



Welcome to UW-Extension VIP **(Volunteer in Preparation)** Training!



UW-Extension

Volunteer in Preparation (VIP) Training!

Today's Focus:

- What is Cooperative Extension?
- How do volunteers contribute to UW-Extension programs?
- What are volunteer roles and responsibilities?
- How do we work with youth?
- What resources are available to help you?

UW-Extension Mission

*To bring the resources of the University
to people, where they live and work*



- 4-H Youth Development
- Family Living
- Agriculture & Natural Resources
- Community and Natural Resource Development

UW-Extension Programs

4-H Youth Development	Agriculture & Natural Resources	Community Youth Development	Nutrition Education
4-H Program Coordinator: Luisa Gerasimo	Agriculture Educator, Specializing in Economic Development: Katie Wantoch	Youth and Family Educator: Stephanie Hintz	FoodWise Nutrition Coordinator: Sandy Tarter FoodWise Educator: Karen Fritz
Support Specialists: Michelle Bachand & Bethany Peterson			

UW-Extension and USDA

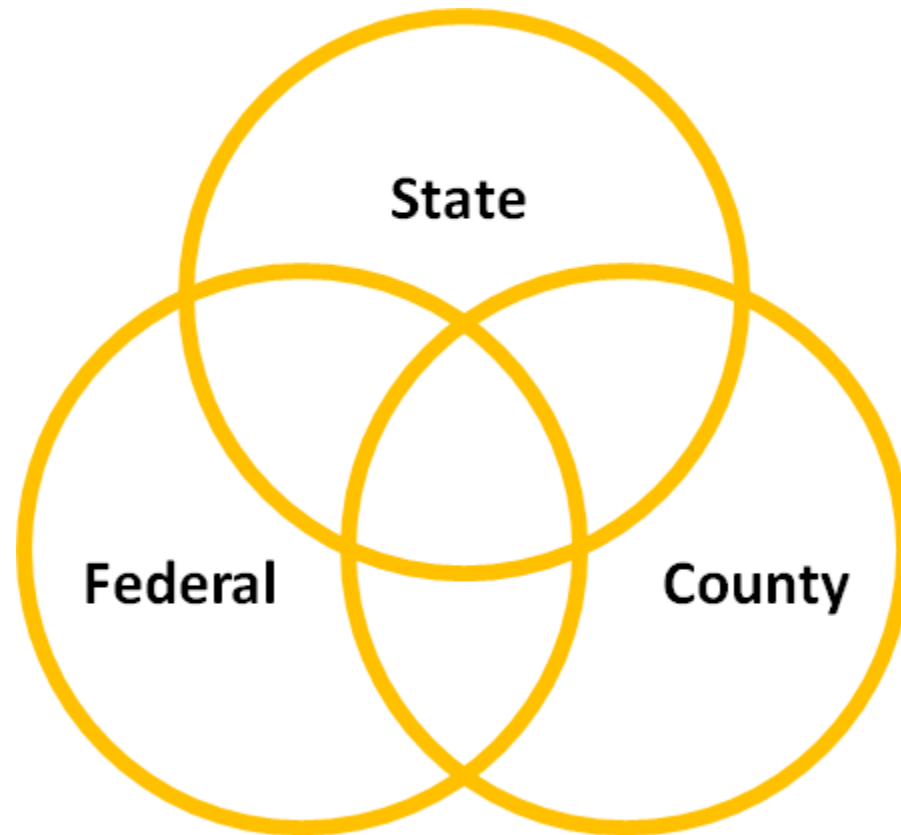
Our connection to Land Grant Universities



<https://youtu.be/G3wDxYi95WY>

Click CC icon for Closed Captioning

Funding Partnerships



Expanding Access

UW-Extension complies with federal and state non-discrimination laws, regardless of Race, Color, Sex, Creed, Disability, Religion, Ancestry, Age, Sexual Orientation, Pregnancy, Marital or Parental Status, or National Origin



Who are UW-Extension Volunteers?



