

Information and Instruction For Faculty, Extension Educators, Staff, and Volunteers Who Work with 4-H Youth Development Programs in Indiana



“Those who believe in and work with youth have confidence in our future.”

The Cooperative Extension Service is an educational system with a tradition of shared accomplishments. The people involved — faculty, Extension educators, staff, and volunteers — share the responsibility and opportunity for success. The system has high standards. As faculty, Extension educators, staff, and volunteers rededicate their commitment to the well-being of youth so, too, does the system rededicate its commitment to providing support for the well-being of the people involved.

The Cooperative Extension Service and the 4-H Youth Development Program will:

- Provide assistance, support, and encouragement to help achieve the success of the 4-H Youth Development Program.
- Implement ongoing affirmative action policies and assist those at the local level to do the same.
- Provide education and training related to issues and the needs of faculty, Extension educators, staff, and volunteers.
- Involve individuals when establishing policies and procedures that affect program design.
- Provide up-to-date, relevant, and useful information which helps faculty, Extension educators, staff, and volunteers succeed.
- Provide position descriptions and reasonable feedback related to the performance of individuals.
- Provide leadership training and proper orientation to organizational goals and visions.
- Provide appropriate personal recognition for accomplishments and energy devoted to 4-H Youth Development Programs.
- Set an educational tone that allows for enjoyable and meaningful 4-H Youth Development Programs.
- Facilitate appropriate community-wide recognition of 4-H Youth Development Program goals and accomplishments.

Adult Behavioral Expectations to Promote the Well-Being of Youth

All faculty, Extension educators, staff, and volunteers who work with 4-H Youth Development Programs will sign a statement agreeing to comply with the Adult Behavioral Expectations (4-H 785).

The Adult Behavioral Expectations listed below give 4-H Youth Development faculty, Extension educators, staff, and volunteers the opportunity to reaffirm their

commitment and dedication to the well-being of young people. When all faculty, Extension educators, staff, and volunteers sign a copy of this document, individuals will be making a collective statement that youth in the 4-H Youth Development Program are treated with respect, dignity, and attention to individual needs. The faculty, Extension educators, staff, and volunteers who work with the 4-H Youth Development Program in Indiana are proud of the quality educational programs provided to youth of this state and their personal commitment and responsibility to nurture the positive growth and development of youth. The statement reads as follows:

In my role as a 4-H Youth Development faculty, Extension educator, staff, or volunteer, I will:

- Respect, adhere to, and enforce the rules, policies, and guidelines established by the Purdue University Cooperative Extension Service including all laws related to child abuse and substance abuse.
- Conduct myself in a courteous, respectful manner, exhibit good sportsmanship, and demonstrate reasonable conflict management skills.
- Be truthful and forthright when representing the 4-H Youth Development Program.
- Under no circumstances allow, consume, or be under the influence of alcohol or illegal drugs at 4-H Youth Development Program events or activities.
- Recognize that verbal or physical abuse, failure to comply with equal opportunity and anti-discrimination laws, or committing criminal acts are not acceptable practices in 4-H Youth Development Programs.
- Accept my responsibility to represent 4-H Youth Development Programs with dignity and pride by being a positive role model for youth.
- Accept supervision and support from salaried Extension staff or designated management volunteers.
- Participate in orientation and training, which includes youth protection standards, sponsored by the Purdue Cooperative Extension Service.
- Operate machinery, vehicles, and other equipment in a safe and responsible manner when working with youth participating in 4-H Youth Development Programs.
- Treat animals in a humane manner and teach program participants appropriate animal care and management.
- Use technology in an appropriate manner that reflects the best practices in youth development.

- Accept my responsibility to promote and support the 4-H Youth Development Program in order to develop an effective county, state, and national program.

For the Well-Being of Youth and Adults Who Work with 4-H Youth Development Programs

As 4-H Youth Development faculty, Extension educators, staff, and volunteers, we have many rights and responsibilities related to our opportunity to teach, guide, nurture, enable, support, encourage, and inspire youth who participate in the 4-H Youth Development Program. We have the right to learn with youth, to have our own opinion, to have freedom of speech, to share learning from our personal experience, and to have fun. We also have the responsibility to be positive role models, to abide by laws that relate to child welfare, and to observe the emotional and physical status of the young people who participate in our program.

Youth in Crisis and Recommended Action

Relatively few youth suffer serious adolescent problems such as delinquency, running away, suicidal depression, and severe eating disorders. These problems, however, can put a teenager in a position where he/she may destroy his/her life or that of a family member. The sincere interest and attention of a caring adult can be a positive part of a young person's life and thus a protective factor in helping to prevent youth in crisis. The strategy outlined below is a universal procedure adults can use to demonstrate understanding and support for a young person.

Strategies for Action

Use **AIM**: **A**ccept, **I**dentify, and **M**ove

- **Accept** the teenager regardless of his/her behavior. Show that you care for him/her by listening non-judgmentally. If the behavior is life threatening, however, immediately remove physical danger if possible.
- **Identify** the youth's feelings through open, reflective, and interactive communication. Help youth determine if he/she is angry, sad, hurt, lonely, afraid, confused, or a combination of these feelings.
- **Move or act.** Do something. If the person is in physical danger, help him/her secure a doctor, get to the hospital, or notify the proper authority. If the person is emotionally distraught, help him/her make a phone call to set up an appointment for counseling. If at all possible, help the teenager to do something for himself or herself.

Evidence of severe youth crisis

Child may:

- demonstrate dramatic changes in behavior
- become withdrawn and spend increasingly longer periods of time alone
- seem very tired, unkempt, restless, or hyperactive
- have unexplained emotional outbursts
- have a dramatic weight change

Legal Requirements Related to and Recommendations for Action on Underage Drinking and Illegal Use of Drugs

Not only are the consumption of alcohol by minors and the use of illegal drugs violations of Indiana law, they are also serious concerns of many communities. Therefore, they cannot be condoned in association with any 4-H Youth Development Program activity. Any faculty, Extension educator, staff, or volunteer can be liable both criminally and/or civilly if underage drinking associated with an Extension 4-H Youth Development Program activity is condoned, ignored, or accepted. The liability coverage carried by Purdue would not provide protection to an employee or volunteer who violated state or local laws or ordinances concerning alcohol or illegal drugs.

The use of tobacco, alcohol, and other drugs by adolescents in the United States continues to be a concern. An alarming number of high school youth drink and use tobacco. Teenagers are very likely to ignore the potential risks of drugs, especially tobacco and alcohol, because they often believe they are not vulnerable to injury and especially to death.

It is strongly recommended that adults act as a positive role model for youth and expect the laws and organizational rules to be followed. It is important that adults recognize and continue to help communicate the negative health and safety consequences of drug and alcohol use.

