



CORNELL COOPERATIVE EXTENSION TOMPKINS COUNTY



4-H Volunteer, Parent or Casual Enrollment Form

Enrollment Year: October 1st thru September 30th

CLUB/PROGRAM NAME: _____ Date Enrolled: ____/____/____

DEMOGRAPHICS

Gender: ____ Male ____ Female

Name: _____
(First) (Middle) (Last)

(____) _____ - _____ (____) _____ - _____ (____) _____ - _____
Home Phone Cell Phone Work Phone

Email: _____ Occupation: _____

Address: _____
(Street) (City/Town) (State) (Zip)

Emergency Contact Name: _____ Phone: _____

Do you require accommodations for a disability? ____ Yes ____ No If yes, please describe accommodations needed:

Ethnicity: ____ Hispanic ____ Non-Hispanic
Race: ____ White/Caucasian ____ Black or African American ____ Asian ____ American Native/Alaskan Native ____ Native Hawaiian or Other Pacific Islander

Interests / Hobbies (please list):

ENROLLMENT TYPE:

Enrollment Category: (please check one)

____ Project Leader ____ Parent Volunteer ____ Activity Leader ____ Casual/Miscellaneous Volunteer ____ Other

Cornell Cooperative Extension of Tompkins County Confidentiality Promise

- Volunteer applications are directed to staff who will contact you about the position.
- Documents containing your social security and driver's license number, and reference letters will be kept in a locked file.
- The Criminal History File Check results, done by screening national databases, are ONLY accessible to the CCETC Executive Director or Human Resources Manager. If a problem exists, they will contact you.
- Applications and screening documents are kept on file for a minimum of 3 years after the application is made or 6 years after termination of service to CCETC whichever is longer.
- CCETC does not release any mailing lists with volunteer information for any purpose unless required by law.

OFFICE USE ONLY

Date Received : ____/____/____ Date Approved by HR: ____/____/____

Date Sent to HR: ____/____/____ Date Entered in 4-H Online: ____/____/____

Cornell Cooperative Extension Volunteer Code of Conduct

Cornell Cooperative Extension (CCE) Volunteers are required to accept and adhere to the following standards of behavior when engaged in assigned volunteer activities.

- Respect and adhere to CCE rules, policies and guidelines that relate to volunteer activity and the program I serve.
- Execute CCE business in an ethical manner.
- Preserve the confidentiality of information (and sign confidentiality agreement if required by my volunteer role) about program participants and CCE internal affairs that have been entrusted to me as affirmed by my signature on the Volunteer Confidentiality Agreement.
- Refrain from using my CCE volunteer status for personal or business financial gain.
- Fulfill my assigned volunteer duties, including completion of required records or reports, in a timely manner.
- Use my time wisely and work cooperatively with Extension staff and other volunteers.
- Participate in required training programs and use the recommended policies and procedures.
- Accept supervision and support from professional Extension staff and/or supervisory volunteers.
- Respect and uphold the rights and dignity of all staff, other volunteers, and all individuals who participate in CCE programs recognizing that people's values, beliefs, customs, and strengths differ
- Encourage participation of and respect for individuals of diverse backgrounds, cultures, and perspectives.
- Refrain from the use of alcohol, tobacco and inappropriate language during all 4-H club meetings events and activities.
- Commit no illegal or abusive act.
- Report all unsafe conditions and accidents to professional Extension staff as soon as possible.
- Dress in a manner that reflects a positive image of 4-H and CCE of Tompkins County.

PHOTO RELEASE

By signing this form, I consent and give permission to allow Cornell Cooperative Extension the unlimited right to use photos, videos, direct quotes, and/or audio clips that they have of me participating in Cornell Cooperative Extension programs or events. I agree to give up my rights with regards to Cornell Cooperative Extension photos, videos, direct quotes, and/or audio clips of me. Further, by signing this consent and release form, I acknowledge that I understand and agree to the above request and conditions. I sign this form freely and without inducement.

Please Circle Yes OR No

Please initial: _____

Signature: With my signature, which I voluntarily affix to this agreement, I acknowledge that I have read, understood, and will do my best to fulfill the promises made in the Volunteer Code of Conduct & the Photo Release Form. I further certify that I am at least 18 years of age.

Volunteer _____

Date ____/____/____