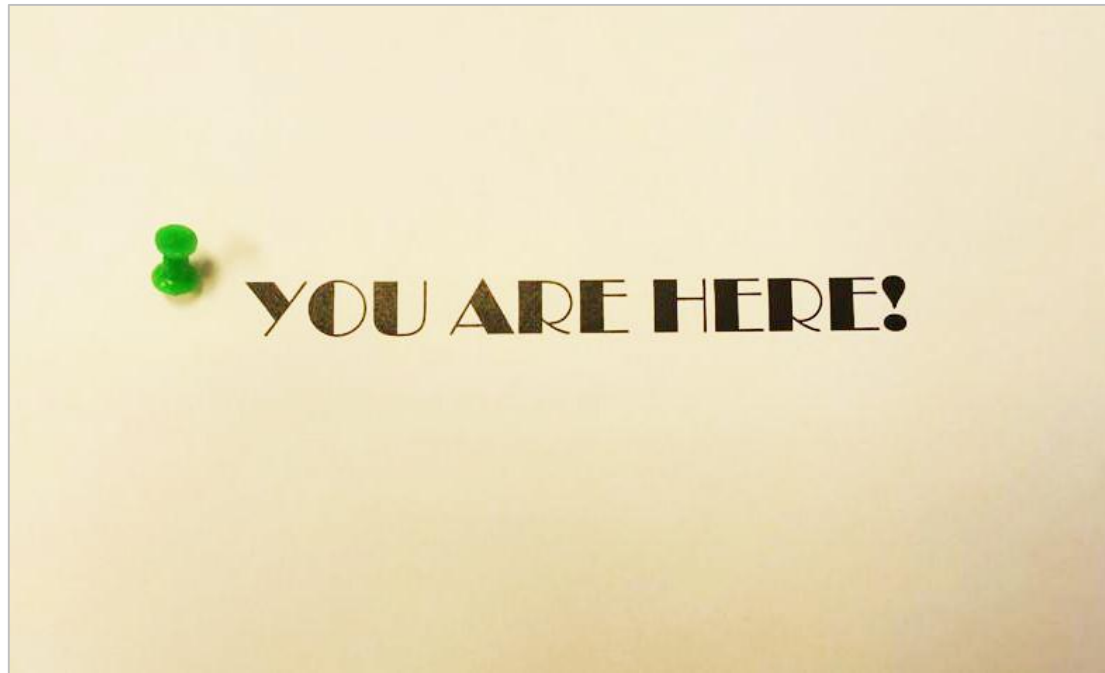
Why Volunteers are Important...



To Become a UW-Extension Volunteer:

- Attend Volunteer in Preparation Training (**initial**)
- Pass Criminal Background Check (**initial and every 4 years**)
- Sign Volunteer Behavior Expectations & Assumption of Risk (**annually**)
- Complete UW-Extension Volunteer Mandated Reporter Training online (**initial**)

Volunteer in Preparation Training



Background Check



UW-Extension Volunteer Behavior Expectations Form

IF YOU ARE A PARENT OR WARD WILL BE UNDER 18 WHILE PARTICIPATING IN THE ENROLLED COUNTY 4-H YOUTH PROGRAM AT THE UNIVERSITY OF WISCONSIN-EXTENSION IT IS OUR POLICY TO REQUEST YOUR AGREEMENT. IF YOU ARE AN ADULT, ON BEHALF OF YOUR MINOR SON, DAUGHTER OR WARD, I UNDERSTAND THAT MY E-SIGNATURE SHALL HAVE THE SAME LEGAL FORCE AND EFFECT AS MY HAND-WRITTEN SIGNATURE ON EACH AGREEMENT BELOW.

IF YOU ARE NOT A PARENT OR WARD WHILE SETTING UP MY PROFILE IS MY ENROLLED COUNTY:

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If online or the enrollment process, please contact your local extension staff: www.uwex.edu/ces/cty

Authorization Comments

1. Assumption of Risk

I have read, understand, and agree to the above.

2. Hold Harmless, Indemnity and Release

I have read, understand, and agree with the above.

3. Consent for Emergency Treatment

I have read, understand, and agree with the above.

4. Volunteer Behavior Expectations Agreement

I agree.

5. Photo Release

Yes

Alumni

Were you in 4-H as a youth?:

Screening Dates



UW Extension
University of Wisconsin-Extension

VOLUNTEER BEHAVIOR EXPECTATIONS

February 2015

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

All UW-Extension volunteers are required to complete the UW-Extension Youth Protection program. This includes: 1) a background check for arrest and conviction records, 2) participation in a volunteer orientation program, and 3) signing the Volunteer Behavior Expectations form. The primary purpose of this process is to ensure the safety and well-being of all participants (i.e., youth, adults, salaried and volunteer staff).

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

As a UW-Extension volunteer, I will:

- Cooperate with and support UW-Extension staff to jointly further the mission of the UW-Extension.
- Accept supervision and guidance from UW-Extension staff or designated management volunteers.
- Conduct myself in a manner that is in the best interest of program participants and UW-Extension and will not use the volunteer position or title for purposes of private or personal gain.
- Use appropriate University research based resources/information.
- 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, marital or parental status.
- Abide by all local, state and federal laws and UW-Extension and U.S.D.A. rules, policies and guidelines.
- 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.
- Not consume or be under the influence of alcohol or illegal substances while in the role of a UW-Extension volunteer, nor allow youth participants under my supervision to do so.
- 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, physical abuse and neglect of youth 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, I am expected to openly carry/transport 4-H shooting sports equipment in designated areas.
- Immediately notify my county UW-Extension Educator/Agent of any changes with my status (e.g. contact information, criminal arrest, charge or conviction history, driving privileges, etc.)

