

UGA CAES CES VOLUNTEER POLICIES

For the purposes of screening, certification and reporting, volunteers are defined as those individuals who are not employed by the University of Georgia College of Agriculture and Environmental Sciences Cooperative Extension OR who are working outside the purview of their job responsibilities as UGA CAES CES employment. All documentation should be on file at all locations where the volunteer volunteers and also recorded in 4-H Enrollment. **Beginning August 1, 2014** Master Gardener Extension Volunteers (MGEV) will be recorded in the NEW MGEV recording system for MGEV activities. Volunteers who volunteer in MGEV programs and other Extension programs will be recorded in both MCEV & 4-H Enrollment A complete (based on the volunteer's role) file should be available upon request on any volunteer.

Volunteer Definition expanded

UGA CAES Cooperative Extension employees who

- volunteer in departments outside their own but in roles similar to or with responsibilities like their job are not required to complete volunteer agreements, descriptions or screening.

Any other UGA employee who volunteers with Extension

- is treated as a volunteer and is required to complete the necessary screening.
- The UGA Employee verification form is no longer valid.

Clarification (April 2013)

- Employees can not "volunteer" with in their own department or unit; therefore, county employees will not sign volunteer agreements but may complete background and motor vehicle checks . This may also apply to grant supported employees.

Motor Vehicle Records Check

All adult volunteers who as part of the Extension Volunteer Role Description may operate a vehicle, either personal or UGA owned, in the completion of his/her duties must complete and be approved under a **Motor Vehicle records check.**

- Effective **May 1, 2012**, all background checks through UGA CAES HR include the MVR check and do not require additional checks.
- Any volunteer who was approved for supervising prior to May 1, 2012, must complete the request for the MVR check prior to providing transportation.
- Volunteers who may be driving materials or supplies but are not supervising youth may also use the additional MVR check.
- Approval from CAES HR should be printed and maintained in the file.
- Volunteer should be entered in 4-H Enrollment as "driver" type

Volunteer Role Descriptions—These are still in progress

All adult volunteers who as part of a structured program organized, controlled and directed by a University of Georgia department for the purposes of carrying out the functions of the University, serve in roles that represent UGA to the public, interact with youth, or are involved in other functions **must have an approved Extension Volunteer Role Description.**

- Role descriptions clearly define the role the volunteer will play, the expectation and limitations of his/her duties and any term limits to the role.
- Approved Extension Volunteer Role Descriptions are available online.
- If a volunteer's roles are not defined by one of these descriptions, a request for an additional role description can be submitted to Georgia 4-H for submission for approval to UGA Risk Management division. Role Description approval may take two to four weeks for approval.
- Volunteers may have multiple role descriptions.
- Each role description is initialed and dated by the volunteer and staff member and attached to the Extension volunteer agreement.
- While a volunteer may have multiple descriptions, only one agreement is necessary.

UGA CAES CES VOLUNTEER POLICIES CONTINUED

Volunteer Agreements

All **adults** supervising youth, having access to keys or dealing with cash (or checks) in Extension service programming will be screened using the process listed below. **Supervising youth is defined as an adult who directs a youth's (other than their personal child's) behavior during an activity or event.** All adults with supervisory roles must be screened. UGA Cooperative Extension employees have been screened through the employment process and do not need to complete the volunteer process. County employees who do not receive funding from UGA need to complete the screening process. Additionally, all Master Gardener Extension Volunteers (per Georgia Master Gardener Policy) must be screened regardless of cash, keys & kids.

