



VIRGINIA COOPERATIVE EXTENSION HANOVER UNIT



THANK YOU FOR COMING.

- Each person needs to sign and date the module sheet
- In the event of an emergency please exit the building and meet in the parking
I will be looking for the same number of people that signed the Attendance Log.
- Goals for training:
 1. Meet each other!
 2. Complete or renew the required volunteer training topics.



WHAT IS EXTENSION?

- Brings the resources of Virginia's land-grant universities (Virginia Tech and Virginia State University) to the public
- Credible network of experts and educators who provide information, education, and tools the public can use every day to improve life



PROGRAM AREAS

- Agricultural and Natural Resources (ANR)
- 4-H 
- Family and Consumer Sciences
- Community Viability



Agriculture and Natural Resources

- Master Gardeners
- Soil samples
- Pest ID
- On-farm plots
- Agricultural recommendations
- Agricultural Emergencies
- Excite youth



4-H PROGRAM AREA

- The largest national youth out-of-school program
- Over 6 million youth involved
- Over 45 million adults are members
- Head, Heart, Health, Hands
- 4-H Motto "To make the best better."



EXTENSION VOLUNTEERS

- Virginia Cooperative Extension NEEDS YOU
- Volunteers directly influence the success of fulfilling our mission
- Virginia Volunteer ACT 1977 Categories
 - Regular
 - Occasional
 - Collaborator
 - Donor
 - Master Volunteer



EXTENSION VOLUNTEER REQUIRED TRAINING

4- H Adult Leaders/Volunteers,
Master Gardeners and Food Volunteers



VCE PRESENTATIONS

- [Volunteer Screening guidelines](#)
- [Risk Management](#)
- [Civil Rights](#)



VCE Volunteer Screening Guidelines

Volunteer Type	Position Description	Volunteer Forms Required	Criminal Background Screening	Interview	Reference Checks	Re-screen
4-H Volunteers	Volunteers that provide direct supervision to 4-H youth programs, handle 4-H club funds, or transport youth.	4-H Volunteer Application/Enrollment Long Form Pub.388-003 Standards of Behavior for Virginia 4-H Adult Vols. Pub. 388-121 4-H Adult Health History Report 4H-224	REQUIRED	YES	YES	Every 3 years

Virginia Cooperative Extension programs and employment are open to all, regardless of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, genetic information, marital, family, or veteran status, or any other basis protected by law. An equal opportunity/affirmative action employer. Issued in furtherance of Cooperative Extension work, Virginia Polytechnic Institute and State University, Virginia State University, and the U.S. Department of Agriculture cooperating. Edwin J. Jones, Director, Virginia Cooperative Extension, Virginia Tech, Blacksburg; Jewel E. Hairston, Administrator, 1890 Extension Program, Virginia State, Petersburg.



VCE Volunteer Screening Guidelines

Volunteer Type	Position Description	Volunteer Forms Required	Criminal Background Screening	Interview	Reference Checks	Re-screen
4-H Camp Volunteers	Volunteers age 18 and older that provide direct supervision to 4-H camping programs.	4-H Volunteer Application/Enrollment Long Form Pub.388-003 Standards of Behavior for Virginia 4-H Adult Vols. Pub. 388-121 4-H Adult Health History Report 4H-224	REQUIRED	YES	YES	Every 1 year

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VCE Volunteer Screening Guidelines

Volunteer Type	Position Description	Volunteer Forms Required	Criminal Background Screening	Interview	Reference Checks	Re-screen
Master Volunteers	Volunteers that have completed required training with a long-term commitment a member of a Master Program.	Master Volunteer Application and Annual Re-enrollment forms and 4-H Standards of Behavior if work with youth	REQUIRED	YES	YES	Every 3 years

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VCE Volunteer Screening Guidelines