I have read and 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.

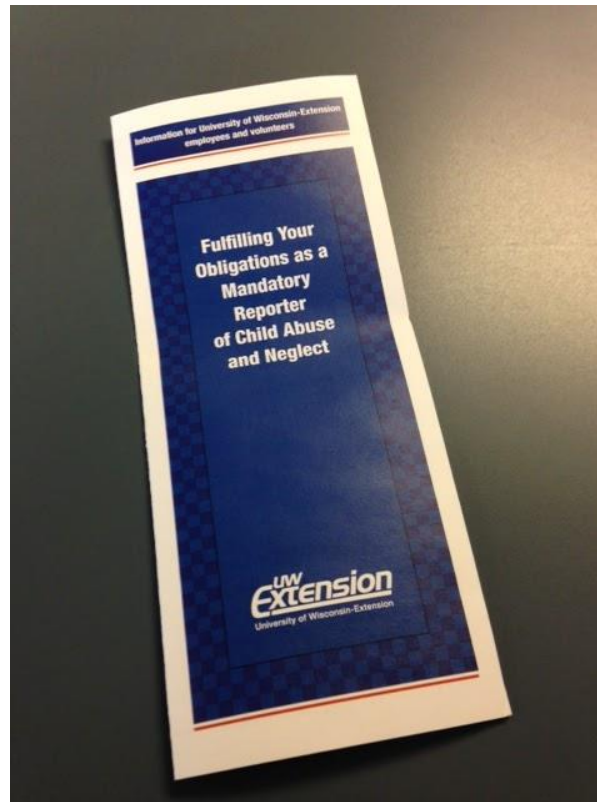
Volunteer Printed Name _____ County _____

Volunteer Signature _____ Date _____

The county UW-Extension office receives one signed copy and the volunteer receives one copy.

An EEO/AA employer, University of Wisconsin-Extension provides equal opportunities in employment and programming, including Title IX and American with Disabilities (ADA) requirements. © 2015 by the Board of Regents of the University of Wisconsin System

Understanding Mandatory Reporting of Child Abuse & Neglect



Reporting of Child Abuse & Neglect

All University of Wisconsin-Extension **employees** and **volunteers** working with UW-Extension programs must immediately **report child abuse or neglect** if, in the course of **employment or voluntary service for UW-Extension**, the employee or volunteer:

- observes an incident or threat of child abuse or neglect
- learns of an incident or threat of child abuse or neglect
- has reasonable cause to believe that child abuse or neglect has occurred or will occur

*As a reminder make **two** contacts, **local authorities** and **UW-Extension Human Resources**.*



Child Abuse and Neglect in Dunn County



Children come into contact with UW-Extension employees and volunteers through various programs, camps and events. The University of Wisconsin-Extension strives to provide a safe and secure learning and working environment for everyone involved in university activities.

<http://www.uwex.edu/human-resources/childabuse/>

Why is it Important to Report Suspected Child Abuse and Neglect as a Mandated Reporter?

- Mandated reporters made more total referrals than non-mandated reporters and accounted for the majority of each type of referral.
- The reports made by mandated reporters had a higher percentage of substantiation after CPS initial assessment compared to non-mandated reporters. Mandated reporters tend to be more educated on the topic of child abuse and neglect protocol.
- In Dunn County primary adult caregivers in the home were the maltreaters in 99% percent of the substantiated maltreatment allegations. Even in cases where the maltreatment finding is unsubstantiated, families may be referred to community resources and/or voluntary services that they may not have been aware of before. This can give families the support they need.
- Persons making referrals in good faith are immune from criminal or civil liability.

<http://www.dcf.wisconsin.gov/files/cwportal/reports/pdf/can.pdf>

Quick Facts about Child Abuse and Neglect in Dunn County

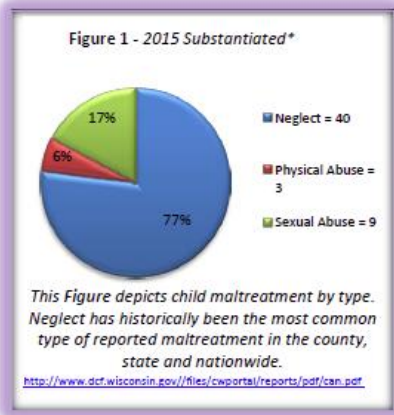
In 2015, there were 520 total referrals to Child Protective Services (CPS) for child maltreatment in Dunn County.