Equal Opportunity/Affirmative Action

Extension faculty, educators, staff, and volunteers do not consciously exclude people; nonetheless, the law requires that programs associated with public money need to seek ways to regularly and consciously include people. Faculty, Extension educators, staff, and volunteers in 4-H Youth Development Programs must make sure programs are open to those desiring to participate and accept minorities and individuals from varied backgrounds. Faculty, Extension educators, staff, and volunteers should use all reasonable effort to make individuals aware of program opportunities.

The backdrop for this responsibility is the Civil Rights Act of 1964. Current regulations prohibit discrimination in programs with respect to race, color, national origin or ancestry, sex, religion, age, disability, marital status, parental status, sexual orientation, or status as a veteran.

It is acceptable to have requirements for participation in certain activities, but they must be reasonable. Requirements may not be based on personal characteristics listed in the Civil Rights Act. The goal of anti-discrimination is to make sure programs are fairly and equally delivered to the people who have funded them: the public.

ADA (The Americans with Disabilities Act)

The Americans with Disabilities Act, signed into law on July 26, 1990, prohibits discrimination against people with disabilities in employment, transportation, public accommodation, communications, and activities of state and local government. This law has very special implications for 4-H Youth Development Programs since they are sponsored and financially supported by state and local governmental agencies. Therefore, all facilities, services, and communications associated with 4-H Youth Development Programs must be made accessible, according to specific guidelines. Additional information is available at: <http://www.ada.gov/>

Volunteer Liability and Insurance Recommendations

Insurance coverage is a serious consideration for many who work with youth. The liability policies carried by Purdue University are endorsed to provide coverage for volunteers involved in activities under the auspices of and approved by the Purdue Cooperative Extension Service (CES).

It is critical that roles and responsibilities of those who work with 4-H Youth Development Programs be documented in written form before an accident happens. Extension faculty, educators, staff, and volunteers must endeavor to record activities and related plans through written programs, meeting minutes, personal notes or letters, memos, annual reports, position descriptions, and rosters.

It is important that individuals act in a reasonable and prudent manner when working with 4-H Youth Development Programs. This means that a person is acting in a way that others who have similar background and training would act in a similar circumstance. Negligence is conduct in which a reasonable and prudent person would not have engaged. Using this document to understand personal obligations and responsibilities related to promoting the well-being of youth in the 4-H Youth Development Program is a step toward preventing negligence.

Volunteers also should review carefully their personal automobile liability coverage to be certain limits are adequate for the exposures they face. County youth professionals can advise of limits recommended by the University. The Purdue automobile liability coverage is *excess only* and would become effective only if the volunteer's personal coverage limits become exhausted through claim settlement or court judgment. Purdue provides no coverage for physical damage to vehicles owned by volunteers. It is also recommended that all faculty, Extension educators, staff, and volunteers review their personal coverage with an insurance professional and consider the purchase of personal umbrella liability coverage.

It is recommended that accident insurance be obtained on all 4-H Youth Development members for the time they are involved in 4-H Youth Development Program activities. Most counties obtain insurance on an annual basis for all members on the roster. This needs to be confirmed by checking with the county office professionals.

Any claim or legal action filed or any incident which could result in a claim must be reported immediately to the local County Extension Director who will make a report to Purdue's Risk Management Office.

Safe and Appropriate Operation of Machinery, Vehicles, Equipment, and Technology

Faculty, Extension educators, staff, and volunteers who are acting reasonably and prudently when participating in 4-H Youth Development Program activities and events with 4-H Youth Development Program youth must operate and utilize machinery, vehicles, equipment, and technology in safe ways. They should use common sense and good judgment, follow accepted operating procedures, obey traffic laws including the use of seat belts, use protective clothing (helmets, ear/eye protection, etc.) when needed, and demonstrate procedures and practices that youth will learn and adopt.

Unsafe practices and behaviors may lead to immediate injury of one or more children and to the development of lifelong habits that may result in unnecessary and senseless accidents. It is especially important that adults be positive role models and demonstrate common-sense safety when working with animals and when using hand tools, power tools, agricultural equipment and machinery, lawn and garden equipment, chemicals, pesticides, shooting equipment, and forms of technology.

Tax Deductions for Volunteers

Volunteers may deduct *unreimbursed out-of-pocket* expenses directly related to their volunteer services *if they itemize deductions*. Check with the Internal Revenue Service and Publication #526 "Charitable Contributions" for detailed information

Legal Requirements for Responding to the Suspicion of Neglect and Abuse

Relationship with children

To protect the individual, 4-H Youth Development faculty, Extension educators, staff, and volunteers are encouraged to avoid being alone with a single young person who is involved with or has just completed a 4-H Youth Development Program activity. 4-H Youth Development faculty, Extension educators, staff, and volunteers should not discipline youth in 4-H Youth Development Programs by using physical punishment or fail to provide the necessities of care, such as food or shelter. 4-H Youth Development faculty, Extension educators, staff, and volunteers should be alert to the physical and emotional well-being of all children each time they participate in a program.

Due to changes in the larger and more complex society of which we are a part and to some unfortunate incidents in some other youth organizations, it is now appropriate that members of the 4-H Youth Development community are aware of their responsibility related to child welfare. Even though child neglect and abuse are not always easy to recognize, some children are in desperate need of help. A 4-H Youth Development volunteer who works with and cares for the well-being of a child over a period of time may notice indicators that suggest a child is in special need of services. According to Indiana law, a child is in need of services if the child's physical or mental condition is seriously impaired or seriously endangered as a result of the inability, refusal, or neglect of the child's caretaker to supply the child with necessary food, clothing, shelter, medical care, education, or supervision; is seriously injured by an act of the child's caretaker; or is a victim of a sexual offense.

Reporting Procedures

It is the legal obligation of *every adult* in Indiana to report any known or suspected child abuse or neglect. Reports of known or suspected child abuse or neglect are made to the Child Protective Services, a program of the County Office Division of Family Resources. The phone number of Child Protective Services should be listed in local telephone books. The USA National Child Abuse Hotline is 1-800-422-4453. The person who reports remains anonymous, unless the report is malicious or in bad faith. Once the report has been filed, it is then up to the proper authorities to determine action. If the report warrants an investigation, a Child Protective Services case worker investigates. 4-H Youth Development faculty, Extension educators, staff, and volunteers should be

sensitive to the need for confidentiality in the handling of information in this area.

Involved faculty, Extension educators, staff, and volunteers will discuss matters pertaining to abuse and suspected abuse only with the immediate supervisor and the Child Protective Services personnel exercising the service functions.

Below is a limited list of indicators of child neglect and abuse. Additional information about recognizing child neglect and abuse is available from county family services agencies.

Indicators of neglect

- Child:
- lacks basic and necessary medical or dental care
 - lacks shelter that is safe, warm, and reasonably sanitary
 - lacks adequate clothing for winter
 - has apathetic appearance
 - has poor academic achievement and/or poor attendance patterns
 - is chronically hungry or tired

Indicators of unusual physical injury

- Child:
- has bruises on face or in unusual patterns or clusters
 - has dry, cigarette, rope, or immersion-type burns
 - has head injuries indicated by absence of hair or hemorrhaging under scalp

Indicators of sexual abuse

- Child:
- tells stories of a sexual nature or reports sexual activity
 - has sudden fear of neighbors, a relative, or a sitter
 - suddenly becomes unruly, destructive, shy, or withdrawn
 - is persistently irritable, cranky, or short-tempered
 - has pain, itching, or bleeding and may walk differently

For more information or training, contact your County Cooperative Extension office.

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4-H VOLUNTEER APPLICATION
(to be completed by potential volunteers in youth program)



Volunteers who want to work with youth must complete this application. Consideration as a Purdue University Cooperative Extension Service volunteer is contingent on return of this form to your county Extension office and clearance through the Indiana Sheriff's Sex and Violent Offender Registry and recommendation of approval by the 4-H Youth Educator.

I. GENERAL INFORMATION

Name: _____
(last)
(first)
(middle)

Former or other names: _____

Address: _____
(St., RR, Rd., Box, Apt.)
(city)
(zip)

How long have you lived at this address? _____ years Gender: _____ Male _____ Female

Telephone: _____
(home)
(work)

E-mail address: (please print clearly) _____

Please indicate your education, experience, talents, interests, and skills that might be related to the 4-H program

Do you have previous 4-H experience as a member or volunteer? Please describe _____

List previous *volunteer* experience. Identify work with youth and community groups (current or most recent experience first). You may attach additional pages.

	Organization	Volunteer Role	City/State	Years
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

II. VOLUNTEER INTEREST:

Why are you interested in a volunteer position in Extension youth programs?

Do you prefer to work directly with: _____ youth _____ adults _____ both

If you prefer to work directly with youth, what grade level(s) do you prefer? _____ Grades K-2 _____ Grades 3-6
_____ Grades 7-12 _____ no preference

Are you applying to be a volunteer with a new club? _____ Yes _____ No

Are you applying to help with an existing club? _____ Yes _____ No

Name of club: _____

III. PERSONAL REFERENCES: (Local Extension staff may not serve as references)

List three persons **not related** to you who know about your qualifications for working as a volunteer in a youth organization. If you have previous experience as a volunteer, one reference should be from that organization. You may include business associates, employees or social friends. **Include complete addresses and phone numbers.**

Name _____	Home Phone _____	Work Phone _____
Address _____ St, RR, Box, Apt # _____	City _____	State _____ Zip _____
How do you know this person? _____		

Name _____	Home Phone _____	Work Phone _____
Address _____ St, RR, Box, Apt # _____	City _____	State _____ Zip _____
How do you know this person? _____		

Name _____	Home Phone _____	Work Phone _____
Address _____ St, RR, Box, Apt # _____	City _____	State _____ Zip _____
How do you know this person? _____		

IV. VERIFICATION:

Have you been convicted of a crime (excluding minor traffic violations)? _____ Yes _____ No

If yes, give date, nature of offense and disposition.

PLEASE NOTE: A criminal record will not necessarily disqualify an applicant. A criminal record will be considered as it relates to specifics of the position.

I certify that the above information is correct. I authorize the contact of the references listed above. I understand background checks will be conducted. I authorize the Purdue University Cooperative Extension Service to conduct a search of the Indiana Sheriff's Sex and Violent Offender Registry to release any information on the Registry to the Purdue University Cooperative Extension Service. **I understand the misrepresentation or omission of facts requested is just cause for non-appointment as a Purdue University Cooperative Extension Service youth program volunteer.**

If accepted as a volunteer, I agree to respect, adhere to, and enforce the rules, policies, and guidelines established by the Purdue University Cooperative Extension Service including all laws related to child abuse and substance abuse. I recognize that the 4-H Youth Development Program is part of the Purdue Cooperative Extension Service, in which the United States Department of Agriculture, Purdue University, and all Indiana counties share. As a volunteer, I am committing to involve individuals regardless of race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability or status as a veteran in educational experiences in cooperation with other Extension volunteers and Extension personnel.

Volunteer signature: _____ Date: _____

Please return the application at your earliest convenience. Contact us if you have any questions or wish further information.

V. CONSENT FOR 4-H YOUTH DEVELOPMENT VOLUNTEER BACKGROUND CHECK:

Date of Birth _____ Alias/Maiden Name _____
Month Day Year

Social Security Number _____ - _____ - _____

Your social security number is requested on this form to facilitate record keeping and to minimize effort and errors in reference to other records which require the use of the social security number. You have the right to refuse to provide your social security number on this form without penalty or to request it be removed at any time.

PLEASE NOTE: A criminal record will not necessarily disqualify an applicant. A criminal record will be considered as it relates to specifics of the position.

I certify that the above information is correct. I authorize the contact of the references listed above. I understand background checks will be conducted. I authorize the Purdue University Cooperative Extension Service to conduct a search of the Indiana Sheriff's Sex and Violent Offender Registry to release any information on the Registry to the Purdue University Cooperative Extension Service. I understand the misrepresentation or omission of facts requested is just cause for non-appointment as a Purdue University Cooperative Extension Service youth program volunteer.

Volunteer signature: _____

Date: _____

Contact us if you have any questions or wish further information. Thank you!

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This material may be available in alternative formats

5. What difficulties might the applicant have fulfilling these duties?

6. Please describe situations where you have observed the applicant interacting with children.

7. Would you be willing to place your son or daughter or any other child you are responsible for under his/her supervision?

8. Would you consider this applicant a positive role model for youth?

9. Is the applicant dependable?

10. Do you know of any reason why this person should not be considered for this position?

THANK YOU!

I appreciate your assistance in helping the Purdue University Cooperative Extension Service select qualified people to serve in volunteer roles.

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REFERENCE FORM
For Volunteer Position Working Directly With Youth
 (For reference **by mail**)

_____ is applying to do volunteer work in a Purdue University Cooperative Extension Service youth program and has given your name as a reference.

Please complete this reference form and return it in the enclosed envelope. Information you provide will be treated in a confidential manner.

Adults in volunteer positions help youth have fun while learning new skills, increasing their abilities to work together, managing their own activities and developing into productive adults.

The Purdue University Cooperative Extension Service seeks your assistance in selecting qualified people to serve in volunteer roles and appreciates your prompt completion of this reference form.

1. How long have you known the applicant? _____ Years _____ Months
2. In what capacity or position have you known the applicant?

Please use this checklist to evaluate the applicant's qualities.

