



## Kansas 4-H Volunteer Code of Conduct

Kansas 4-H Volunteers serve at the discretion of Kansas State Research and Extension (KSRE) and the local Extension unit and there is no ongoing expectation to be engaged in that role. All volunteers are required to review and abide by the Kansas 4-H Code of Conduct prior to and during any volunteer engagement with Kansas 4-H.

### As a Kansas 4-H Volunteer:

1. I understand that the Kansas 4-H Youth Development program is a non-formal, experiential education program in which I have a choice to volunteer. I will engage in program activities and may excuse myself from this volunteer assignment.
2. I will strive to be a positive role model. I will treat youth, parents, volunteers, KSRE staff, judges and others with respect, courtesy and consideration during my volunteer assignment.
3. I will take part in volunteer screening as per my role description. I will conduct myself professionally while working in partnership with KSRE professionals and other Kansas 4-H volunteers. I agree to adhere to directives from KSRE staff. I will actively participate in meetings, self-study, or other training programs, as recommended by the KSRE staff, which will help me work more effectively with young people and adults.
4. I will not use the volunteer position for private, personal, or commercial financial gain. I recognize the organization has the responsibility and authority to remove individuals who are serving as volunteers who are disruptive to the 4-H Youth Development program, violate the Kansas 4-H Code of Conduct, the standards of the 4-H Pledge and Motto or federal, state or local laws, or for any other reason the 4-H Youth Development program deems appropriate.
5. I will not use alcohol or any illegal substances (or be under its influences) while working with, or being responsible for youth, or attending a 4-H event. Additionally, I will not allow youth to do so while under my supervision as a 4-H volunteer.
6. I will operate machinery, vehicles, and other equipment in a safe and responsible manner. When operating a motor vehicle, I acknowledge I must have a valid driver's license and the legally required insurance coverage.
7. I acknowledge that the 4-H program utilizes competition related to project work as a tool for learning. I will demonstrate good sportsmanship and encourage this behavior in program participants and other volunteers. I will not engage in behavior that detracts 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 understand that a judge's decision is final.
8. I accept my personal responsibility to be informed and follow the policies, rules and deadlines established by Kansas 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 Kansas 4-H participation.
9. I will promote and practice the responsible and ethical stewardship of livestock and/or companion animal projects.
10. I will promote a safe environment. I will not engage in conduct that harms participants or adults, whether through sexual harassment, physical force, verbal or mental abuse, neglect, or any other harmful behavior through direct interactions or through use of social media or other communication methods. I will comply with the Kansas State University Policy Prohibiting

Discrimination, Harassment, Sexual Violence, Domestic and Dating Violence, and Stalking (“PPM 3010),” which can be found at <https://www.k-state.edu/policies/ppm/3000/3010.html>.

11. I will promote through my conduct a spirit of inclusion and belonging by welcoming and engaging participation of individuals from all backgrounds. I will encourage youth involvement in decision making.
12. I will follow requirements for keeping financial records and handling 4-H funds.
13. I will keep reliable and accurate records, distribute materials and provide support to the 4-H system as directed in furtherance of my volunteer responsibilities.

4-H Volunteers who do not abide with the above code of conduct are subject to responsive action, up to and including removal as a volunteer, being prohibited from volunteering in the future, and being prohibited from attending or being present at University and KSRE events and property. I understand that upon any such action, I will not receive reimbursement for any resulting expenses.

### **Signature Required**

I acknowledge and agree that:

- a. I have read and agree to abide by the Kansas 4-H Volunteer Code of Conduct. I agree to comply with the policies, rules, and regulations of Kansas 4-H Youth Development and local Extension Unit.
- b. My status in the program will be that of an uncompensated volunteer;
- c. I will serve under the direction of the designated administrator or employee responsible for the program at all times while acting within the scope of my volunteer duties in the program;
- d. I will comply with all applicable safety procedures and regulations;
- e. I am bound by Kansas State University’s standards of appropriate conduct found in the University Handbook and the Policy and Procedures Manual, including but not limited to the Policy Prohibiting Discrimination, Harassment, Sexual Violence, Domestic and Dating Violence, and Stalking (PPM 3010) and the Threat Management Policy (PPM 3015);
- f. I am not authorized to act on behalf of Kansas State University or the local extension unit in business matters, including purchasing property, signing contracts, leases or other agreements, hiring or supervising employees or otherwise attempting to bind the University to any agreement; I agree to participate in available 4-H volunteer orientation and ongoing training as appropriate and directed by local unit and state program standards.
- g. As a 4-H Volunteer I serve at the request of the local Extension Unit and KSRE and may be removed from service at its discretion. I may resign my volunteer role at any time at my discretion; provided however, if 4-H youth are in my care, I shall ensure they are transferred to the care of KSRE staff in a reasonable manner.
- h. In signing this application, I apply for continued registration as a 4-H Volunteer with the local Extension Unit and the Kansas 4-H Youth Development Program.

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

**PUBLICITY RELEASE**

I waive any rights to and consent to the recording and use of my likeness by releasees. I understand and voluntarily authorize the releasees to: (1) record my participation and appearance on videotape, audio tape, film, photograph, electronic data or image, and/or any other medium (collectively referred to as "Photographs"); (2) use and/or publish my name, likeness, voice, biographical material, and/or other private and/or public facts and/or opinions (collectively, "Likeness") in connection with or separate from these Photographs; (3) exhibit and distribute such Photographs and/or Likeness in whole or in part, without restrictions or limitation, for any communications, educational, marketing, advertising, publicizing, promotional, and/or any other purpose which the releasees deem appropriate.

I understand and consent that my Likeness and any Photographs may be posted on and/or accessible to the public via the Internet and other media. I waive any right that I may have to inspect and/or approve any finished Photographs or Likeness products or the use to which it may be applied, and I understand and consent that I will not receive financial compensation in exchange for use of the Photographs and/or Likeness. Without limiting the foregoing releases, waivers, and discharges, I (and on behalf of the successors) specifically hold the releasees harmless from any and all types of liability related to the Photographs and/or Likeness, including without limitation, for negligence or invasion of privacy of any and all types, and for damages to my person, property, and/or reputation, including without limitation damages related to any blurring, distortion, alteration, or optical illusion that may occur and/or be produced in any manner whatsoever.

\_\_\_\_\_ I Agree    \_\_\_\_\_ I Do Not Agree

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

**EVALUATION RELEASE**

- I hereby establish my willingness to participate as an adult (i.e. 4-H leader, other volunteer, parent/guardian, site manager, etc) to complete evaluations that will be used to determine program effectiveness or to promote the program.
- I understand that participation in program evaluations is voluntary and that I may choose not to participate and may withdraw from evaluations without impact on my eligibility to participate in the 4-H program.
- I understand that I may be asked for consent before completing an evaluation.

\_\_\_\_\_ I Agree    \_\_\_\_\_ I Do Not Agree

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

**Kansas State University Agricultural Experiment Station and Cooperative Extension Service**

K-State Research and Extension is an equal opportunity provider and employer. Issued in furtherance of Cooperative Extension Work, Acts of May 8 and June 30, 1914, as amended. Kansas State University, County Extension Councils, Extension Districts, and United States Department of Agriculture Cooperating, J. Ernest Minton, Director.