- 392 referrals were screened-out by CPS and 7 of those screened-out were given service referrals.
- 128 referrals of child maltreatment were *screened-in, resulting in 251 service referrals.

Table I. Child Maltreatment Trends from 2010-2015

Year	Child Population	Total CPS Referrals	Percent Screened-in	Total CPS Reports
'10	8,708	400	20%	106
'11	8,843	413	15%	89
'12	8,771	413	21%	137
'13	8,864	352	27%	153
'14	8,839	439	19%	136
'15	8,865	520	25%	201

<https://dcf.wisconsin.gov/files/cwportal/reports/pdf/can.pdf>



This Figure depicts child maltreatment by type. Neglect has historically been the most common type of reported maltreatment in the county, state and nationwide.

<http://www.dcf.wisconsin.gov/files/cwportal/reports/pdf/can.pdf>

At younger ages children victimization rates are higher. Female victimization is significantly higher at older age ranges than their male counterparts due to greater instances of substantiated female sexual abuse.

Local Impacts of Child Abuse

Child Abuse and Neglect Definitions and Terms

Child Protective Service (CPS) agencies are the county social or human service department or the Bureau of Milwaukee Child Welfare that is responsible for addressing concerns related to child safety in the home or families who come to the attention of the agencies. CPS intervention is warranted whenever there is a report that a child may be unsafe, abused or neglected, or at risk of maltreatment.

Child Maltreatment is divided into four basic types: neglect, physical abuse, sexual abuse and emotional abuse. Maltreater is a person, who after the CPS Initial Assessment of a screened-in referral, has had at least one allegation of child maltreatment found to be substantiated by the CPS agency.

Screened-out Referrals are all allegations in the referral that are deemed as not rising to the level of maltreatment or threat of maltreatment as defined by Wisconsin statutes. No further assessment of the allegation is required. The family may be referred for voluntary CPS services or other appropriate community services.

*Screened-in Referral is one or more allegations of child maltreatment in the referral (which may include one or more children in a family) that have been deemed as rising to the level of maltreatment or threat of maltreatment as defined by Wisconsin statutes and therefore must be assessed.

CPS Report includes each child identified in a screened-in referral as an alleged victim of maltreatment or threatened maltreatment is considered one CPS report. One CPS report can have multiple allegations involving the same child.

Substantiation is determined as information gathered during the CPS Initial Assessment provides a preponderance of evidence (that is, the proof shows that the fact sought to be proved is more probable than not) that the maltreatment allegation made in the CPS report or identified during a CPS Initial Assessment has occurred. In general, a known maltreater is substantiated for the maltreatment; however, an allegation can also be substantiated when the maltreater is unknown or not identified.

Victim is defined as a child who had at least one of the maltreatment allegations found to be substantiated as a result of a CPS Initial Assessment.

Child Victimization Rate is the number of unique children who were victims of substantiated maltreatment of a population of 1000 children. The victimization rate is calculated by dividing the total number of unique children who were victims of substantiated maltreatment by Wisconsin's total child population.

The definitions in this document are from the Wisconsin Child Abuse and Neglect Annual Report. The Data Source for this information is from the Wisconsin Statewide Automated Child Welfare Information System (eWISACWIS). The body of the report provides statewide composite data and county specific detail in the appendices. This report can be found at <https://dcf.wisconsin.gov/files/cwportal/reports/pdf/can.pdf>

This fact sheet was prepared by Sandy Liang and Connie Abert, Waupaca County UW-Extension with the assistance of Dan Veroff, Applied Population Laboratory, UW-Madison/Extension.

An AA/EEO employer, University of Wisconsin-Extension provides equal opportunities in employment and programming, including Title IX and ADA requirements.



Creating a Safe Environment



The Risk Management Process



Risk Responses



Reduce

Modify the program or facility, such as adding a fence to separate the public from animals in a show ring



Transfer



Insurance is the most common method of risk transfer

Avoid



Taking steps to remove a hazard, engage in an alternative activity or otherwise end a specific exposure

Assume



Decide all the necessary precautions have been taken and conduct the event

Risk Management In Action



What are safety precautions to consider for these scenarios?

- 1) You are having a group picnic at the lake.
- 2) You are holding a tree pruning clinic for the public.
- 3) Your club is offering horse riding lessons.
- 4) Your group is traveling to a plant sale.

Liability and Negligence

Liability: The state of being responsible for something, especially by law

Negligence: Failure to use “reasonable” precaution and action

Understanding Insurance

County Purchased Liability Coverage

Volunteer liability coverage through
UW-Extension and local counties

Personal Liability Insurance:

Personal auto, health, and homeowner

Optional Activity Insurance

AMERICAN INCOME LIFE
insurance company

SPECIAL RISK
DIVISION

American Income Life Activity Insurance:

Additional, accident insurance to cover specific events – camps, fairs, trips – for both youth and adults NOT covered by annual insurance, or for extra protection

What if an Accident Occurs?

The image shows a 'General Incident Report' form from the State of Wisconsin. The form is titled 'General Incident Report' and is part of the Bureau of State Risk Management, Division of State Agency Services. It includes fields for Claimant Name, Work Phone, Home Phone, Home Address, Date of Accident, City, State, ZIP + 4, and Hour (AM/PM). There is a large text area for 'Full Description of the accident including specific location'. Below this are sections for 'Witnesses' and 'Injuries' (No matter how minor), each with columns for Name, Full Mailing Address, and Phone No. including Area Code. At the bottom, there is a field for 'Owner Name' and 'Phone No. including Area Code'.

- Call **911** if life threatening
- Contact parent or guardian
- Take participant for care
- Contact UW-Extension staff
- Complete Incident Report Form

Insurance In Action



Consider these scenarios. Where does primary and secondary insurance apply?

- 1) You are transporting others to a UW-Extension event.
- 2) A volunteer is holding a workshop at her farm.
- 3) The meeting location you usually use is not available, so you have a club meeting at your house.
- 4) Someone injures themselves at the community garden.
- 5) Your club is trying to increase membership, so is holding an event for potential members.

UW-Extension Best Practices

Involve others

Consider participant age, maturity, skill

Have a written plan

Follow safety rules and guidelines

Supervise youth at ALL times

Review insurance

4-H Grows Here!



<https://youtu.be/4vJ5Ab-uTDk>

What is 4-H Youth Development?

4-H Youth Development grows confident, capable, and caring young people with the life skills to thrive in today's world and succeed in their boldest dreams for tomorrow. Working in partnership with 110 universities, programs are research-backed and offer life-changing experiences to youth around the world.



4-H Youth Development Program Profile

389 Youth in 4-H Youth Development Programs

125 Volunteers:

- . 96 adult
- . 29 youth

Who we reach and where they live:

- . 19.3 % live in cities
- . 39.3 % live in rural areas
- . 41.4 % live on farms



Dunn County Profile

44,603 - Total population

Population by Age:

- . 12.1% - Youth, under 18
- . 67.2% - Adults, 19-64
- . 20.7% - Senior, 65+

Population by Sex:

- . 50.4% Male
- . 49.6% Female

Population by Race:

- . 93.3% White
- . 2.2% Two or more races
- . 2.1% Asian
- . 1.7% Hispanic or Latino
- . 0.4% Black or African American
- . 0.2% American Indian and Alaska Native



4-H Youth Development

Essential
Elements

Life Skills

Experiential
Learning

Youth Adult
Partnerships

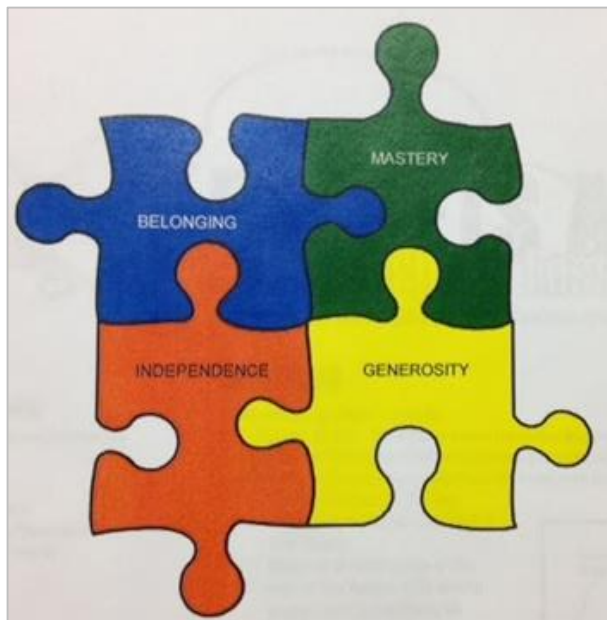


4-H Youth Development: The Essential Elements



Essential Elements in Action

What do the Elements look like in
4-H Youth Development Programming?



