

**CODE OF CONDUCT – 4-H Adult Volunteer Leader**

The following guidelines are to assist volunteer leaders in understanding what behavior is expected while performing within the course and scope of a 4-H Volunteer Leader. 4-H Volunteer Leaders are considered “Agents of the University of California” and must abide by all UC policies. The Appointments of 4-H Volunteer Leaders are renewed on an annual basis.

To be appointed as a 4-H Volunteer Leader, you must:

1. be at least 18 years of age;
2. complete an enrollment form;
3. complete the leader screening process including a Live Scan or BID-7 Applicant Finger Print Form;
4. attend leader orientation meeting(s) offered by the county 4-H program staff.

Upon receiving a 4-H Volunteer Leader’s Card, signed by the County Director, all 4-H Volunteer Leaders shall:

1. respect the individual rights, safety, and property of others;
2. be an active participant in the local Volunteer Management Organizations;
3. participate in routine volunteer leader training opportunities and activities;
4. be committed to the core values, educational goals and standards of the 4-H Youth Development Program as set at various organizational levels;
5. not act in any way detrimental to the 4-H Youth Development Program or in conflict with its policies or procedures;
6. recognize and support the responsibilities of the 4-H program staff in setting program standards, priorities, and direction;
7. not discriminate in any policies, procedures, or practices, on the basis of race, religion, color, national origin, sex, marital status, sexual orientation, age, veteran status, mental condition (cancer-related) or disability;
8. make reasonable efforts to provide access to 4-H related information and equal opportunities to youth in their community to participate in project activities, awards programs and other events and activities;
9. have, if the 4-H Volunteer Leader is to use a motor vehicle for his/herself or for other, a valid California driver’s license, carry proof of automobile liability insurance, and make sure all passengers use seat belts when transporting 4-H members and leaders;
10. not possess or use alcohol and/or illegal drugs (or be under the influence thereof) while involved in any 4-H event, meeting or activity;
11. When chaperoning 4-H members, not leave the delegation under your supervision or the grounds of the 4-H event unless you have received approval of the adult in charge or the event or delegation;
12. not use obscene and discriminatory language at any 4-H activity.
13. not sign a lease agreement or use permit with schools or other public or private facilities. All such agreements shall be forwarded to the Cooperative Extension County Director for review and approval;
14. not be covered by California Penal Code Section 11166.5, which requires child care, custodians and others including 4-H camp and after school care programs to report suspected child abuse. However, if a 4-H volunteer reasonably suspects that a child has been the victim of child abuse, they should report it to the police or county child protective services. The 4-H leader making the report is immune from liability unless it can be proven that a false report was made and the volunteer knew it was false;
15. provide a receipt for any money for insurance literature, project-related supplies, or fund-raisers, and process these funds through the local 4-H Club, project group, or county 4-H Council treasuries.
16. have the right to make a written complaint concerning Cooperative Extension programs, policies, or personnel as described in the 4-H Handbook for Program Staff, Elements of Organization, Section 208, D.
17. complete the leader screening process including a Live Scan or BID-7 Applicant Finger Print Form; and attend a certification meeting before being appointed as a 4-H volunteer leader. Appointments are renewed on an annual basis.

**PENALTIES FOR INFRACTIONS**

Infractions of the Code of Conduct must be reported by anyone observing them to the 4-H Youth Development Staff and/or Cooperative Extension County Director. Penalties may include:

1. Discussion of the inappropriate actions with the 4-H leader, clarification of the policy.
2. Releasing the adult to the appropriate law enforcement agency.
3. Termination as a 4-H volunteer leader.

By my signature on the 4-H Adult Enrollment 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 volunteer leader is contingent upon my agreeing to this document and failure to comply with these guidelines may result in termination as a volunteer.

\_\_\_\_\_  
NAME OF 4-H LEADER

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE