

FORM 8: **Although county identification can be added to this form, the content that follows should not be changed.**

MSU Extension Staff and Volunteer Agreement and Code of Conduct Form

_____ County/Unit

Name _____

Address _____
Street City Zip

Telephone (_____) _____ (_____) _____
Daytime Evening or Cell

Email _____

MSU Extension staff agree to:

- Provide the volunteer with appropriate policies and procedures.
- Provide orientation about volunteers' roles and the organization.
- Set educational tone and direction in conjunction with the appropriate MSU Extension committees.
- Offer volunteer training.
- Provide role descriptions.
- Provide assistance, program support and encouragement.
- Give recognition for time and energy devoted to MSU Extension.
- Implement ongoing affirmative-action policies and assist volunteers in doing the same.

Volunteer agrees to:

- Meet leadership requirements and enroll as a volunteer.
- Follow the policies, philosophy and procedures defined by staff and the appropriate Michigan State University Extension committees.
- Fulfill outlined role requirements without expectation of monetary compensation.
- Be supportive of the MSU Extension program and its activities at all levels.
- Abide by the MSU Extension Volunteer Code of Conduct.
- Affirm that the MSU Extension program actively seeks members from every race, ethnic, religious and socio-economic group.
- Supply MSU Extension office with all information about changes in the group or club, including membership, as they occur.

I have reviewed the agreement and am willing to serve in this capacity until either party cancels this agreement. If I am unable to continue as an MSU Extension volunteer, I will notify Extension staff at least one month in advance.

I have read the _____ County/Unit Code of Conduct on the back of this form and agree to comply with it.

Signatures

MSU Extension Volunteer Date

MSU Extension Staff Person Date

Distribute the original to the MSU Extension office and provide a copy to the volunteer.

Code of Conduct

Michigan State University Extension prides itself on providing quality educational programs. The primary purpose of this Code of Conduct is to ensure the safety and well-being of all participants.

As an MSU Extension volunteer, I promise that I will:

- Accept responsibility to represent _____ County/Unit and MSU Extension programs with dignity and pride by being a positive role model.
- Respect, adhere to, and enforce the rules, policies and guidelines established by _____ County/Unit and MSU Extension programs, and be courteous and respectful in dealings with other program participants and MSU staff.
- Abstain from, and not, tolerate physical or verbal abuse.
- Comply with equal opportunity and anti-discrimination laws.
- Avoid criminal activities.
- Under no circumstances, possess, sell or consume alcohol or possess, sell or use controlled substances at an MSU Extension activity or event.
- Under no circumstances, attend or participate in an MSU Extension activity or event under the influence of alcohol and/or controlled substances.
- Operate machinery, vehicles and other equipment in a responsible manner.
- Report a violation of the Code of Conduct of which I am aware to a MSU Extension staff member or the person in charge of the program.

It is important that all Michigan State University Extension volunteers comply with the Code of Conduct. Failure to comply with any component of the code or participation in other inappropriate conduct as determined by MSU Extension representatives may lead to dismissal as a volunteer from the MSU Extension program.

MSU is an affirmative action, equal-opportunity employer. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.