



## Welcome!

We're pleased that you're interested in learning more about the Michigan State University Extension program and that you are considering becoming an Extension volunteer. Competent, caring adults who are concerned about young people are an important and integral part of positive youth development. Volunteers become positive role models for youth who participate in Extension sponsored programs.

Your willingness to step forward and provide leadership to Michigan's youth during these rapidly changing times will bring great dividends and rewards to you. Working with kids can bring you immense satisfaction as you watch them grow and develop. You, too, can gain new skills and meet new people as you participate in county, regional, and state volunteer educational workshops.

The purpose of our volunteer system is to help you get to know Extension better and for Extension to get to know you better. Knowledge about your interests, skills and background will help make a better match between your volunteer interests and the needs of youth.

Components of this volunteer selection process include filling out a volunteer application form, giving permission for, and passing, a background criminal history check, visiting with an Extension representative and signing a volunteer agreement if you decide to say "Yes" to becoming an Extension 4-H volunteer.

After you successfully complete this process, you'll be oriented to your role as an Extension volunteer and will have opportunities to participate in various workshops and activities. We in MSU Extension stand ready to support and assist you in your Extension volunteer role.

We look forward to working with you.

Sincerely,

A handwritten signature in black ink that reads "Jackelyn Martin".

Jackelyn Martin  
4-H Extension Educator  
4-H Youth Development  
Washtenaw County

A handwritten signature in black ink that reads "Chana M. Hawkins".

Chana Hawkins  
Extension Educator  
4-H Youth Development  
Washtenaw County

**\*PLEASE COMPLETE ALL REQUESTED INFORMATION\***

**WASHTENAW COUNTY**

**MSU EXTENSION VOLUNTEER APPLICATION FORM**

Extension volunteers working with youth aged 19 and under and/or with adults who have severe mental, physical or emotional disabilities in an ongoing and/or unsupervised setting **must complete** this application.

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_  
(Street) (City) (Zip)

Township: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
(Home) (Work)

E-mail address (if applicable): \_\_\_\_\_

Do you have a valid driver's license? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you have a valid automobile insurance policy? \_\_\_\_\_ Yes \_\_\_\_\_ No

Why do you want to be an MSU Extension volunteer? \_\_\_\_\_

Please describe briefly your volunteer experience, work you have done with youth and community groups, and training you've received.

Please list your interests and skills (for example, drama, food and nutrition, computers, photography, animal science, horticulture, leadership, group process skills, sports, citizenship, natural resources, marine and water resources, community service, career development). Feel free to list any and all others!

I prefer: \_\_\_\_\_ Working with youths: \_\_\_\_\_ Working with adults

- \_\_\_\_\_ aged 5 to 8
- \_\_\_\_\_ aged 9 to 12
- \_\_\_\_\_ aged 13 to 19

How much time are you willing to spend as an MSU Extension volunteer?

Weekly \_\_\_\_\_ Monthly \_\_\_\_\_

**Are you currently working with an active 4-H Club? \_\_\_\_\_ YES \_\_\_\_\_ NO**

**Club Name \_\_\_\_\_**

**What is your role? \_\_\_\_\_**

\_\_\_\_\_

**\*PLEASE COMPLETE ALL REQUESTED INFORMATION\***

Please list three references. Include business associates, employers or social friends. (Do not list relatives.) Be sure you include persons who can provide information about your qualifications and suitability for working as a volunteer with youth programs. We encourage you to provide references that have knowledge of you working with young people. **Please provide COMPLETE information so we can process your application quickly!**

**Please inform your references that we will be contacting them.**

1. \_\_\_\_\_  
Name Address City Zip  
Telephone: ( ) ( )  
(Home) (Work) best time to call?

2. \_\_\_\_\_  
Name Address City Zip  
Telephone: ( ) ( )  
(Home) (Work) best time to call?

3. \_\_\_\_\_  
Name Address City Zip  
Telephone: ( ) ( )  
(Home) (Work) best time to call?

4. \_\_\_\_\_  
Name Address City Zip  
Telephone: ( ) ( )  
(Home) (Work) best time to call?

Have you ever been turned down as a volunteer with a youth-serving organization? Check yes or no.  
\_\_\_\_\_ No \_\_\_\_\_ Yes – If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

I understand that my enrollment as a volunteer is contingent upon successful completion of the application process. I give my permission for the above-named references to release information about me and for my criminal history to be verified.

I understand that MSU Extension does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, disability, political beliefs, sexual orientation, marital status or family status, and that this application will be handled in a confidential manner.

I agree to serve as a volunteer for Michigan State University Extension – Washtenaw County. I understand that either party may cancel this relationship at any time.

I certify that the above information is correct. I agree to inform MSU of any changes.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Return this form to: Washtenaw County MSU Extension Office  
P.O. Box 8645  
Ann Arbor, MI 48107-8645  
(734) 997-1678

*Thank you for your  
willingness to share your  
talents!!! 😊*

**\*PLEASE COMPLETE ALL REQUESTED INFORMATION\***

**Washtenaw County MSU Extension  
Criminal History Check Permission Form**

To protect your privacy, this form will be seen only by Michigan State University Extension staff.  
Please return the completed form in the attached confidential envelope.

