

Appendix M

Ohio State University Extension Volunteer Selection Policy & Procedures

(Adopted by Administrative Cabinet November 1, 2002)

Section 1 – Policy

Potential Volunteer Recruited by O.S.U. Extension

Individuals who desire to volunteer their time, energy and talents to Ohio State University Extension on two or more occasions, serving members of a vulnerable population (individuals under the age of 18, elderly over the age of 65, and individuals with disabilities), will complete a comprehensive volunteer selection process prior to engaging in service.

Individuals who are Volunteering for, or Employed by a Partnering Organization

In partnerships where new volunteers are recruited to serve in a shared capacity to deliver specific educational programs, those individuals are required to meet the O.S.U. Extension volunteer selection policy and procedures.

In partnerships where an O.S.U. Extension program is one of many represented (Jr. Fair), new volunteers recruited to represent or serve on the behalf of O.S.U. Extension are required to meet the organizations volunteer selection policy and procedures.

Section 2 – Procedures

All potential volunteers will:

- 2.10 Receive, at the time of application or change of position, a written position description that is representative of their position responsibilities;
- 2.20 Complete a volunteer application, in its entirety, and submit to the appropriate Ohio State University Extension office;
- 2.30 At minimum, have two references returned that are non-relatives, either in writing, over the telephone, or face-to-face;
- 2.40 Complete an interview with the appropriate O.S.U. Extension representative;
- 2.50 Submit to and successfully pass a criminal history fingerprint background check*;
- 2.60 Read, agree to, and sign the Ohio State University Extension Volunteer Standards of Behavior Form;
- 2.70 Read and agree to (by signature on the Standards of Behavior) the provisions of the Ohio State University Extension's Member/Service Recipient Protection Policy;
- 2.71 Ohio State University Extension staff and volunteers will not intentionally or purposefully place themselves in a position alone with a member of a vulnerable population, in a one-on-one situation, including, but not limited to, sharing sleeping quarters with non-related members and/or participants.

2.72 Ohio State University Extension staff and volunteers will endeavor to provide safe and healthy programs for all participants. In cases of illness or injury, participants will be treated on-site by the appropriate health care provider or taken to an appropriate health care provider if necessary, when a legal parent, guardian or caregiver is not available for consultation.

2.73 Ohio State University Extension staff and volunteers will not, under any circumstances, physically, verbally, or emotionally abuse, fail to provide the basic necessities of care, such as food or shelter to members or participants.

* If an individual successfully meets all other selection requirements, however the official report from the Bureau of Criminal Investigation has not been received, they may be accepted on a probationary status. Upon receipt of the official report from the Bureau of Criminal Investigation, the probationary status will be reviewed with a final acceptance/non-acceptance decision made at that time.