- ★ Goal Setting
- ★ Get Acquainted Activities
- ★ Project Meetings
- ★ Demonstrations
- ★ Community Service Experiences
- ★ Officer Role or Other Leadership Role
- ★ Adult Mentors

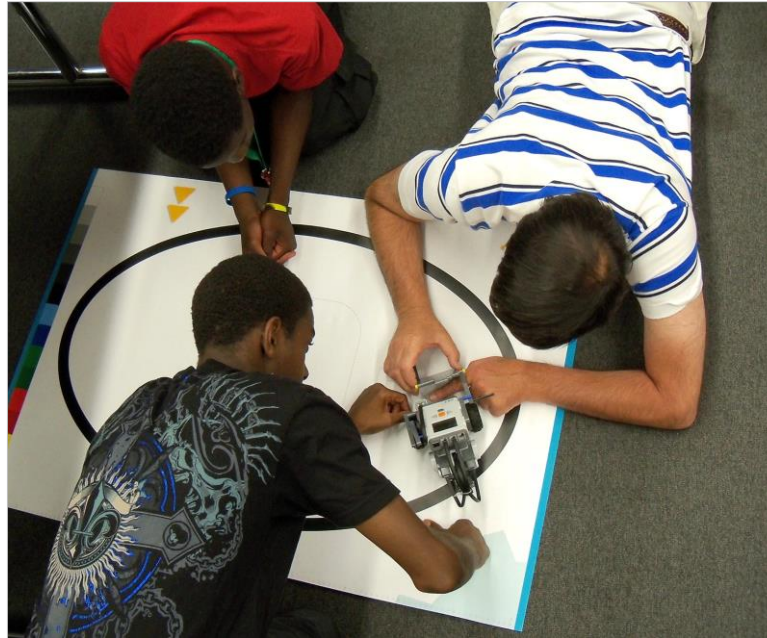
4-H Youth Development: Life Skills Model



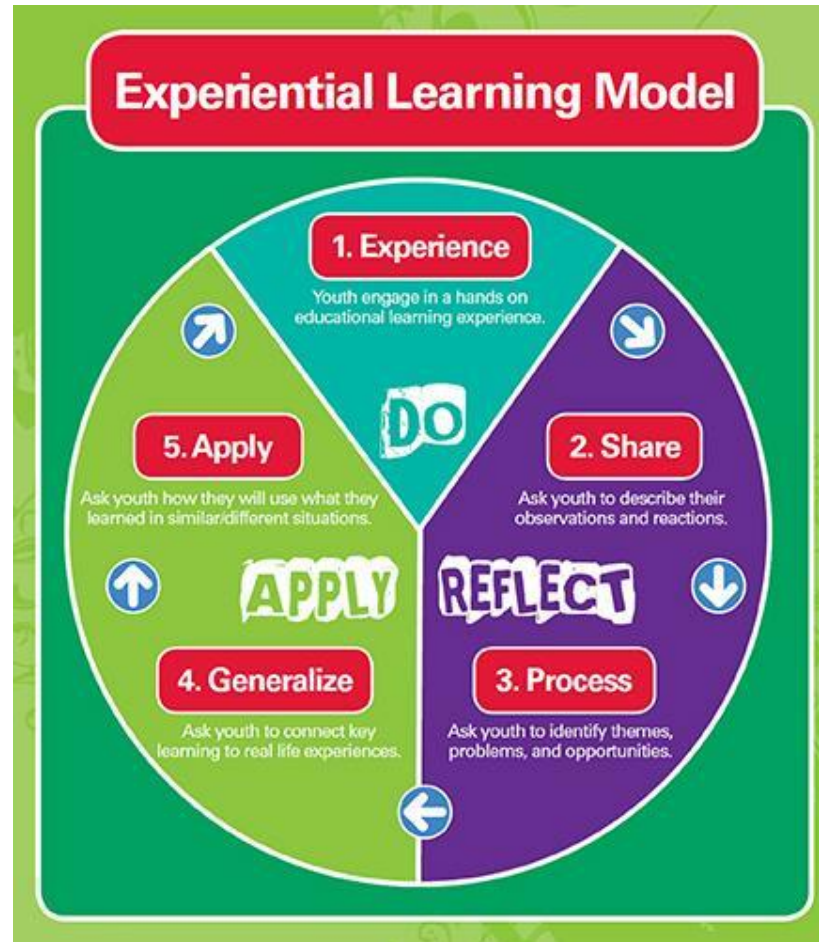
Targeting Life Skills Model, Iowa State University Extension
<http://www.extension.iastate.edu/4h/explore/lifeskills>



