



## 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:**

- Accept their responsibility to represent Isabella County and MSU Extension programs with dignity and pride by being positive role models.
- Conduct themselves in a courteous and respectful manner, exhibit good sportsmanship and provide positive role models for youths.
- Respect, adhere to and enforce the rules, policies and guidelines established by Isabella County and MSU Extension programs.
- Abstain from, and not, tolerate physical or verbal abuse.
- Comply with equal opportunity and anti-discrimination laws.
- 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.

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.



How much time are you willing to spend as an MSU Extension volunteer?

Weekly \_\_\_\_\_ Monthly \_\_\_\_\_

Please list three references. Include business associates, employers or social friends. (Do not list relatives.) Be sure you include persons who can provide information about your qualifications and suitability for working as a volunteer with youth programs.

1. \_\_\_\_\_  
Name Address  
Telephone: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
(Home) (Work)
2. \_\_\_\_\_  
Name Address  
Telephone: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
(Home) (Work)
3. \_\_\_\_\_  
Name Address  
Telephone: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
(Home) (Work)

Have you ever been turned down as a volunteer with a youth-serving organization? Check yes or no.

\_\_\_\_\_ No \_\_\_\_\_ Yes – If yes, please explain: \_\_\_\_\_

---

I understand that my enrollment as a volunteer is contingent upon successful completion of the application process. I give my permission for the above-named references to release information about me and for my criminal history to be verified.

I understand that MSU Extension does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, disability, political beliefs, sexual orientation, marital status or family status, and that this application will be handled in a confidential manner.

I agree to serve as a volunteer for Michigan State University Extension. I understand that either party may cancel this relationship at any time.

I certify that the above information is correct. I agree to inform MSU of any changes.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Return this form to: Isabella County MSU Extension, 200 N. Main, Mt. Pleasant, MI 48858

**Thank you for your willingness to share your talents with young people!**

MSU is an affirmative action/equal opportunity institution. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, marital status or family status.

# MSU EXTENSION CRIMINAL HISTORY CHECK FORM

To protect your privacy, this form will be seen only by Michigan State University Extension staff.

\_\_\_\_\_  
First Name Middle Name Last Name

Previous, married and/or maiden names: \_\_\_\_\_

Date of birth: \_\_\_\_\_  
Month Date Year

Sex: \_\_\_ Male \_\_\_ Female Social Security Number: \_\_\_\_\_

Drivers License # \_\_\_\_\_

Have you ever been convicted of a felony or a misdemeanor?

\_\_\_ No \_\_\_ Yes – If yes, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I give Michigan State University Extension permission to check my criminal history with state and local police as well as with any jurisdictions in other states in which I have lived.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NOTE:** A criminal record will not necessarily disqualify an applicant. A criminal record is one piece of information that will be considered in determining the appropriateness of an individual to be an MSU Extension volunteer.

**OFFICE USE:**  
Date checked completed: \_\_\_\_\_ No \_\_\_\_\_ Yes \_\_\_\_\_

MSU is an affirmative action/equal opportunity institution. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, marital status or family status.