



Colorado State University  
Extension

# Colorado 4-H Policy and Procedures

## Annual 4-H Volunteer Appointment Agreement

Name: \_\_\_\_\_

Volunteer Position: \_\_\_\_\_

Volunteer reports to: \_\_\_\_\_ Appointment valid: \_\_\_\_\_

### Agreement:

We appreciate your commitment to share your knowledge and talent with county 4-H youth and hope this experience will be fulfilling during the time you serve as a 4-H volunteer. Your satisfaction and progress in this position are important and therefore subject to periodic reviews.

Please read the following expectations and indicate your agreement to cooperate by signing at the end of the form.

\_\_ I understand that 4-H volunteer leaders receive their authorization to function as a volunteer from the Colorado State University Extension 4-H Youth Development Program through the county Extension office and local Extension staff.

\_\_ I understand that I serve at the request of the Colorado State University Extension Program. The request can be withdrawn for any reason, or no reason, at any time.

#### The Colorado 4-H Youth Development Program agrees to:

- Provide overall leadership and guidance to the County 4-H program.
- Share philosophy, mission, and goals of the 4-H Youth Development Program.
- Provide a volunteer position description outlining specific duties.
- Provide assistance, support, supervision and periodic evaluation.
- Provide information and training on state and federal 4-H policies and procedures.
- Provide ongoing training and materials.
- Recognize volunteers for their contributions to the 4-H program.
- Follow guidelines for Volunteer Corrective Action Review Process and uphold CSU Principles of Community.
- Provide training related to protection of minors and creating safe environments.
- Ensure that volunteer applicants complete the application process including the CSU background check prior to beginning volunteering.
- Uphold the Colorado 4-H Code of Conduct.

#### As a 4-H Volunteer, I agree to:

- Report to and work under the guidance of the Extension agents.
- Work cooperatively with Extension staff, volunteers, parents and members to support and promote the 4-H Youth Development Program.
- Perform the duties in my position description in a responsible and timely manner.
- Accept supervision and support from county and state 4-H staff.
- Abide by state and federal policies and procedures and inform county 4-H staff of any incidents which may violate 4-H policies.
- Participate in training as appropriate and according to county and state requirements.
- Work with the 4-H staff to resolve problems and uphold CSU Principles of Community.
- Report abuse according to the CSU Protection of Minor's policy.
- Inform county 4-H staff of any criminal or motor vehicle violations that I incur after my volunteer approval.
- Follow the Colorado 4-H Code of Conduct which I have read and agree to uphold.

\_\_ I understand that volunteering is a privilege, not a right.

\_\_ I have read, understand and agree to the expectations outlined in this agreement and the Colorado 4-H Code of Conduct. I understand that I may terminate this appointment without prior notice.

\_\_ I understand that if I fail to adhere to the Appointment Agreement or the Colorado 4-H Code of conduct, I will be subject to disciplinary action.

\_\_ I understand and agree that any action on my part that contradicts any portion of this agreement is grounds for the immediate suspension and/or termination of my volunteer status with the Colorado 4-H Youth Development Program.

\_\_\_\_\_  
Signature of 4-H Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of 4-H Agent

\_\_\_\_\_  
Date

**Colorado State University  
Principles of Community**

The Principles of Community support the Colorado State University mission and vision of access, research, teaching, service and engagement. A collaborative and vibrant community is a foundation for learning, critical inquiry, and discovery. Therefore, each member of the CSU community has a responsibility to uphold these principles when engaging with one another and acting on behalf of the University.

**Inclusion:** We create and nurture inclusive environments and welcome, value and affirm all members of our community, including their various identities, skills, ideas, talents and contributions.

**Integrity:** We are accountable for our actions and will act ethically and honestly in all our interactions.

**Respect:** We honor the inherent dignity of all people within an environment where we are committed to freedom of expression, critical discourse, and the advancement of knowledge.

**Service:** We are responsible, individually and collectively, to give of our time, talents, and resources to promote the well-being of each other and the development of our local, regional, and global communities.

**Social Justice:** We have the right to be treated and the responsibility to treat others with fairness and equity, the duty to challenge prejudice, and to uphold the laws, policies and procedures that promote justice in all respects.