E = Excellent G = Good F = Fair N = Not known

	E	G	F	N	Comments
Understanding of Children	_____	_____	_____	_____	_____
Communication Skills	_____	_____	_____	_____	_____
Ability to Organize	_____	_____	_____	_____	_____
Respect for Others	_____	_____	_____	_____	_____
Dependability	_____	_____	_____	_____	_____
Sense of Humor	_____	_____	_____	_____	_____
Sense of Fairness	_____	_____	_____	_____	_____
Enthusiasm	_____	_____	_____	_____	_____
Flexibility	_____	_____	_____	_____	_____
Patience	_____	_____	_____	_____	_____
Initiative	_____	_____	_____	_____	_____
Resourcefulness	_____	_____	_____	_____	_____
Role Model for Youth	_____	_____	_____	_____	_____
Ability to Complete a Task	_____	_____	_____	_____	_____
Ability to Work With Children	_____	_____	_____	_____	_____

Please share your impression and knowledge of the applicant's qualifications for the position, using specific examples where possible, by answering the following:

3. How would you rate the applicant's ability to work in a volunteer role with...
 Youth?
 Adults?
4. What additional skills, abilities and attributes does the applicant have that would be helpful in this position?
5. Would you be willing to place your son or daughter or any other child for whom you are responsible under his/her supervision? _____ Yes _____ No Why?
6. Do you consider this applicant a positive role model for youth?
7. Should this person be considered for this position? _____ Yes _____ No
 If no, why not?

8. ADDITIONAL COMMENTS:

Signature: _____ Date: _____

THANK YOU!

Your assistance in identifying qualified volunteers for Purdue University Cooperative Extension Service youth programs is appreciated.

RETURN TO:

Enclosure: Business reply envelope

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Adult Behavioral Expectations

To Promote the Well-Being of Youth for Faculty, Extension Educators, Staff and Volunteers Who Work with 4-H Youth Development Programs in Indiana

*“Those who believe in and work with youth
have confidence in our future.”*

These Adult Behavioral Expectations give faculty, educators, staff and volunteers the opportunity to reaffirm their commitment and dedication to the well-being of young people. When all faculty, educators, staff and volunteers sign a copy of this document, individuals are making a collective statement that youth in the 4-H Youth Development Program are being treated with respect, dignity, and attention to individual needs. The faculty, educators, staff and volunteers who work with the 4-H Youth Development Program in Indiana are proud of the quality educational programs provided to youth of this state and to their personal commitment to nurture the positive growth and development of youth.

In my role as a 4-H Youth Development Program faculty, educator, staff, or volunteer I will:

- Respect, adhere to, and enforce the rules, policies, and guidelines established by the Purdue University Cooperative Extension Service including all laws related to child abuse and substance abuse.
- Conduct myself in a courteous, respectful manner, exhibit good sportsmanship, and demonstrate reasonable conflict management skills.
- Be truthful and forthright when representing the 4-H Youth Development Program.
- Under no circumstances allow, consume, or be under the influence of alcohol or illegal drugs at 4-H Youth Development Program events or activities.
- Recognize that verbal or physical abuse, failure to comply with equal opportunity and anti-discrimination laws, or committing criminal acts are not acceptable practices in 4-H Youth Development Programs.
- Accept my responsibility to represent 4-H Youth Development Programs with dignity and pride by being a positive role model for youth.
- Accept supervision and support from salaried Extension staff or designated management volunteers.
- Participate in orientation and training, which includes youth protection standards, sponsored by the Purdue Cooperative Extension Service.
- Operate machinery, vehicles, and other equipment in a safe and responsible manner when working with youth participating in 4-H Youth Development Programs.
- Treat animals in a humane manner and teach program participants appropriate animal care and management.
- Use technology in an appropriate manner that reflects the best practices in youth development.

- Accept my responsibility to promote and support the 4-H Youth Development Program in order to develop an effective county, state, and national program.

I have been given the opportunity to review these expectations and the opportunity to ask questions, and any questions have been answered to my satisfaction. By signing below, I acknowledge that I have read and agree to abide by the behavioral expectations in this document. I understand that my failure to comply with these expectations may result in disciplinary action or termination as a faculty member, educator, staff, or volunteer of the Indiana 4-H Youth Development Program.

Print Name

Date

Signature

Date

Educator Signature

Date

A signed copy of the Adult Behavioral Expectations for each faculty, educator, staff, and volunteer in 4-H Youth Extension programs will be on file in the respective administrative office after January 1, 1992.

These Behavioral Expectations and related policies have been developed by faculty, educators, staff, and volunteers to strengthen the work of those who believe in the 4-H Youth Development Program.

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Youth Behavioral Expectations

To Promote the Well-Being of Youth for 4-H Teen Leaders Who Work with 4-H Youth Development Programs in Indiana

*“Those who believe in and work with youth
have confidence in our future.”*

These Youth Behavioral Expectations give 4-H teen leaders the opportunity to reaffirm their commitment and dedication to the well-being of 4-H members. When all individuals sign a copy of this document, they are making a collective statement that youth in the 4-H Youth Development Program are being treated with respect, dignity, and attention to individual needs.

In my role as a teen leader I will:

- Respect, adhere to, and enforce the rules, policies, and guidelines established by the Purdue University Cooperative Extension Service including all laws related to child abuse and substance abuse.
- Conduct myself in a courteous, respectful manner, exhibit good sportsmanship, and demonstrate reasonable conflict management skills.
- Be truthful and forthright when representing the 4-H Youth Development Program.
- Under no circumstances possess, consume, or be under the influence of alcohol, tobacco or tobacco-like products, illegal drugs, or other dangerous substances at 4-H Youth Development Program events or activities.
- Recognize that verbal or physical abuse, failure to comply with equal opportunity and anti-discrimination laws, or committing criminal acts are not acceptable practices in 4-H Youth Development Programs.
- Accept my responsibility to represent 4-H Youth Development Programs with dignity and pride by being a positive role model for other youth.
- Accept supervision and support from salaried Extension staff or designated management volunteers.
- Will participate in orientation and training, which includes youth protection standards, sponsored by the Purdue Cooperative Extension Service.
- Operate machinery, vehicles, and other equipment in a safe and responsible manner when working with other youth participating in 4-H Youth Development Programs.
- Treat animals in a humane manner and teach program participants appropriate animal care and management.
- Use technology in an appropriate manner that reflects the best practices in youth development.
- Accept my responsibility to promote and support the 4-H Youth Development Program in order to develop an effective county, state, and national program.

I have been given the opportunity to review these expectations and the opportunity to ask questions, and those questions have been answered to my satisfaction. By signing below, I acknowledge that I have read and agree to abide by the behavioral expectations in this document. I understand that my failure to comply with these expectations may result in disciplinary action or termination of my youth leadership position in the Indiana 4-H Youth Development Program.

