



Cornell Cooperative Extension St. Lawrence County Long Term Volunteer Application

A long-term volunteer is making a commitment to the program (one year or more), involved in high-risk and unsupervised activities (chaperones, etc.), and help make decisions and direct the focus of the program.

Demographic Information

First Name: _____ MI: _____ Last Name: _____

Preferred Name: _____ Chosen Pronouns (ex. she, he, they, etc.): _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Cell phone: _____ Landline: _____

Email address: _____

Birthdate (*if under 18) _____ Gender: Male Female Other Prefer Not to Disclose

Describe any physical or health accommodations that may be needed to allow you to fulfill this volunteer role:

Ethnicity: Hispanic Non-Hispanic

Race: White/Caucasian Asian Black/African American Native American/Alaska Native

Hawaiian Native/Pacific Islander Prefer Not To Disclose

Emergency Contact: _____ Phone Number: () _____

Volunteering Data

Please check those that interest you:

- Board of Directors
- Program Advisory Committee
- Master Gardener Program Volunteer
- Master Food Preserver Volunteer
- 4-H Volunteer
- Energy Navigator Volunteer

General

- Organizing or supporting events/activities
- Fundraising
- Other: _____

Transportation: Do you have an independent and reliable means of transportation to and from volunteer activities?

Yes No

Approximately how many hours/week would you like to volunteer?

- 1-4 hours per month
- 5-9 hours per month
- Only certain times per year _____

Do you have a preference about working with a particular age group?

Youth Adults Both

Interests/Hobbies (please list): _____

References

List two persons we may contact, not related to you, who have knowledge of your qualifications.

Reference 1:

Name: _____ Phone number: _____

Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Reference 2:

Name: _____ Phone number: _____

Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Volunteer Agreement

We are pleased that you have accepted a volunteer assignment to Cornell Cooperative Extension Association of St. Lawrence County (hereafter referred to as "CCE"). Please accept our sincere thanks for your valuable contribution to CCE.

1. I, _____ (print name), agree that as a CCE volunteer my participation in the activities outlined in the attached volunteer position description is without monetary or other compensation.
2. I understand that CCE shall have the right to suspend or release me as a volunteer at any time and for any reason, within the discretion of CCE. I also understand that I have the right to terminate this agreement, recognizing that if I receive significant training for the volunteer position that there is an expectation of volunteer service.
3. I understand that CCE does not provide volunteers with medical insurance; therefore CCE is not responsible for any medical expenses incurred by me. Further, I understand that I am neither covered by Worker's Compensation nor entitled to employee benefits as a result of my CCE volunteer affiliation.
4. CCE will cover me as a volunteer under the CCE commercial general liability to protect me against any covered claims for injury to persons or damage to property arising out of my activities as a volunteer. In exchange for volunteer liability insurance protection I, on behalf of myself, my heirs, and my representatives, do hereby release CCE and the Association, its officers, directors, employees, and other volunteers from any liability whatsoever for any injury to myself, including death, or damage to my property that arises out of or is in any way related to my volunteer activities unless my injury is the result of the sole negligence of CCE or the Association. I understand that the liability insurance coverage only applies when I am on duty, acting in accordance with CCE guidelines for my volunteer assignment, and all other applicable pre-conditions for coverage under the CCE insurance policy are met.
5. CCE agrees to provide the orientation, training, supervision, and support deemed necessary by CCE for the successful fulfillment of my volunteer responsibilities.
6. I am aware of the terms and conditions of this agreement and agree that the provisions of this agreement do not constitute a contract, either expressed or implied, for employment between CCE and myself.
7. Background checks will be repeated on a regular basis; every year for the NYS Sex Offenders' Registry, every 3 years for the Criminal History File check and MVR check. The Volunteer Agreement and Code of Conduct will be reviewed every 3 years.
8. I fully support the following statement: "Cornell Cooperative Extension provides equal program and employment opportunities."
9. This agreement is valid until it is terminated by CCE or me.

For Staff Only: Provide one copy of this signed agreement to the CCE Association volunteer. Retain original copy for a minimum of 6 years from the time of the CCE volunteer's departure. If volunteer worked with minors, keep this agreement indefinitely.

Photo Release

By signing this form, I consent and give permission to allow Cornell Cooperative Extension the right to use photos, videos, direct quotes, and/or audio clips that they have of me participating in Cornell Cooperative Extension programs or events. Further, by signing this consent and release form, I acknowledge that I understand and agree to the above request and conditions. I sign this form freely and without inducement.