Volunteer Type	Position Description	Volunteer Forms Required	Criminal Background Screening	Interview	Reference Checks	Re-screen
Volunteers in Positions of Trust	Volunteer positions identified with high-level screening requirements as determined by the completion of the Volunteer Position Analysis and Description Form VP-112 . The positions include those working with vulnerable populations (youth, seniors, participants with disabilities), handling funds , those that have unsupervised access to VCE equipment/facilities .	Volunteer Application/Enrollment Long Form Pub. 490-801 Standards of Behavior for Virginia 4-H Adult Vols. Pub. 388-121 (if working with youth) Distribute Virginia Tech Principles of Community to volunteer.	REQUIRED	YES	YES	Every 3 years



VCE Volunteer Screening Guidelines

Volunteer Type	Position Description	Volunteer Forms Required	Criminal Background Screening	Interview	Reference Checks	Re-screen
Occasional, Collaborative, and One-Time Volunteers	Volunteer positions identified with low-level screening requirements as determined by the completion of the Volunteer Position Analysis and Description Form VP-112 . These volunteers will be under constant/direct supervision of a VCE faculty/staff member or screened volunteer and will not be left alone with vulnerable program participants	One Time/Occasional Volunteer Application/Enrolment Short Form Pub. 490-800 4-H One Time/Occasional Volunteer Form Pub. 388-004 (if working with youth)	NO	NO	NO	None (unless a new volunteer position is accepted with a higher screening requirement)



Recommended Criteria for Exclusion

<ul style="list-style-type: none">• Abduction• Abuse and neglect of children• Abuse and neglect of incapacitated adults• Any felony violation relating to possession or distribution of drugs• Any violent felony• Arson• Assaults and bodily wounding• Burglary• Carjacking• Crimes against nature involving children• Cruelty to animals• Delivery of drugs to prisoners• Electronic facilitation of pornography	<ul style="list-style-type: none">• Employing or permitting a minor to assist in an act constituting an offense• Escape from jail• Failure to secure medical attention for an injured child• Felony stalking• Incest• Murder or manslaughter• Obscenity offenses• Pandering• Possession of child pornography• Robbery• Sexual assault• Taking indecent liberties with children• Threats of death or bodily injury
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Taken from the “National Recreation and Park Association: Recommended Guidelines for Credentialing Volunteers.”

This recommendation does not apply if criminal charges resulted in acquittal, Nolle Prose, or dismissal. It is recommended that anyone who has been charged for any of the disqualifying offenses or for cases pending in court should not be permitted to volunteer until the official adjudication of the case.



Recommended Criteria for Exclusion

SEX OFFENSES

- **All Sex Offenses – Regardless of the amount of time since offense.**
 - **Examples includes: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.**

FELONIES

- **All Felony Violence – Regardless of the amount of time since offense.**
 - **Examples include: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.**
- **All Felony offenses other than violence or sex within the past 10 years.**
 - **Examples include: drug offenses, theft, embezzlement, fraud, child endangerment, etc.**



