



4-H POLICY

STAFFING WITH VOLUNTEERS

ADULT VOLUNTEERS:

Any new volunteer, 19 years or older, who will be working directly with minors without the presence or direct supervision of paid 4-H staff or a screened 4-H Volunteer must successfully complete the [Screening Procedures for New 4-H Volunteers](#) .

Screened Volunteer Leaders re-enroll annually. Screened Volunteer Leaders who do not re-enroll and then in a subsequent year wish to re-enroll after a period of absence must have this re-enrollment approved by the 4-H staff. The volunteer will need to fill out a new [4-H Volunteer Agreement Form](#) and receive a new appointment letter. Depending on nature and duration of absence, 4-H staff may choose to repeat some or all of the [Screening Procedures for New 4-H Volunteers](#) .

Volunteers who work under the direct supervision or in the presence of a screened volunteer or staff person for a brief period of time, for example, a judge, workshop presenter, guest speaker do not necessarily need to be screened. In these instances, staff should consider creating a service description (e.g., Foundation Advisory; Food Booth Key volunteer) or utilize [UNHCE short-term volunteer form](#) .

YOUTH VOLUNTEERS:

Those under 19 will not be screened, but they must be under the guidance of a screened volunteer or 4-H Staff member when working in the 4-H program; in addition, they must have the written consent of a parent or guardian prior to volunteering. Youth 18 or under, with written permission of a parent or guardian, may volunteer as a component of their Extension learning experience. It is the responsibility of the supervising volunteer or staff member to be aware of the risks involved in individual situations and to use appropriate judgement regarding them. The volunteer services assigned to a minor shall be performed in a non-hazardous environment and should comply with all appropriate requirements of child labor laws.