



# Extension

## UNIVERSITY OF WISCONSIN-MADISON

Revised September 2019

An EEO/AA employer, University of Wisconsin-Madison - Division of Extension provides equal opportunities in employment and programming, including Title VI, Title IX, and the Americans with Disabilities Act (ADA) requirements.

Welcome to  
University of Wisconsin-Madison  
Division of Extension VIP  
**(Volunteer in Preparation)**  
Training!



# Volunteer In Preparation (VIP) Training

## Today's Focus:

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



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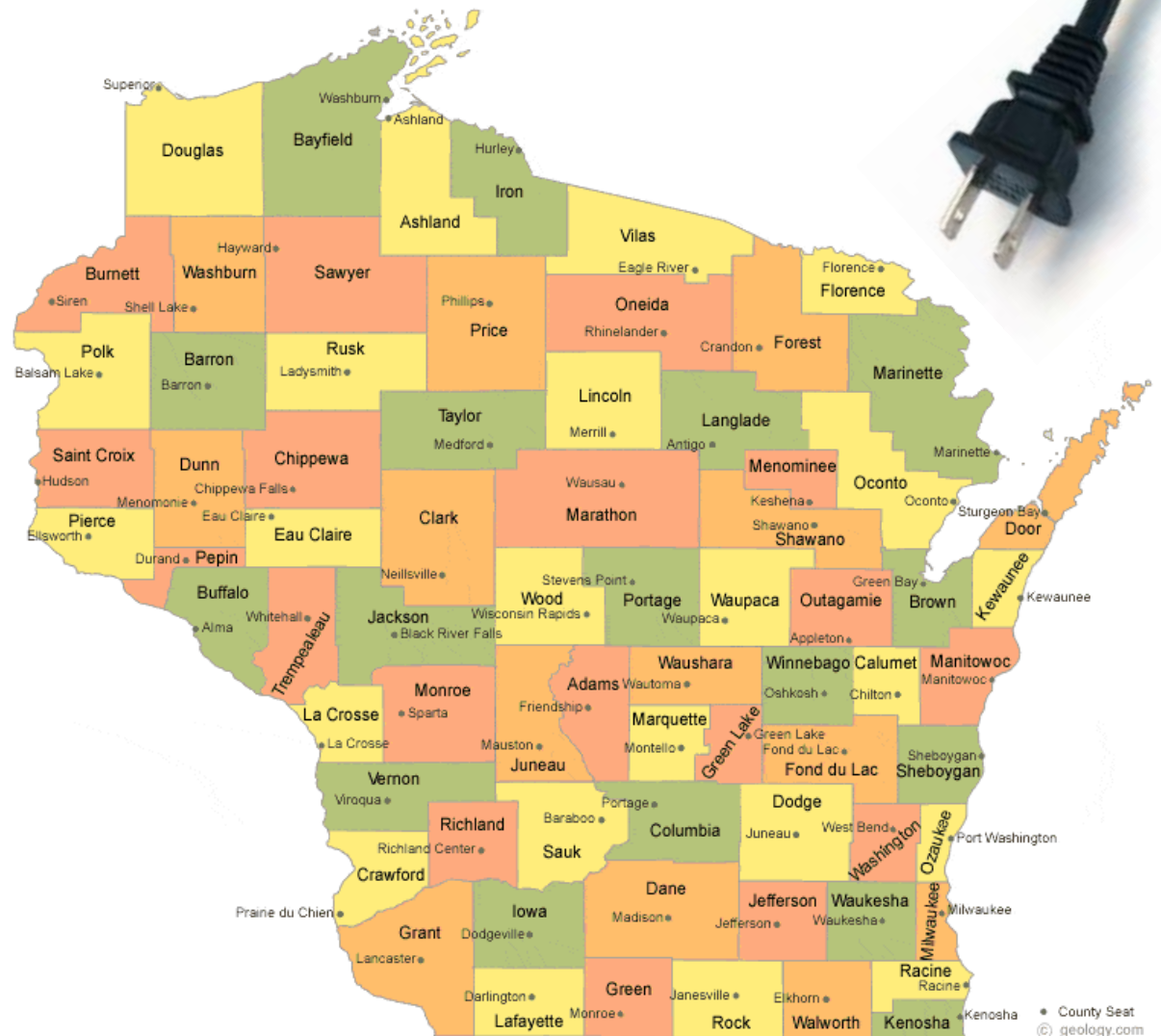
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# Extension's Mission

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



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# Extension's Mission



## Agriculture and Natural Resources



## Youth, Family, and Community Development



# University of Wisconsin-Madison Division of Extension and USDA

Our connection to Land Grant Universities



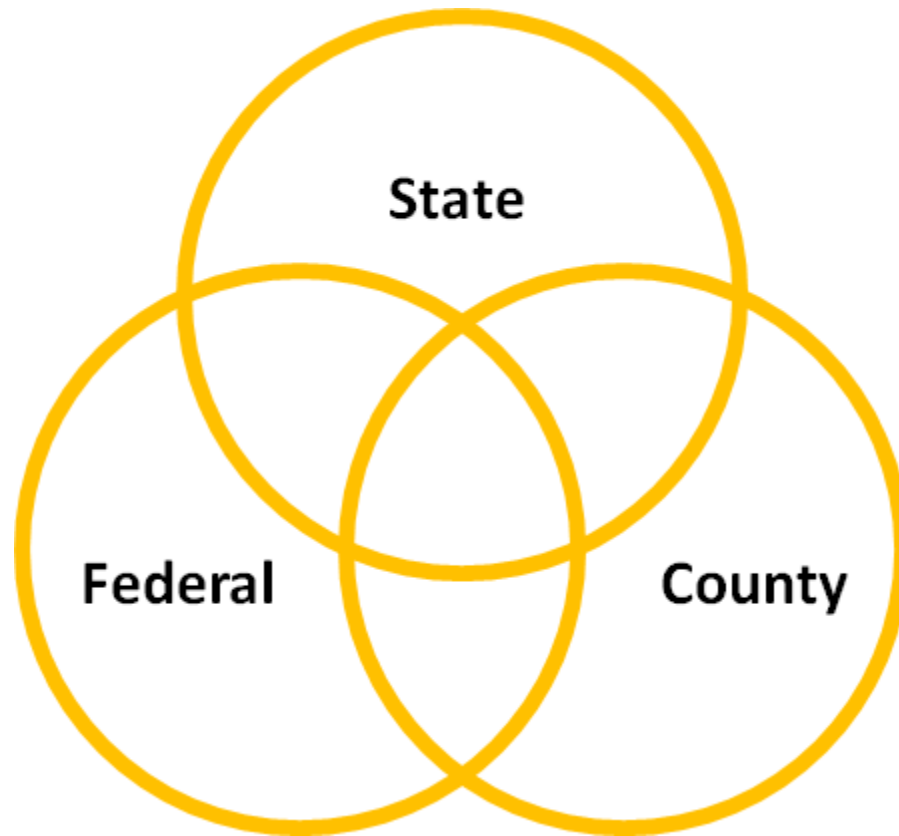
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# Funding Partnerships



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# Expanding Access

UW-Madison  
Division of 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 University of Wisconsin-Madison Division of Extension Volunteers?



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# Why Volunteers Are Important...

skills expand help fresh objectivity perspective support capacity knowledge energy tutor  
coach mission passion mentor reach vision flexibility educate assist credibility



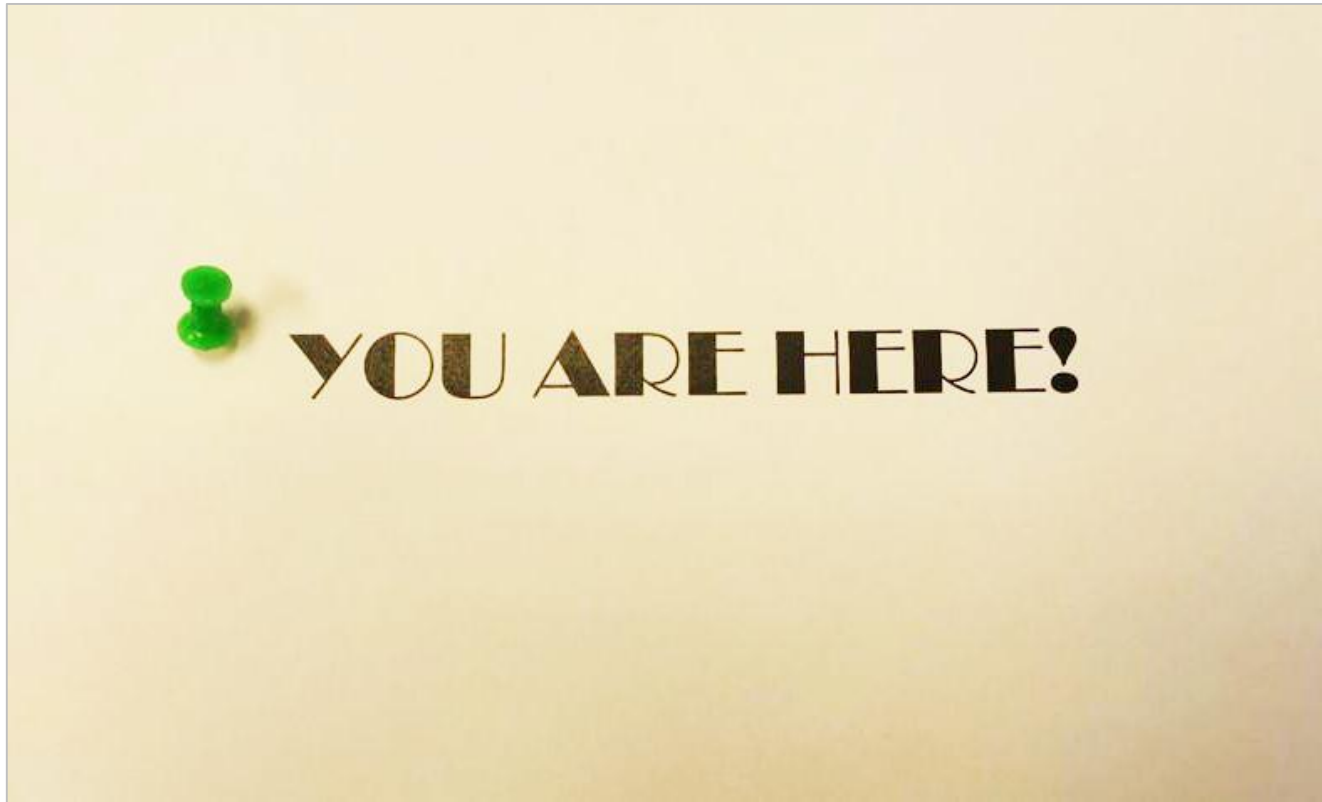
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# To Become and Extension Volunteer:

