



**MISSISSIPPI STATE UNIVERSITY EXTENSION SERVICE  
4-H Volunteer Application Packet**

Adults who assume volunteer roles within Mississippi State University Extension Service (MSU-ES) have the opportunity for a rewarding experience. It is understood that a volunteer's role is easier to manage when expectations and responsibilities have been outlined and communicated prior to the job assignment. The success of the 4-H youth development program is attributed to its volunteers. A Registered 4-H volunteer is anyone who contributes time, energies, or talents to the 4-H program and is not paid by MSU-ES.

The process to become a Mississippi State University Extension Service 4-H Registered volunteer will consist of three-steps, which includes:

1. Effective **December 1, 2018**, all potential 4-H volunteers **MUST** complete the MSU-ES approved **TrueScreen** background check.
2. Must fill out a Volunteer Application Packet.
3. Must complete the Mandatory Online Training (Best Practices for Working with Underage Participants) and must complete the Minor Protection Policy Acknowledgment Form.

***(Special Note: Only MSU-ES approved TrueScreen Background Checks will be accepted. This is a MSU policy and as a MSU Unit, we will comply.)***

The Volunteer Application Packet (VAP) contains the following documents:

- a. Volunteer Application
- b. Reference Forms completed by Extension Agent
- c. Volunteer Expectations
- d. Volunteer Position Acceptance Form
- e. A copy of Background Check Form

The volunteer's signature is required on the Application, the Position Acceptance Form and the Volunteer Expectation Form.

A Registered 4-H Volunteer is a volunteer who has completed the full Volunteer Application screening process including: screening, application, and training and has been approved by the MSU-ES County Extension Agent and appointed by the appropriate MSU-ES Associate Director for Youth Development. To the extent authorized and allowed by law, this application form and its contents will be kept confidential and accessible only to appropriate MSU personnel and administrators.

**Mississippi State University Extension Services will:**

- Educate volunteers to the 4-H program's mission, purpose, goals as they relate to positive youth development.
- Provide direction for Mississippi Extension State University Extension Service 4-H programs.
- Provide instructional materials and resources to be used for educational programming.
- Provide educational programs and materials to develop a volunteer understanding of youth development.
- Provide job descriptions for county volunteer leadership roles.
- Provide support and encouragement to all volunteers.
- Give recognition for time and energy devoted to 4-H Youth Development.
- Inform volunteers of events and activities via Extension newsletters, website and correspondence.
- Maintain working relationships with volunteers and parents involved in the 4-H program.
- Provide a conducive and positive learning environment for 4-H youth, volunteers, parents and other supporters.

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## **Mississippi State University Extension Service Expectations For 4-H Volunteers**

Trust is placed in the Mississippi State University Extension Service to provide quality leadership and care for individuals participating in Extension programs. The opportunity to work with youth is a privileged position of trust that should be held only by those who are willing to demonstrate behaviors that fulfill this trust. These expectations for volunteers guide their involvement in Mississippi State University Extension Service activities and programs.

The purpose of these expectations for volunteers is to ensure the safety and well-being of all participants (i.e., youth, their parents and families, paid and volunteer staff). Mississippi State University Extension Service volunteers are expected to function within the guidelines of Mississippi State University Extension Service 4-H.

The following statements relate to the role of a volunteer with Mississippi State University Extension Service and represent a contractual agreement between a volunteer and Mississippi State University Extension Service.

