Adult roles at NYS 4-H events and programs

# Overview

These are the policies and procedures followed for Cornell-sponsored 4-H youth programs. Here adults include:

* Cornell University employees
* Cornell Cooperative Extension employees (who are considered volunteers by Cornell University)
* Volunteers (not employed by Cornell University or Cornell Cooperative Extension)

Adult roles are in these categories:

* [Category 1: Collaborator](#_Category_1:_Collaborator) - Adult has no youth supervision responsibilities.
* [Category 2: Covered Person](#_Category_2:_Covered) – Adult is responsible for supervising youth.
* [Category 3: Covered Driver](#_Category_3:_Covered) - Adult is responsible for supervising and driving youth.

Categories based on the minimum requirements for training and screening. If an adult is taking on multiple roles, they need the clearance of the role with the most supervision responsibilities.

# Category 1: Collaborator

Related [CCE VIPP](https://cornell.box.com/s/z76sgu68zrlp6vo63411taodbxjt7c1r) ([VIP Volunteer Categories Screening Chart](https://cornell.box.com/s/yikvggm0mmigzdjob25pm20w15y594l2)) category: Casual Volunteer

## Youth Supervision Responsibilities

No personal interaction with youth beyond a group setting. Youth are chaperoned by a parent/guardian or county designated chaperone at all times. Adult has no youth supervision responsibilities.

[Example role description](https://cornell.box.com/s/fbz86q8m7wh5d0jwpxxad6p3m0xvh37l).

## Example Roles

Adults who are working with Cornell employees in the capacity of assisting in implementing or facilitating workshops, seminars, or educational events, that are sponsored by Cornell on or off campus.

* Presenters in a classroom type setting
* Contest evaluators for educational event
* Scorekeepers
* Judges
* Moderators
* Advisory Members
* Career Explorations program leaders

## Cornell University Volunteer Policies

Included in application form (see below). Applies only to CCE employees and Volunteers.

* Cornell University Volunteer Agreement
* Cornell University Description of Volunteer Service
* Reading and understanding of Standards of Behavior with Children and Youth

## Children and Youth Safety (CYS) at Cornell Requirements

Not a Covered Person. No background check or training required by Cornell University policies.

Optional but suggested for everyone working with youth:

* Sexual Abuse Awareness Training sponsored by PW Wood

## CYS Registry

Not included in the CYS Registry

## Application Form

[Collaborator application](https://cornell.ca1.qualtrics.com/jfe/form/SV_77X4c4ybjlsxljg)

## Orientation

Follow-up email (template available)

# Category 2: Covered Person

Related [CCE VIPP](https://cornell.box.com/s/z76sgu68zrlp6vo63411taodbxjt7c1r) ([VIP Volunteer Categories Screening Chart](https://cornell.box.com/s/yikvggm0mmigzdjob25pm20w15y594l2)) category: Enrolled Volunteer

## Youth Supervision Responsibilities

Adults who are working directly with youth for Cornell sponsored youth programs (workshops, seminars, educational events, trips, etc.) in which they are responsible for supervising youth.

[Example role description.](https://cornell.box.com/s/xxi5bg0eb2x1458vpnc338avc3a3kr4a)

## Example Roles

* Coaches, for example with national Animal Science events
* STAR Chaperones
* Career Explorations Chaperones
* Event leaders who are supervising youth

## Cornell University Volunteer Policies

Included in application form (see below). Applies only to CCE employees and Volunteers.

* Cornell University Volunteer Agreement
* Cornell University Description of Volunteer Service
* Reading and understanding of Standards of Behavior with Children and Youth

## Children and Youth Safety (CYS) at Cornell Requirements

* Sexual Abuse Awareness Training sponsored by PW Wood
* Background Checks and Sex offender searches conducted by CYS
	+ Cornell University Employees: through HR
	+ CCE employees: email from Sterling to Cornell email address
	+ Volunteers: email from Sterling to email address provided on application

## CYS Registry

In the CYS Registry

## Application Form

[Covered Person application](https://cornell.ca1.qualtrics.com/jfe/form/SV_ear7ZSLQTLNyXTU)

## Orientation

[NYS 4-H State Event Leader Orientation](https://www.nys4-h.org/leader-orientation)

# Category 3: Covered Driver

Related [CCE VIPP](https://cornell.box.com/s/z76sgu68zrlp6vo63411taodbxjt7c1r) ([VIP Volunteer Categories Screening Chart](https://cornell.box.com/s/yikvggm0mmigzdjob25pm20w15y594l2)) category: Enrolled Volunteer

## Youth Supervision Responsibilities

Adults who are working directly with youth for Cornell sponsored youth programs (workshops, seminars, educational events, trips, etc.) in which they are responsible for supervising and driving youth.

[Example role description.](https://cornell.box.com/s/am75hbryn6tpw7yrzigu8kc0fxu9cn6d)

## Example Roles

Coaches and/or chaperones for 4-H designated trips with driving responsibilities

## Cornell University Volunteer Policies

Included in application form (see below). Applies only to CCE employees and Volunteers.

* Cornell University Volunteer Agreement
* Cornell University Description of Volunteer Service
* Reading and understanding of Standards of Behavior with Children and Youth

## Children and Youth Safety (CYS) at Cornell Requirements

* Sexual Abuse Awareness Training sponsored by PW Wood
* Background Checks and Sex offender searches conducted by CYS
	+ Cornell University Employees: through HR
	+ CCE employees: email from Sterling to Cornell email address
	+ Volunteers: email from Sterling to email address provided on application
* Domestic Travel Release of Liability Form

## CYS Registry

In the CYS Registry

## Application Form

[Covered Driver application](https://cornell.ca1.qualtrics.com/jfe/form/SV_8fhTnzgVhzPqYf4)

## Orientation

[NYS 4-H State Event Leader Orientation](https://www.nys4-h.org/leader-orientation)