- Attend Volunteer in Preparation Training (**initial**)
- Pass Criminal Background Check (**initial and every 4 years**)
- Register and agree to behavior expectations, other conditions of volunteering, and a position/role description (**annually**)
- Complete Division of Extension Volunteer Mandated Reporter Training online (**initial**)

# Volunteer in Preparation Training



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# Background Check



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# Volunteer Behavior Expectations Form

CHILD 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. I, \_\_\_\_\_, ON BEHALF OF YOUR MINOR SON, DAUGHTER OR WARD. I UNDERSTAND THAT MY E-SIGNATURE SHALL HAVE THE SAME FORCE AND EFFECT AS MY HAND-WRITTEN SIGNATURE ON EACH AGREEMENT BELOW.

SELECTED WHILE SETTING UP MY PROFILE IS MY ENROLLED COUNTY: \_\_\_\_\_

Online or the enrollment process, please contact your local extension staff: [www.uwex.edu/ces/cty](http://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**

  
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## 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

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# Position Descriptions



# VOLUNTEER



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## Club Leader

WI 4-H Volunteer Position Description

### Position Title: Club Leader

The Club Leader position description includes the following titles: Club Leader, Co-Organizational Leader, Co-General Leader, Organizational Leader, and General Leader

### Purpose:

- To work with youth and offer a positive youth development experience for young people
- To provide leadership to the club or group organization

### Responsibilities:

1. Create and maintain a safe environment that fosters positive youth development
  - Review "[Creating a Safe Environment](#)" Risk Management Checklist for safety procedures/requirements related to the activities/events
2. Ensure the club is expanding access to youth from diverse backgrounds and creating a welcoming environment to all youth in the community where the club is located
3. Support youth voice by involving youth in club decision-making
  - Encourage youth/adult partnerships
  - Involve youth leaders in teaching or leadership roles
4. Meet with youth leadership team to plan meetings, agendas, and educational programs
5. Recruit adult and youth volunteers and resource people
6. Involve parents/guardians in helping members with projects and club responsibilities
7. Provide support, resources, and guidance to the youth and adult volunteers serving in leadership roles
8. Work with the community to build understanding and support of 4-H, as well as assist the community with the development of service projects
9. Inform club members, leaders, and parents/guardians of county programs, events and activities, as well as 4-H Youth Development program policies and procedures
10. Communicate appreciation to and recognition of people who have contributed to the club's success
11. Maintain open communication with youth, adult volunteers and parents/guardians
12. Participate in volunteer professional development opportunities
13. Serve as the primary contact person between the club and the Youth Development Extension staff
14. Complete and submit Annual Charter Renewal by county deadline, including a financial report (if applicable)
  - Meet with youth to plan and evaluate educational programs and activities
  - Facilitate a review and potential updates of club bylaws or operating guidelines
15. Ensure compliance with Extension and University of Wisconsin 4-H Youth Development policies and procedures
16. Ensure compliance with Affirmative Action/Equal Opportunity policies and guidelines of the University of Wisconsin-Madison Division of Extension

### Qualifications:

- Adults who are interested in working with youth and other adults
- An appreciation of experiential learning and a desire to help youth learn by doing
- Commitment to providing educational opportunities to diverse groups of youth and adults
- Ability to share decision-making and responsibilities with youth leaders and adult volunteers
- Experience working with teams and creating capacity in others
- Organizational skills

# Mandatory Reporting Responsibilities



# Reporting Child Abuse and Neglect

**All** University of Wisconsin-Madison employees and **volunteers** working with Extension programs **must immediately report child abuse or neglect** if, in the course of employment or **voluntary service for 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-Madison Office for Equity and Diversity, 608-263-2378**, or UW-Madison Police by calling (608) 264-2677 (nights/weekends)

# Child Abuse

## Happens everywhere:

- at all socioeconomic levels,
- across all ethnic and cultural lines,
- within all religions,
- at all levels of education, &
- in every county in the state.

About **1 in 7**

children experienced  
child abuse and/or  
neglect in the last year



Source: Centers for Disease Control and Prevention



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# Local Child Abuse Statistics

Number of Substantiated Reports  
in Your County:

- **Neglect:**
- **Physical Abuse:**
- **Sexual Abuse:**
- **Emotional Abuse:**



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# Volunteer Agreement Letter



SUBJECT: 4-H Volunteer Agreement – Please Retain for Your Records

Dear [NAME OF VOLUNTEER]:

Thank you for your willingness to volunteer your services to the University of Wisconsin-Madison Division of Extension. Volunteers help connect members the public with educational resources, including research-based programming. Through Extension outreach focused on agriculture, community development, youth, families, finance, health, and natural resources, countless people throughout the state of Wisconsin are positively impacted each year.

This email confirms your service as a volunteer in Wisconsin 4-H in [NAME OF COUNTY] during the September 2019 to August 2020 program year. Extension staff in [NAME OF COUNTY] has confirmed that you will be volunteering as a [NAME OF ROLE]. Links to [position descriptions](#) can be found online; be sure to scroll to the middle of the page. You will be performing your duties under the supervision of [INSERT STAFF ROLE(S)]. Your supervisor(s) may further tailor your role or responsibilities to your interests and abilities or the needs of the organization.

In addition to agreeing to the position description outlining the responsibilities of a [NAME OF ROLE], you agreed to abide by [Extension's Volunteer Behavior Expectations](#) and [Conditions of Volunteer Service](#) when registering. Please review these documents, copies of which can be found by clicking the links above, to ensure you understand your responsibilities and the general expectations of volunteers. If you have questions, you are encouraged to contact your Extension supervisor(s) listed above. Up-to-date contact information for all Extension employees is listed in [Extension's online directory](#).

Your volunteer status qualifies you for liability coverage provided to agents of the University of Wisconsin-Madison Division of Extension if the potential liability occurs while you perform duties that fall within the scope of your volunteer status. As a volunteer, you are not considered an employee of the University. Thus, this position carries no remuneration, and you are not eligible for any employee benefits (i.e. health insurance, accident insurance, worker's compensation, etc.) other than that specifically set forth within the linked documents. Since volunteers are not covered by the State's worker compensation program or health insurance, you are advised to maintain your own health and accident insurance for accidents or incidents that may occur during your volunteer service. Your service to the University may be terminated at any time prior to the end of the 2019-20 program year with or without notice.

Please remember to review the links above. If you have questions or concerns, contact [NAME OF CONTACT] as soon as possible. The staff of the Division of Extension and, more specifically, Wisconsin 4-H looks forward to working with you to help make a positive difference in the lives of youth!

Sincerely,

[INSERT APPOINTING AUTHORITY]

Once approved as an Extension volunteer, you will receive a **Volunteer Agreement Letter.**

A link to your position description, conditions of volunteering, and behavior expectations will be included.

- 4-H position descriptions:  
<https://fyi.extension.wisc.edu/wi4hvolunteers/become-a-volunteer/>

# Creating a Safe Environment



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# The Risk Management Process



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# Risk Responses





# Reduce

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



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# Transfer



*Insurance is the most common method of risk transfer*



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# Avoid



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



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# Assume



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



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# Risk Management In Action



**How could you Reduce, Transfer, or Avoid risk?  
What risks are you choosing to Assume?**

- 1) You are having a group picnic at the lake.
- 2) You are offering a horse riding clinic at the county fairground or at a private home.
- 3) Your group is traveling to a community event.



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# Coverage Clarification

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

**Negligence:** Failure to use “reasonable” precaution and action



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# Coverage Clarification

Liability protection is provided to volunteers when acting on behalf of the University under Wisconsin Statute, Section 895.46(1).



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# When am I Acting on the University's Behalf?

Performs tasks and/or uses Extension program skills

Yes to  
all

## THREE-PART TEST

1. Acting within scope of volunteer duty?
2. Does it benefit the University?
3. Is it under the University's direction and control?

No to  
any

### Acts on behalf...

- Leads a group of 4-H youth in a hands-on project
- Provides Extension education to others during approved Master Gardener outreach program
- Leads an Extension exercise class through the StrongBodies program

### Does not act on behalf...

- Paid for services
- Volunteer for an organization not associated with Extension
- Acts as the county fair superintendent

# Coverage Clarification

The State can:

- **pay claims** for injury or property damage to others based on the negligent acts of employees or volunteers
- **defend** employees or volunteers against allegations of negligence,

**IF**

The employee or volunteer was acting within the scope of his/her responsibilities to the University.

# Coverage Clarification



- Driving is **NOT** within any standard Extension volunteer position description.
- Transportation to and from program activities is the **responsibility of the participant and/or their parents/guardians.**



# 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



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# Practical Applications

## Sample components of an educational plan:

- Learning goals
- Ways to engage participants
- Safety considerations
- Program evaluation

 	Project Meeting Plan
<b>Date, Time &amp; Place of Meeting:</b> _____ <small>(Do parents/guardians know meeting times? Is the location accessible?)</small>	
<b>What do you want youth to learn at meeting?</b> _____ <small>(Life skills, project skills)</small>	
<b>What we'll do at meeting?</b> _____ <small>(Hands-on learning activity; experiential learning process)</small>	
<b>Equipment, Supplies Needed:</b> _____ <small>(Members can bring things, share cost of materials)</small>	
<b>Who will teach/work with members?</b> _____ <small>(You, as leader, or others: youth leader, parents, resource people)</small>	
<b>Written handouts or instructions to take home:</b> _____	
<b>At the Meeting:</b> <ul style="list-style-type: none"><li>• Talk with members about purpose of meeting, what we hope to learn, how this relates to overall project</li><li>• Review safety procedures related to the project</li><li>• Connect what they are learning to life skills.</li><li>• Show them how, demonstrate, give clear instructions.</li><li>• Let them do, make, try something themselves.</li><li>• Use reflection questions: What did you learn? How might you do this differently? Who could you share what you learned with? What did you learn about through this activity? How does what you learned relate to other areas of your life? How can you use these skills in different situations?</li></ul>	
<b>Things to do at Home:</b> _____ <small>(Share what they learned; try something on their own)</small>	
<b>Our Next Meeting:</b> _____ <small>(Note date, time, place, topic, supplies/cost. Invite parents/guardians to attend; opportunity for youth to be involved in teaching and leading)</small>	

# What if an Injury Occurs?

- Call 911 if life threatening
- Administer care (if certified or until EMS arrives)
- Call emergency contact
- Contact Extension staff
- Complete Incident Report Form
  - Within 48 hours of the incident



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# Coverage Summary

Type of Coverage	Volunteer/ Agent
General liability	Covered by State while within scope of volunteer duties
Medical costs for injured volunteer	Your health insurance
Auto liability coverage (driving volunteer's personal vehicle)	If volunteer is authorized driver and the activity was approved for volunteer transport: Primary - Your auto policy Secondary - State liability program
Auto collision coverage: (driving volunteer's personal vehicle)	Primary - Volunteer's auto policy No Secondary coverage from State

# University Policy Reminder

It is important that volunteers:

- **ACKNOWLEDGE** actions that could lead to potential liability claims **AND**
- **REPORT** injury and property damage incidents promptly to their county program coordinator or county Extension office.



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# Insurance In Action



## What are the important insurance considerations?

- 1) A volunteer is holding a workshop at her farm.
- 2) The meeting location you usually use is not available, so you have a club meeting at your house.
- 3) Your club is trying to increase membership, so it is holding an event for potential members.



# 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



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# 4-H Grows Here!



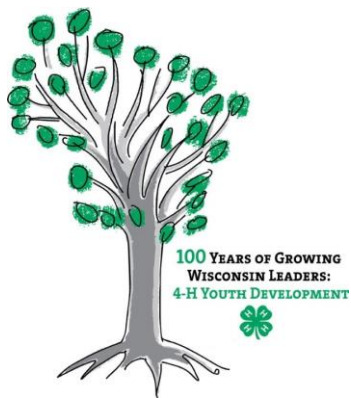
<https://youtu.be/4vJ5Ab-uTDk>



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# 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.*



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# 4-H Youth Development Program Profile

412 Youth in 4-H Youth Development Programs

162 Volunteers:

- 129 adult
- 33 youth

Who we reach and where they live:

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



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# 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



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# 4-H Youth Development

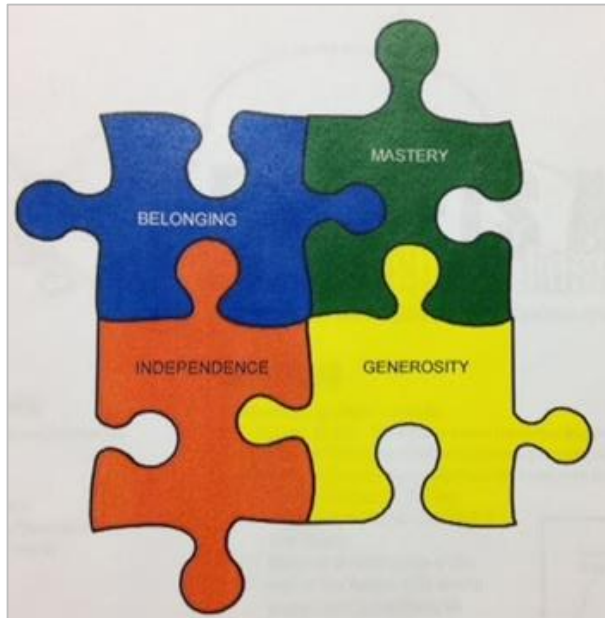
## The Essential Elements





# 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



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# 4-H Youth Development

## Life Skills Model

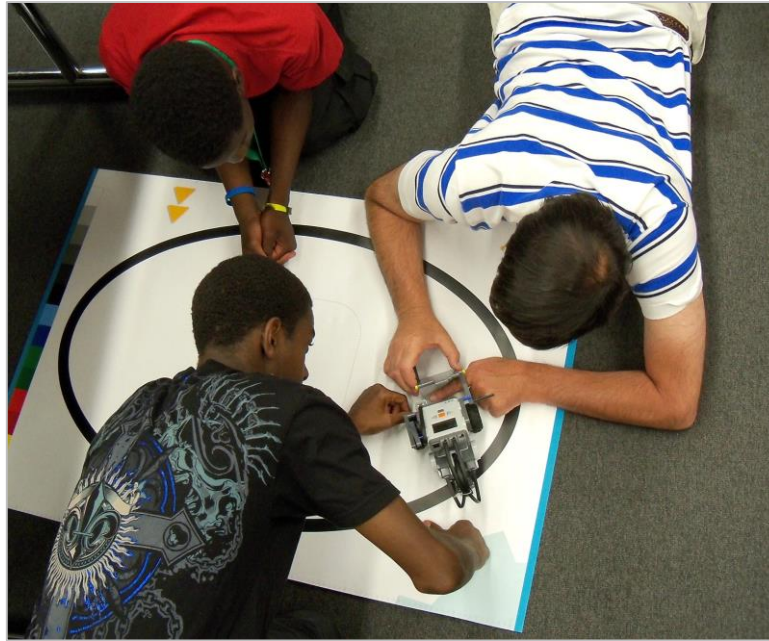


Targeting Life Skills Model, Iowa State University Extension  
<http://www.extension.iastate.edu/4h/explore/lifeskills>



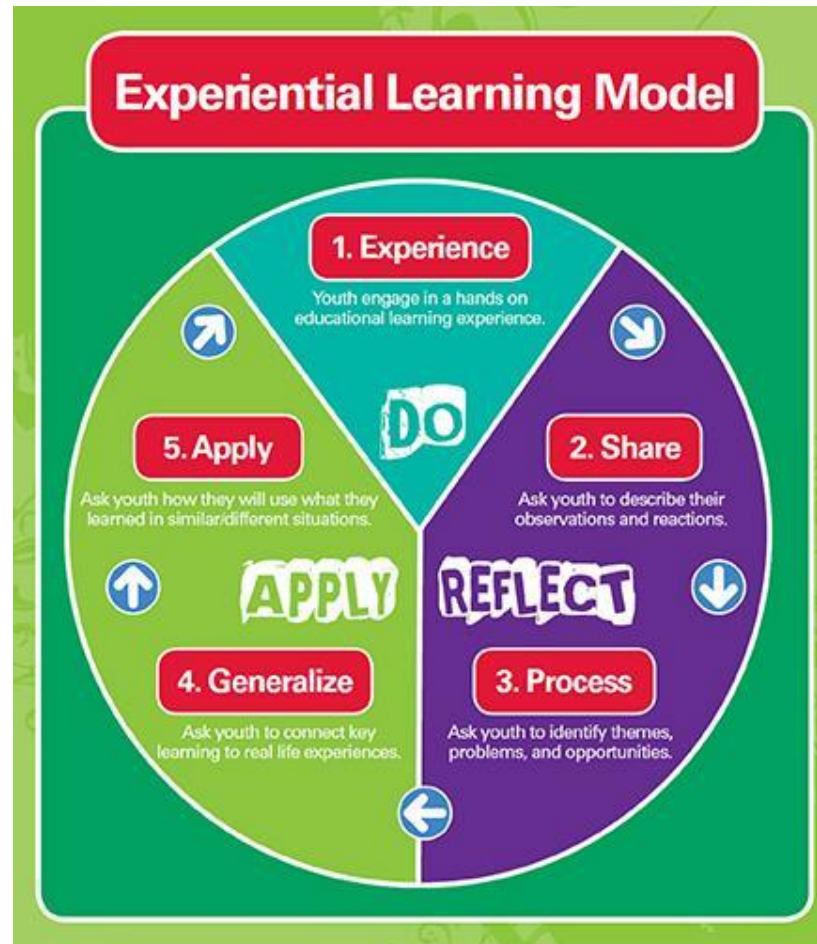
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# Building Life Skills in Action



