



**VOLUNTEER CODE OF CONDUCT**

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

**1. A VOLUNTEER IN HIS/HER RELATIONS WITH YOUTH/FAMILIES/COMMUNITY SHOULD:**

- Realize that his/her primary responsibility is to provide a safe, educational Massachusetts 4-H Program environment and experience for children 5 to 18, abiding by all state and federal laws.
- Represent the Massachusetts 4-H Program in a professional manner in all dealings, respecting diversity of people, ideas, and organizations.
- 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.
- Commit to the efficient use of public and private resources.

**2. A VOLUNTEER IN HIS/HER RELATIONS WITH UMASS EXTENSION 4-H STAFF SHOULD:**

- Recognize that his/her function is to fulfill the performance responsibilities as outlined in the Volunteer Service Description.
- Remember that he/she is a part of a UMass program and must abide by, and carry out, all program decisions in accordance with stated policies and procedures.
- Understand that no employer/employee relationship is being created.
- 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.
- Give the educator full responsibility for discharging his/her professional duties. Volunteers are responsible for the accurate completion and submission of the records required during their volunteer service to the local educator.
- Volunteers shall consult with appropriate staff prior to any action or statement which might significantly affect or obligate UMass Extension.

**3. A VOLUNTEER IN HIS/HER FORMAL RELATIONS WITH FELLOW VOLUNTEERS SHALL:**

- Make decisions only after all facts or questions have been presented and discussed at an official meeting.
- 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.
- 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.

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**Volunteer's Signature**

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**Date**