



4-H Volunteer Work Agreement



Who needs to complete the SDSU 4-H volunteer work agreement?

- All new volunteers must complete the SDSU 4-H Volunteer Work Agreement Form

Registered volunteers may:

- Have unsupervised and/or one-on-one contact with youth.
- Lead any South Dakota 4-H Youth Development club meetings, practices, committees or events at the county or state level.

Examples: Chaperones (camp, trips, etc.), Club Leaders, etc. For further clarification, please contact the State 4-H office at 605-688-4167 or sdsu.4h@sdstate.edu

Steps in Volunteer Work Agreement Process:

1. The 4-H Volunteer Work Agreement form and cost recovery fee (\$10 annual payment to cover volunteer liability insurance) are submitted to the local County 4-H Office.
2. The County 4-H Office sends all forms and ONE check, combining all cost recovery fees, to the State 4-H Office in Brookings. Do NOT keep copies of the volunteer work agreement form at the County Office.
3. The State 4-H Office processes forms and then transfers them to SDSU Human Resources.
4. SDSU Human Resources processes the forms by creating an ID in the University system (also known as “a Banner ID”). This process initiates an electronic release form sent from HireRight to the Volunteer via email (HireRight performs criminal background checks as a service to SDSU).
5. Once the background check is completed, the State 4-H Office accepts and/or denies applicants appropriately in 4HOnline.

NOTE: The background check, completed during the 4-H Volunteer Work Agreement process, is specifically for South Dakota 4-H Youth Development; other organizational background checks may be approved on a case by case basis if approved mutually by the SDSU Extension 4-H Youth Program Director and SDSU Human Resources department.

Don't Forget the following information!

- County – this is the county in which you are volunteering; however, if approved, you are eligible to volunteer for all State 4-H activities

NOTE: Leaving any part of this form blank or with illegible handwriting will result in the State 4-H Office returning it to the County 4-H Office, so please take the time to read the form carefully.

Frequently asked questions

Why are background checks conducted on 4-H volunteers?

SDSU Extension and the South Dakota 4-H Youth Development program have adopted high standards for screening and selection of staff and volunteers that will have ongoing contact with 4-H youth. The process should reassure 4-H parents because it protects their children and maintains standards of excellence for 4-H staff and volunteers.

The 4-H program is federally regulated through the United States Department of Agriculture (USDA) and the 4-H program is provided by the nation's land grant university system. The land grant university in South Dakota is South Dakota State University (SDSU). South Dakota 4-H Youth Development follows SDSU policies and procedures for approving staff and volunteers.

Background checks are performed in compliance with South Dakota Board of Regents (SDBOR) Policy 4:47.

University policies and procedures are designed to promote a safe and secure environment for faculty, staff, students, volunteers and visitors and to lessen unnecessary risk to all involved. SDBOR Policy 4:47 supports the verification of credentials, criminal history and other information related to decisions of employment and volunteer selection. The full policy can be reviewed at <http://sdbor.edu/policy/documents/4-47.pdf>.

Where is the background check information maintained?

All background check information is maintained with the company performing the service, HireRight.

Why are Social Security numbers required for background checks?

A Social Security number (SSN) identifies the volunteer; this is particularly important with common surnames (e.g. Smith). Providing the SSN confirms the correct spelling of the name, which is important in the event the name was entered incorrectly either by the applicant or the individual entering the data. The SSN also detects other names by which a person has been known and identifies an address history associated with the applicant so a more thorough background check can be completed. There are several short-term support roles that do not require meeting this certificate requirement. Contact your local 4-H professional for more information.

Can I be a 4-H volunteer without a background check?

Per the SDBOR policy, if the 4-H volunteer work for which you are applying includes direct responsibility for the care, safety or security of human beings, including vulnerable individuals, minors or the disabled, you must complete the 4-H Volunteer Work Agreement Form and submit to a background check.

What if I do not want to provide my Social Security number (SSN)?

