



Cornell University Cooperative Extension

Enrolled and Elected Volunteer Application Instructions

Thank you for inquiring about a volunteer position with Cornell Cooperative Extension of _____ County. We are excited that you are interested in serving your community by giving your time and talent to our educational programs. Volunteer roles are critical to a vibrant community.

Cornell Cooperative Extension (CCE) across New York State is committed to effective volunteer involvement and therefore has a statewide policy to ensure the safety and well being of all volunteers, participants and paid staff. This procedure ensures a high quality volunteer experience for yourself and our participants.

Step 1 Review the Volunteer Position Description, note the screening requirements for the position

Step 2 Complete the CCE Volunteer Application

We request you to list two references that we may contact about your volunteer qualifications **OR** you may find two **confidential reference questionnaires** with the forms. If so, please give these to your references to complete and return to your local CCE.

Step 3 Complete the enclosed Screening Consent Form, for three part screening including:

- a) NYS Sex Offender Registry Check
- b) National Criminal History File Check
- c) Social Security Trace or Verification

Step 4 Motor Vehicle Record Check authorization is required if the volunteer position involves driving on behalf of Cornell Cooperative Extension.

The information collected in the screening process will be completely confidential and only accessible to the local CCE Executive Director and HR manager.

Step 5 Return the completed application and Screening Consent Form to your local CCE Office.

If you have any questions about the application process, be sure to contact your local office
<http://cce.cornell.edu/localoffices>.

Please turn over

Upon receipt of your completed application and screening consent form, here is the process:
Applications are referred to the appropriate staff member who will contact your references and follow-up with you regarding the status of screening. Note: Screening may take one-two weeks to complete. As a final step, screened volunteers will meet with staff and be asked to read and sign the Volunteer Agreement and Code of Conduct.

Cornell Cooperative Extension of Confidentiality Promise

- Volunteer applications are directed to staff who will contact you about the position.
- Documents containing your social security and driver's license number, and reference letters will be kept in a locked file.
- The Criminal History File Check results, done by screening national databases, are ONLY accessible to the local CCE Executive Director or Human Resources Manager. If a problem exists, they will contact you.
- Applications and screening documents are kept on file for a minimum of 7 years after the application is made or after termination of service to CCE whichever is longer.
- CCE does not release any mailing lists with volunteer information for any purpose unless required by law.
- As a volunteer for CCE, you may on occasion receive information about other CCE programs.

Thank you for participating in this process and in helping to provide a safe environment for all CCE participants, volunteers and employees. We look forward to working with you!