- As a 4-H volunteer who will have contact with youth audiences, I agree to undergo a mandatory background check.
- I will represent Mississippi State University Extension Service to youth and adults by conducting myself with courteous manners and language, exhibiting good sportsmanship, serving as a positive role model, and demonstrating appropriate conflict resolution skills.
- I will abide by all applicable laws and MSU rules, policies, procedures and guidelines. This includes, but is not limited to, child protection policies, fiscal management procedures and substance abuse policies.
- I will participate in volunteer training at the county level annually. I will work to improve my volunteer skills by participating in training conferences such as north or south Mississippi Forum, Annual 4-H Volunteer Conference and other opportunities.
- I will not consume or allow 4-H youth to use alcohol or illegal drugs at any MSU-ES function.
- I will, when transporting others, operate vehicles and equipment in a safe and reliable manner and only with a valid operator's license. I will comply with all vehicular regulations and laws. All passengers will be secured by properly operating seat belts. I have the minimum vehicle insurance coverage required by the state of Mississippi.
- I will accept the responsibility to promote and support the vision, mission, and values of Mississippi State University Extension Service and its programs.
- I will conduct myself in a manner that is in the best interest of youth, adults, and MSU-ES and will not use the volunteer position for purposes of personal gain.
- I will treat animals in a humane manner and teach program participants to provide appropriate animal care and management.
- I will use technology (including social media) in an appropriate manner that reflects the best practices in youth development.
- I will not practice, condone, tolerate or allow bullying, hazing, harassment or malicious pranks.
- I will ensure that educational programs of Mississippi State University Extension Service shall serve all people regardless of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or group orientation.
- I will work with the local Extension staff to plan quality educational programs in my county.
- I understand and accept that Mississippi State University Extension Service has the right to remove me as a 4-H Volunteer with or without cause.

I have read, understand and accept these expectations for volunteers. I understand that suspension or termination of my position will result if I do not meet these expectations.

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Signature of Volunteer

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Date

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Mississippi State University Extension Service  
4-H Volunteer Application

Mississippi State University Extension Service takes seriously its obligation to provide a safe environment for all persons involved in volunteer activities. This application will gather information necessary to successfully match the applicant with the appropriate position. When questions arise about qualifications, answers given by the application will be verified. **All 4-H volunteers who have contact with youth audiences must undergo a mandatory background check.**

I. GENERAL INFORMATION

Title: Mr. Mrs. Ms. Dr. (optional)

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

E-Mail: \_\_\_\_\_

Phone: Primary \_\_\_\_\_ Mobile \_\_\_\_\_  
Other \_\_\_\_\_ Work \_\_\_\_\_

Year of Birth: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(Street, Box, Route, Apt #) (City) (State) (Zip)

Residential Address: *(If different from above)*  
\_\_\_\_\_  
(Street, Box, Route, Apt #) (City) (State) (Zip)

How long have you lived at present address? \_\_\_\_\_ Years

If less than five years, list your prior addresses and the length of time you lived at each.

\_\_\_\_\_  
(Street, Box, Route, Apt #) (City) (State) (Zip)

\_\_\_\_\_  
(Street, Box, Route, Apt #) (City) (State) (Zip)

\_\_\_\_\_  
(Street, Box, Route, Apt #) (City) (State) (Zip)

The purpose of the following is only to gather statistics and determine compliance with Civil Rights laws.

**Race/ethnic origin**

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

**Gender:**

- Male
- Female

**Residence:**

- Farm
- Rural area or town of less than 10,000
- Town or city of 10,000-50,000
- City of more than 50,000
- Suburb of city of more than 50,000

**Occupation:** \_\_\_\_\_ **Employer:** \_\_\_\_\_

If you were a 4-H'er, indicate which **County:** \_\_\_\_\_ **State:** \_\_\_\_\_

If you have volunteered with youth (including 4-H), how long did you do this? \_\_\_\_\_

If yes, list **City:** \_\_\_\_\_ **County:** \_\_\_\_\_ **State:** \_\_\_\_\_

Extension staff with whom you worked. **Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Previous Volunteer Experience (List current or most recent experience first)

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Volunteer Roles & Year(s) \_\_\_\_\_

**II. PERSONAL REFERENCES**

List two persons not related to you who know about your qualifications and experiences working as a volunteer. If you have previous experience as a volunteer with a youth organization, one reference should be from that youth organization. Please include complete address and phone number.

