



WEST VIRGINIA 4-H VOLUNTEER AND YOUNG ADULT 4-H MEMBER (AGES 18 to 21) CODE OF CONDUCT AGREEMENT

West Virginia University Extension Service 4-H Youth Development uses unique strategies and opportunities to engage youth in reaching their full potential through partnerships with caring adults. Volunteers, as well as young adult members, are fundamental to the 4-H program and the accomplishment of the WVUES 4-H mission.

A 4-H volunteer is a non-paid representative of the local WVUES 4-H unit for which they provide services. A fully vetted 4-H volunteer is a volunteer who has completed the full volunteer vetting process including: application, reference checks, criminal background check and certification in Rule 1.7 “Children on Campus” and WVU Rule 1.6. A young adult member is 18-21 years of age and participates in the 4-H program when all processes outlined for membership are completed. This includes a member application, criminal background check, and signed code of conduct and completion of required trainings.

West Virginia 4-H volunteers and young adult members are expected to function within the guidelines of West Virginia University, the West Virginia University Extension Service and the West Virginia 4-H program. West Virginia 4-H volunteers and young adult members shall be individuals of personal integrity. A standard of behavior for all individuals involved in the 4-H youth development program is one of the key components for creating a welcoming environment that is physically and emotionally safe. Any individual participating and/or volunteering with the West Virginia University Extension Service 4-H program or camp at any level (individual, club, county, regional, state, national and international) is subject to WVUES behavior and youth protection policies and standards and rules governing participation and involvement as outlined in the WVUES 4-H Code of Conduct. These standards are put in place to protect the youth served, you the volunteer and young adult member, the 4-H program, WVUES and West Virginia University. The Code of Conduct establishes expectations that all WVUES volunteers and young adults are expected to observe.

The WVUES 4-H Code of Conduct applies and will be enforced with 4-H volunteers and young adult 4-H members as follows:

- While participating and attending a 4-H-sponsored program (e.g., club meeting, project meeting, activity, event, any learning opportunity sponsored by WVUES),
- While participating in any camp (county, state, national or international) sponsored by WVUES,
- At a county or regional fair while participating or attending a 4-H event or while on premises used for 4-H purposes (e.g., show ring, exhibit building, barn, food stand),
- At the West Virginia State Fair during any WVUES-sponsored event or assigned volunteer responsibility,
- While representing the WVUES 4-H program at any national or international event,
- At all times throughout a volunteers’ service or young adult 4-H members’ club or volunteer participation when behavior outside of the West Virginia 4-H program puts youth at risk or has the potential to put youth at risk during service as a 4-H volunteer.

The opportunity to participate in and volunteer with the WVUES 4-H program is a privilege and honor, not a right. All volunteers and young adult members must sign the WVUES 4-H Code of Conduct and will not be recognized as a volunteer or young adult member until this, as well as all requirements to volunteer and participate in the program, is met.

This Code of Conduct is a contractual agreement accepted by volunteers and young adult members who commit to the 4-H program or any program serving youth sponsored by WVUES. The West Virginia 4-H program provides quality, educational programs accessible to all West Virginia youths. The primary purpose of this Code of Conduct is to ensure the safety and well-being of all 4-H participants (members, their parents and families, professionals and volunteers).



CODE OF CONDUCT VOLUNTEERS:

