

# NDSU Extension Service Youth Development Programs

## Adult Behavioral Expectations



The North Dakota State University Extension Service is dedicated to the positive development of North Dakota youth and families and has adopted a youth protection policy as part of that commitment.

The purpose of these behavior expectations is to promote the safety and well-being of all program participants (youth, parents, families, paid staff and volunteers). All adults (age 18 and older) are expected to function within these NDSU Extension Service expectations when working with youth in Extension programs.

Acceptance and continuation as an NDSU Extension Service adult volunteer or employee, including a county-paid employee working in a local Extension office, is contingent upon satisfactory clearance through the North Dakota Child Abuse Information Index maintained by the North Dakota Department of Human Services (DHS) and the Dru Sjodin National Sex Offender Public Website.

Adult volunteers and employees also must complete and sign Form SFN433. That form allows the DHS to conduct the screening. The form is processed by the volunteer's or employee's local NDSU Extension Service office or the NDSU Extension director's office.

A goal of the North Dakota 4-H program is to provide opportunities for youth and adults to build character. North Dakota 4-H supports the CHARACTER COUNTS!\* Six Pillars of Character: trustworthiness, respect, responsibility, fairness, caring and citizenship.

*To ensure that North Dakota Extension youth programs provide positive environments for all individuals to learn and grow, staff and volunteers agree to abide by these expectations of behavior:*

- **I will be trustworthy.** I will be worthy of trust, honor and confidence. I will be a model of integrity by doing the right thing, even when the cost is high. I will honor others' privacy. I will arrive on time for my commitments. I will strive to build others' confidence. I agree to not steal or misuse property or equipment. I will not allow youth to cheat or misrepresent their work.
- **I will be respectful.** I will conduct myself in a courteous, respectful manner, exhibiting good sportsmanship and being a positive role model. I will respect the individual rights of all youth and adults. I will appreciate diversity in skill, gender, ethnicity and ability. I will not tolerate statements or acts of discrimination or prejudice. I will respect the personal space and choices of participants and will not participate in inappropriate displays of affection or physical contact. I will accept support and/or supervision from an Extension volunteer or paid staff. I will respect the educational mission of the NDSU Extension

Service and adhere to and enforce the policies and guidelines established for county and state youth programs.

- **I will be responsible.** I will be responsible, accountable and self-disciplined. I will be accountable by accepting responsibility for my choices and actions. I will work to create a safe environment and will act quickly to report any threats regarding the safety and well-being of youth or adult participants. If I observe abuse, I will report it as outlined by the NDSU Extension Service Youth Protection Policy. I will handle animals and operate machinery, vehicles and other equipment in a safe and responsible manner. I will manage time and resources wisely.
  - **I will be fair.** I will be just, fair and open. I will follow rules and share knowledge, and not take advantage of others or ask for special exceptions. I will be a team member and work to be free of bias. I will make decisions based on facts and strive for win-win situations for all involved. I will be willing to negotiate and exercise give and take to achieve youth or group success.
  - **I will be caring.** I will treat others the way I want to be treated. I will promote and model a positive attitude. I will be kind and show compassion for others. I will show appreciation for the efforts of others. I will help others have a good experience by striving to include all participants. I will take time to talk to people face to face about issues. I will not commit, permit, condone or tolerate bullying behavior of youth and adults. I will not abuse any youth or adult program participant by physical or emotional means.
  - **I will be a good citizen.** I will be a contributing and law-abiding citizen. I will be respectful to the environment and contribute to the greater good. I will not use alcohol or illegal drugs or be under their influence while at youth programs or while having responsibility for youth in NDSU Extension Service programs. I will inform others that alcohol or illegal drugs are not allowed at Extension youth programs. I will comply with equal opportunity and anti-discrimination laws. I agree I will not have in my possession or use weapons or dangerous materials.
- I have read and understand the adult behavioral expectations outlined above. I understand and agree that any action on my part that contradicts any portion of these expectations is grounds for the suspension or termination of my role with NDSU Extension youth programs.**