Recommended Criteria for Exclusion

MISDEMEANORS

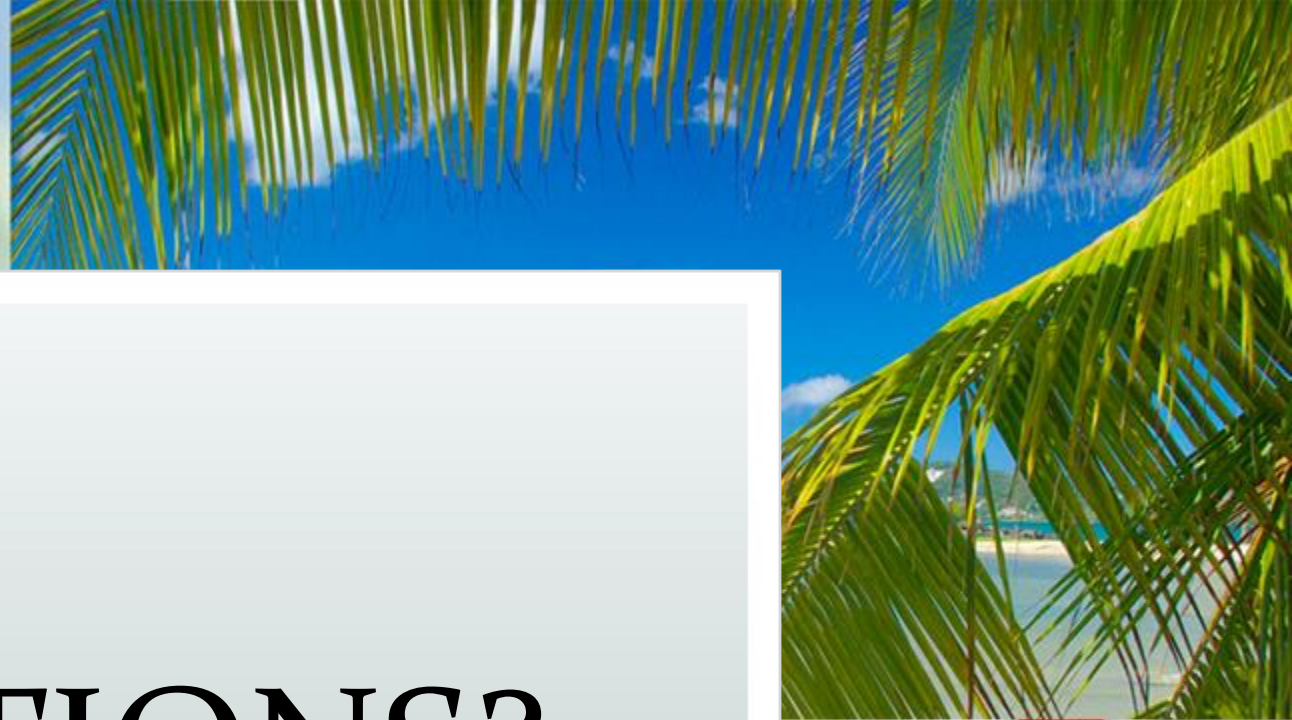
- **All Misdemeanor Violence offenses within the past 7 years.**
 - **Examples include: simple assault, battery, domestic violence, hit & run, etc.**
- **All misdemeanor drug and alcohol offenses within the past 5 years or multiple offenses in the past 10 years.**
 - **Examples include: driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.**
- **Any other misdemeanor within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer.**
 - **Examples include: contributing to the delinquency of a minor, providing alcohol to a minor, theft – if person is handling monies, etc.**

The background of the slide features a soft-focus image of autumn leaves in shades of red, orange, and yellow. A large, detailed red maple leaf is prominent on the left side, while other leaves are scattered in the background, creating a warm, seasonal atmosphere.

RISK MANAGEMENT

REQUIRED EVERY THREE YEARS

[HTTP://WWW.INTRA.EXT.VT.EDU/SUPPORT/VOLUNTEER/DOCUMENTS/RISKMANAGEMENTFORVCEMGVOLUNTEERSSCRIPTEDFINAL9-21-15.PPT](http://www.intra.ext.vt.edu/support/volunteer/documents/RiskManagementForVCEMGVolunteersScriptedFinal9-21-15.ppt)



QUESTIONS?