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# 4-H Youth Development

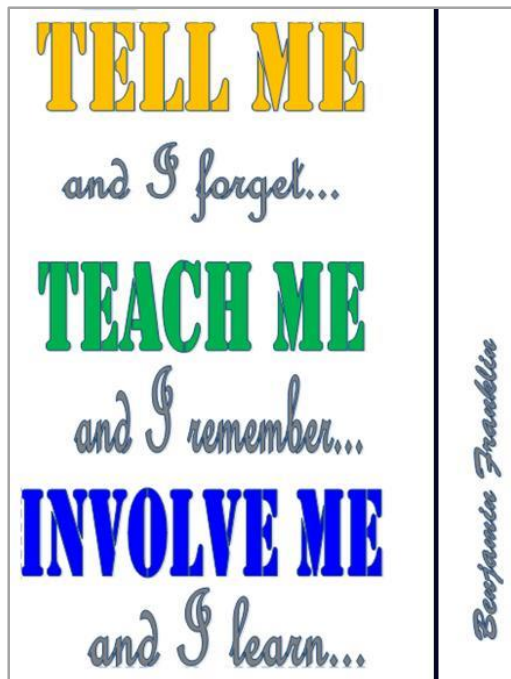


*Experiential Learning Model*, Based on the Kolb Learning Model (1975) and Bybee's Learning Cycle (1977). Iowa State University Extension and Outreach <https://www.extension.iastate.edu/.../4H-4013J%20Experiential%20Learning%20Model.pdf>



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# You Can Put Experiential Learning in Action



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



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# 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



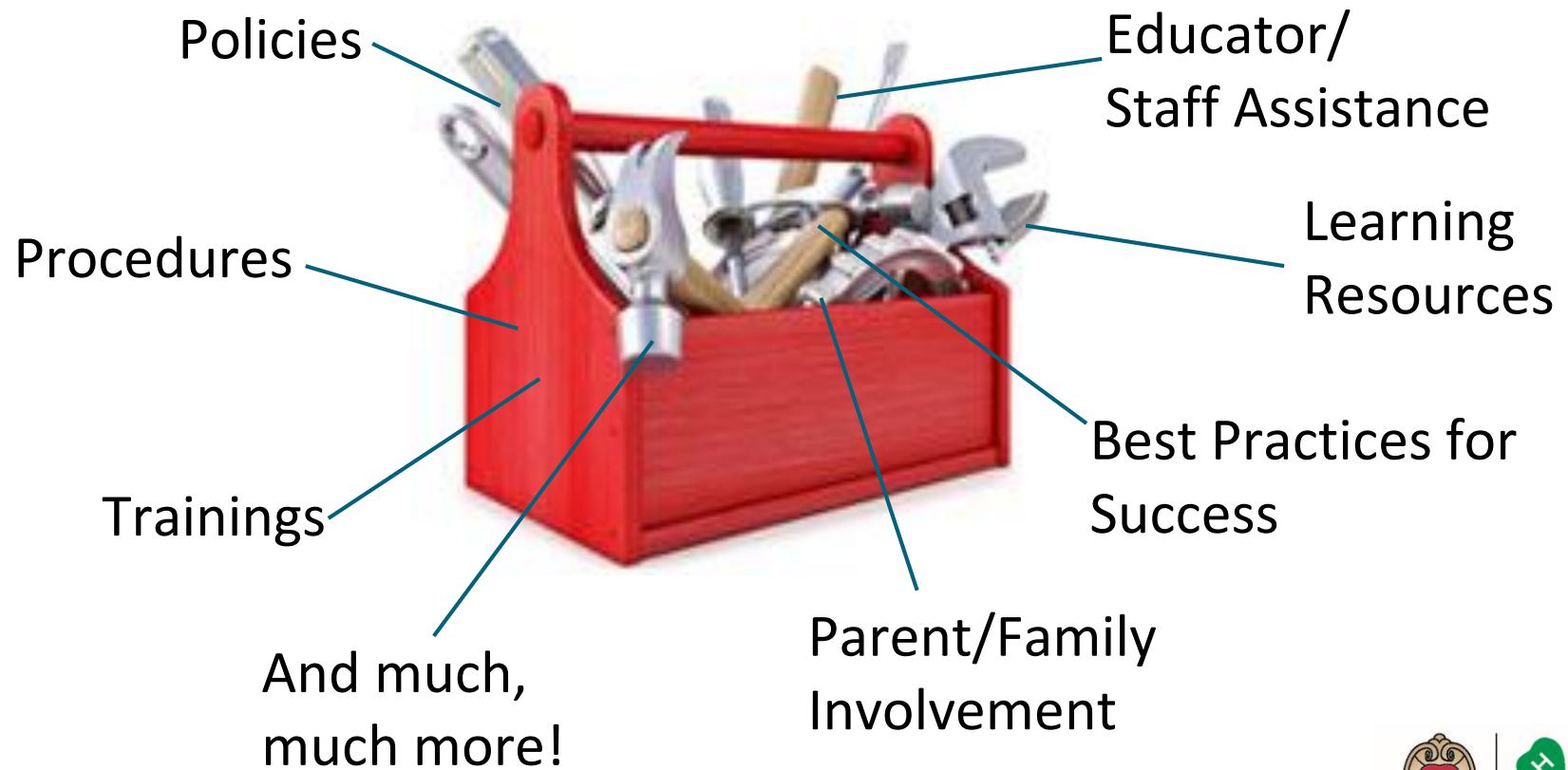
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# The Many Volunteer Roles...





