WYOMING COUNTY 4-H

# NEW LEADER ENROLLMENT PACKET

ORGANIZATIONAL




Cornell Cooperative Extension
Wyoming County

# Volunteer Application Instructions

1. The following Volunteer Application is a PDF document and may be adapted to reflect the needs of the association.

2. For volunteer positions a criminal background check is required. CCE Wyoming County uses First Advantage Volunteer Screening for this. (See Conducting Criminal and/or DMV History Check page)

3. For volunteer positions that require a Department of Motor Vehicle check when CCE Wyoming County makes the DMV check, a motor vehicle permission form must be signed. This is found in the contents of the staff homepage Attachments of F.O.R.M. code 1501. https://cornell.app.box.com/s/co40s826b01pgbzjihpjmkqs4vh6p6i6

4. You MUST also watch the Sexual Harassment Training Video; see link below. Once you have watched the video you must also sign off that you have completed. After you have signed off, you must forward the completion email onto the 4-H office at wyomingcounty4h@cornell.edu. If you have any questions, please do not hesitate to reach out!
   http://blogs.cornell.edu/ccevolunteertraining/required-training/

# Cornell Cooperative Extension
# Wyoming County

## Volunteer Application

**Directions**: *Type or print, using black ink
*If you need additional space, attach a separate sheet
*Sign the completed application

| **GENERAL** | | | |
|---|---|---|---|
| **NAME (Last)** **First** **Middle** | | | **Today's Date** |
| **Mailing Address - Street** | | **Daytime Phone #** ( ) | **Evening Phone #** ( ) |
| **City** **State** **Zip Code** | | **Email address if any** | **Birthdate if under 18** |
| **Have you ever volunteered for CCE before?** ☐ **Yes** ☐ **No** | **If yes, give dates, program, position** | | |
| **Date available?** **From** **To** | | **Approximately when and how many hours/week would you like to volunteer?** | |

**VOLUNTEER POSITION: Please check the volunteer role(s) that interest you most.**

| | |
|---|---|
| _____ 4-H Leader, please list potential club | _____ Organizing events/activities |
| _____ Master Gardener Master | _____ Program development |
| _____ Organization | _____ Consumer Help Line |
| _____ Organizational Development (advising & assisting with programs. | _____ Resource development – fund raising |
| | _____ Other: (please specify) _____ |

**List your volunteer, paid, or educational experiences that relate to the volunteer position you seek**

| **Organization/Employer** | **Position/Activity** | **Dates** |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

**Describe any education or training that you have had related to the volunteer position you seek. Also describe any special skills, experiences, or interests along with hobbies, licenses, certifications, or other interests you consider relevant.**

**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 have knowledge of your qualifications. Please provide complete addresses.**

| Name | Mailing Address | Daytime Phone # |
|---|---|---|
| 1.) | | |
| 2.) | | |

**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 Cooperative Extension volunteer. I authorize Cornell Cooperative Extension of Wyoming County 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 at CCE 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 myself and CCE. I further understand and agree that if I am offered and accept a volunteer position at CCE, either I or CCE, may terminate the volunteer relationship at any time for any reason or for no particular reason or cause. CCE 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 CCE Association Volunteer Agreement and acceptance of the provisions of the CCE Association Volunteer Code of Conduct.

Signature _____Date _____

Cornell Cooperative Extension
Wyoming County

4-H Youth Development
36 Center St, Suite B
Warsaw, New York 14569
t. 585-786-2251
f. 585-786-5148
http://cce.cornell.edu/wyoming

# BACKGROUND SCREENING AUTHORIZATION/CONSENT FOR VOLUNTEERS

During the application process and at any time during the tenure of my volunteer service with Cornell Cooperative Extension Wyoming County, I hereby authorize First Advantage Background Screening Corp. on behalf of Cornell Cooperative Extension Wyoming County to procure a consumer report (known as an investigative consumer report in California) which I understand may include information regarding my character, general reputation, or personal characteristics. The source of any investigative consumer report will be First Advantage Background Screening Corp. (First Advantage), P.O. Box 105292, Atlanta, GA 30348, 1-800-845-6004. This report may be compiled with information from courts record repositories, departments of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references, and any other source required to verify information that I have voluntarily supplied. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification; to the extent such investigation includes information bearing on my character, general reputation, or personal characteristics.