\_\_\_\_\_  
Signature of Prospective or Current Volunteer or Paid Employee

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

## *Office use only*

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### **Routing Instructions:**

- **Prospective adult volunteer or adult volunteer being recertified:**  
Return this form and an SFN433 to your local office of the NDSU Extension Service.
- **Prospective or current county-paid Extension employee:**  
Return this form and an SFN433 form to your local office of the NDSU Extension Service.
- **Prospective or current NDSU-paid employee:**  
Return this form and an SFN433 form to the Search Committee Chair or to:  
  
NDSU Extension Service Director's Office  
315 Morrill Hall  
NDSU Dept 7000  
PO Box 6050  
Fargo ND 58108-6050

Visit North Dakota at [www.ndsu.edu/4h](http://www.ndsu.edu/4h)

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County Commissions, NDSU and U.S. Department of Agriculture Cooperating.

This publication will be made available in alternative formats for people with disabilities upon request, (701) 231-7881.

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# Application to Volunteer in Youth Programs



## NDSU Extension Service

Volunteers who want to work with youth must complete this application. Acceptance as an NDSU Extension Service volunteer is contingent on the return of this form to your county Extension office, clearance through the North Dakota Child Abuse Information Index, and you being checked against the North Dakota Office of Attorney General Convicted Sex Offenders and Offenders Against Children – Public List.

The information in this application will be used solely to determine your placement as a volunteer. No discrimination is implied. This information will be handled in a confidential manner.

### I. GENERAL INFORMATION

Today's date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Male  Female Date of birth \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ County \_\_\_\_\_

Former or other names \_\_\_\_\_

Mailing address \_\_\_\_\_  
St., RR, Box, Apt.# City State ZIP

Phone: Day ( ) \_\_\_\_\_ Evening ( ) \_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_ years  
 (If less than five years, attach a sheet listing all previous addresses during that time.)

List previous *work* experience during the past six years, with current/most recent experience first. Add pages if needed.

Employer	Position Title	City/State	Years
1.			
2.			
3.			
4.			

List previous *volunteer* experience during the past six years. Identify work with youth and community groups, with current/most recent experience first. Add pages if needed.

Employer	Volunteer Role	City/State	Years
1.			
2.			
3.			
4.			

## II. VOLUNTEER INTEREST

Why are you interested in a volunteer position in Extension youth programs?

## III. PERSONAL REFERENCES

List three people not related to you who know about your qualifications for working as a volunteer in a youth organization. If you have previous experience as a volunteer, one reference should be from that organization. You may include business associates, employers or social friends. Please include complete addresses and phone numbers.

Name \_\_\_\_\_ Phone: Home \_\_\_\_\_ Work \_\_\_\_\_

Mailing address \_\_\_\_\_  
St., RR, Box, Apt.# \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

How do you know this person? \_\_\_\_\_

Name \_\_\_\_\_ Phone: Home \_\_\_\_\_ Work \_\_\_\_\_

Mailing address \_\_\_\_\_  
St., RR, Box, Apt.# \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

How do you know this person? \_\_\_\_\_

Name \_\_\_\_\_ Phone: Home \_\_\_\_\_ Work \_\_\_\_\_

Mailing address \_\_\_\_\_  
St., RR, Box, Apt.# \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

How do you know this person? \_\_\_\_\_

Have you been convicted of a crime involving a minor (including a deferred imposition of sentence)?

YES  NO If yes, give date, nature of offense and disposition \_\_\_\_\_

**PLEASE NOTE:** A criminal record will not necessarily disqualify an applicant.  
A criminal record will be considered as it relates to the specifics of the position.

**I certify that the above information is correct. I understand the misrepresentation or omission of facts requested is just cause for non-appointment as an NDSU Extension Service youth program volunteer.**

\_\_\_\_\_  
Volunteer Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Please return this application at your earliest convenience. Contact us if you need information or have any questions.  
Thank you for your application!

Return application to: