
UGA CAES CES VOLUNTEER POLICIES

Definition

For the purpose of screening, certification and reporting, volunteers are defined as those individuals who are not employed by the University of Georgia College of Agricultural and Environmental Sciences Cooperative Extension OR who are working outside the purview of their job responsibilities as UGA CAES CES employment. Volunteers are above 18 years old and serving as a volunteer.

Categories of Volunteers

Volunteer

All adult volunteers who as a part of a structured program organized, controlled and directed by a University of Georgia department for the purposes of carrying out the functions of the University, serve in roles that represent UGA to the public, interact with youth, or are involved in other functions must sign an Extension Volunteer Agreement, including the Adult Behavior Guidelines. Supporting documentation:

1. Agreements are completed, signed and dated on the front, signed by a UGA faculty member, and initialed and dated on the back.
 - ✓ Enter in 4 H Enrollment as: Volunteer Agreement

Screened Volunteer

Information for Documentation

All documentation should be filed in a secure location within the county

- x Volunteers must maintain contact with the Extension office every 120 days in order to maintain “screened” status. If there is a lapse in service, the office will need to resubmit the BI Request form to start a new investigation.
- x It is critical for volunteers to be correctly identified and coded in the database. Each year active volunteers need to be moved to the new year on the Volunteer Roster of 4 H Enrollment. Electronic and hard copy documentation are to be maintained on each volunteer.
- x The Consent for Background Investigation (used from October 2016 January 2018) should never be uploaded into 4 H Enrollment and should instead be shredded. For screening applications prior to October 2016, cut off secured information before uploading and storing.
- x Please note that the Motor Vehicle Report (MVR) is obtained with the Background Request Form (if the “Motor Vehicle” box was selected beside the applicant’s name) and no longer requires a separate form. (However, volunteers prior to 2012 may have a separate MVR form on file that should be kept.)
- x It is recommended to screen all volunteers to the highest level volunteer category.
- x All documentation should be filed in one secure location within the Extension office and should be kept in permanent storage.