Print 4-H Member Name

Date

4-H Member Signature (required if 18 years of age or over)

Date

Parent/Legal Guardian Signature

Date

Parent/Legal Guardian Signature

Date

Educator Signature

Date

A signed copy of the Youth Behavioral Expectations will be on file in the respective administrative office.

These Behavioral Expectations and related policies have been developed by faculty, educators, staff, and volunteers to strengthen the work of those who believe in the 4-H Youth Development Program.

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4-H VOLUNTEER POSITION TEMPLATE

(See Sample)

VOLUNTEER POSITION DESCRIPTION

Indiana 4-H Youth Development Program
Purdue Cooperative Extension Service

POSITION TITLE:

- ◆ Identify the actual position title. Remember that “volunteer” is a salary classification and not a position title.

TIME REQUIRED / DURATION OF APPOINTMENT:

- ◆ Estimate the total time required for preparation, meetings, orientation, education, and actual volunteering efforts. The amount of time required per day, week, or month and the duration or length of commitment should be included. (*e.g. “Approximately four hours per week from March through August.”*)

LOCATION:

- ◆ Identify the location(s) where volunteering will occur. Include training sites, meeting locations, work out of home, office, or as arranged, etc.

PURPOSE:

- ◆ Outline the overall purpose of this volunteer position. This includes a general statement of what a volunteer in this position should accomplish.

RESPONSIBILITIES:

- ◆ Inventory all of the duties that a volunteer in this position will be expected to perform. These are generally listed as bullets.

QUALIFICATIONS:

- ◆ Identify the specific skills, talents, interests and abilities which are necessary for a volunteer in this position to be successful. These *could* include level of education, an interest in a specific subject matter area, a desire to work with youth, organizational skills, flexibility, computer skills, access to transportation, access to a telephone, etc. These are listed as bullets.
- ◆ Include the following statement: “Must undergo the Purdue 4-H volunteer application and screening process and be accepted as a volunteer.”

RESOURCES AVAILABLE:

- ◆ See samples.

TRAINING / ORIENTATION PROVIDED:

- ◆ See samples

CONTACT PERSON:

- ◆ Include name of county Extension educator responsible and accountable for this position. Include:
 - ◆ Name
 - ◆ Title
 - ◆ Address
 - ◆ Phone
 - ◆ Fax
 - ◆ E-mail

BENEFITS TO THE VOLUNTEER:

- ◆ List the benefits provided. These could include educational resources and curriculum, including leader's guides; educational or training opportunities at the county, area, state and regional levels; access to Extension computers or copiers; the opportunity to schedule meetings at the Extension Office, etc.

SALARY:

- ◆ Unsalaries; Volunteer.

Signature of Volunteer

Date

Signature of Extension Professional

Date



4-H CLUB ORGANIZATIONAL VOLUNTEER

VOLUNTEER POSITION DESCRIPTION

Indiana 4-H Youth Development Program
Purdue Cooperative Extension Service

POSITION TITLE:

- ◆ 4-H Club Organizational Volunteer

TIME REQUIRED / DURATION OF APPOINTMENT:

- ◆ One to two hours per week for 1 year.

PURPOSE:

- ◆ Serve as a liaison between the county Extension office/county 4-H professional and 4-H members, their parents, and other volunteers regarding 4-H club programs.
- ◆ Support 4-H professionals, volunteers, and members in conducting meaningful educational experiences to help youth grow and reach their fullest potential.
- ◆ Inform and encourage members, parents, and other volunteers to actively participate in appropriate 4-H opportunities.

RESPONSIBILITIES:

- ◆ Follow all 4-H guidelines and policies of the Purdue University Extension, State 4-H program, and County 4-H Program.
- ◆ Participate in one or more volunteer development opportunities each year.
- ◆ Be committed and dedicated to young people, their growth in all areas, and sensitive to their abilities and needs.
- ◆ Serve as the primary communication link between the county Extension office/county 4-H professional and the club. Secure club organization materials from the county Extension office.
- ◆ Complete enrollment forms and other registration forms as requested by the county Extension office.
- ◆ Provide the county Extension office with a copy of the current club constitution and club programs.
- ◆ Hold regular, interesting, and informative club meetings.
- ◆ Ensure adequate adult supervision at all club functions.
- ◆ Involve members in developing club programs including project work, community service, social events, and participation in county, area, and state 4-H events.
- ◆ Help officers learn their responsibilities and be prepared for each meeting; teach members basic parliamentary procedure, allowing them to run their own meetings, develop committees, and plan and conduct activities.
- ◆ Maintain appropriate communications with, and coordinate the contributions of, other club leaders.

- ◆ Be dedicated to young people and sensitive to their abilities and needs.
- ◆ Encourage 4-H members' and parents' interest and participation.
- ◆ Welcome parents' ideas, activity and project assistance, cooperation, support and attendance at 4-H activities.
- ◆ Recruit new members when the club has openings.
- ◆ Attend all (or most) of the club meetings and activities.
- ◆ Read 4-H newsletters and literature from the county Extension office and keep members, parents, and other leaders informed.
- ◆ Be aware of 4-H projects available, help members select projects, and encourage parents to support their child's project work.
- ◆ Inform members and parents of project evaluation requirements and dates.
- ◆ Continually provide feedback to members, letting them know when they are doing a good job and advising them when they need to improve.
- ◆ Praise members for the progress they make.

QUALIFICATIONS:

- ◆ Must undergo the Purdue University 4-H volunteer application and screening process and be accepted as a volunteer.
- ◆ A willingness to become familiar with and work within the philosophy and guidelines of the Purdue University Extension, State 4-H Program, and County 4-H Program.
- ◆ The ability to teach and motivate youth while nurturing positive self esteem, decision making responsibility, and leadership in the youth.
- ◆ A sincere interest in teaching and sharing knowledge and skills with youth and adults in an educational setting; the ability to organize information and materials and delegate responsibility.
- ◆ The ability to work and communicate effectively in both verbal and written forms.
- ◆ The ability to motivate parents and other volunteers to assume leadership positions.
- ◆ The ability to work with minimal supervision from professional staff.
- ◆ A sincere interest in working with other volunteers and professional staff in an educational setting.

RESOURCES AVAILABLE:

Purdue University Extension agrees to

- ◆ Provide training opportunities that will help the volunteer meet the needs of members, leaders, and parents
- ◆ Provide appropriate manuals, pamphlets, audio-visual aids, newsletters and other resource materials
- ◆ Have professionals available to listen to leaders' ideas to help improve the 4-H program
- ◆ Provide appropriate recognition and awards to leaders

CONTACT PERSON:

- ◆ Give name, address, and telephone number of county Extension 4-H salaried or volunteer staff who will be the volunteer's mentor/supervisor.