# Practical Tools, Information, and Resources



# 4-H Policies and Procedures




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# 4-H Policies and Procedures



**Wisconsin  
4-H Youth  
Development:  
Welcomes youth  
5K–13th grade**



**Open  
to all**



**Join at  
any  
time!**



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# 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



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# 4-H 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

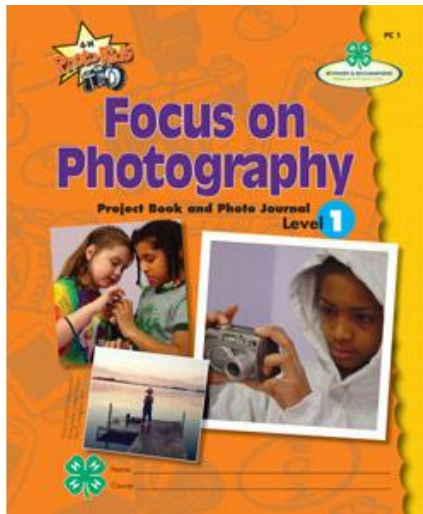


## **4-H Funds are Public Funds**

- 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)



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# Parent and Family Involvement



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



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



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<https://youtu.be/BqxSEqp1Is0>



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# 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

## **Development Support:**

Terry Boehner – Design and Layout - 4-H Youth Development  
Dave Luciani – Instructional Designer/Distance Media Specialist

## Pilot Counties:

Frank Ginther, Pierce County 4-H Youth Development Educator

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

Megan Suehring, Marathon County 4-H Youth Development Program Advisor

Eva Terry, Milwaukee County 4-H SySTEMatics Coordinator

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

Chunou Xiong, Milwaukee County 4-H Tech Wizards Coordinator



## Youth Protection Work Team:

Connie Abert, Waupaca County 4-H Youth Development Educator

Frank Ginther, Pierce County 4-H Youth Development Educator

Molly Immendorf, Instructional Design and Technology Specialist

Mike Maddox, Director at Extension Master Gardener Program

Susan Mahr, Program Coordinator Extension Master Gardener Program

Robert Matysik, La Crosse County 4-H Youth Development Educator

Kandi O'Neil, Associate Program Director/Volunteer Specialist

Melinda Pollen, Brown County 4-H Youth Development Educator

Colleen Pulvermacher, Vernon County 4-H Youth Development Educator

Jennifer Swensen, Adams County 4-H Youth Development Educator

Dawn Vandevoort, Door County 4-H Youth Development Educator

Chris Viau, Wood County 4-H Youth Development Educator



# Revised September 2019

## **Volunteer in Preparation Review Team:**

John de Montmollin, Assistant Program Manager

Daniel Karamanski, Sr. Risk Management Specialist

Kim Nawyn, Volunteer Management Systems Specialist

Kandi O'Neil, Director New Colleague Onboarding/Volunteer Leadership Specialist

Melinda Pollen, Brown County 4-H Youth Development Educator

Katie Sepnieski, Assistant Program Manager

Jennifer Swensen, Assistant Program Manager

Dawn Vandervoort, Door County 4-H Youth Development Educator



UW-MADISON EXTENSION

# OPTIONAL SLIDES



UW-MADISON EXTENSION

# Top 5 Areas of Programming

1. Photography
2. Foods & Nutrition
3. Art
4. Woodworking
5. Drawing & Painting