The screening procedure is:

- Completion of an application ([click here for application](#))
 - Applications are returned, in most cases, to the Extension office for reference checks prior to emailing to CAES (UGA) HR
 - Applications must include an Extension contact's name and email address.
 - Applications are scanned and emailed to caesohr@uga.edu or, if a scanner is not available, faxed to 706-542-4373.
- Documentation of two references have been checked and the references recommended the volunteer ([click here for request for reference letter & form](#))
 - References, in most cases, should be checked prior to emailing to CAES (UGA) HR.
 - If two references do not recommend the volunteer to work with youth, the Extension member will send a letter explaining that the volunteer has not been approved. An application will not be sent forward if two references do not make a recommendation.
- Scan the form and email to caesohr@uga.edu for the outside agency criminal background check as well as the sex offender registry check *and a motor vehicle records check.*
 - The contact on the application will receive an email accepting or denying the volunteer. Print this email for the volunteer's file.
 - Denied volunteers will also receive correspondence from CAES (UGA) HR that their application has been denied.
 - Accepted volunteers will only receive notification from the Extension contact.
 - Volunteers should be entered in 4-H Enrollment as Screened Volunteer
- **Effective February 1, 2014**
 - Adults supervising 4-H youth must complete *Georgia 4-H: Working with Youth..Managing Risk* online train and pass the on-line test.
 - This is a new program released in December 2013 and is not replaced by any other programming.
 - A print out of the test with the final score is required Adults should be entered in 4-H enrollment as RMTVolunteer.

All paperwork relative to volunteer screening should be maintained similar to personnel files. Files should be kept locked in an area of the office that is not a common area to all employees and guests. Social Security numbers, Driver's License numbers and other licenses should be blacked out on the approved forms. Applications that are denied should be kept on file with numbers blackened and the denial attached.

Volunteers must maintain contact with the Extension office yearly in order to maintain "screened" status. For volunteers no longer volunteering with Extension, counties should remove their screened check in 4-H enrollment.

GEORGIA 4-H VOLUNTEER POLICIES

Certified Cotton Boll/Consumer Jamboree Coach

Each county's Cotton Boll/Consumer Jamboree team is required to be coached by a certified coach. Coaches may enlist additional leaders to assist with instruction and may coach more than one county team. 4-H Coach's Certification is obtained by participating in and completing the Georgia 4-H Certified Cotton Boll/Consumer Jamboree Coach's training.

Effective August 1, 2014

Certified Poultry Judging Coaches Training

Each county's Poultry Judging team is required to be coached by a certified coach. Coaches may enlist additional leaders to assist with instruction and may coach more than one county team. 4-H Coach's Certification is obtained by participating in and completing the Georgia 4-H Certified Poultry Judging Coaches training.

Currently Required Certifications

Certified Cotton Boll/Consumer Jamboree Coach

Each county's Cotton Boll/Consumer Jamboree team is required to be coached by a certified coach. Coaches may enlist additional leaders to assist with instruction and may coach more than one county team. 4-H Coach's Certification is obtained by participating in and completing the Georgia 4-H Certified Cotton Boll/Consumer Jamboree Coach's training.

Certified Wildlife Judging Coach

Each county's Wildlife Judging team is required to be coached by a certified coach. Coaches may enlist additional leaders to assist with instruction and may coach more than one county team. 4-H Coach's Certification is obtained by completing the Ga 4-H Certified Wildlife Judging Coach's training.

Certified Forestry Field Day Coach

Each county's Forestry Field Day team is required to be coached by a certified coach. Coaches may enlist additional leaders to assist with instruction and may coach more than one county team. 4-H Coach's Certification is obtained by completing the Ga 4-H Certified Forestry Field Day training.

Certified SAFE Coach (Archery, Pistol, Rifle, Shotgun)

Each S.A.F.E. team in each discipline (Archery, pistol, rifle, & shotgun) is required to be coached by a certified paid staff or volunteer coach. If a meeting, practice or SAFE event is held a certified coach in that discipline is required to be in attendance along with screened volunteers for assistance. Certification is obtained by completing the Georgia 4-H Certified S.A.F.E. Coach's Training in that discipline.