LOCATION:

- ◆ Specify area of responsibility.

SALARY:

- ◆ Unsalaries; Volunteer.

Signature of Volunteer

Date

Signature of Extension Professional

Date



4-H CLUB PROJECT VOLUNTEER

VOLUNTEER POSITION DESCRIPTION

Indiana 4-H Youth Development Program
Purdue Cooperative Extension Service

POSITION TITLE:

- ◆ 4-H Club Project Volunteer

TIME REQUIRED / DURATION OF APPOINTMENT:

- ◆ March to mid-July.

PURPOSE:

- ◆ Serve as a liaison between the county Extension office/county 4-H professional and 4-H members, their parents, and other volunteers regarding 4-H club programs.
- ◆ Support 4-H professionals, volunteers, and members in conducting meaningful educational experiences to help youth grow and reach their fullest potential.
- ◆ Inform and encourage members, parents, and other volunteers to actively participate in appropriate 4-H opportunities

RESPONSIBILITIES:

- ◆ Follow all 4-H guidelines and policies of the Purdue University Extension, State 4-H Program, and County 4-H Program.
- ◆ Participate in one or more volunteer development opportunities each year
- ◆ Be committed and dedicated to young people, their growth in all areas, and sensitive to their abilities and needs.
- ◆ Assist club members in all 4-H project-related areas.
- ◆ Be aware of projects available and help individual members select appropriate projects.
- ◆ Encourage parents to support their child's project work, but not to do the work for them.
- ◆ Coordinate and conduct educational club activities related to assigned project areas (for example: project meetings/work sessions; demonstrations/talks by members, leaders, or others related to project areas; educational tours to expand project knowledge; home visits to check on progress of members' projects; etc.).
- ◆ Make sure members are progressing with their projects during the year.
- ◆ Advise the club organizational leader regarding members' project completion.
- ◆ Assist members who wish to exhibit projects at fairs by informing them of evaluation/exhibit requirements and dates, exhibit classes and rules, proper preparations of exhibit items or animals, and proper exhibit care during fair.
- ◆ Maintain open communication with the club organizational leader. Be dedicated to young people and sensitive to their abilities and needs.
- ◆ Encourage 4-H members' and parents' interest and participation.
- ◆ Welcome parents' ideas, activity and project assistance, cooperation, support, and attendance at 4-H activities.
- ◆ Recruit new members when the club has openings.
- ◆ Attend all (or most) of the club meetings and activities.

- ◆ Read 4-H newsletters and literature from the county Extension office and keep members, parents, and other volunteers informed.
- ◆ Continually provide feedback to members, letting them know when they are doing a good job and advising them when they need to improve.
- ◆ Praise members for the progress they make.

QUALIFICATIONS:

- ◆ Must undergo the Purdue University 4-H volunteer application and screening process and be accepted as a volunteer.
- ◆ A willingness to become familiar with and work within the philosophy and guidelines of the Purdue University Extension, State 4-H Program, and County 4-H Program.
- ◆ A sincere interest in working with 4-H members regarding one or more 4-H project areas.
- ◆ The ability to teach and motivate youth while nurturing positive self esteem, decision making, responsibility, and leadership in the youth.
- ◆ A sincere interest in teaching and sharing knowledge and skills with youth and adults in an educational setting.
- ◆ The ability to organize information and materials and delegate responsibility.
- ◆ The ability to work and communicate effectively in both verbal and written forms.
- ◆ The ability to motivate parents and other volunteers to assume leadership positions.
- ◆ The ability to work with minimal supervision from professional staff.
- ◆ A sincere interest in working with other volunteers and professional staff in an educational setting.

RESOURCES AVAILABLE:

Purdue University Extension agrees to

- ◆ Provide training opportunities that will help the volunteer meet the needs of members, leaders, and parents
- ◆ Provide appropriate manuals, pamphlets, audio-visual aids, newsletters and other resource materials
- ◆ Have professionals available to listen to leaders' ideas to help improve the 4-H program
- ◆ Provide appropriate recognition and awards to leaders

CONTACT PERSON:

- ◆ Give name, address, and telephone number of county Extension 4-H salaried or volunteer staff who will be the volunteer's mentor/supervisor.

LOCATION:

- ◆ Specify area of responsibility.

SALARY:

- ◆ Unsalaries; Volunteer.

Signature of Volunteer

Date

Signature of Extension Professional

Date



4-H () COMMITTEE MEMBER

VOLUNTEER POSITION DESCRIPTION

Indiana 4-H Youth Development Program
Purdue Cooperative Extension Service

POSITION TITLE:

- ◆ Committee Member

RESPONSIBILITIES:

- ◆ Participate in one or more volunteer development opportunities each year.
- ◆ Follow all 4-H guidelines and policies of the Purdue University Extension, State 4-H Program, and County 4-H Program.
- ◆ Be committed to young people and their growth in all areas.
- ◆ Promote favorable public relations and image for 4-H program.
- ◆ Help analyze the needs and interests of county youth and volunteers.
- ◆ Inform professional Extension staff concerning training needs of members or volunteers, resources needed to solve specific problems and/or concerns, and any other information as deemed important.
- ◆ Assist with planning, conducting, evaluating, and recommending educational experiences, methods, and programs that will meet the needs and interests of youth.
- ◆ Attend all committee meetings.
- ◆ Secure material resources as needed to conduct, promote, and expand the 4-H program.
- ◆ Be dedicated to young people and sensitive to their abilities and needs.
- ◆ Praise members for the progress they make.
- ◆ Encourage 4-H members' and parents' interest and participation.
- ◆ Welcome parents' ideas, assistance, cooperation, support, and attendance at 4-H activities.
- ◆ Read 4-H newsletters and literature from the county Extension office and keep members, parents, and other volunteers informed.

QUALIFICATIONS:

- ◆ Must undergo the Purdue University 4-H volunteer application and screening process and be accepted as a volunteer.
- ◆ A willingness to become familiar with and work within the philosophy and guidelines of the Purdue University Extension, State 4-H Program, and County 4-H Program.
- ◆ A sincere interest in teaching and sharing knowledge and skills with youth and adults in an educational setting.
- ◆ The ability to organize information and materials and delegate responsibility.
- ◆ The ability to work and communicate effectively in both verbal and written forms.

- ◆ The ability to motivate parents and other volunteers to assume leadership positions.
- ◆ The ability to work with minimal supervision from professional staff.
- ◆ A sincere interest in working with other volunteers and professional staff in an educational setting.