Building Life Skills in Action



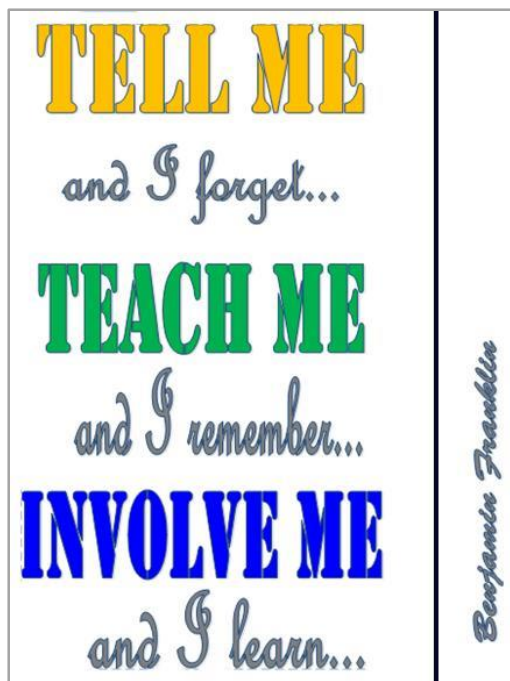
4-H Youth Development



Experiential Learning Model, Based on the Kolb Learning Model (1975) and Bybee's Learning Cycle (1977). Iowa State University Extension and Outreach <https://www.extension.iastate.edu/.../4H-4013J%20Experiential%20Learning%20Model.pdf>



You Can Put Experiential Learning In Action



*As you begin working
with youth, remember
this model to help
develop meeting,
programs and
activities.*



4-H Youth Development: Youth-Adult Partnerships

Youth, at all ages, can be involved in:

- Planning
- Teaching
- Speaking/Emceeing
- Role Modeling

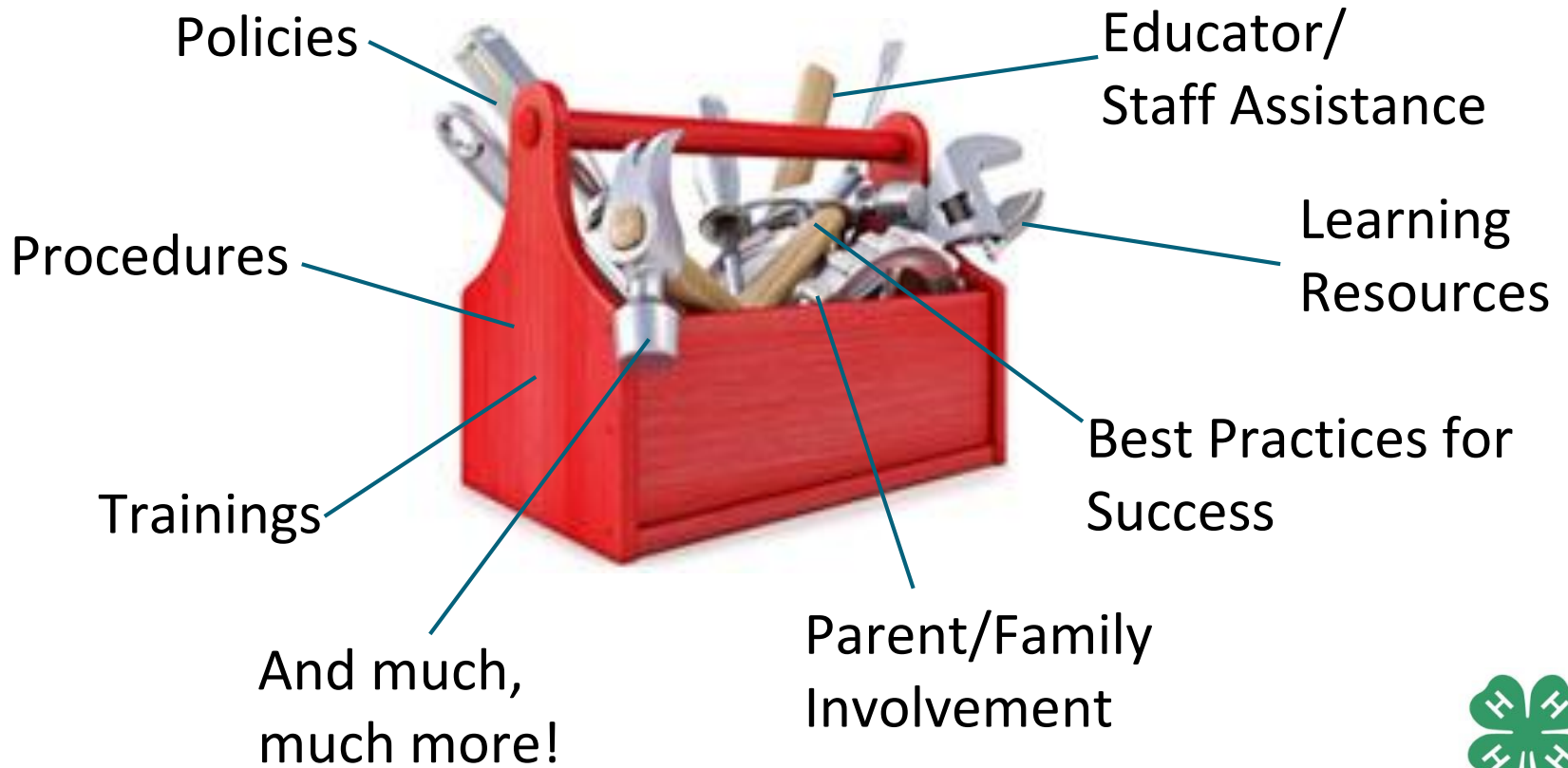
Youth and Adults have EQUAL:
VOICE, PARTICIPATION,
ROLE and GOAL



