

# Guide to Key Terms-Volunteer Types

Volunteers for the purposes of screening, certification and reporting are defined as those individuals who are not employed by the University of Georgia College of Agriculture and Environmental Sciences Cooperative Extension OR who are working outside the purview of their job responsibilities as UGA CAES CES employment. Volunteer types are identifying markers in 4-H Enrollment. These types or categories are added to adults as specific screening and/or certifications are achieved. It is critical for Volunteers to be correctly identified and coded and each year for active volunteers to be moved into the new year of Enrollment. In most cases, screening and certification remains current as long as a volunteer is involved in a program. Electronic registration does not replace the required documentation. Both hard copy documentation as described below and electronic enrollment is required.

## Volunteer

Any adult volunteer who as part of a structured program organized, controlled and directed by a University of Georgia department for the purposes of carrying out the functions of the University, serves in roles that represent UGA to the public, interact with youth, or is involved in other functions must have an approved Extension Volunteer Position Description and a completed and signed Extension Volunteer Agreement.

- *Documentation includes 2 documents*
  - *Approved Volunteer Position Description*
  - *Completed & Signed [Volunteer Agreement](#)*

## Driver

Any adult volunteer who as part of the Extension Volunteer Role Description may operate a vehicle, either personal or UGA owned, in the completion of his/her duties. A Motor Vehicle Record check must be completed and approved prior to the volunteer driving in order to insure coverage under the UGA Risk Management Policy. An UGA Extension MVR application with UGA approval is required OR an UGA Extension Application for screening with UGA approval (after May 1, 2012) is required. Following approval volunteer signs the Extension Volunteer Agreement with the approved Extension Volunteer Position Description.

- *Documentation includes 4 documents*
  - *Approved Volunteer Position Description*
  - *Completed & Signed [Volunteer Agreement](#)*
  - *Completed Application for [Motor Vehicle Record Check](#)*
  - *Approval from CAES H.R.*
- *NOTE: If a volunteer completes the UGA CAES CES Screening after May 1, 2012 the MVR is included in the screening. In which case, a driver may only have two additional documents*
  - *Approved Volunteer Position Description*
  - *Completed & Signed [Volunteer Agreement](#)*

## Screened Volunteer

Any adult volunteer who as part of the Extension Volunteer Position description supervising youth in UGA Cooperative Extension programming ; Supervision is defined as a volunteer who by nature of his/her duties has the authority to direct the behavior, conduct or actions of the young person and may or may not be with other volunteers or paid staff member; UGA Extension Application for screening is required along with documentation of two references recommending the volunteer and UGA approval. This is in addition to the position description and the volunteer agreement

- *Documentation includes 6 documents*
  - *Approved Volunteer Position Description*
  - *Completed & Signed [Application](#)*
  - *Documentation of 2 [references checked](#) & recommended*
  - *Approval by CAES H.R.*
  - *Completed and Signed [Volunteer Agreement](#)*
- *NOTE: If a volunteer completes the UGA CAES CES Screening after May 1, 2012 the MVR is included in the screening.*

## **Certified Chaperone**

Any adult, paid staff or volunteer, who chaperones youth overnight, is the lead volunteer of a Charter 4-H Club, or is a Certified SAFE coach must complete the Georgia 4-H Certified Chaperone training. Prior to August 1, 2012, certification of chaperones may be completed through the 2003 Georgia 4-H Overnight Chaperone Training program and passing the 2012 Georgia 4-H Chaperone Training Test. Certification is also available by completing the multimedia online Georgia 4-H Certified Chaperone Training program and printing the certificate of completion.

- *Using the 2012 Georgia 4-H Certified Chaperone Training program, 3 documents required in addition to screened volunteer documentation*
  - Signed completion of Georgia 4-H Certified Chaperone Training document
  - Completed and signed [Volunteer Agreement](#)
  - Approved Volunteer Position Description
  - Screened volunteer documentation (application, 2 references checked, approval)
- *Former Georgia 4-H Overnight Chaperone Trained adults, 4 documents required in addition to screened volunteer documentation*
  - Signed [Georgia 4-H Overnight Chaperone Agreement](#) (signed before August 1, 2012)
  - Graded exemption test with score of 23 or higher
  - Completed and signed [Volunteer Agreement](#)
  - Approved Volunteer Position Description
  - Screened volunteer documentation (application, 2 references checked, approval)

## **Certified Cotton Boll/Consumer Jamboree Coach**

Each county's team is required to be coached by a certified coach. Coaches may enlist additional leaders to assist with instruction and may coach more than one county team. 4-H Coach's Certification is obtained by participating in and completing the Georgia 4-H Certified Cotton Boll/Consumer Jamboree Coach's training.

- *Documentation includes 3 documents (if a volunteer, also needs screened volunteer documents)*
  - Coach's Training Completion letter or certificate
  - Completed and signed [Volunteer Agreement](#)
  - Approved Volunteer Position Description

## **Certified Wildlife Judging Coach**

Each county's team is required to be coached by a certified coach. Coaches may enlist additional leaders to assist with instruction and may coach more than one county team. 4-H Coach's Certification is obtained by completing the Ga 4-H Certified Wildlife Judging Coach's training.

- *Documentation includes 3 documents (if a volunteer, also needs screened volunteer documents)*
  - Coach's Training Completion letter or certificate
  - Completed and signed [Volunteer Agreement](#)
  - Approved Volunteer Position Description

## **Certified Forestry Field Day Coach**

Each county's team is required to be coached by a certified coach. Coaches may enlist additional leaders to assist with instruction and may coach more than one county team. 4-H Coach's Certification is obtained by completing the Ga 4-H Certified Forestry Field Day training.

- *Documentation includes 3 documents (if a volunteer, also needs screened volunteer documents)*
  - Coach's Training Completion letter or certificate
  - Completed and signed [Volunteer Agreement](#)
  - Approved Volunteer Position Description

## **Certified Poultry Judging Coach**

Effective August 1, 2013 each county's Poultry Judging team is required to be coached by a certified coach. Coaches may enlist additional leaders to assist with instruction and may coach more than one county team. 4-H Coach's Certification is obtained by completing the Georgia 4-H Poultry Judging Coach's training.

- *Documentation includes 3 documents (if a volunteer, also needs screened volunteer documents)*
  - Coach's Training Completion letter or certificate
  - Completed and signed [Volunteer Agreement](#)
  - Approved Volunteer Position Description

## **Certified SAFE Coach (Archery, Pistol, Rifle, Shotgun)**

Each S.A.F.E. team in each discipline (Archery, pistol, rifle, & shotgun) is required to be coached by a certified paid staff or volunteer coach. If a meeting, practice or SAFE event is held a certified coach in that discipline is required to be in attendance along with screened volunteers for assistance. Certification is obtained by completing the Georgia 4-H Certified S.A.F.E. Coach's Training in that discipline.

- *Documentation includes 3 documents (if a volunteer, also needs screened volunteer documents)*
  - Certified SAFE Coach's Code of Ethics Signed
  - Completed and signed [Volunteer Agreement](#)
  - Approved Volunteer Position Description