Guide to Key Terms-Volunteer Types

Volunteers for the purposes of screening, certification and reporting are defined as those individuals who are not employed by the University of Georgia College of Agriculture and Environmental Sciences Cooperative Extension OR who are working outside the purview of their job responsibilities as UGA CAES CES employment. Volunteer types are identifying markers in 4-H Enrollment. These types or categories are added to adults as specific screening and/or certifications are achieved. It is critical for Volunteers to be correctly identified and coded and each year for active volunteers to be moved into the new year of Enrollment. In most cases, screening and certification remains current as long as a volunteer is involved in a program. Electronic registration does not replace the required documentation. Both hard copy documentation as described below and electronic enrollment is required. **Beginning August 1, 2014** Master Gardener Extension Volunteers (MGEV) will be recorded in the NEW MGEV recording system for MGEV activities. Volunteers who volunteer in MGEV programs and other Extension programs will be recorded in both MCEV & 4-H Enrollment A complete (based on the volunteer's role) file should be available upon request on any volunteer.

Volunteer

Any adult volunteer who as part of a structured program organized, controlled and directed by a University of Georgia department for the purposes of carrying out the functions of the University serves in roles that represent UGA to the public, interact with youth, or is involved in other functions must have an approved Extension Volunteer Position Description and a completed and signed Extension Volunteer Agreement.

- *Documentation includes 2 documents*
 - *Approved Volunteer Position Description*
 - *Completed & Signed Volunteer Agreement*

Driver

Any adult volunteer who as part of the Extension Volunteer Role Description may operate a vehicle, either personal or UGA owned, in the completion of his/her duties; A Motor Vehicle Record check must be completed and approved prior to the volunteer driving in order to insure coverage under the UGA Risk Management Policy. An UGA Extension MVR application with UGA approval is required OR an UGA Extension Application for screening with UGA approval (after May 1, 2012) is required. Following approval volunteer signs the Extension Volunteer Agreement with the approved Extension Volunteer Position Description.

- *Documentation includes 4 documents*
 - *Approved Volunteer Position Description*
 - *Completed & Signed Volunteer Agreement*
 - *Completed Application for Motor Vehicle Record Check*
 - *Approval from CAES H.R.*
- *NOTE: If a volunteer completes the UGA CAES CES Screening after May 1, 2012 the MVR is included in the screening. In which case, a driver may only have one additional document*
 - *Approved Volunteer Position Description*

Screened Volunteer

- Any adult volunteer who as part of the Extension Volunteer Position description supervises youth, has access to keys to UGA property or is responsible for or dealing with cash (money) in UGA Cooperative Extension Service programming; Additionally Master Gardener Extension Volunteers must be screened; supervision is defined as a volunteer who by nature of his/her duties has the authority to direct the behavior, conduct or actions of the young person and may or may not be with other volunteers or paid staff member; UGA Extension Application for screening is required along with documentation of two references recommending the volunteer and UGA approval.
- *Documentation includes 6 documents*
 - *Approved Volunteer Position Description*
 - *Completed & Signed Volunteer Application*
 - *Documentation of 2 references checked & recommended*
 - *Approval by CAES H.R.*
 - *Completed and Signed Volunteer Agreement*
- *NOTE: If a volunteer completes the UGA CAES CES Screening after May 1, 2012 the MVR is included in the screening.*

RMT Volunteer

Any adult volunteer who as part of the Extension Volunteer Position description supervises 4-H youth must complete the *Georgia 4-H: Working with Youth...Managing Risk* online training including passing the test.

- *Documentation includes 1 page test results summary*
- *Completed and signed Volunteer Agreement*
- *Approved Volunteer Position Description*
- *Screened volunteer documentation (application, 2 references checked, approval)*

Certified Chaperone (former classification no longer required)

Any adult, paid staff or volunteer, who chaperoned youth overnight, is the lead volunteer of a Charter 4-H Club, or is a Certified SAFE coach completed the Georgia 4-H Certified Chaperone training. From 2003-2012 certification of chaperones may be completed through the 2003 Georgia 4-H Overnight Chaperone Training program. Beginning August 2102 the Georgia 4-H Chaperone Training Test was required.

