

California 4-H Youth Development Program

Code of Conduct/Responsibilities and Rights

University of California Cooperative Extension

The following guidelines are to assist 4-H Volunteers in understanding what behavior is expected while performing within the course and scope of a 4-H Volunteer. 4-H Volunteers are considered Agents of the University of California and must abide by all UC policies. Appointments of 4-H Volunteers may be renewed on an annual basis through County Offices.

To be appointed as a 4-H Volunteer, an adult must:

1. Be at least 18 years of age.
2. Complete a New Adult Volunteer Application Form.
3. Complete the 4-H Volunteer screening process including a Live Scan or BID-7 Applicant Finger Print Form.
4. Attend 4-H Volunteer orientation meeting(s) offered by the County 4-H Youth Development Staff.
5. Participate in required Volunteer trainings and activities.

CODE OF CONDUCT

Upon receiving a 4-H Volunteer Appointment Card signed by the County Director, all 4-H Volunteers shall act in ways that promote positive youth development and are not in conflict with its policies and procedures. The following are prohibited when acting on behalf of the 4-H program:

1. Possession or use of alcohol, tobacco, and/or illegal drugs (or be under the influence thereof) when involved in a 4-H event or activity.
2. Use of abusive, obscene, and discriminatory language at any 4-H activity or event.
3. Direct personal attack or harassment (visual, verbal, or physical) on another person.
4. Behavior that is illegal, unsafe, or contrary to the highest standards of ethics.
5. Be the subject of a criminal investigation or prosecution for a misdemeanor or felony offense.

RESPONSIBILITIES

1. Participate in and support, when practicable, local Volunteer Management Organizations and/or Leaders' Councils.
2. Recognize the responsibilities of the 4-H Youth Development Program Staff in setting program standards, priorities, and direction.
3. Be committed to the core values, educational goals, and standards of the 4-H Youth Development Program as established at various organizational levels.
4. Respect and safeguard the individual rights, competencies, safety, and property of program participants.
5. Prohibit discrimination of any policies, procedures, or practices on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran.
6. When transporting 4-H members or 4-H Volunteers, possess a valid driver's license, carry proof of automobile liability insurance, and ensure all passengers use seat belts.
7. Provide receipts for any money collected in the name of 4-H.
8. Adhere to and help enforce the program policies and procedures referred to in the 4-H Policy Handbook.

RIGHTS

1. To be respected by program administrators and staff for the contribution 4-H Volunteers make to the program.
2. To have access to current program materials, training, and curriculum to support program delivery.
3. To actively participate in communications and meetings concerning the administration and delivery of the program.
4. To be informed of any administrative action that could result in disciplinary actions or expulsion from the program.
5. To make written complaints concerning Cooperative Extension programs, policies, or personnel as described in the 4-H Policy Handbook, Section 313.
6. To be immune from liability when reporting suspected child abuse, unless it can be proven that a false report was filed and the 4-H Volunteer knew it was false.

PENALTIES FOR INFRACTIONS

Infractions of the Code of Conduct or the 4-H Volunteer Responsibilities and Rights must be reported by anyone observing them to the 4-H Youth Development Staff and/or Cooperative Extension County Director. Penalties include:

1. Discussion of inappropriate actions with the 4-H Volunteer, and clarification of policy when appropriate.
2. Releasing the adult to the appropriate law enforcement agency, if appropriate.
3. Written notice of termination of 4-H Volunteer status, and removal from the 4-H Youth Development Program.
4. Volunteer status suspension while charges are under investigation.

By my signature on the 4-H Adult Volunteer Application Form, I acknowledge receipt of this document and acknowledge that I have read and agree to abide by the guidelines in this document. I understand that my appointment as a 4-H Volunteer is contingent upon my agreement to this document. Failure to comply with these guidelines may result in termination as a 4-H Volunteer.