



University of California Division of Agriculture and Natural Resources 4-H Youth Development Program Adult Code of Conduct/Responsibilities and Rights

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

To be appointed as a 4-H Adult 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 Adult Volunteer screening process including a Live Scan or BID-7 Applicant Finger Print Form.
4. Attend 4-H Adult 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 Adult Volunteer Appointment Card signed by the County Director, all 4-H Adult 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. Be impaired by legal drugs at any 4-H event or activity.
3. Use of abusive, obscene, and discriminatory language at any 4-H event or activity.
4. Direct personal attack or harassment (visual, verbal, or physical) on another person.
5. Behavior that is illegal, unsafe, or contrary to the highest standards of ethics.
6. Be the subject of a criminal investigation or prosecution for a misdemeanor or felony offense.

RESPONSIBILITIES

1. Participate in and support, when practical, 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 Adult 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 all policies and procedures referred to in the 4-H Policy Handbook, as well as those established by the local county office and unit/group and all local, state, and federal laws.
9. Adhere to the [4-H Guidelines for Social Media](http://www.ca4h.org/files/133821.pdf), <http://www.ca4h.org/files/133821.pdf>.

RIGHTS

1. To be respected by program administrators and staff for the contribution 4-H Adult 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.
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 Adult Volunteer knew it was false.

PENALTIES FOR INFRACTIONS

Infractions of the Code of Conduct or the 4-H Adult 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 Adult Volunteer, and clarification of policy when appropriate.
2. Releasing the adult to the appropriate law enforcement agency, if appropriate.
3. Limitations on the 4-H Adult Volunteer appointment.
4. Written notice of termination of 4-H Adult Volunteer status, and removal from the 4-H Youth Development Program.
5. Volunteer status suspension while charges are under investigation.
6. Others as deemed appropriate by the County Director.

By my signature on the 4-H New 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 Adult Volunteer is contingent upon my agreement to this document. Failure to comply with these guidelines may result in termination as a 4-H Adult Volunteer.

Photograph and Information Release

I give to The Regents of the University of California, National 4-H Council, National 4-H Headquarters (USDA), Cooperative Extension and units, its nominees, agents, and assigns, unlimited permission to copyright and use, publish, and republish for purposes of advertising, public relations, trade, or any other lawful use, information about me and reproduction of my likeness (photographic or otherwise) and my voice, whether or not related to any affiliation with 4-H, with or without my name. I hereby waive any right that I (and minor) may have to inspect or approve the copy and/or finished product or products that may be used in connection therewith or the use to which it may be applied. By signature on the 4-H New Adult Volunteer Application Form, I consent and agree to the foregoing terms and provisions.