Please Circle One: Yes No Ask before taking photo

CCE Volunteer Code of Conduct

CCE volunteers are required to accept and adhere to the following standards of behavior when engaged in assigned volunteer activities:

- Respect and adhere to CCE rules, policies, and guidelines that relate to volunteer activity and the program I serve.
- Execute CCE business in an ethical manner.
- Preserve the confidentiality of information (and sign confidentiality agreement if required by my volunteer role) about program participants and CCE internal affairs that have been entrusted to me as affirmed by my signature on the Volunteer Confidentiality Agreement.
- Refrain from using my CCE volunteer status for personal or business financial gain. All funds raised in the name of CCE and or/4-H are property of CCE.
- Fulfill my assigned volunteer duties, including completion of required records or reports, in a timely manner.
- Use my time wisely and work cooperatively with Extension staff and other volunteers.
- Participate in required training programs and use the recommended policies and procedures.
- Accept supervision and support from professional Extension staff and/or supervisory volunteers.
- Respect and uphold the rights and dignity of all staff, other volunteers, and all individuals who participate in CCE programs, recognizing that people's values, beliefs, customs, and strengths differ.
- Encourage participation of and respect for individuals of diverse backgrounds, cultures, and perspectives.
- Refrain from the use of alcohol, tobacco, and inappropriate language.
- Commit no illegal or abusive act.
- Report all unsafe conditions and accidents to professional Extension staff as soon as possible.
- Dress in a manner that reflects a positive image of Cornell Cooperative Extension.

ACKNOWLEDGEMENT OF RISK

This form must be completed to participate in Cornell Cooperative Extension activities.

I fully understand and acknowledge that there are inherent risks and dangers in my participation in the above activities and my participation in said activities and use of equipment or materials related to such activities may result in my injury, illness or death and damage to or loss of my personal property.

I understand other participants, accidents, forces of nature or other causes may cause these risk and dangers and I hereby fully acknowledge and accept these risk and dangers.

I am in good health and I am at or above the minimum age of 18 required to participate in this activity and I am able to participate in any strenuous physical activity associated therewith.

I herewith release, forever discharge and waive any right of recovery or subrogation against Cornell Cooperative Extension, its officers, directors, employees and volunteers from any and all liability whatsoever for any illness or injury, including death or damage to or loss of my personal property that I may sustain while I am participation in this program. This shall be binding on my heirs, successors, assigns, administrators and executors. Any claims or disputes arising out of my participation in the activity shall first be submitted to arbitrations and/or be venued in the Supreme Court of the State of New York of the sponsoring County Association, the choice of which shall be at sole discretion of CCE.

Signatures

With my signature, I affirm that the statements made on this application are true. I understand that misrepresentation or omission of facts requested is cause for my non-appointment or removal as a Cornell Cooperative Extension volunteer. I authorize Cornell Cooperative Extension of St. Lawrence County to obtain pertinent information relative to my suitability to perform the duties of the volunteer position. I further release all parties supplying said information from all liability and responsibility arising from their supplying said information. I understand that my volunteer position is contingent upon signing the CCE Association Volunteer Agreement, Photo Release, Acknowledgment of Risk, and Code of Conduct. This form will be kept in CCE Association files for seven (7) years from date of submission.

Volunteer Name (print): _____

Volunteer Signature: _____ **Date:** _____

Staff Signature: _____ **Date:** _____

OFFICE USE ONLY

Date Received : ____/____/____

Date Approved by HR: ____/____/____

Screening Sent to HR: ____/____/____

Date Entered in database: ____/____/____



Motor Vehicle Record Request Permission Form

I, the undersigned, give authorization for License Event Notification System (LENS), P. W. Wood and Son, Inc. or Intelli, on behalf of Cornell Cooperative Extension to obtain a current copy of my Motor Vehicle Driving Record (MVR). I state that I currently hold a valid Motor Vehicle Driver’s license as indicated below and all information is correct. This authorization is good until revoked by me in writing. This information will only be used to verify my Motor Vehicle Driving Record, establish my eligibility to use company vehicles and/or transport program participants, and to monitor my driving record for possible issues that would make me ineligible to continue to perform these functions.

In order to fulfill our organizational purpose to educate NYS residents, LENS data will be used for a public purpose to allow CCE to maintain Public Safety and protect NYS residents and others on the roadways. LENS will send notification about the following events when they post to a drivers’ license record:

- accidents (reportable)
- convictions
- expirations
- HazMat (Hazardous Material) endorsement changes
- MedCert (Medical Certification) status changes
- Point and Insurance Reduction Program completions
- license status changes
- suspensions and revocations

* PRINT OR TYPE ALL INFORMATION

Check one:

- Applicant (IF HIRED: Please inform The Wood Office)
- Current Employee
- Volunteer I do not plan to drive as a Cornell Cooperative Extension volunteer.

Name as it Appears on License: _____

Address: _____

Date of Birth: _____

State of License: _____

Driver's License Number: _____

Date: _____

Signature: _____

