

# 4-H VIP ANNUAL RENEWAL FORM

Please complete in ink, fold and tape, put in club return envelope or return directly to the Extension office.

Name \_\_\_\_\_

(FIRST) (MIDDLE INITIAL) (LAST)

Mailing Address \_\_\_\_\_

(STREET, BOX, ROUTE, APT No. ) (CITY) (STATE) (ZIP)

Physical Address \_\_\_\_\_

(If different than mailing address) (STREET, BOX, ROUTE, APT No. ) (CITY) (STATE) (ZIP)

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

E-mail: \_\_\_\_\_ FAX: \_\_\_\_\_

Check here if your mailing address, phone, e-mail or fax have changed in the past year.

This year I plan to serve in the following roles (fill in all that apply):

Community/Organizational Leader for \_\_\_\_\_ 4-H Club

Project Leader for project(s) and Club(s) \_\_\_\_\_

Activity/Event Leader for (activity and club) \_\_\_\_\_

Parent Committee member for (4-H Club name) \_\_\_\_\_

Parent helper (help with club activities, transport youth etc.) 4-H Club name \_\_\_\_\_

Unit (County/District) wide Leader for \_\_\_\_\_

Other leadership role(s) for other 4-H groups (include role and group name) \_\_\_\_\_

Check here if the above is changed from the past year.

Have there been any changes in the past year to any of the following?

a. substance abuse, alcohol, tobacco or other drugs?  No  Yes If Yes,  Charged  Convicted

b. criminal behavior? Felony or Misdemeanor?  No  Yes If Yes,  Charged  Convicted

c. child abuse or neglect?  No  Yes If Yes,  Charged  Convicted

If yes to any of the above, please elaborate: \_\_\_\_\_

Please describe and state what steps you have taken to correct the problem: \_\_\_\_\_

Please add additional pages as necessary.

Is your driver's license current and valid?  No  Yes

Do you currently have vehicle insurance coverage as required by the State of Kansas?  No  Yes

Date of Birth: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_

I understand that it is my responsibility to notify the Extension Unit (County/District) Office 4-H Program, if there are any changes that need to be made to my personnel file.

**Signature required on back following Volunteer Code of Ethics.**

Kansas State University Agricultural Experiment Station and Cooperative Extension Service

# Volunteer Code of Ethics

## Youth Protection Policy

The mission of Kansas 4-H Youth Development is “Kansas 4-H Youth Development uses unique strategies and opportunities to engage youth in reaching their full potential through partnerships with caring adults.” Volunteers are key to fulfilling this mission. This policy outlines expectations of all those who work with children and youth. These statements represent a code of ethics which all volunteers and paid staff are expected to observe.

### As a Kansas 4-H Volunteer, I will:

1. Treat youth with respect, caring and acceptance. I know that all young people have skills and talents which can be used to help others and improve their community.
2. Honor my volunteer commitment. I will strive to live up to my volunteer time commitment by working the hours needed to fulfill the role I have accepted.
3. Keep records, distribute materials and support the 4-H system. I will distribute 4-H materials to youth and adults, keep the required records and turn them in on time.
4. Follow established guidelines for keeping financial records and handling 4-H funds.
5. Seek training for my volunteer role. I will participate in meetings, self study, or other training programs which will help me work more effectively with young people and adults.
6. Make all reasonable efforts to assure equal access to participation for all youth and adults, regardless of race, creed, color, sex, national origin, age, or disability.
7. Provide a safe environment. I will not harm youth or adults in any way, whether through sexual harassment, physical force, verbal or mental abuse, neglect, or other harmful experiences.
8. Not use alcohol or any illegal substances (or be under its influences) while working with or being responsible for youth, or allow youth to do so while under my supervision.
9. Operate machinery, vehicles, and other equipment in a safe and responsible manner. When operating a motor vehicle, I will have a valid driver’s license and the legally required insurance coverage.
10. Role-model the character traits of trustworthiness, respect, responsibility, fairness, caring and citizenship. Model the core values of K-State Research and Extension: INTEGRITY, to develop and deliver credible information; COMMUNICATION, to provide common understanding; SCHOLARSHIP, to foster life long learning; LEADERSHIP, to serve as an agent of change; INCLUSION, to foster active participation by all.
11. Promote and practice the responsible and ethical stewardship of livestock and/or companion animal projects.
12. Obey the laws of the locality, state and nation.
13. Work as a “team player” for the good of the 4-H Program. I will work cooperatively with youth, other volunteers and extension staff and treat them with respect.
14. Work within the 4-H program. As a 4-H volunteer, I am accountable to the local club, the appropriate Extension Unit, the Kansas 4-H Youth Development Program, K-State Research and Extension, and Kansas State University for my actions.

I understand that:

- a. The information that I have provided may be verified, if necessary, by contacting persons or organizations named in this application, or by contacting any person or organization that may have information concerning my qualifications. I further waive the right to ever view, inquire into or learn the substance and/or content of any reference given by any individual with regard to any aspect of this application. I hereby release and agree to hold harmless from liability any person or organization that provides information. I also agree to hold harmless the 4-H Club, local Extension Unit, Kansas State University, and the officers, employees, and volunteers thereof with respect to such information.
- b. I agree to renew my VIP status. I affirm that the information I have given on this form is true and correct. I agree to comply with the policies, rules and regulations of the 4-H Youth Development Program and local Extension Unit. I have read and agree to abide by the Kansas 4-H Volunteer Code of Ethics.
- c. As a 4-H Volunteer I serve at the request of the local Extension Unit and may be removed from service at its discretion. I may resign my volunteer role at any time at my discretion.

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

Parental Signature (if under age 18) \_\_\_\_\_ Date \_\_\_\_\_