Using the 2012 Georgia 4-H Certified Chaperone Training program, 3 documents required in addition to screened volunteer documentation

- *Signed completion of Georgia 4-H Certified Chaperone Training document*
- *Completed and signed Volunteer Agreement*
- *Approved Volunteer Position Description*
- *Screened volunteer documentation (application, 2 references checked, approval)*
- *Former Georgia 4-H Overnight Chaperone Trained adults, 4 documents required in addition to screened volunteer documentation*
 - *Signed Georgia 4-H Overnight Chaperone Agreement (signed before August 1, 2012)*
 - *Graded exemption test with score of 23 or higher*
 - *Completed and signed Volunteer Agreement*
 - *Approved Volunteer Position Description*
 - *Screened volunteer documentation (application, 2 references checked, approval)*

Certified Cotton Boll/Consumer Jamboree Coach

Each county's team is required to be coached by a certified coach. Coaches may enlist additional leaders to assist with instruction and may coach more than one county team. 4-H Coach's Certification is obtained by participating in and completing the Georgia 4-H Certified Cotton Boll/Consumer Jamboree Coach's training.

- *Documentation includes 3 documents (if a volunteer, also needs screened volunteer documents)*
 - *Coach's Training Completion letter or certificate*
 - *Completed and signed Volunteer Agreement*
 - *Approved Volunteer Position Description*

Certified Wildlife Judging Coach

Each county's team is required to be coached by a certified coach. Coaches may enlist additional leaders to assist with instruction and may coach more than one county team. 4-H Coach's Certification is obtained by completing the Ga 4-H Certified Wildlife Judging Coach's training.

- *Documentation includes 3 documents (if a volunteer, also needs screened volunteer documents)*
 - *Coach's Training Completion letter or certificate*
 - *Completed and signed Volunteer Agreement*
 - *Approved Volunteer Position Description*

Certified Forestry Field Day Coach

Each county's team is required to be coached by a certified coach. Coaches may enlist additional leaders to assist with instruction and may coach more than one county team. 4-H Coach's Certification is obtained by completing the Ga 4-H Certified Forestry Field Day training.

- *Documentation includes 3 documents (if a volunteer, also needs screened volunteer documents)*
 - *Coach's Training Completion letter or certificate*
 - *Completed and signed Volunteer Agreement*
 - *Approved Volunteer Position Description*

Certified Poultry Judging Coach

Effective August 1, 2013 each county's Poultry Judging team is required to be coached by a certified coach. Coaches may enlist additional leaders to assist with instruction and may coach more than one county team. 4-H Coach's Certification is obtained by completing the Georgia 4-H Poultry Judging Coach's training.

- *Documentation includes 3 documents (if a volunteer, also needs screened volunteer documents)*
 - *Coach's Training Completion letter or certificate*
 - *Completed and signed Volunteer Agreement*
 - *Approved Volunteer Position Description*

Certified SAFE Coach (Archery, Pistol, Rifle, Shotgun)

Each S.A.F.E. team in each discipline (Archery, pistol, rifle, & shotgun) is required to be coached by a certified paid staff or volunteer coach. If a meeting, practice or SAFE event is held a certified coach in that discipline is required to be in attendance along with screened volunteers for assistance. Certification is obtained by completing the Georgia 4-H Certified S.A.F.E. Coach's Training in that discipline.