1) **Name** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_ **Work Phone** \_\_\_\_\_

**Address** \_\_\_\_\_  
(Street, Box, Route, Apt. #) (City) (State) (Zip)

**How do you know this person?** \_\_\_\_\_ **E-mail** \_\_\_\_\_

2) **Name** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_ **Work Phone** \_\_\_\_\_

**Address** \_\_\_\_\_  
(Street, Box, Route, Apt. #) (City) (State) (Zip)

**How do you know this person?** \_\_\_\_\_ **E-mail** \_\_\_\_\_

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I authorize the contact of the references listed above. I understand that the misrepresentation or omission of information requested is just cause for non-appointment/ disengagement as a volunteer.

If accepted as a volunteer, I agree to abide by the rules, policies, procedures and standards of Mississippi State University and to fulfill the volunteer responsibilities to the best of my abilities. I understand that the purpose of 4-H Youth Development programs is to develop youth individually and as responsible and productive citizens. I recognize that 4-H Youth Development programs are part of Mississippi State University Extension Service. As a volunteer, I agree to work with youth regardless of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or group affiliation in educational experiences in cooperation with other Extension volunteers and Extension personnel. A 4-H volunteer can only be enrolled in one county.

Applicant:	_____	Date:	_____
Extension Agent:	_____	Date:	_____
County Coordinator:	_____	Date:	_____
State Volunteer Specialist:	_____	Date:	_____
Associate Director for 4-H:	_____	Date:	_____

\_\_\_\_\_  
County

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4-H Youth Development

Mississippi State University Extension Service  
4-H Volunteer Reference Form

Applicant's Name \_\_\_\_\_

Reference Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_  
*Street City State Zip*

Position applying for \_\_\_\_\_

(Provide a written volunteer position description if done by letter. Provide a brief synopsis of the volunteer position description if done by telephone.)

1. How long have you known the applicant? \_\_\_\_\_

2. What are the applicant's strengths and weaknesses for this position?  
Strengths: \_\_\_\_\_

Weaknesses: \_\_\_\_\_

3. Would you be willing to place your child or any other child for whom you are responsible under this individual's care? No \_\_\_\_\_ Yes \_\_\_\_\_ Why or why not?  
\_\_\_\_\_

4. Why do you consider this applicant to be a positive role model for youth?  
\_\_\_\_\_

5. In comparison with individuals you have known, how would you rate the applicant in the following areas?

	Average	Good	Outstanding
Emotional maturity	_____	_____	_____
Leadership	_____	_____	_____
Enthusiasm and energy	_____	_____	_____
Self-confidence	_____	_____	_____
Sense of humor	_____	_____	_____
Handling emergencies	_____	_____	_____
Understanding of children	_____	_____	_____
Communication skills	_____	_____	_____
Dependability	_____	_____	_____
Patience	_____	_____	_____
Ability to work with children	_____	_____	_____

6. If given the opportunity, would you select this person for this position?  
No \_\_\_\_\_ Yes \_\_\_\_\_  
Why or why not? \_\_\_\_\_



**4-H Mississippi State University Extension Service  
Volunteer Reference Form**

Applicant's Name \_\_\_\_\_

Reference Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_  
*Street City State Zip*

Position applying for \_\_\_\_\_

(Provide a written volunteer position description if done by letter. Provide a brief synopsis of the volunteer position description if done by telephone.)



1. How long have you known the applicant? \_\_\_\_\_

2. What are the applicant's strengths and weaknesses for this position?  
Strengths: \_\_\_\_\_

Weaknesses: \_\_\_\_\_

3. Would you be willing to place your child or any other child for whom you are responsible under this individual's care? No \_\_\_\_ Yes \_\_\_\_ Why or why not?  
\_\_\_\_\_

4. Why do you consider this applicant to be a positive role model for youth?  
\_\_\_\_\_

5. In comparison with individuals you have known, how would you rate the applicant in the following areas?

	Average	Good	Outstanding
Emotional maturity	_____	_____	_____
Leadership	_____	_____	_____
Enthusiasm and energy	_____	_____	_____
Self-confidence	_____	_____	_____
Sense of humor	_____	_____	_____
Handling emergencies	_____	_____	_____
Understanding of children	_____	_____	_____
Communication skills	_____	_____	_____
Dependability	_____	_____	_____
Patience	_____	_____	_____
Ability to work with children	_____	_____	_____

