



Extension

UNIVERSITY OF WISCONSIN-MADISON

# VOLUNTEER BEHAVIOR EXPECTATIONS

Families, individuals, and organizations trust the University of Wisconsin-Madison Division of Extension to provide quality leadership and care for those who are involved in Extension-sponsored programs. The opportunity to work as a volunteer with the Division of Extension is a privileged position that should be held only by those who are willing to demonstrate behaviors that fulfill this trust.

Division of Extension volunteers are expected to abide by the following behavior standards established by the Division of Extension and to conduct themselves as positive role models. All Division of Extension volunteers are ultimately accountable to the Division for Extension-related activities.

**As a Division of Extension volunteer, I agree to:**

- Collaborate in a cooperative environment with, and in, support of Division of Extension staff and programs to jointly further the mission of Extension.
- Accept supervision and guidance from Division of Extension staff or designated management volunteers.
- Conduct myself with courteous manners and language, exhibiting good sportsmanship, serving as a positive role model, treating others with respect, and demonstrating reasonable conflict resolution skills.
- Participate in orientation and training programs to help me deliver programs more effectively.
- Conduct myself in a manner that is in the best interest of the program and the Division of Extension and not use the volunteer position or title for purposes of private or personal gain.
- Complete tasks, reports, and evaluations in a timely manner.
- Use appropriate subject matter expertise, including university research-based resources/information, in program delivery.
- Make all reasonable efforts to ensure that programs are accessible to all individuals regardless of race, color, sex, creed, disability, religion, national origin, ancestry, age, sexual orientation, pregnancy, and marital or parental status.
- Abide by all local, state, and federal laws and Division of Extension and USDA rules, policies, and guidelines.
- Not consume or be under the influence of alcohol or illegal substances while in the role of a Division of Extension volunteer, nor allow youth participants under my supervision to do so.
- Not advocate/lobby for particular causes or engage in political activity when serving as an Extension volunteer.
- When transporting youth or adults, operate motor vehicles and other equipment in a safe and reliable manner and only with a valid operator’s license and the legally required insurance. I will comply with all motor vehicle-related state regulations and laws.
- Treat animals in a humane manner and teach program participants to provide appropriate animal care and management.
- Report suspected verbal, sexual, and physical abuse, as well as neglect of minors, to local authorities.
- Not conceal carry firearms and/or weapons while acting in a volunteer role. I understand that if I am a 4-H Youth Development shooting sports volunteer as part of this specific program, I am expected to openly carry/transport 4-H shooting sports equipment in designated areas.
- Immediately notify my Division of Extension point of contact about any changes in my status (e.g. contact information, criminal arrest, charge or conviction history, driving privileges, etc.)

I have read, understand, and agree to abide by these expectations for volunteers. I understand that suspension or termination of my position as a volunteer will result if I do not meet these expectations.

\_\_\_\_\_

Volunteer Printed Name

\_\_\_\_\_

County

\_\_\_\_\_

Volunteer Signature

\_\_\_\_\_

Date

\* Maintained at the Statewide Coordinator level and the volunteer receives one signed copy for their files.

August 12, 2019