As identified above, the SSN is an important component of a thorough background check. Due to the high standards SDSU Extension has set for screening staff and volunteers, a SSN is required as part of the background check process with SDSU Extension and South Dakota 4-H Youth Development. When individuals refuse to provide a SSN, they are not allowed to serve as 4-H volunteers at the local, county, state or national level.



**SOUTH DAKOTA STATE
UNIVERSITY EXTENSION**

4-H Volunteer

Employee Affirmative Action/Equal Employment Opportunity Information



Updated: September 2022

Name: _____
(Exactly as it appears on your Social Security Card)

Permanent/Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____
(Required)

Phone #: _____ Social Security #: _____
(Required)

Birthdate: _____ Gender: Male Female
Marital Status: Single/Widowed/Divorced Married/Legally Separated

Information requested here will only be used for statistical Affirmative Action purposes and will be treated as confidential. Completing this section is optional.

Ethnicity: Hispanic or Latino Not Hispanic or Latino

Race: If you are not Hispanic or Latino, select one or more below:

- American Indian or Alaskan Native Black or African American Asian White
 Hawaiian or Other Pacific Islander

Citizenship: US Citizen Alien Substantial Presence Resident Alien/Permanent Resident
 Non-Resident Alien

If not a US Citizen: Passport Number: _____ Visa Type: _____

Nation of Birth: _____ Nation of Citizenship: _____

Department: SDSU Extension 4-H Youth Development Program

County: _____ 4-H Alumni: Yes No

Description of Service:

- General 4-H IFYE 4-H Rodeo Shooting Sports Leader/Parent Trip Chaperone

Approximate hours per week: < 5 5 – 10 10 or more

Dates of Service:

Start: _____ End: December of the current 4-H program year or by written Extension agreement

State 4-H Program Leader: _____ Phone Number: 605-688-4167

County/Unit Office Use Only:

Did you collect the cost recovery fee: Yes No

Payment Method: Cash Check # _____ Other _____

Office personnel who accepted this application: _____ Date Received: _____

Please send original to State Office and a combined county check (no individual checks or cash) to:
SD State 4-H Office – Volunteer Application, SAG 109, Box 2207E, SDSU, Brookings, SD 57007-2097

State 4-H Office Use Only:

Payment Method: Check # _____ Other _____

Office personnel who accepted this application: _____ Date Processed: _____

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SDSU Extension 4-H Unit Agreement



Updated: September 2022

As a 4-H volunteer, I agree to fulfill my responsibilities to the best of my ability and in a manner consistent with the mission and vision of the South Dakota 4-H program.

I give permission for images and recordings of myself to be reproduced and utilized for 4-H promotional, educational, or University purposes.

The responses to the question below will be kept in a confidential file and will be accessible only to authorized personnel. A "Yes" answer does not automatically exclude you from becoming a registered 4-H volunteer. If the answers to this question should ever change, the volunteer must immediately contact their local 4-H Office. The South Dakota 4-H program is very concerned that volunteers and leaders be appropriate role models for its participants.

Have you ever been convicted of, pled nolo contendere to, or received a deferred or suspended sentence for a crime more serious than a parking offense in this or any other state, territory or country? Yes No

If yes, please provide details of the circumstances leading to your conviction, plea, nolo contendere or deferred or suspended sentence. Attach additional sheets as necessary.

Commission of a crime is not an automatic disqualification from serving as a 4-H volunteer; however, failure to disclose such actions, or attempts to mislead concerning facts or circumstances of the underlying conduct, could result in termination of volunteer duties or opportunities.

While serving as an SDSU Extension 4-H Volunteer, I promise to:

- Accept my responsibility to represent the 4-H Positive Youth Development program by being a positive role model.
- Not engage in any criminal act prohibited by law.
- Conduct myself in a courteous, respectful manner and exhibit good sportsmanship.
- Adhere to and enforce the rules, policies, and guidelines established by the 4-H Positive Youth Development program, its officials, and partners.
- Refrain from the use of physical or verbal abuse.
- Refrain from inappropriate or unwanted touching of youth or adults.
- Refrain from destructive, offensive or sexually inappropriate behavior.
- Refrain from the possession or use of alcoholic beverages or illegal drugs at 4-H events or when youth are present.
- Avoid smoking, vaping, and the use of tobacco products at 4-H events or when youth are present.
- Respect the property of others including clothing, personal items, equipment and facilities.
- Operate machinery, vehicles and other equipment in a responsible manner.
- Model the ethical care and handling of animals.
- Accept the responsibility to promote and support SDSU Extension in developing an effective club, county, state and national 4-H Positive Youth Development Program.
- Refrain from contacting youth outside the program environment.
- Confidentially involve other staff or certified 4-H volunteers in sensitive situations.
- Communicate to staff any questionable situations or possible breaches of 4-H guidelines.
- Immediately report any suspected child abuse or neglect.
- Maintain and promote a safe educational environment.

I have read this agreement, understand it and agree to serve as a 4-H Volunteer. Further, I understand it is my responsibility to immediately self-disclose any future criminal convictions to a 4-H professional.



University Agreement

Updated: September 2022



I, _____, agree to perform the duties and responsibilities of the volunteer position mutually agreed to by myself and the 4-H unit and that are not prohibited by University Policy 4:8(3)(h). These civic, charitable, or humanitarian duties include: service as a 4-H volunteer.

I understand that my services are voluntary and that I will not be compensated. I further understand that 4-H volunteers are not covered by the Public Entity Pool for Liability (PEPL) fund coverage, and that SDSU Extension may annually provide a separate liability policy for unforeseen incidents that may arise as I act within the scope of assigned duties in conformity with applicable laws and policies.

I understand that while serving as a volunteer, I am subject to all University and South Dakota Board of Regents policies, including but not limited to University Policy 4:8, which is attached for my review, as well as those policies regarding safety and security, non-discrimination, sexual harassment, and drug and alcohol use. I understand it is my responsibility to familiarize myself with the University policies, which can be found at sdstate.edu/policies, as well as any policies applicable to the 4-H unit or Extension department.

I understand that if I am not a citizen or permanent resident of the United States, I must provide documentation of my visa status to the University. I further understand that an individual holding a temporary visa may not serve as a volunteer in a position where others receive compensation or perform the same services. An individual with a pending H-1B visa application to work at the University cannot serve as a volunteer. I understand that volunteer status may not be used as a way to avoid or defer compliance with the employment eligibility requirements of federal immigration laws.

I agree to assign, and I do hereby assign, to the South Dakota Board of Regents my right, title, and interest, whether present or expectant, in intellectual property that I may create, author, invent, or reduce to practice pursuant to my services as a volunteer to the extent provided in South Dakota Board of Regents Policy 4:34. I understand that Board Policy 4:34 not only establishes the obligations to assign and to disclose intellectual properties, but also reserves certain rights to creators of intellectual property and defines conditions under which the Board of Regent's rights of ownership may be waived in whole or in part.

I also understand, depending on my volunteer services, that I may be subject to a background check and/or license verification.

I understand that I am under no obligation to provide any services to the 4-H unit and I am free to discontinue my volunteer activities at any time. I further understand that the 4-H unit or its successors or legal representatives may terminate any volunteer relationship at any time without cause or prior notice and at its sole discretion.

By signing below, I acknowledge that: I am at least eighteen (18) years of age; I have read this Agreement and University Policy 4:8 in full, I fully understand the terms of both, and I agree to serve as a volunteer under the terms and conditions outlined therein; that I have no expectation of compensation nor have I received any promise of compensation for my volunteer services described herein; that if I am currently a Board of Regents employee, these volunteer services are not similar or identical services that I provide as an employee of the Board; and that I sign this Agreement and provide these services freely and without pressure or coercion, direct or implied.

Volunteer Signature: _____ Date: _____

Department: _____ Department Signature: _____

Department Contact Phone: _____ Dates of Service: Start: _____ End: _____