

MSU EXTENSION STAFF & VOLUNTEER AGREEMENT & CODE OF CONDUCT FORM MACOMB COUNTY

Name _____ Primary Club _____

Address _____
Street City Zip

Telephone (____) _____ (____) _____
Daytime Evening

CODE OF CONDUCT

The Michigan State University Extension program 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. **MSU Extension volunteers will:**

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| <ul style="list-style-type: none"> ▪ Accept your responsibility to represent Macomb County and MSU Extension programs with dignity and pride by being positive role models. ▪ Conduct yourself in a courteous and respectful manner, exhibit good sportsmanship and provide positive role models for youth. ▪ Respect, adhere to and enforce the rules, policies and guidelines established by Macomb County and MSU Extension programs. ▪ Abstain from and not tolerate physical or verbal abuse. ▪ Comply with equal opportunity and anti-discrimination laws. | <ul style="list-style-type: none"> ▪ Avoid criminal activities. ▪ Under no circumstances possess, sell or consume alcohol or possess, sell or use controlled substances at an MSU Extension youth activity or event. ▪ Under no circumstances attend or participate in an MSU Extension youth activity or event under the influence of alcohol and/or controlled substances. ▪ Accept the responsibility to promote and support MSU Extension to develop an effective county, state and national program. ▪ Operate machinery, vehicles and other equipment in a responsible manner. |
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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 EXTENSION STAFF AGREE TO:

VOLUNTEER AGREES TO:

<ul style="list-style-type: none"> ✓ 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 job 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. 	<ul style="list-style-type: none"> ✓ 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 job 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 socioeconomic group. ✓ Supply MSU Extension office with all information about changes in the group or club, including membership, as they occur.
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- I have reviewed the agreement and am willing to serve in this capacity until either party cancels this agreement. If I'm unable to continue as an MSU Extension volunteer, I will notify Extension staff at least one month in advance.
- I have read the **MACOMB COUNTY VOLUNTEER CODE OF CONDUCT** on the back of this form and agree to comply with it.

Signed: _____ **Date:** _____ **Staff:** _____
Volunteer Signature