

New

2015-2016 Gallatin County 4-H Volunteer Enrollment

FOR OFFICE USE ONLY: rcpt# _____ cash/ck# _____

PLEASE MAKE CHECK PAYABLE TO:
GALLATIN COUNTY 4-H
201 WEST MADISON, STE 300
BELGRADE, MT 59714
406-388-3213
www.gallatinextension.com

Annual Fees: Volunteers = \$10

Newsletter: Subscription mailing fee \$15 per family/year or free by email

Email: _____

Club: _____

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.** _____

Address: _____ **City** _____ **State** _____ **Zip** _____

Home phone: _____ **Cell Phone:** _____ **Work Phone:** _____

Gender: _____ **Email:** _____ **This will be my** _____ **year as a volunteer**

Ethnic (Check one): Hispanic Not Hispanic

Race (Check all that apply): White Black Asian Amer. Ind./Alaskan
White & Black White & Asian White & Amer. Ind./Alaskan
Black & Amer. Ind./Alaskan Hawaiian/Pac. Island
Other Mix

Residence (Check 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.

Signed _____

Do have a child/parent/spouse in the military? _____ Yes _____ No If yes, their relationship to you _____

If yes, which branch? _____ Army _____ Navy _____ Air Force _____ Marine _____ National Guard

I would like to request the following accommodations for disabilities: _____

Signature: _____ **Date:** _____

Volunteer/Leader Involvement - Other Ways You Can Help

The 4-H program requires volunteers to run the program. 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)
- Teen Leadership Advisory Council** (several of us are thinking about starting a new group of adults and older teens who would help shape the Teen Leadership Program. If you are interested in developing this group, please let us know.)
- Shooting Sports Advisory Board** (this is an elected committee)
- Shooting Sports Program 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.)
- Fair Committee** (organize, prepare for, conduct, follow up and report on the Gallatin County 4-H Fair)
- Recognition Committee** (help restructure/redesign our fall recognition/awards program)
- Training Committee** (plan and implement educational training sessions this fall for our adult volunteers, leaders, families, and youth)
- Public Relations Committee** (plan and participate in 4-H PR events throughout the year, working closely with the Teen Ambassadors and Teen Leadership program.)
- 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 Key Leader** (this person works with the Teen Ambassadors (and Agent) to implement a dynamic Ambassador program for our county and would also be a member of the Public Relations Committee. Someone who once was an Ambassador her/himself would be ideal! We don't have anyone right now, so if you'd like to apply for the position, please let us know.)

Events:

- Congress Chaperone**
- County Camp Chaperone**
- Teen Retreat Chaperone**
- Fashion Revue**
- Fair Interview Judge** (get judges, interview and judge 4-H members projects at the Gallatin County Fair)
- Speech/Demo Day** (get judges, awards & ribbons, setup/cleanup)

Club Needs:

- Volunteer at the Club Level** (If you can't commit to being a club leader or co-leader, consider one of the following volunteer positions which may be open in your club. Training for all positions will be available this fall.)
- Record Book Reviewer** (Trained to answer questions from youth and parents about record books. Reminds and guides youth throughout the year to work on their record book. Collects record books at the end of the year, reviews them or sends them to the Extension Office for review. Assists youth with understanding qualifications for project awards.)
- Community Service Coordinator** (Assists youth in planning and implementing service activities for their club throughout the year.)
- Fundraising Coordinator** (Assists youth with fundraising activities for their club.)
- Refreshment Coordinator** (Assists youth with planning refreshments for club meetings)
- Scrapbooking Coordinator** (Assists the club Historian and other youth involved in documenting club activities throughout the year. May also help with club window displays and other displays or publicity.)

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

4-H Volunteer Application

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



Montana State University Extension: 4-H Youth Development

I. General Information

Legal Last Name _____ First _____ Middle _____

Current Address _____ County _____

City _____ State _____ Zip _____

How long have you lived at this address? _____

Daytime Phone Number _____ Evening Phone Number _____

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

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

Where? _____ In what role? _____

List your prior addresses for the last 5 years and length of time you lived at each.

Address _____

City _____ State _____ Zip _____ years at this address _____

Address _____

City _____ State _____ Zip _____ years at this address _____

II. Volunteer Interest

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

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)
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III. Personal Background

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 of incident): _____

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

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 _____ Email _____

Name _____ Association _____
 Phone _____ Email _____

Name _____ Association _____
 Phone _____ Email _____

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

Signed Form is
Required YEARLY



Montana State University Extension: 4-H Youth Development

Last Name _____ First Name _____ 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.

4-H VOLUNTEER 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 MSJ 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.

CHILD ABUSE & 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 you are in a safe environment to report any thing 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 real welfare and/or safety.
- Emotional Abuse: Verbal or nonverbal violence towards a child on a consistent basis.

CONTINUED CHILD ABUSE & NEGLECT GUIDELINES

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.

MONTANA 4-H VOLUNTEER AGREEMENT

Volunteers are asked to carefully consider the following expectations.

VOLUNTEER AGREES TO:

- 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.

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

MSJ EXTENSION AGREES TO:

- 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.

I have read and understand the Montana 4-H Volunteer Agreement, Child Abuse & Neglect Guidelines and Standards of Behavior. I agree to abide by this policy and will work to fulfill my commitment as a 4-H volunteer. I understand and agree that failure to comply with these standards of behavior and this agreement is grounds for suspension and/or termination of my volunteer status with the MSJ Extension 4-H Youth Development program.

Volunteer Signature _____ Date _____

MSJ Rep Signature _____ Date _____

4-H Volunteer Disclosure and Consent

Disclosure and Consent Concerning Consumer and Investigative Consumer Reports

Signed Form
is Required
with Volunteer
Application



Montana State University Extension: 4-H Youth Development

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 Investigative 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 HireRight, Inc., ("HireRight") located at 5151 California, Irvine, CA 92617. They can be contacted at 800-400-2761. 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 records checks, public court records checks, including civil, and driving records. The information contained in these reports may be obtained by HireRight 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. You have the right to request additional disclosures of the nature and scope of the investigation and a statement of your rights by contacting HireRight.

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 application or otherwise disclosed to the Montana 4-H Center by me before, during or after 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.

Signature _____ Date _____

Last Name _____ First _____ Middle _____

Present Address _____

City/State/Zip _____

Social Security # _____ Date of Birth (ID purposes only) _____