_____ _____
Applicant Legal Name (please print) Signature

_____-_____-_____ _____
Social Security Number * Date of Birth*

_____ _____
Street Address City, State, Zip

_____ _____
Phone Date

* For identification purposes only

California, Minnesota, & Oklahoma Residents please note: In connection with your application for service, your consumer report may be obtained and reviewed. Under Minnesota and Oklahoma law, you have a right to receive a free copy of your consumer report by checking the appropriate box below.

__ YES, I am a Minnesota resident and would like a free copy of my consumer report.
__ YES, I am an Oklahoma resident and would like a free copy of my consumer report.
__ YES, I am a California resident and would like a free copy of my investigative consumer report.

Printed Name _____

Street Address_____

City, State, Zip _____



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*The following Article 23-A applies to positions in the State of New York only.*

## NEW YORK CORRECTION LAW ARTICLE 23-A
## LICENSURE AND EMPLOYMENT OF PERSONS PREVIOUSLY CONVICTED OF ONE OR MORE CRIMINAL OFFENSES

**Section 750. Definitions.**

**751. Applicability.**
**752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited.**
**753. Factors to be considered concerning a previous criminal conviction; presumption.**
**754. Written statement upon denial of license or employment.**
**755. Enforcement.**

§**750. Definitions.** For the purposes of this article, the following terms shall have the following meanings:
(1) "Public agency" means the state or any local subdivision thereof, or any state or local department, agency, board or commission.
(2) "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons.
(3) "Direct relationship" means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question.
(4) "License" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that "license" shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.
(5) "Employment" means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that "employment" shall not, for the purposes of this article, include membership in any law enforcement agency.

§**751. Applicability.** The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

§**752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited.** No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless:
(1) There is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or
(2) the issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

§**753. Factors to be considered concerning a previous criminal conviction; presumption.**
1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors:
(a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses.
(b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person.
(c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.
(d) The time which has elapsed since the occurrence of the criminal offense or offenses.
(e) The age of the person at the time of occurrence of the criminal offense or offenses.
(f) The seriousness of the offense or offenses.
(g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.
(h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public.
2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

§**754. Written statement upon denial of license or employment.** At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

§**755. Enforcement.**
1. In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules.
2. In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.

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**Cornell Cooperative Extension Association**
**Volunteer Agreement**

We are pleased that you have accepted a volunteer assignment to Cornell Cooperative Extension Association of Wyoming 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.



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## Cornell Cooperative Extension Association
## 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.

## Cornell Cooperative Extension Association
## Photo, Video, and Audio Consent and Release Form

From time to time, photographs, videos, direct quotes, and/or audio clips may be taken of youth and adults attending Cornell Cooperative Extension events or participating in Cornell Cooperative Extension-sponsored programs and activities. Cornell Cooperative Extension requests the right to use all such photos, videos, print material and/or audio clips taken of youth and adults involved in these programs and activities. They may be used for a variety of purposes, including, but not limited to, publications, promotional brochures, promotions or showcase of programs on our Web sites, showcase of activities in local and/or national newspapers or programming, and other similar lawful purposes. By signing this form, 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.

With my signature, which I voluntarily affix to this agreement, I acknowledge that I have read, understood, and agree to the terms of the Volunteer Agreement, Code of Conduct and Photo Release Form. I further certify that I am at least 18 years of age.

CCE Volunteer _____ Date _____



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Cornell Cooperative Extension of Wyoming County
Position Description
*Organizational Leader*

Title: *Organizational Leader*

Purpose of Position:

The organizational leader is responsible for establishing and maintaining a club structure that supports 4-H Youth Development activities for 4-H age youth.

Responsibilities:

- Works with 4-H project leaders, parents, club members, and 4-H Staff to plan an annual club calendar
- Plan run and coordinate club meetings and events
- Coordinates at least six club meetings per 4-H calendar year
- Arranged for appropriate meeting facilities and follows CCE procedures.
- Ensures that information about meetings, events, activities, other opportunities, and program or policy updates are communicated to members, leaders, and parents in a timely manner
- Ensures all member and volunteer enrollments, program registrations, and participation reports are submitted on time to the 4-H Office
- Keeps the 4-H Club Management Educator informed about club activities, special accomplishments, and problems
- Serves as advisor to the club officers
- Ensures the club and its membership play an active and visible role in the community
- Ensure that volunteer, club members, and their parents are aware of and follow CCE policies and emergency procedures

Anticipated Audience:

Organizational Leaders will work with youth within the 4-H age, between the age of 5-18. Much of the position involves unsupervised work with minors, and possible work with individuals with a disability.

