



WHO NEEDS TO COMPLETE THE SDSU 4-H VOLUNTEER WORK AGREEMENT?

- All new volunteers must complete the SDSU 4-H Volunteer Work Agreement Form

Registered volunteers may:

- Have unsupervised and/or one-on-one contact with youth
- Have the volunteer potential for 15 plus hours/year (including club meetings, practices, and helping at events such as fair) committed to the South Dakota 4-H Youth Development Program (club, county and/or state)
- Lead any South Dakota 4-H Youth Development event or committee at a county or state level

Examples: Chaperones (camp, trips, etc.), Club Leaders, etc. For further clarification, please contact the State 4-H office at 605-688-4167 or sdsu.4h@sdstate.edu

STEPS IN VOLUNTEER WORK AGREEMENT PROCESS:

1. The 4-H Volunteer Work Agreement form and cost recovery fee (\$10 annual minimum) are submitted to the local County 4-H office.
2. The County 4-H Office sends all forms and ONE check, combining all cost recovery fees, to the State 4-H Office in Brookings.
3. The State 4-H Office processes forms and then transfers them to SDSU Human Resources.
4. SDSU Human Resources processes the forms by creating an ID in the University system (also known as "a Banner ID"). This process initiates an electronic release form sent from HireRight to the Volunteer via email (HireRight performs criminal background checks as a service to SDSU).
5. Once the background check is completed, the State 4-H Office accepts and/or denies applicants appropriately in 4HOnline.

NOTE: The background check, completed during the 4-H Volunteer Work Agreement process, is specifically for South Dakota 4-H Youth Development; other organizational background checks may be approved on a case by case basis if approved mutually by the SDSU Extension 4-H Youth Program Director and SDSU Human Resources department.

DON'T FORGET THE FOLLOWING INFORMATION!

- County — this is the county in which you are volunteering; however, if approved, you are eligible to volunteer for all State 4-H activities

NOTE: Leaving any part of this form blank or with illegible handwriting will result in the State 4-H Office returning it to the County 4-H Office, so please take the time to read the form carefully.

FREQUENTLY ASKED QUESTIONS

Why are background checks conducted on 4-H volunteers?

SDSU Extension and the South Dakota 4-H Youth Development program have adopted high standards for screening and selection of staff and volunteers that will have ongoing contact with 4-H youth. The process should reassure 4-H parents because it protects their children and maintains standards of excellence for 4-H



staff and volunteers.

The 4-H program is federally regulated through the United States Department of Agriculture (USDA) and the 4-H program is provided by the nation's land grant university system. The land grant university in South Dakota is South Dakota State University (SDSU). South Dakota 4-H Youth Development follows SDSU policies and procedures for approving staff and volunteers.

Background checks are performed in compliance with South Dakota Board of Regents (SDBOR) Policy 4:47. University policies and procedures are designed to promote a safe and secure environment for faculty, staff, students, volunteers, and visitors and to lessen unnecessary risk to all involved. SDBOR Policy 4:47 supports the verification of credentials, criminal history, and other information related to decisions of employment and volunteer selection. The full policy can be reviewed at <http://sdbor.edu/policy/4-Personnel/documents/4-47.pdf>.

Where is the background check information maintained?

All background check information is maintained with the company performing the service, HireRight.

Why are Social Security numbers required for background checks?

A Social Security number (SSN) identified the volunteer; this is particularly important with common surnames (e.g. Smith). Providing the SSN confirms the correct spelling of the name which is important in the event the name was entered incorrectly either by the applicant or the individual entering the data. The SSN also detects other names by which a person has been known and identifies an address history associated with the applicant so a more thorough background check can be completed.

Can I be a 4-H volunteer without a background check?

Per the SDBOR policy, if the 4-H volunteer work for which you are applying includes direct responsibility for the care, safety, or security of human beings, including vulnerable individuals, minors or the disabled, you must complete the 4-H Volunteer Work agreement form and submit to a background check.

What if I do not want to provide my Social Security number (SSN)?

As identified above, the SSN is an important component of a thorough background check. Due to the high standards SDSU Extension has set for screening staff and volunteers, a SSN is required as part of the background check process with SDSU Extension and South Dakota 4-H Youth Development. When individuals refuse to provide a SSN, they are not allowed to serve as 4-H volunteers at the local, county, state, or national level.



4-H YOUTH DEVELOPMENT

South Dakota State University is an equal opportunity employer. Information requested in the following sections will only be used for statistical and/or affirmative action purposes and will be treated as confidential.

