

**University of Arkansas Division of Agriculture Cooperative
Extension Service and Extension Homemakers Volunteer Agreement
& Expectations for Volunteer Groups**

I. Introduction

The mission of the Arkansas Extension Homemakers Council (“EHC”) is to empower individuals and families through informal education in Family and Consumer Sciences, leadership development, and community service. Volunteering as an EHC member with the University of Arkansas Division of Agriculture (“UADA”) Cooperative Extension Service can be a very rewarding experience.

The opportunity to work with Extension audiences - both youths and adults - is a privileged position of trust that should be held only by those who are willing to demonstrate behavior worthy of this trust. The main purpose of this Volunteer Agreement is to ensure the safety and well-being of all participants.

II. Expectations

By becoming an EHC member/volunteer, you agree to:

- Enroll as a member in a club or county Extension Homemaker program annually.
- Work cooperatively with youth, adults, families, volunteers, UA Cooperative Extension Service faculty and staff, and others in a courteous manner demonstrating behavior appropriate for a positive role model.
- Provide a positive educational environment which will enable other volunteers and program participants to grow, learn, and develop friendships through Extension programs.
- Refrain from, and do not tolerate any verbal or physical abuse.
- Avoid criminal activities.
- Comply with all applicable policies and laws, including equal opportunity and anti-discrimination laws.
- Refrain from possessing, using, or being under the influence of alcohol or controlled substances at: Extension programs or activities; while on Extension property; and while representing UA or its Cooperative Extension or acting in the capacity of an Extension volunteer.
- Use of tobacco products at any Extension program/activity with youth present is strongly discouraged.
- Operate machinery, vehicles, and other equipment in a safe and responsible manner when working with participants in Cooperative Extension programs, events or activities.
- Maintain sound working relationships with Extension employees, volunteers and community partners.
- Respect, adhere to, and enforce the rules, policies, and guidelines established by the UA Extension Service.
- Represent programs positively, behave appropriately, exhibit good sportsmanship, and demonstrate reasonable conflict management skills.
- Acknowledge, promote, conduct, and support the UA Cooperative Extension programs.
- Keep County Extension Agents/Extension employees informed of activities.
- Send regular meeting/club attendance reports, volunteer hours and participant enrollment information to the County Extension Office.
- Comply with equal opportunity and anti-discrimination laws. EH Club/Council signs agreement annually. Actively seek members/participants from every race, ethnic, religious, and socio-economic group.
- EHC Club/EHC County Council continues to assume responsibility for all EHC finance matters, including EIN and 990N obligations.
- Abide by this Volunteer Agreement and the AEHC Code of Ethics

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Subject to available resources, the Cooperative Extension Service will:

- Provide advisory assistance required to plan, implement, and evaluate EHC educational priorities,
- Provide educational program support for leadership development.
- Advise EHC at the county, district, and state level of organization.
- Carry out programs and activities,

III. At-Will Status

Although volunteerism is crucial to many Cooperative Extension Service programs, it is a privilege and not a right. Volunteers are expected to be positive role models. It is important that all UA Cooperative Extension Service volunteers comply with the Volunteer Agreement & Expectations and failure to comply with any component of the agreement or participation in other inappropriate conduct as determined by the UA Cooperative Extension Service may lead to dismissal as a volunteer.

IV. Media Participation

By participating in the Extension Homemaker programs or events conducted by the UA Cooperative Extension Service, you might be a part of publicity/promotion/marketing efforts, activities or projects, or appear in educational material developed by the Cooperative Extension Service. By signing this form, you grant UADA the right to: use your name, likeness, identity, voice, image, and oral or recorded statements (collectively, “likeness”) as it deems necessary for educational, solicitation, advertising, and promotional purposes, without monetary compensation for this use; and 2) copy/reproduce/publish your likeness by various media, with the understanding that your likeness may be subject to reasonable modification or editing. If you do not consent, you agree to submit a statement in writing to the county agent serving as County EHC advisor and AEHC - Little Rock State Office that you do not consent or approve of the UA Cooperative Extension Service to utilize your name, voice, verbal statements or portraits.

V. Email Communications

By signing this form, you consent to receive Constant Contact® emails, encompassing marketing emails from: Arkansas EHC Program, 2301 South University Avenue, Little Rock, AR, 72204. You can revoke your consent to receive emails at any time by using the SafeUnsubscribe® link, found at the bottom of every email.

I acknowledge that I have reviewed and understand this Agreement and am willing to serve as a volunteer. I understand that my service as a volunteer is a privilege, and my volunteer status may be revoked at any time.

 UA Extension Volunteer Printed Name

 UA Extension Volunteer Signed Name

 Date

 UA Extension Staff Member Printed Name

 UA Extension Staff Member Signed Name

 Date

County Name: _____

Return to your County Extension Office to be kept on file in your county office