RESOURCES AVAILABLE:

Purdue University Extension agrees to

- ◆ Provide training opportunities that will help the volunteer meet the needs of members, leaders, and parents
- ◆ Provide appropriate manuals, pamphlets, audio-visual aids, newsletters and other resource materials;
- ◆ Have professionals available to listen to volunteers' ideas to help improve the 4-H program
- ◆ Provide appropriate recognition and awards to volunteers

CONTACT PERSON:

- ◆ Give name, address, and telephone number of county Extension 4-H who will be the volunteer's mentor/supervisor.

LOCATION:

- ◆ Describe the committee level...club, community, area, county, area, state, regional, or national and the geographic location of the commit

SALARY:

- ◆ Unsalariated; Volunteer.

Signature of Volunteer

Date

Signature of Extension Professional

Date



4-H COUNCIL MEMBER

VOLUNTEER POSITION DESCRIPTION

Indiana 4-H Youth Development Program
Purdue Cooperative Extension Service

POSITION TITLE:

- ◆ 4-H Council Member

RESPONSIBILITIES

- ◆ Follow all 4-H guidelines and policies of the Purdue University Extension, State 4-H Program, and County 4-H Program.
- ◆ Participate in one or more volunteer development opportunities each year.
- ◆ Be committed to young people and their growth in all areas.
- ◆ Promote favorable public relations and image for 4-H program.
- ◆ Help analyze the needs and interests of county youth and volunteers.
- ◆ Inform professional Extension staff concerning training needs of members or volunteers, resources needed to solve specific problems and/or concerns, and any other information as deemed important.
- ◆ Assist with planning, conducting, evaluating, and recommending educational experiences, methods, and programs that will meet the needs and interests of youth.
- ◆ Attend all committee meetings.
- ◆ Secure material resources as needed to conduct, promote, and expand the 4-H program.
- ◆ Be dedicated to young people and sensitive to their abilities and needs.
- ◆ Encourage 4-H members' and parents' interest and participation.
- ◆ Welcome parents' ideas, assistance, cooperation, support, and attendance at 4-H activities.
- ◆ Read 4-H newsletters and literature from the county Extension office.

QUALIFICATIONS:

- ◆ Must undergo the Purdue University 4-H volunteer application and screening process and be accepted as a volunteer.
- ◆ A willingness to become familiar with and work within the philosophy and guidelines of the Purdue University Extension, State 4-H Program, and County 4-H Program.
- ◆ The ability to organize information and make decisions.
- ◆ The ability to work and communicate effectively in both verbal and written forms.
- ◆ The ability to motivate parents and other volunteers to assume leadership positions.
- ◆ A sincere interest in working with youth, other volunteers and professional staff in an educational setting.

RESOURCES AVAILABLE:

Purdue University Extension agrees to

- ◆ Provide training opportunities that will help the volunteer fulfill his/her responsibilities as a 4-H Council member
- ◆ Provide appropriate manuals, pamphlets, audio-visual aids, newsletters and other resource materials
- ◆ Have professionals available to listen to volunteers' ideas to help improve the 4-H program
- ◆ Provide appropriate recognition and awards to volunteers

CONTACT PERSON:

- ◆ Give name, address, and telephone number of county Extension 4-H who will be the volunteer's mentor/supervisor.

LOCATION:

- ◆ Describe the committee level...club, community, area, county, area, state, regional, or national and the geographic location of the committee.

SALARY:

- ◆ Unsalariated; Volunteer.

Signature of Volunteer

Date

Signature of Extension Professional

Date



JUNIOR LEADER ADVISOR

VOLUNTEER POSITION DESCRIPTION

Indiana 4-H Youth Development Program

Purdue Cooperative Extension Service

POSITION TITLE:

- ◆ Junior Leader Advisor

RESPONSIBILITIES:

- ◆ Participate in one or more volunteer development opportunities each year.
- ◆ Follow all 4-H guidelines and policies of the Purdue University Extension, State 4-H Program, and County 4-H Program.
- ◆ Be committed and dedicated to young people, their growth in all areas, and sensitive to their abilities and needs.
- ◆ Promote favorable public relations and image for 4-H program.
- ◆ Help analyze the needs and interests of county youth and volunteers.
- ◆ Inform professional Extension staff concerning training needs of members or volunteers, resources needed to solve specific problems and/or concerns, and any other information as deemed important.
- ◆ Read 4-H newsletters and literature from the county Extension office and keep members, parents, and other volunteers informed.
- ◆ Assist Junior Leader officers with planning, conducting, evaluating, and recommending educational experiences, methods, and programs that will meet the needs and interests of members.
- ◆ Attend Junior Leader meetings and activities.
- ◆ Secure material resources as needed to conduct, promote, and expand the Junior Leader program.

QUALIFICATIONS:

- ◆ Must undergo the Purdue University 4-H volunteer application and screening process and be accepted as a volunteer.
- ◆ A willingness to become familiar with and work within the philosophy and guidelines of the Purdue University Extension, State 4-H Program, and County 4-H Program.
- ◆ A sincere interest in teaching and sharing knowledge and skills with youth and adults in an educational setting.
- ◆ The ability to organize information and materials and delegate responsibility.
- ◆ The ability to work and communicate effectively in both verbal and written forms.
- ◆ The ability to motivate parents and other volunteers to assume leadership positions.
- ◆ The ability to work with minimal supervision from professional staff.
- ◆ A sincere interest in working with other volunteers and professional staff in an educational setting.

RESOURCES AVAILABLE:

Purdue University Extension agrees to

- ◆ Provide training opportunities that will help the volunteer meet the needs of members and parents
- ◆ Provide appropriate manuals, pamphlets, audio-visual aids, newsletters and other resource materials
- ◆ Have professionals available to listen to ideas to help improve the 4-H program
- ◆ Provide appropriate recognition and awards to 4-H Junior Leaders.

CONTACT PERSON:

- ◆ Give name, address, and telephone number of county Extension 4-H salaried or volunteer staff who will be the volunteer's mentor/supervisor.

LOCATION:

- ◆ Describe the committee level...club, community, area, county, area, state, regional, or national and the geographic location of the committee.

SALARY:

- ◆ Unsalaries; Volunteer.

Signature of Volunteer

Date

Signature of Extension Professional

Date



4-H SCHOOL ENRICHMENT VOLUNTEER

VOLUNTEER POSITION DESCRIPTION

Indiana 4-H Youth Development Program
Purdue Cooperative Extension Service

POSITION TITLE:

- ◆ 4-H School Enrichment Volunteer

TIME REQUIRED / DURATION OF APPOINTMENT:

- ◆ Two hours per week, October – May.

