

2025-2026 Brevard County 4-H Volunteer Agreement

UF/IFAS Brevard County Extension

Name: _____ Name of Club: _____

Address: _____

Phone: _____ Email: _____

Statement of Understanding & Agreement for 4-H Volunteers

I agree to abide by the policies of the Florida and UF/IFAS Extension Brevard County 4-H Youth Development Program. I agree to make my 4-H Club open to all Brevard County youth ages 5-18 (unless 4-H project age restrictions apply), regardless of race, color, religion, sex, national origin, disability, sexual orientation, marital or family status, or political beliefs. I will perform my role as a 4-H Volunteer to the best of my ability.

I understand that as part of my responsibility, I am required to complete and submit in a timely manner various records, forms, and procedures that are required by the 4-H Office. The below are current requirements, but there may be additional requirements added at any time by the 4-H Agent.

- Maintain an active 4HOnline volunteer profile throughout the 4-H year and update any information if it changes (e.g. mailing address). **Complete REQUIRED Youth Protection Training prior to your first meeting.** Regularly (at least monthly) check 4HOnline to review club roster and complete other duties as needed.
- The following paperwork will be completed and submitted to the 4-H Agent no later than **October 17, 2025.**
 - Signed Volunteer Agreement
 - Civil Rights Compliance Form
 - Club Charter
 - Club Information Form
- All monies received should be turned into the 4-H Office within 10 business days with all proper receipts and documentation, including a complete fundraiser report form if applicable.
- Regularly check and respond to emails and voicemails from the 4-H Office and 4-H families and share information with 4-H families as requested to ensure that all 4-H members have equal access to the information and opportunities that 4-H provides.
- Provide educational activities at each 4-H club meeting to accommodate your diverse audience and project areas.
- Attend leader trainings and read volunteer update emails throughout the 4-H year to improve knowledge and skills.

I understand that if the 4-H Club named above terminates, it is my responsibility to notify the 4-H Agent and arrange for the return of all club property to the 4-H Agent at the UF/IFAS Extension Brevard County Office.

Volunteer services may cease at any time, at the request of the volunteer or at the discretion of the University. A notice stating the effective date of the termination shall be provided to the volunteer. University of Florida Rule 6CI-3.0031

My term as a 4-H Volunteer is from September 1 – August 31 of the current 4-H year. This may be extended upon the consent of myself and the County 4-H Agent. My term may also be terminated at any time, for any reason, and without prior notice by me or by the County 4-H Agent.

Code of Conduct for 4-H Volunteers Working with Youth

Families and other youth-serving organizations place trust in the UF/IFAS Extension Office to provide quality leadership and care for participating youth. The opportunity to work with youth is a privileged position of trust that should be held only by those who are willing to demonstrate behaviors that merit trust. For these reasons, the following code of conduct is provided for volunteers working in the UF/IFAS Extension 4-H Youth Development Program.

1. Treat adults, youth, and program stakeholders in a courteous, respectful manner, demonstrating behaviors appropriate to be a positive role model for youth. Act responsibly to maintain a safe environment for all participants.
2. Volunteer Leaders are to set an example for club attendance by attending all club meetings, educational and community service activities, and fundraising events. Excessive absences are cause for termination of your volunteer position.
3. Possession or use of alcohol, tobacco/tobacco products, e-cigarettes, marijuana/marijuana products, illegal drugs, and/or other inappropriate materials (or to be under the influence thereof) when involved in a 4-H event or activity is prohibited.
 - a. *The Florida Clean Indoor Air Act of 1992, implemented by Section 386.201, Florida Statutes, became effective October 1, 1992. This act prohibits smoking in educational facilities. There will be no smoking or use of smokeless tobacco by youth participants (including those over the age of 18) at any 4-H Event.*
4. Obey the laws of the County, State, and Nation. Abide by any special rules for a 4-H event or activity.
5. Recognize that verbal and/or physical abuse and/or neglect of youth is unacceptable in and outside of 4-H youth programs. Report suspected abuse to authorities.
6. Harassment of youth or adults, whether visual, verbal, physical, or by the use of social media, is prohibited.
7. Private, one-on-one interactions with youth members at any time, both during program activities and outside of program activities (other than as approved by the youth member's parent/guardian), or in exceptional circumstances such as an emergency, are prohibited.
8. Treat animals humanely and teach 4-H youth to provide appropriate and ethical animal care.
9. Operate motor vehicles (including machines and equipment) in a safe and reliable manner when working with 4-H youth, and only with a valid license and the legally required insurance. I will be responsible for any damage or other consequences resulting from my behavior.
10. 4-H families are never required to utilize the private services that may be offered by volunteers.

Failure to comply with any of these guidelines may be reason for termination as a volunteer.

Signed: _____ Date: _____
4-H Volunteer

Signed: _____ Date: _____
Brevard County 4-H Agent