

# MSU Extension Volunteer Application Form

Extension volunteers working with youth aged 19 and under and/or with adults who have severe mental, physical or emotional disabilities must complete this application.

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_  
(Street) (City) (Zip)

Telephone: (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
(Home) (Work)

Do you have a valid driver's license? \_\_\_\_ Yes \_\_\_\_ No

Do you have a valid automobile insurance policy? \_\_\_\_ Yes \_\_\_\_ No

Why do you want to be an MSU Extension volunteer? \_\_\_\_\_

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Describe briefly your volunteer experience, work you have done with youth, vulnerable adults and community groups, and training you've received.

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List your interests and skills (for example, drama, food and nutrition, computers, photography, health/safety/wellness, animal science, horticulture, leadership, group process skills, citizenship, natural resources, marine and water resources, community service, career development). Feel free to list any and all others!

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I prefer: \_\_\_\_ working with youth: \_\_\_\_ aged 5 to 8 \_\_\_\_ aged 9 to 12 \_\_\_\_ aged 13 to 19  
\_\_\_\_ working with adults with disabilities \_\_\_\_ youth with disabilities

How much time are you willing to spend as an MSU Extension volunteer?

Weekly \_\_\_\_\_ hours Monthly \_\_\_\_\_ hours

To protect your privacy, this form will be seen only by Michigan State University Extension staff. Please return the completed form in the attached confidential envelope.

List three references. Include business associates, employers or social friends. (Do not list relatives.) Be sure you include persons who can provide information about your qualifications and suitability for working as a volunteer with MSU Extension programs.

1. \_\_\_\_\_  
Name Address  
Telephone: ( ) ( )  
(Home) (Work)

2. \_\_\_\_\_  
Name Address  
Telephone: ( ) ( )  
(Home) (Work)

3. \_\_\_\_\_  
Name Address  
Telephone: ( ) ( )  
(Home) (Work)

Have you ever been turned down as a volunteer with another organization?  
\_\_\_\_\_ No \_\_\_\_\_ Yes B If yes, please explain: \_\_\_\_\_

Have you applied to become a volunteer (or have you volunteered) in another county or state in 4-H, another youth organization or any other organizations? \_\_\_\_\_ No \_\_\_\_\_ Yes  
If yes, please explain: \_\_\_\_\_

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I understand that my enrollment as a volunteer is contingent upon successful completion of the application process. I give my permission for the above-named references to release information about me and for my criminal history to be verified.

I understand that MSU Extension does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, disability, political beliefs, sexual orientation, marital status or family status, and that this application will be handled in a confidential manner.

I agree to serve as a volunteer for Michigan State University Extension. I understand that either party may cancel this relationship at any time.

I certify that the above information is correct. I agree to inform MSU of any changes.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Return this form to:

**Thank you for your willingness to share your talents!**

MSU is an affirmative-action, equal-opportunity employer. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.

# MSU Extension Criminal History Check Permission Form

**Last Name** \_\_\_\_\_ **First Name** \_\_\_\_\_ **Middle Initial** \_\_\_\_\_

**Race** \_\_\_\_\_ White \_\_\_\_\_ Black \_\_\_\_\_ Asian or Pacific Islander \_\_\_\_\_ American Indian or Alaskan Native  
 \_\_\_\_\_ Unknown/Other

**Sex** \_\_\_\_\_ Male \_\_\_\_\_ Female     **Date of Birth** \_\_\_\_\_  
 \_\_\_\_\_ Month \_\_\_\_\_ Date \_\_\_\_\_ Year

**Michigan Driver License Number** \_\_\_\_\_

**Other Last Name** \_\_\_\_\_ **Other First Name** \_\_\_\_\_ **Other Middle Initial** \_\_\_\_\_

**Other Last Name** \_\_\_\_\_ **Other First Name** \_\_\_\_\_ **Other Middle Initial** \_\_\_\_\_

**Other Last Name** \_\_\_\_\_ **Other First Name** \_\_\_\_\_ **Other Middle Initial** \_\_\_\_\_

**Have you ever been convicted of a felony or a misdemeanor?**    No    Yes

**If yes,** please explain: \_\_\_\_\_

I give Michigan State University Extension permission to check my criminal history with state and local police as well as with any jurisdictions in other states in which I have lived.

**Signature** \_\_\_\_\_     **Date** \_\_\_\_\_

**NOTE:** A criminal record will not necessarily disqualify an applicant. A criminal record is one piece of information that will be considered in determining the appropriateness of an individual to be an MSU Extension volunteer.

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# MSU Extension Staff and Volunteer Agreement and Code of Conduct

Gratiot County

Name \_\_\_\_\_

Address \_\_\_\_\_  
Street City Zip

Telephone ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Daytime Evening

## MSU Extension staff agree to:

- ! Provide the volunteer with appropriate policies and procedures.
- ! Provide orientation about volunteers roles and the organization.
- ! Set educational tone and direction in conjunction with the appropriate MSU Extension committees.
- ! Offer volunteer training.
- ! Provide job descriptions.
- ! Provide assistance, program support and encouragement.
- ! Give recognition for time and energy devoted to MSU Extension.
- ! Implement ongoing affirmative-action policies and assist volunteers in doing the same.

## Volunteer agrees to:

- ! Meet leadership requirements and enroll as a volunteer.
- ! Follow the policies, philosophy and procedures defined by staff and the appropriate Michigan State University Extension committees.
- ! Fulfill outlined job requirements without expectation of monetary compensation.
- ! Be supportive of the MSU Extension program and its activities at all levels.
- ! Abide by the MSU Extension Volunteer Code of Conduct.
- ! Affirm that the MSU Extension program actively seeks members from every race, ethnic, religious and socioeconomic group.
- ! Supply MSU Extension office with all information about changes in the group or club, including membership, as they occur.

I have reviewed the agreement and am willing to serve in this capacity until either party cancels this agreement. If I am unable to continue as an MSU Extension volunteer, I will notify Extension staff at least one month in advance.

I have read the \_\_\_\_\_ County Code of Conduct on the back of this form and agree to comply with it.

## Signatures

\_\_\_\_\_  
MSU Extension Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
MSU Extension Staff Person

\_\_\_\_\_  
Date

## **Code of Conduct**

The Michigan State University Extension program prides itself on providing quality educational programs. The primary purpose of this Code of Conduct is to ensure the safety and well-being of all participants.

### **As an MSU Extension volunteers, I promise that I will:**

- Accept responsibility to represent Gratiot County and MSU Extension programs with dignity and pride by being a positive role model.
- Respect, adhere to, and enforce the rules, policies and guidelines established by Gratiot County and MSU Extension programs, and be courteous and respectful in dealings with other program participants.
- Abstain from, and not, tolerate physical or verbal abuse.
- Comply with equal opportunity and anti-discrimination laws.
- Avoid criminal activities.
- Under no circumstances, possess, sell or consume alcohol or possess, sell or use controlled substances at an MSU Extension activity or event.
- Under no circumstances, attend or participate in an MSU Extension activity or event under the influence of alcohol and/or controlled substances.
- Operate machinery, vehicles and other equipment in a responsible manner.
- Report a violation of the Code of Conduct of which I am aware.

It is important that all Michigan State University Extension volunteers comply with the Code of Conduct. Failure to comply with any component of the code or participation in other inappropriate conduct as determined by MSU Extension representatives may lead to dismissal as a volunteer from the MSU Extension program.

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