

Short-Term Volunteer Policy

“Short-Term Volunteers” are individuals who offer to volunteer at a UMass Extension 4-H event without having completed the UMass Extension 4-H volunteer application and screening requirements. For those individuals whose UMass Extension 4-H screening status can be verified as current, this process is not necessary.

Short-Term volunteering is for 1 – 2 days at a 4-H event or program.

For a person to be accepted as a Short-Term Volunteer, the following conditions must be satisfied:

- The Short-Term Volunteer must complete, sign, and submit the following:
 1. The UMass Extension 4-H Short-Term Volunteer Application Form
 2. The UMass Extension 4-H Volunteer Code of Conduct Form
 3. Any other form applicable to their specific volunteer role (i.e., conflict of interest form, etc.)
 - NOTE: If the individual is under 18 years of age, his/her parent or legal guardian must also sign the forms.
- The Short-Term Volunteer must produce a photo ID to the UMass Extension Educator so identity can be verified.
- The assigning individual (4-H Educator or staff member) must pair the Short-Term Volunteer with a pre-registered volunteer who has successfully completed the UMass Extension 4-H volunteer screening.
 - The Short-Term Volunteer is to physically stay partnered with the screened 4-H volunteer at all times, throughout the entirety of their volunteer duty. **Under no circumstances should the Short-Term Volunteer be working alone with minors.**
 - The screened 4-H volunteer must agree to be responsible to stay with the Short-Term Volunteer during the entirety of the volunteer shift.
 - If the screened 4-H volunteer loses contact with the Short-Term Volunteer, the screened 4-H volunteer shall immediately notify the assigning individual (4-H Educator or the screened 4-H volunteer in charge of the event).

The Short-Term Volunteer should receive the same credentials, such as name badge and/or volunteer t-shirt, as other volunteers of the event. It is not necessary for the Short-Term Volunteer to have something that identifies them as a ‘Short-Term Volunteer’ specifically.

UMass Extension 4-H recommends the Short-Term Volunteer turn in their identifying credentials, such as name badge as soon as their shift is over. This is to prevent an unscreened volunteer gaining physical access to minors (i.e., volunteers are often allowed entry into non-public places at the event). NOTE: This is a recommendation and not a requirement. Extension 4-H Educators are encouraged to use their discretion in this area.

All completed forms shall be kept and filed at the local Extension 4-H office from which the event was generated.

This form may be used when a screened volunteer or 4-H Extension staff member is on site directly supervising the Short-Term Volunteer. For 1 – 2 days volunteering at 4-H event

APPOINTMENT/SIGN IN SHEET – PLEASE PRINT

Local 4-H Extension Office: _____
Short-Term Volunteer Name: _____
Name(s) previously used: _____
Birthdate _____ (mm/dd/yyyy) AGE: _____
Mailing Address: _____
Town/City/State/Zip Code: _____
Home Phone: _____ Cell Phone: _____
Home Address (if different): _____
Person to contact in case of emergency: _____ Cell Phone: _____
Role of short-term volunteer (position): _____
Brief Description of Responsibilities: _____

Time(s) and Date(s) volunteering: _____
Are you volunteering as part of a larger 4-H event? ___ YES ___ NO
If yes, name of event: _____

Name of Screened Volunteer or Massachusetts 4-H Program staff to whom Short-Term Volunteer reports:
Name (Print clearly): _____ Cell: _____ Phone: _____
Signature: _____ Date: _____

No employer-employee relationship is being created by this agreement. I, the undersigned, accept the responsibilities as outlined. I understand the risks, hazards, and dangers inherent in carrying out the duties and responsibilities of my volunteer activities. I agree for myself and my heir, to release and hold harmless, defend, and indemnify the University of Massachusetts, its trustees, officers, agents, employees, and volunteers from and against all claims, demands, actions, and causes of action as a result of personal injury, death, or property damage sustained by me or by others due to my volunteer activity, including my operation of a motor vehicle.

By signing below, I affirm that I have not at any time, been convicted of, pleaded guilty to, pleaded no contest to, or admitted to any felony, any offense involving a minor, motor vehicle offense, or DUI (driving under influence). Note: You should NOT provide information about: 1. An arrest or detention which did not result in a conviction 2. A first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray, or disturbances of the peace 3. A misdemeanor conviction more than five years old, or for which you were released from incarceration more than five years ago, whichever is most recent, unless you have been convicted of another offense within the last five years.

Signature of Short-Term Volunteer: _____ Date: _____

Signature of Massachusetts 4-H Educator: _____ Date: _____
(signature confirms identity of Short-Term Volunteer checked to photo ID)

MASSACHUSETTS 4-H VOLUNTEER CODE OF CONDUCT

This Code of Conduct delineates three areas of responsibility of volunteers.

1. A VOLUNTEER IN THEIR RELATIONS WITH YOUTH/FAMILIES/COMMUNITY SHOULD:

- a. Realize that their primary responsibility is to provide a safe, educational Massachusetts 4-H Program environment and experience for children ages 5 – 18, abiding by all state and federal laws.
- b. Represent the Massachusetts 4-H Program in a professional manner in all dealings, respecting diversity of people, ideas, and organizations.
- c. Accept the role of volunteer as a means of unselfish service to the Massachusetts 4-H Program, with no expectations to benefit materially from program activities.
- d. Commit to the efficient use of public and private resources.

2. A VOLUNTEER IN THEIR RELATIONS WITH UMASS EXTENSION 4-H STAFF SHOULD:

- a. Recognize that their function is to fulfill the performance responsibilities as outlined in the Volunteer Service Description.
- b. Remember that they are a part of a UMass program and must abide by, and carry out, all program decisions in accordance with stated policies and procedures.
- c. Understand that no employer/employee relationship is being created.
- d. Recognize and support the organizational chain of command, referring all questions to the local educator for solution and work in collaboration with the educator to resolve issues.
- e. Give the educator full responsibility for discharging their professional duties. Volunteers are responsible for the accurate completion and submission of the records required during their volunteer service to the local educator.
- f. Volunteers shall consult with appropriate staff prior to any action or statement which might significantly affect or obligate UMass Extension.

3. A VOLUNTEER IN THEIR FORMAL RELATIONS WITH FELLOW VOLUNTEERS SHALL:

- a. Make decisions only after all facts or questions have been presented and discussed at an official meeting.
- b. Keep sensitive information confidential, realizing that failure to do so may place a child, themselves, another volunteer, or the Massachusetts 4-H Program at risk of liability and litigation.
- c. Respect other volunteers’ perspectives regardless of differences.

As a volunteer of the Massachusetts 4-H Program, I fully understand and agree to adhere to the Massachusetts 4-H Program Volunteer Code of Conduct. I will do my best to ensure that the program is well maintained and operating in the best interests of the youth we serve, in accordance with its mission. I further understand that violations of the Volunteer Code of Conduct will result in a review by UMass Extension staff and may result in my dismissal from volunteer service.

Signature of Short-Term Volunteer: _____ Date: _____

Signature of Massachusetts 4-H Educator: _____ Date: _____