1. I accept my responsibility as a West Virginia University Extension Service 4-H Youth Development volunteer or young adult 4-H member. I will uphold the standards of the 4-H pledge and motto. I will refrain from behavior that negatively represents upon myself, my family, my community, the 4-H program, other members or West Virginia University. I will obey the laws of the locality, county, state and nation.
2. I will accept the responsibility to represent my individual county 4-H program and the West Virginia 4-H program with dignity and pride by being a positive mentor for the youths with whom I work.
3. I will respect, adhere to and enforce the rules, policies and guidelines established by my individual county 4-H program, the West Virginia 4-H program and the West Virginia University Extension Service.
4. I will adhere to all policies as outlined by West Virginia University and WVUES. These include but are not limited to Rule 1.7, 'Children on Campus,' West Virginia University Rule 1.6 and the WVUES 'Above Suspicion Policy.' I will report any violation of these policies as trained.
5. I acknowledge that the 4-H program utilizes competition related to project work as a tool for learning. I will demonstrate good sportsmanship, encourage the behavior in program participants and other volunteers, and not allow unsportsmanlike conduct to detract from the learning experience. I will not let my personal desire to win overshadow the needs of the group or violate positive youth development principles. I will not obstruct or disrupt any 4-H program or encourage others to engage in such conduct. I understand that a judge's decision is final. I will act in a respectful and responsible manner during all 4-H programs. I will comply with directions of 4-H officials acting in the performance of their duties.
6. I accept my responsibility to be informed and follow the policies, rules and deadlines established by WVUES 4-H. I will not cheat, lie, knowingly furnish false information, deceive, or otherwise engage in dishonest, unethical or illegal behaviors. I will not encourage others to disregard or intentionally violate conditions of WVUES 4-H participation.
7. I will promote a spirit of inclusion and welcome participation of individuals from all backgrounds. I will encourage youth in decision making. I will practice fair-mindedness by being open to ideas and opinions of others. I will comply with equal opportunity and anti-discrimination laws. I will not participate in behaviors that discriminate against other people. I will promote a welcoming environment by fostering a climate based on social justice.
8. I will not abuse any 4-H participant by physical or verbal means and will report such abuse, if observed. I will abstain from harassment or bullying of another participant, volunteer or staff member (either in person or face to face or through social media or other communication venues).
9. I will ensure a safe environment for myself and others involved in the 4-H programs that I am leading. I will not act in an irresponsible or potentially hazardous manner. I will access and operate machinery, vehicles and other equipment in compliance with laws, rules of the 4-H program and general safety practices. I will handle animals in a responsible manner.
10. I will model healthy choices. I will not offer alcohol, tobacco products or illegal substances to youth. I will not possess or use illegal substances. I will not use tobacco or alcohol products during a 4-H program. I will not attend 4-H programs under the influence of alcohol or any illegal substance.
11. I will be courteous and respectful to other individuals and their property. I will dress in a manner that is appropriate, tasteful and respectful for youth. I will not use, abuse or take another individual's personal belongings. I will not damage facilities.
12. I will communicate (oral, written and electronic) in an honest, respectful manner in all situations involving the 4-H program. I will refrain from communication that is negative, offensive, destructive or harmful to others. I will not engage in or tolerate slander, put-downs, insults, taunting, name-calling, yelling, profane language, sexual innuendos and other comments or hostile behaviors likely to offend, hurt or set a bad example. If I witness this behavior, I will contact a WVUES official. If the situation is escalating to where it is unsafe for me or others, I will contact authorities. I will report immediately any threats to my or other program participant's emotional or physical well-being to a WVUES professional.
13. I will not have sexual contact or a sexual relationship with a 4-H member. I will not use physical punishment or discipline. If I have reason to believe that a member is being neglected or physically or sexually abused, I will make an immediate report as a Mandated Reporter. I will abide by the WVU policy on the safety of minors.
14. I will use appropriate channels within West Virginia University Extension Service to address concerns and conflicts. I will accept the decision of the individual and/or group that has the leadership and authority to make decisions, even if the decision is not the one I personally desire.