PURPOSE:

- ◆ Serve as a liaison between the county Extension office/county 4-H professional and 4-H members, their parents, and other volunteers regarding 4-H club programs.
- ◆ Support 4-H professionals, volunteers, and members in conducting meaningful educational experiences to help youth grow and reach their fullest potential.
- ◆ Inform and encourage members, parents, and other volunteers to actively participate in appropriate 4-H opportunities

RESPONSIBILITIES:

- ◆ Follow all 4-H guidelines and policies of the Purdue University Extension, State 4-H Program, and County 4-H Program.
- ◆ Participate in one or more volunteer development opportunities each year.
- ◆ Be committed and dedicated to young people, their growth in all areas, and sensitive to their abilities and needs.
- ◆ Guide members in 4-H educational activities as the classroom teacher or as a resource volunteer in the classroom setting.
- ◆ Provide necessary enrollment information.
- ◆ Advise 4-H school enrichment members regarding their contributions and participation in 4-H activities.
- ◆ Be dedicated to young people and sensitive to their abilities and needs.
- ◆ Encourage 4-H members and parents' interest and participation.
- ◆ Welcome parents' ideas, activity and project assistance, cooperation, support, and attendance at 4-H activities.
- ◆ Read 4-H newsletters and literature from the county Extension office and keep members, parents, and other volunteers informed.
- ◆ Be aware of 4-H projects available, help members select projects, and encourage parents to support their child's project work.
- ◆ Inform members and parents of project evaluation requirements and dates.

- ◆ Continually provide feedback to members, letting them know when they are doing a good job and advising them when they need to improve.
- ◆ Praise members for the progress they make.

QUALIFICATIONS:

- ◆ Must undergo the Purdue University 4-H volunteer application and screening process and be accepted as a volunteer (*if applicable*).
- ◆ A willingness to become familiar with and work within the philosophy and guidelines of the Purdue University Extension, State 4-H Program, and County 4-H Program.
- ◆ The ability to teach and motivate youth while nurturing positive self esteem, decision making, responsibility, and leadership in the youth.
- ◆ A sincere interest in teaching and sharing knowledge and skills with youth and adults in an educational setting.
- ◆ The ability to organize information and materials and delegate responsibility.
- ◆ The ability to work and communicate effectively in both verbal and written forms.
- ◆ The ability to motivate parents and other volunteers to assume leadership positions.
- ◆ The ability to work with minimal supervision from professional staff.
- ◆ A sincere interest in working with other volunteers and professional staff in an educational setting.

RESOURCES AVAILABLE:

Purdue University Extension agrees to

- ◆ Provide training opportunities that will help the volunteer meet the needs of members, advisors, and parents
- ◆ Provide appropriate manuals, pamphlets, audio-visual aids, newsletters and other resource materials
- ◆ Have professionals available to listen to advisors' ideas to help improve the 4-H program
- ◆ Provide appropriate recognition and awards to advisors

CONTACT PERSON:

- ◆ Give name, address, and telephone number of county Extension 4-H salaried or volunteer staff who will be the volunteer's mentor/supervisor.

LOCATION:

- ◆ Specify area of responsibility.

SALARY:

- ◆ Unsalaries; Volunteer.

Signature of Volunteer

Date

Signature of Extension Professional

Date



VOLUNTEER HOST FAMILY FOR 4-H INTERNATIONAL PROGRAMS

VOLUNTEER POSITION DESCRIPTION

Indiana 4-H Youth Development Program
Purdue Cooperative Extension Service

POSITION TITLE:

- ◆ Volunteer Host Family for 4-H International Programs

TIME REQUIRED / DURATION OF APPOINTMENT:

- ◆ Approximately one month during the months of July and August. Prior to this, families should attend a 2-4 hour Host Family Orientation Session that is typically held in the host family's county or region.

PURPOSE:

- ◆ To facilitate understanding and appreciation of other cultures by hosting an exchange student.

RESPONSIBILITIES:

- ◆ Follow all 4-H guidelines and policies of the Purdue University Extension, State 4-H Program, and County 4-H Program.
- ◆ Attend host family orientation session as required.
- ◆ Welcome an international student into your home for the one month homestay experience.
- ◆ Host only one international student in your home during homestay. Families who host through 4-H International Programs should not host students from other exchange organizations during the one-month homestay.
- ◆ Travel to designated locations to pick up and return the delegate. If activities are planned by the County Coordinator or local Extension Educator throughout the homestay, make every effort to attend.
- ◆ Show enthusiasm and interest in learning about other cultures.
- ◆ Have a child of the same gender and approximate age as the International delegate. Up to a two-year age difference is usually acceptable, but exceptions may be made if determined appropriate by the International Program Coordinator.
- ◆ Accept the delegate as a family member.
- ◆ Do everything possible to make the delegate feel at home and comfortable in his/her surroundings.
- ◆ Provide room and meals, including family meals and lodging outside of the home if the family travels.
- ◆ Inform the delegate of the family's rules and any responsibilities, including chores, that he/she may have.
- ◆ Provide a room (private or shared), with his/her own bed.
- ◆ If both host parents work, the delegate should be under responsible adult supervision.
- ◆ Practice and encourage spoken and written English with the exchangeee.

- ◆ Write to the exchangee in their country before the exchange begins. Provide the delegate with information about your family, home, summer plans, etc. before he/she arrives.
- ◆ Communicate any problems or concerns to the County and/or State Coordinators and International chaperones.
- ◆ Follow the proper channels of communication, including completing evaluation tools as requested by the State Coordinator.
- ◆ Facilitate the student's participation in 4-H activities and events when available.
- ◆ Write to the participant's family to confirm arrival, and maintain periodic correspondence as needed throughout the program.
- ◆ Notify the State Coordinator and local County Coordinator if you will be traveling away from home, providing a phone number where you can be reached in case of emergency.
- ◆ Ensure that the student obeys all local, state, and federal laws during their homestay.
- ◆ Consult the Host Family Handbook for other guidelines, regulations, and information that you may need.

QUALIFICATIONS:

- ◆ Complete a Host Family Application form and Screening process. Applications are available from the Purdue University State 4-H Program office or your local Extension Office.
- ◆ Welcome the International County Coordinator into your home for an interview.
- ◆ Read and sign the Adult Behavioral Expectation form that will be provided to you.
- ◆ Have an interest in and a willingness to learn about individuals from other cultures.
- ◆ Provide a quality home environment for the exchangee
- ◆ Welcome the student into your home and treat his/her as your own

RESOURCES AVAILABLE:

Purdue University Extension agrees to

- ◆ Provide families with Host Family Handbook and appropriate language guides.
- ◆ Provide host family training materials to Extension Educators and County Coordinators so that they may conduct orientations.
- ◆ Assist with any challenges that may arise during the homestay.

CONTACT PERSON:

International Program Coordinator
 Purdue University
 1161 Agriculture Administration Building
 West Lafayette, IN 47907-1161
 (765) 494-8433

SALARY:

- ◆ Unsalariated; Volunteer.

Signature of Volunteer

Date

Signature of Extension Professional

Date