- *Documentation includes 3 documents (if a volunteer, also needs screened volunteer documents)*
 - *Certified SAFE Coach's Code of Ethics Signed*
 - *Completed and signed Volunteer Agreement*
 - *Approved Volunteer Position Description*

Guide to Key Terms-Documentation

Volunteers, for the purposes of screening, certification and reporting, are defined as those individuals who are not employed by the University of Georgia College of Agriculture and Environmental Sciences Cooperative Extension OR who are working outside the purview of their job responsibilities as UGA CAES CES employment. Documentation is the paperwork required in order to insure that screening and/or certification has been met and should be kept in the office(s) where the volunteer (or in same certification cases paid staff) serves. Both hard copy documentation as described below and electronic enrollment is required. **Beginning August 1, 2014** Master Gardener Extension Volunteers (MGEV) will be recorded in the NEW MGEV recording system for MGEV activities. Volunteers who volunteer in MGEV programs and other Extension programs will be recorded in both MCEV & 4-H Enrollment A complete (based on the volunteer's role) file should be available upon request on any volunteer

Approved Volunteer Role Descriptions – IN PROGRESS

Required of any adult volunteer who as part of a structured program organized, controlled and directed by a University of Georgia department for the purposes of carrying out the functions of the University serves in roles that represent UGA to the public, interact with youth, or is involved in other functions. If a volunteer's duties/role are not described in the approved volunteer position descriptions, a new Volunteer Role Description should be submitted to Georgia 4-H Position Descriptions for recommendation to UGA Risk Management Division. Volunteers may not serve without a position description. Volunteers may have additional position descriptions added to their files as additional roles are accepted. Each role description is dated and initialed by the volunteer prior to service.

Volunteer Agreement

Required of any adult volunteer who as part of a structured program organized, controlled and directed by a University of Georgia department for the purposes of carrying out the functions of the University serves in roles that represent UGA to the public, interact with youth, or is involved in other functions. Agreement is two sided with adult behavior guidelines on reverse side. A signature on the front and initials on the back are required. A volunteer may sign one agreement and have additional role descriptions added.

Motor Vehicle Record Check Form

Any adult volunteer who as part of the Extension Volunteer Position Description may operate a vehicle, either personal or UGA owned, in the completion of his/her duties must complete a Motor Vehicle Record check. After May 1, 2012 this is done as a part of the screening process for all volunteers who are supervising youth. This form is only required for those volunteers who prior to 5/1/12 have been approved as screened volunteers OR those volunteers who will not work in supervisory roles with youth. NOTE: the volunteer's Role Description should include transportation as a duty.

CAES Volunteer Application

Completed by any adult volunteer who as part of the Extension Volunteer Position description supervises youth in UGA Cooperative Extension Service programming; Supervision is defined as a volunteer who by nature of his/her duties has the authority to direct the behavior, conduct or actions of a young person and may or may not be with other volunteers or paid staff member; CAES Volunteer Application for screening is submitted via email to CAES HR after two references have been checked and recommended the volunteer.

Volunteer Reference Check Form

Prior to submitting CAES Volunteer Application, two references should be checked by phone, email or letter and a completed reference check form indicating the references recommended the individual to serve in a capacity supervising youth

CAES HR Approval

Email approval (or denial) for the volunteer application. Email should be printed and the social security and license number on the application blacked out.

Certified 4-H Overnight Chaperone Agreement

Pre November 1, 2012, any volunteer or paid staff member who completes Georgia 4-H Overnight Chaperone Training completes an agreement signed by both the Extension trainer and the volunteer or staff member

Graded Exemption Test

Administered by a paid staff member to formerly certified 4-H Overnight Chaperones, in place of completion of the new Georgia 4-H Chaperone agreement. Test score must be greater than 23. Volunteers and/or staff failing to score 23 or above are required to complete the 2012 Georgia 4-H Chaperone program.

Georgia 4-H Working with Youth...Managing Risk Training Completion Test Record

Paid staff and volunteers completing the online *Georgia 4-:Working with Youth...Managing Risk* Training submit a summary statement with score and test results to indicated completion of the program.

Certified Coaches Training Completion letter or certificate

Following Cotton Boll/Consumer Jamboree, Forestry Field Day, Wildlife and/or Poultry Judging or SAFE training, a letter or certificate is provided for documentation of training completion.

Certified SAFE Coaches Code of Ethics

Following SAFE Coaches training, all coaches sign and agree to the Georgia 4-H SAFE Code of Ethics.