Code of Conduct

I have read and understand the Code of Conduct. I understand and agree that any action on my part that contradicts any portion of this Code of Conduct is grounds for the suspension and/or dismissal of my volunteer or member status with the West Virginia University 4-H Program. I have read and understand the WVUES Procedures for Dealing with Volunteer Issues. Yes No

Non-Discrimination

Programs and activities offered by the West Virginia University Extension Service are available to all persons without regard to race, color, sex, disability, religion, age, veteran status, political beliefs, sexual orientation, national origin, and marital or family status. If selected or retained as a volunteer or as a young adult member, do you agree to abide by and uphold these policies? Yes No

Background Check

A criminal background check will be conducted every three years and a check of the National Sexual Predator Website will be checked on years when the full background check is not conducted. Anyone driving for the program, as prescribed by the WVU transportation policy must have a Motor Vehicle background check yearly. I give my permission for these checks to be conducted. Yes No



Criminal Record

Have you ever been convicted of a crime, other than a minor traffic offense? If yes, please describe. (Note: A prior conviction is not an automatic bar to volunteering. The type of conviction and when it occurred will be evaluated by the camp before any decision is made.) Yes No

If answered Yes to criminal record, explain: _____

Disclosure

I agree to disclose any arrests, convictions or indictments within 72 hours of their occurrence. This disclosure will be to the Youth Protection/ Compliance Specialist. In the event the specialist cannot be reached, I will disclose to my local WVU Extension faculty member who will report to the proper individuals. Yes No

Title IX Policy

Title IX of the Education Amendments of 1972 (Title IX) is a federal law which prohibits discrimination on the basis of sex in any educational program or activity receiving federal financial assistance. Since Cooperative Extension 4-H programs receive federal financial assistance for education programs, they must adhere to United States Department of Agriculture regulations prohibiting discrimination on the basis of sex.

West Virginia University Board of Governors Rule 1.6 prohibits discrimination, harassment, sexual misconduct, domestic misconduct, stalking and retaliation that occurs on WVU property (including Jackson's Mill) or during a WVU-sponsored activity (which includes any 4-H event). As a part of this policy, all persons are expected to engage in conduct that meets professional standards, take appropriate action to prevent prohibited conduct and avoid behavior that a reasonable person would construe as prohibited conduct.

I agree that, if selected as a 4-H volunteer or as a 4-H young adult member, I will abide by all Title IX policies and all policies and regulations related to the prohibition of discrimination, harassment, sexual misconduct, domestic misconduct, stalking and retaliation. Yes No

Title IX Training and Reporting

I understand that I may be required, at any time, to take part in training related to these policies in order to continue with the 4-H program and I agree that I will report any Title IX violation as trained. Yes No

Children on Campus Policy

West Virginia University Board of Governors Rule 1.7 prescribes the rules and regulations to protect any person under the age of 18 attending a WVU program (including any 4-H program or event) on WVU property. This policy mirrors West Virginia Code §49-6A-1 to -11 by reiterating that all volunteers are mandated to report any suspected child abuse or neglect, including physical abuse or neglect, to the West Virginia Department of Health & Human Resources Child Protective Services, the WVU Title IX Coordinator and local police. The policy also mandates training for all employees and volunteers who will have direct contact with children.

Children on Campus Training

I agree that, if selected as a 4-H volunteer, I will be a Mandated Reporter as defined by West Virginia Code §49-6A-1 to -11; that I will abide by all laws and regulations regarding the protection of persons under the age of 18; and that I must participate in training related to these policies prior to serving as a volunteer. Yes No

I understand that the information that I have provided may be verified by contacting persons or organizations named in this application and I hereby understand that the information I have provided may be verified by contacting persons or organizations named in this application and I hereby release from liability any person or organization that provides information concerning me to the representatives of West Virginia University Extension 4-H Youth Development. In signing this application, I affirm that the information I have given herein is true and correct. If selected as a volunteer, I understand I serve at the request of the West Virginia University Extension Service. That request can be withdrawn for any reason or no reason at any time.

Signature

Date

Extension Professional Signature

Date

WVU is an EEO/Affirmative Action Employer. Underrepresented class members are encouraged to apply. This includes: minorities, females, individuals with disabilities and veterans.

The WVU Board of Governors is the governing body of WVU. The Higher Education Policy Commission in West Virginia is responsible for developing, establishing and overseeing the implementation of public four-year colleges and universities.

Reasonable accommodations will be made to provide this content in alternate formats upon request. Contact the WVU Extension Service Office of Communications at 304-293-4222.

