

FORM 6: **Although county identification can be added to this form, the content that follows should not be changed.**

## **MSU Extension Volunteer Applicant Certified Through Other Agencies Form**

**Note to MSU Extension Staff:**

Michigan State University Extension values volunteers who work to provide quality educational programs in safe environments. As a part of a volunteer selection process, all MSU Extension volunteers must complete an application form and go through a selection process.

Volunteers who have been screened and accepted by other nonprofit organizations may not have to complete the entire MSU Extension selection process. They will not have to complete the entire process if:

1. They have been screened and accepted, and have references on file with another nonprofit organization; and
2. This process has been completed within the past year; and
3. The nonprofit organization has as vigorous a selection process for volunteers as MSU Extension.

If the volunteers meet all of the above criteria, they must complete the information below for you to forward to the other agency. Each volunteer should also undergo an individual interview, as to determine if they can fill the available and open volunteer role. If accepted, the volunteer should sign the volunteer code of conduct. A staff member from that agency then completes the other side of this sheet and returns it to you. Once you have the form on file, the mandatory application process is complete.

### **Extension Volunteer Application**

This application form is for volunteers who have been screened by another agency within the past year. Please complete the form below. Since you have applied for and have been accepted as a volunteer with another organization in the community, it is not necessary for you to complete the selection process that is mandatory for all new volunteers with MSU Extension. Once this form has been completed, we will contact the other organization.

#### **Applicant Section**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone number (\_\_\_\_\_) \_\_\_\_\_

Name of volunteer organization \_\_\_\_\_

Address, if known \_\_\_\_\_

Telephone number, if known (\_\_\_\_\_) \_\_\_\_\_

Number of years with that organization \_\_\_\_\_

## Other Organization Section

The person listed on the other side of this form is interested in becoming a Michigan State University Extension volunteer. \_\_\_\_\_ has indicated that he or she has been a volunteer with your organization within the past year. Volunteers who want to work with MSU Extension must complete a criminal history screening process. However, if such volunteers have been accepted **within the past year** and have references on file with another organization (such as schools, churches, parks and recreation departments, Girl Scouts, or Boys' and Girls' Clubs), they will not need to complete that part of the volunteer selection process with us. We are asking you to complete the form below and return it to \_\_\_\_\_

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I certify that the above volunteer has completed our volunteer selection process and was accepted as a volunteer for the \_\_\_\_\_  
(organization)

This volunteer selection process was completed on \_\_\_\_\_.  
(date)

This volunteer was screened, accepted and has references on file with my office.

Print name of person completing form \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

Date \_\_\_\_\_