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**Last Name** \_\_\_\_\_ **First Name** \_\_\_\_\_ **Middle Initial** \_\_\_\_\_

**Race:** \_\_\_ White \_\_\_ Black \_\_\_ Asian or Pacific Islander \_\_\_ American Indian or Alaskan Native  
\_\_\_ Unknown/Other

**Sex:** \_\_\_ Male \_\_\_ Female **Date of Birth** \_\_\_\_\_  
Month Date Year

**Michigan Driver License Number** \_\_\_\_\_

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**Other Last Name** \_\_\_\_\_ **Other First Name** \_\_\_\_\_ **Other Middle Initial** \_\_\_\_\_

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**Other Last Name** \_\_\_\_\_ **Other First Name** \_\_\_\_\_ **Other Middle Initial** \_\_\_\_\_

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**Other Last Name** \_\_\_\_\_ **Other First Name** \_\_\_\_\_ **Other Middle Initial** \_\_\_\_\_

**Have you ever been convicted of a felony or a misdemeanor?** \_\_\_\_\_ No \_\_\_\_\_ Yes

**If yes, please explain:** \_\_\_\_\_

I give Michigan State University Extension permission to check my criminal history with state and local police as well as with any jurisdictions in other states in which I have lived.

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

**NOTE:** A criminal record will not necessarily disqualify an applicant. A criminal record is one piece of information that will be considered in determining the appropriateness of an individual to be an MSU Extension volunteer.

MSU is an affirmative action, equal-opportunity employer. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.

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## **MSU Extension Volunteer Code of Conduct**

The Michigan State University Extension program prides itself on providing quality educational programs. The primary purpose of this Code of Conduct is to ensure the safety and well-being of all participants.

**As an MSU Extension volunteer, I promise that I will:**

- Accept responsibility to represent Washtenaw County and MSU Extension programs with dignity and pride by being a positive role model.
- Behave in a courteous and respectful manner, exhibit good sportsmanship and provide positive role models for youth.
- Respect, adhere to, and enforce the rules, policies and guidelines established by Washtenaw County and MSU Extension programs, and be courteous and respectful in dealings with other program participants.
- Abstain from, and not tolerate physical or verbal abuse.
- Comply with equal opportunity and anti-discrimination laws.
- Avoid criminal activities.
- Under no circumstances, possess, sell or consume alcohol or possess, sell or use controlled substances at an MSU Extension youth activity or event.
- Under no circumstances, attend or participate in an MSU Extension youth activity or event under the influence of alcohol and/or controlled substances.
- Accept the responsibility to promote and support MSU Extension to develop an effective, county, state and national program. (International programs may apply.)
- Operate machinery, vehicles and other equipment in a responsible manner.
- Report a violation of the Code of Conduct of which I am aware.

It is important that all Michigan State University Extension volunteers comply with the Code of Conduct. Failure to comply with any component of the code or participation in other inappropriate conduct as determined by MSU Extension representatives may lead to dismissal as a volunteer from the MSU Extension program.

MSU is an affirmative action/equal opportunity institution. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, marital status or family status

***Please sign the CODE of CONDUCT Agreement Form that goes with this form.***

**\*PLEASE COMPLETE ALL REQUESTED INFORMATION\***

## **MSU EXTENSION STAFF AND VOLUNTEER AGREEMENT AND CODE OF CONDUCT FORM**

### **Washtenaw County**

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

Address: \_\_\_\_\_  
Street City Zip

Telephone: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Daytime Evening

**MSU Extension Staff Agree to:**

- Provide the volunteer with appropriate policies and procedures.
- Provide orientation about volunteer's roles and the organization.
- Set educational tone and direction in conjunction with the appropriate MSU Extension committees.
- Offer volunteer training.
- Provide job descriptions.
- Provide assistance, program support and encouragement.
- Give recognition for time and energy devoted to MSU Extension.
- Implement ongoing affirmative action policies and assist volunteers in doing the same.

**Volunteer Agrees to:**

- Meet leadership requirements and enroll as a volunteer.
- Follow the policies, philosophy and procedures defined by staff and the appropriate Michigan State University Extension committees.
- Fulfill outlined job requirements without expectation of monetary compensation.
- Be supportive of the MSU Extension program and its activities at all levels.
- Abide by the MSU Extension Volunteer Code of Conduct.
- Affirm that the MSU Extension program actively seeks members from every race, ethnic, religious and socioeconomic group.
- Supply MSU Extension office with all information about changes in the group or club, including membership, as they occur.

I have reviewed the agreement and am willing to serve in this capacity until either party cancels this agreement. If I'm unable to continue as an MSU Extension volunteer, I will notify Extension staff at least one month in advance.

I have read the Washtenaw County MSU Extension Code of Conduct on the back of this form and agree to comply with it.

**SIGNATURES**

\_\_\_\_\_  
MSU Extension Volunteer Date

\_\_\_\_\_  
MSU Extension Staff Person Date