

## **Questions and Answers Regarding Volunteer Forms**

### **Why do volunteers need to complete applications?**

As an educational organization, our first responsibility is to offer a safe and nurturing environment for the audiences we serve. This includes youth as well as adults. Our goal is to provide a safe environment for youth, volunteers and agents.

Our organization is responsible and accountable to make every effort to involve skilled and safe adults in our program. Due to the liability issues in today's society, we are obligated to request pertinent information from applicants that will assist in determining if the person qualifies as an Extension volunteer that can work with youth and is willing to abide by our mission and guidelines.

### **What needs to be on file for each volunteer?**

The following should be on file for every 4-H volunteer:

1. **4-H Adult Volunteer Application form** (either F809 or F832)
  - make sure volunteer is entered in SUPER Enrollment module as a volunteer
  - volunteers will need to be activated in SUPER each year
2. **Reference Check form** (F811)
  - agent should have documentation of references contacted
  - if a letter of recommendation was sent, it should be kept on file
2. **Tennessee 4-H Youth Development Volunteer Standard of Behavior** (F833)

### **What is the difference between form F809 – Adult Volunteer Application and F832 – Short-Term, Adult Volunteer Application?**

Form F809 should be completed by any adult who wants to volunteer with our organization and will be working with youth. Usually this adult is involved as a club or project leader and attends several events and activities through out the year. Screening is detailed - references are required and checked. They must be willing to attend training session as offered and maintain communication with the county 4-H agent regarding services as a 4-H volunteer. If the person is accepted as a volunteer with this application, they can also be responsible for youth at overnight events or be responsible for youth without other adults present (ex, training a judging team, meeting a project group, etc.).

Form F832 should be completed by a person that is providing volunteer services for a very specific event for a very short term. When they are with youth there should be other 4-H volunteers and/or agents present. Completing F832 is optional for teachers.

Any person volunteering for the program should have one of these forms on file in the county Extension office. These files should be updated periodically. All files are considered confidential and are to be kept in a secure (locked) location.

**What is the difference between the information requested by Risk Management and 4-H volunteer leader applications?**

Risk management created their form based on information required for UT liability and state reporting needs. They had no knowledge of our forms. Our forms were developed based on UT liability plus our liability with youth and adults working with youth. With an approved 4-H Volunteer Application on file, a risk management form is not needed. Please write “entered - SUPER” and date to document the volunteer is entered in SUPER.

**Do short-term volunteers need to be entered in SUPER?**

All volunteers are to be registered as a volunteer in SUPER. Volunteer enrollment entry will need to be activated every year.

**Do teachers need to complete a 4-H volunteer application?**

A teacher can be a volunteer in the school and not have to complete form F809 **IF** they meet during class time and have no contact with the 4-Hers out side of school hours. However, some basic information should be collected on them. This will allow you to have enough information for communications and for your volunteer reporting. Teachers can complete the short application form – F832.

Please keep in mind that if a teacher is training a judging team, holds a meeting out side of regular school hours, attends any overnight 4-H camp or transports youth to a 4-H activity.... they will need to complete form **F809**. Form F809 is a liability protection for the volunteers, youth in our program, the agent, the county office, the state 4-H Youth Development program and Extension.

Teachers can and should be counted as volunteers. To be counted in the 4-H annual Youth Enrollment Report they need to be entered in SUPER Enrollment module and identified as a volunteer. Inform them of training opportunities (county, regional, state, and southern region). Often teachers can get professional credit for attending our training sessions.

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