6. If given the opportunity, would you select this person for this position?  
No \_\_\_\_ Yes \_\_\_\_  
Why or why not? \_\_\_\_\_

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**MISSISSIPPI STATE UNIVERSITY EXTENSION SERVICE  
4-H VOLUNTEER POSITION DESCRIPTION**

Mississippi (*4-H, FCS, ANR, Horticulture*) Program  
Mississippi State University Extension Service  
The Mississippi State University Division of Agriculture, Forestry and Veterinary Medicine

**TIME REQUIRED:**

(Estimate the total time required for both preparation and actual volunteer efforts.)

**LOCATION:**

(Identify where the volunteering will occur.)

**GENERAL PURPOSE:**

(Identify the overall volunteer responsibilities and expectations, in paragraph form.)

**SPECIFIC RESPONSIBILITIES:**

(Identify specific duties and responsibilities of the volunteer position in a bulleted list.)

**QUALIFICATIONS:**

(Identify specific skills and abilities necessary for a volunteer in the specific position to be successful.)

**SALARY & BENEFITS:** Unsalaries; volunteer.

(Identify all benefits and “perks” which are available through this position.)

**Agent:**

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

Title: \_\_\_\_\_

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

City, State, Zip \_\_\_\_\_

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

Fax: \_\_\_\_\_

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

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**MISSISSIPPI STATE UNIVERSITY EXTENSION SERVICE  
4-H VOLUNTEER POSITION DESCRIPTION  
ACCEPTANCE FORM**

**I have read, understand and agree to fulfill the purpose and responsibilities of this volunteer position and further agree to accept guidance and direction from the Mississippi State University Extension Service. I also understand that failure to fulfill the purpose and responsibilities of the volunteer position and to accept guidance and direction from MSU Extension personnel could result in removal from serving as a volunteer. I also understand that this volunteer position is renewable annually; I will notify the local county Extension office if I am no longer interested in serving.**

**SIGNATURES:**

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Signature of Volunteer

Date

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Signature of Agent

Date



## **4-H Youth Development**

### **Roles of the County Extension Agent**

Extension agents/program associates have the responsibility for oversight of the 4-H Youth Development Program in their assigned counties. This includes the following responsibilities:

- Coordinate the chartering of 4-H membership clubs and other 4-H affiliates. (e.g., 4-H Council, volunteer/parent groups, committees, etc.)
- Provide opportunities for all 4-H youth.
- Plan and coordinate the county 4-H program.
- Staff the 4-H clubs utilizing volunteers with the assistance of youth leaders
- Provide training, supervision, and resources for volunteers/parents and youth leaders.
- Explain and enforce 4-H rules and procedures.
- Ensure that a quality 4-H educational program is conducted in the county.
- Inform 4-H volunteers and members about opportunities at county, district, regional, state, national, and international levels.
- Appoint or dismiss 4-H members, 4-H volunteers, and 4-H parents.

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**MISSISSIPPI STATE UNIVERSITY EXTENSION SERVICE**  
**Role of 4-H Volunteers**

4-H is a non-formal educational program delivered by volunteers who are supervised by Extension agents/program associates. There are two major roles adults may assume in 4-H:

- Direct Volunteer — “Unpaid support for the 4-H program through face-to-face contact with youth, by a youth or adult, e.g.: project leader, club leader, camp counselor, teacher, activity leader, organizational leader, and teen leader.” (As defined in Extension Service and Land Grant University Cooperating Extension Service, United States Department of Agriculture ES Form 237 (7/93).
  
- Indirect Volunteer — “Unpaid support for the 4-H program by adult which does not include face-to-face contact with youth, e.g.: boards, committees.” (As defined in Extension Service and Land Grant University Cooperating Extension Service, United States Department of Agriculture ES Form 237 (7/93).

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