Name: _____
(Exactly as it appears on your Social Security Card)

Permanent/Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____
(Required)

Phone #: _____ Social Security #: _____
(Required)

Birthdate: _____ Gender: Male Female
Marital Status: Single/Widowed/Divorced Married/Legally Separated

Are you Hispanic or Latino? Yes No

Ethnicity: American Indian or Alaskan Native Black or African American Asian White
 Hawaiian or "Other Pacific Islander"

Citizenship: US Citizen - US Alien Substantial Presence - SP Resident Alien/Permanent Resident - RA
 Non-Resident Alien - NR

If not a US Citizen: Passport Number: _____ Visa Type: _____

Nation of Birth: _____ Nation of Citizenship: _____

Department: SDSU Extension 4-H Youth Development Program

County: _____ 4-H Alumni: Yes No

Description of Service:

General 4-H IFYE 4-H Rodeo Shooting Sports Leader/Parent Trip Chaperone

Approximate hours per week: < 5 5 – 10 10 or more

Dates of Service:

Start: _____ End: December of the current 4-H program year or by written extension agreement

State 4-H Program Leader: Peter Nielsen Phone Number: 605-688-4167

While serving as an SDSU Extension Volunteer, I promise to:

- Accept my responsibility to represent my county and SDSU Extension 4-H Youth Development Programs by being a positive role model.
- Conduct myself in a courteous, respectful manner and exhibit good sportsmanship.
- Adhere to and enforce the rules, policies and guidelines established by SDSU Extension 4-H Youth Development Program.
- Refrain from the used of physical or verbal abuse.
- Refrain from inappropriate or unwanted touching of youth or adults.
- Refrain from destructive, offensive or sexually inappropriate behavior.
- Refrain from the procession or use of alcoholic beverages or illegal drugs at 4-H events or when youth are present.
- Avoid smoking and the use of tobacco products at 4-H events or when youth are present.
- Respect the property of others including clothing, personal items, equipment and facilities.
- Operate machinery, vehicles and other equipment in a responsible manner.
- Accept the responsibility to promote and support SDSU Extension in developing an effective club, county, state and national 4-H Youth Development Program.



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4-H Volunteer Work Agreement

Updated: November 2015



4-H YOUTH DEVELOPMENT

As a 4-H volunteer, I agree to fulfill my responsibilities to the best of my ability and in a manner consistent with the mission of SDSU Extension.

I give permission for photos or videotapes of myself to be reproduced and utilized for 4-H promotional, educational or University purposes.

The responses to the questions below will be kept in a confidential file and will be accessible only to authorized personnel. A "Yes" answer does not automatically exclude you from becoming a registered 4-H volunteer. If the answers to these questions should ever change, the volunteer must immediately contact their local 4-H Office.

1. SDSU Extension is very concerned that volunteers and leaders be appropriate role models for its participants.

Have you ever been convicted of, pled nolo contendere to, or received a deferred or suspended sentence for a crime more serious than a parking offense in this or any other state, territory or country? Yes No

If so, please provide details of the circumstances leading to your conviction, plea, nolo contendere or deferred or suspended sentence. Attach additional sheets as necessary.

Commission of a crime is not automatic disqualification from serving as a 4-H volunteer. However, failure to disclose such actions, or attempts to mislead concerning facts or circumstances of the underlying conduct, could result in termination of volunteer duties or opportunities.

2. Do you currently have minimum vehicle insurance coverage as required by the State of South Dakota? Yes No

3. I, _____, agree to perform the duties and responsibilities of the volunteer position mutually agreed to by myself and SDSU Extension.

This agreement may be canceled at any time by notification to either party.

I have read this agreement, understand it, and agree to serve as a 4-H volunteer.

(Volunteer's Legal Signature)

(Date)

(Director of SDSU Extension or Designee Signature)

(Date)

County/Unit Office Use Only:

Did you collect the cost recovery fee: Yes No

Payment Method: Cash Check # _____ Other _____

Office personnel who accepted this application: _____ Date Received: _____

Please be sure to make a copy of this form and all related information for file at the County/Unit Office.

Please send original to State Office and a combined county check (no individual checks or cash) to:
SD State 4-H Office — Volunteer Application, SAG 109, Box 2207E, SDSU, Brookings, SD 57007-2097

State 4-H Office Use Only:

Payment Method: Check # _____ Other _____

Office personnel who accepted this application: _____ Date Processed: _____



South Dakota State University, South Dakota counties, and USDA cooperating. South Dakota State University adheres to AA/EEO guidelines in offering educational programs and services.