The Many Volunteer Roles...



Practical Tools, Information and Resources for Volunteers



4-H Policies and Procedures



4-H Policies and Procedures

**Wisconsin
4-H Youth
Development:**

**Welcomes youth
5K–13th grade**

**Join at
any
time!**

**Open
to all**



Keeping Youth and Volunteers Safe

A few best practices to help you be successful:

- Supervise youth at all times
- Ask for help – Have a 1:10 ratio of adults to youth
- Adult volunteers must be 18
- Chaperones must be 21
- Encourage parents/mentors to attend
- Two adults present when possible
- Work in open places



Safety



- Must wear protective gear when participating in certain activities
- 4-H policies apply if co-sponsoring an event
- Animal exhibitors must be in 3rd grade or above
- 4-H Shooting Sports policies are also located in this section

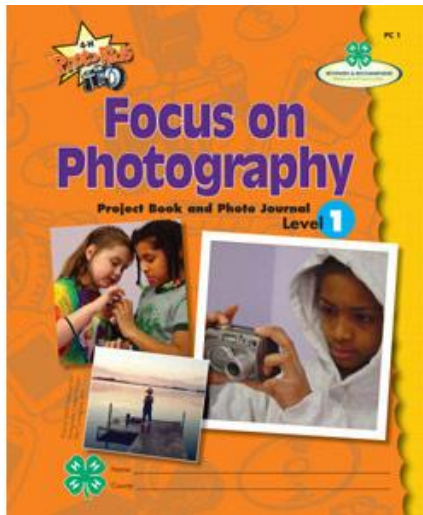
Financial Management



4-H Funds are Public Funds

- Educational Inclusive Focus
- Purposeful Fund Raising
- Reasonable Spending
- Solid Accounting

4-H Learning Resources



The Learning Store

learningstore.uwex.edu • 877-WIS-PUBS (877-947-7827)



Parent and Family Involvement



- Invite them
- Share leadership
- Follow-up at home

NEVER
underestimate
YOUR ABILITY
to make someone
ELSE'S LIFE
BETTER
- even if you
NEVER KNOW IT.

Greg Louganis





<https://youtu.be/BqxSEqp1Is0>



Thank You

Volunteer in Preparation Design Team:

Melinda Pollen, Brown County 4-H Youth Development Educator
Colleen Pulvermacher, Vernon County 4-H Youth Development Educator
Dawn Vandervoort, Door County 4-H Youth Development Educator
Kandi O'Neil, Associate Program Director/Volunteer Specialist

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Dave Luciani – Instructional Designer/Distance Media Specialist



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Joe Hankey, Dane County 4-H Youth Development Educator

Deb Ivey, Iowa County 4-H Youth Development Educator

Amber Rehberg, Price County 4-H Youth Development Educator

Denise Retzleff, Fond du Lac County 4-H Youth Development Educator

Cindy Sarkady, Waukesha County 4-H Youth Development Educator

Brianna Stapleton-Welch, Washington County 4-H Youth Development Educator

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Megan Wecker, Waushara & Wood County 4-H Youth Development Program Advisor

Chunou Xiong, Milwaukee County 4-H Tech Wizards Coordinator

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Dawn Vandervoort, Door County 4-H Youth Development Educator

Chris Viau, Wood County 4-H Youth Development Educator

OPTIONAL SLIDES



Top 5 Areas of Programming

1. x
2. x
3. x
4. x
5. x