



Oklahoma 4-H Volunteer Management System 4-H VOLUNTEER AGREEMENT

(Please Type or Print)

Adults who assume volunteer roles within Extension have the opportunity for a rewarding experience. It is recognized that a volunteer's position is less difficult and easier to manage when the expectations and responsibilities have been outlined and communicated prior to the task.

The following expectations have been established for persons serving in a volunteer capacity at the local or county levels. Please carefully consider the following expectations and confirm that you are aware of the expectations by placing your signature where indicated. In addition, Local Club Leaders can expect the following from the Oklahoma Cooperative Extension Service.

Full Legal Name _____

Home Phone _____

Work Phone _____

Cell phone _____

Email address _____

Specify Leadership Role(s): _____

Level of Leadership

Local County

VOLUNTEER AGREES TO:

- Maintain active status as a 4-H volunteer.
- Participate in a minimum of four (4) continuing education/ volunteer trainings annually.
- Actively seek volunteers and youth from a variety of racial, ethnic, religious, and socio-economic groups in your community.
- Recruit and involve other volunteers in programming efforts.
- Provide a positive educational environment that will enable youth to grow, learn, and develop friendships through Extension programs.
- Be supportive of all Extension programs.
- Participate in county leaders council meetings and/or volunteer training sessions.
- Inform all enrolled youth of Extension program opportunities
- Promote responsibility, personal growth, and goal setting in 4-H projects by each member.
- Inform county Extension Educator of needs and changes necessary for the continued growth of the 4-H program.
- Maintain sound working relationships with county Extension Educator and fellow volunteers.

I am aware that my position as a 4-H volunteer will be subject to review each year by the County Extension Educator.

Date _____

Volunteer's Signature

Date _____

Organizational Leader's Signature (if affiliated with a club)

COOPERATIVE EXTENSION AGREES TO:

- Provide an orientation session to the Oklahoma 4-H program's, mission, purpose and goals as they relate to youth programming and the purpose and expectations of a local club unit.
- Provide educational programs and resource materials to develop an individual's understanding and management of volunteer assignments.
- Set educational tone and direction for 4-H and Extension programs. Encourage continuing education of parents and volunteers.
- Provide educational materials and resources for programs.
- Provide position descriptions for local and county volunteer leadership roles and committees.
- Provide assistance, support, and encouragement to all volunteers.
- Give recognition for time and energy devoted by volunteers at all levels of 4-H club work.
- Inform volunteers of events and activities via Extension newsletters, web site, general correspondence, etc.
- Maintain sound-working relationships with volunteers and parents involved in the 4-H program.

Date _____

Extension Educators Signature