



## 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@sdsu.edu](mailto:sdsu.4h@sdsu.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.



# 4-H Volunteer

## Employee Affirmative Action/Equal Employment Opportunity Information



Updated: October 2019

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: \_\_\_\_\_

SDSU Extension is an equal opportunity provider and employer in accordance with the nondiscrimination policies of South Dakota State University, the South Dakota Board of Regents and the United States Department of Agriculture.



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 of SDSU Extension.

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

The responses to the questions 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 these questions should ever change, the volunteer must immediately contact their local 4-H Office.

1. SDSU Extension 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.

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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.

2. Do you currently have minimum vehicle insurance coverage as required by the State of South Dakota?  Yes  No

3. I, \_\_\_\_\_, agree to perform the duties and responsibilities of the volunteer position mutually agreed to by myself and SDSU Extension.

This agreement may be cancelled at any time by notification to either party.

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

- Accept my responsibility to represent SDSU Extension 4-H Youth Development Programs 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 SDSU Extension 4-H Youth Development Program.
- 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 Youth Development Program.

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.

\_\_\_\_\_  
(Volunteer's Legal Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Director of SDSU Extension or Designee Signature)

\_\_\_\_\_  
(Date)