read carefully, has been provided to you because the Montana 4-H Center for Youth Development (Montana 4-H Center) may request Consumer Reports and/or Investigation Consumer Reports from a consumer reporting agency. The Montana 4-H Center will use any such report(s) solely for volunteer-related purposes.

Consumer Reports or Investigative Consumer Reports will be obtained from Verified Volunteers located at 113 South College Ave., Fort Collins, CO 80524. They can be contacted at 855-326-1860 option 1. Any such reports may contain information bearing on your character, general reputation, personal characteristics. The types of information that may be obtained include, but are not limited to: social security number, criminal record checks, and public court record checks, including civil, and driving records. The information contained in these reports may be obtained by Verified Volunteers from private or public record sources. You may download a copy of the "Summary of Your Rights Under the Fair Credit Reporting Act" prepared pursuant to 15 U.S.C. section 1681 (g)(c) from the Montana 4-H website at [www.montana4h.org](http://www.montana4h.org). You have the right to request additional disclosures of the nature and scope of the investigation and a statement of your rights by contacting Verified Volunteers.

## II. Consent

I have carefully read and understand this Disclosure and Consent form and, by my signature below, consent to the release of consumer and/or investigative consumer reports, as defined above, to the Montana 4-h Center in conjunction with my volunteer application. I further understand that any and all information contained in my volunteer service, if any, may be utilized for the purpose of obtaining the consumer reports or investigative consumer reports requested by the Montana 4-H Center. I understand that if the Montana 4-H Center approves me to serve as a volunteer, it may request a consumer report and/or an investigative consumer report about me, as defined above, for volunteer-related purposes during the course of my service. I understand that my consent will apply throughout my volunteer service, to the extent permitted by law, unless I revoke or cancel my consent by sending a signed letter or statement to the Montana 4-H Center at any time. This Disclosure and Consent form, in original, faxed, photocopied or electronic form, will be valid for any reports that may be requested by the Montana 4-H Center.

## III. Signature

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## IV. Personal Information

Legal Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

I will submit my screening application to Verified Volunteers. Please email me a link to complete the online submission to complete my application process. (Below information not required)

Please submit my screening application to Verified Volunteers. (Complete information below)

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Years at this Address \_\_\_\_\_ Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Please return this form at your earliest convenience to the Extension Office. Feel free to contact us if you have any questions or wish further information. Thank you.