Expected Results:

It is expected that the 4-H club will maintain quality programming in an environment that promotes positive youth development. 4-H members will feel welcome to join 4-H and those who do will experience learning, personal growth, and a sense of knowledge. Clubs will help to serve the 4-H motto of "Making the best better".

Training and Support:

- Job Description
- New Leader Orientation (required)
- Leader Information Night (September) (required)
- Teaching kits, resource material, program books, and projects available for loan
- Peer support through 4-H Leaders Association
- Supervised by the 4-H Club Management Educator


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Reporting:

- Completion of forms required for the volunteer position
- Annual enrollment forms are required

Time Commitment:

This varies depending on the individual club schedule. We recommend at least one 4-H meeting a month. Approximately, twelve hours per month for club and county level participations.

Qualifications:

- Knowledgeable of the Cornell Cooperative Extension mission and the 4-H Youth Development Program
- Enjoys working with youth
- Has an interest in youth growth and development
- Relates and communicates effectively with a wide variety of people
- Is willing to work with any 4-H member or leader
- Has effective organizational skills
- Is willing and available to attend training programs
- Completes screening as available

Requirements:

- ☐ Leader Application
- ☐ Reference Check
- ☐ Criminal Background Check
- ☐ Department of Motor Vehicle (DMV) Check (if applicable)

Benefits:

- Enhance personal knowledge and leadership skills
- Builds friendships with 4-H members, their families, other volunteers, and extension staff
- Derive satisfaction from helping youth to reach their full potential
- Derive satisfaction in seeing the program strengthened
- Opportunity for training and resume building

Mentor/Supervising Professional:

Name:
Title:
Address:
Phone:
Fax:
Email:

*"I have read, understand, and agree to fulfill the purpose and responsibilities of this volunteer position. I am committing to involve individuals regardless of race, color, age, sex, religions, disability, or national origin in educational experiences in cooperation with other Extension volunteers and Extension personal. I further understand and agree if I am offer and accept a volunteer position at CCE, either I or CCE, may terminate the volunteer relationship at any time for any reason or for no particular reason or cause. CCE reserves the right to determine and change its policies and procedures applicable to volunteers at any time for any reason. I also understand this volunteer positions is renewable annually; I will notify the CCE Office if I am no longer interested in serving"*

Signature of Volunteer Date

Signature of 4-H Educator Professional Date

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# Important Information

## 4-H Office:

Address:
36 Center Street, Suite B
Warsaw, NY 14569
Phone Number:
(585) 786- 2251
Fax Number:
(585) 786-5148

## Cooperative Extension Website:

http://wyoming.cce.cornell.edu/

## 4-H Club Year

October 1, 2026-September 30, 2027

## 4-H Enrollment:

Member enrollment is due before participation in a 4-H event, meeting or project. If a club is willing to take a new member, 4-Hers may join a club at any time.

**November 30th** – Re-enrollment forms are due
**March 31st** – New members must be enrolled to participate in Meat Animal Auction Program, Market Poultry Broiler Program and Market Goat Project
**April** (at first dog meeting) – New members must be enrolled to participate in the Dog obedience program June 1st – New members must be enrolled to enter items at Fair

**Again this year - We will be implementing a late fee structure as posted below:**

- **Re-enrolling Members** - if youth enroll after November 30th of the program year, an additional $5/youth late fee will be added to their re - enrollment cost.
- **New Members** - if youth enroll after April 15th of the program year, an additional$5/youth late fee will be added to their enrollment cost.
  - (New members are defined as not being enrolled in the previous program year. All enrollments must be submitted by June 1st to participate in that program year.)

## Enrollment Fee:

$15 for in County 4-H members
$20 for out of County 4-H members

## 2027 Wyoming County Fair:

August 14, 2027 – August 21, 2027



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