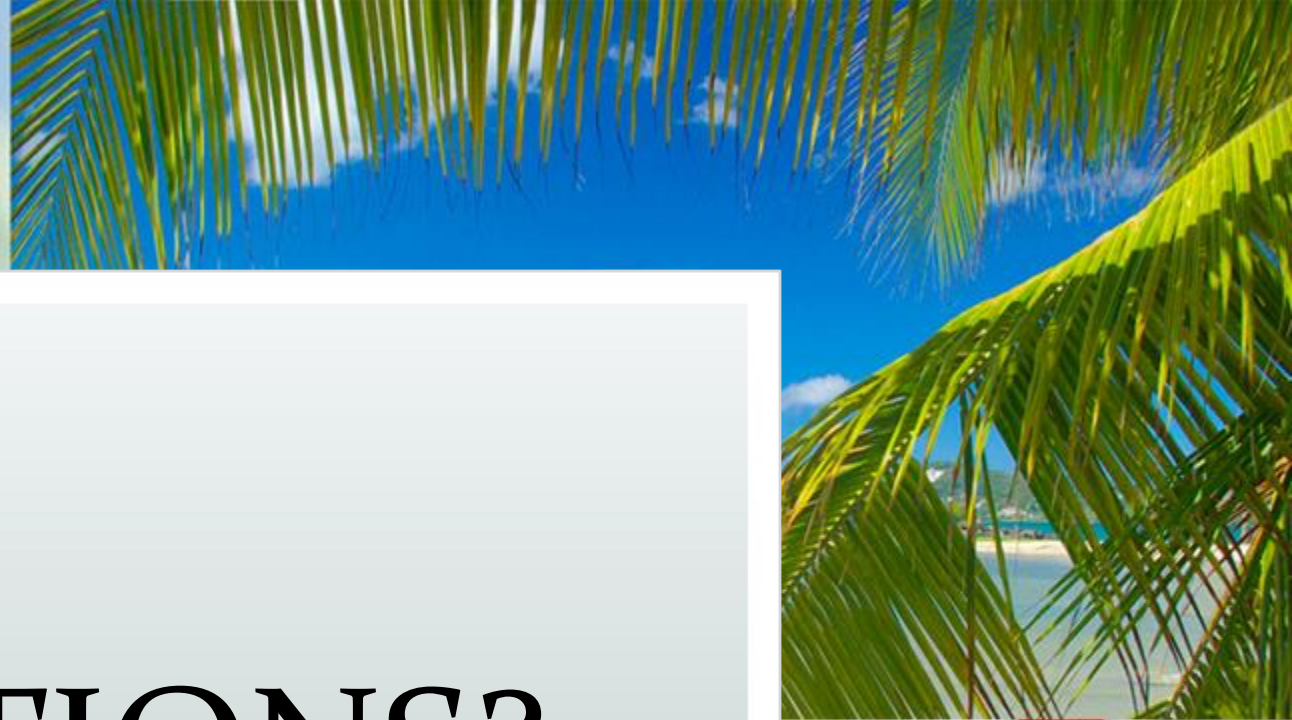




CIVIL RIGHTS TRAINING

REQUIRED EVERY THREE YEARS

<http://www.sites.ext.vt.edu/connect/intranet/volunteer-training/index.htm>



QUESTIONS?





MASTER GARDENER “YOUTH FORM”



4- H LEADERS/VOLUNTEERS

[HTTPS://VA.4HONLINE.COM/LOGIN.ASPX?403D404737737A4D6E36576246413D](https://va.4honline.com/Login.aspx?403D404737737A4D6E36576246413D)


VIRGINIA 4- H ONLINE



ADDITIONAL MASTER GARDENER REQUIREMENTS

RE-ENROLLMENT FORM – PAPER COPY

Interest form on VMS



ADDITIONAL 4- H LEADER/VOLUNTEER REQUIREMENTS

Club required documents:

Constitution

By-laws

Financial reporting

Member list

Ethics Statement



PLEASE SIGN AND DATE YOUR
REQUIRED TRAINING SHEET FOR
EACH SEPARATE TRAINING SESSION



QUESTIONS?

Laura Maxey-Nay Agriculture Agent

Rita Schalk - Unit Coordinator and 4- H Agent

Ann Vargo – Family and Consumer Sciences SNAP Ed Agent

Ginny Nicholas- Unit Support

Angelette Pryor- Extension Volunteer Coordinator



REQUIRED EXTENSION VOLUNTEER TRAINING

Thank you !



Thank you for coming! Make sure you
have signed in and completed your
paperwork.

Master Gardeners – remember to log
your hours in VMS.

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Virginia Cooperative Extension

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