

**Form**  
**4-H Short-Term Event Volunteer Agreement**  
*Use Extension Service County Office Letterhead*  
*Take the explanation at the bottom off before use!!*

**4-H Short-Term Event Volunteer Agreement**

**Name of Educational Program**

**Date(s) of Program**

The following individuals agree to volunteer and assist with the above named event, and will act under the direction of the OSU Extension staff member or their designated representative.

<b>Signature</b>	<b>Printed Name</b>	<b>Phone</b>
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<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
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<b>Signature</b>	<b>Printed Name</b>	<b>Phone</b>
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<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
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<b>Signature of Extension staff member or designated representative</b>	<b>Date</b>
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The above agreement is designed to be used to enroll short term volunteers to assist with the management of individual 4-H educational events. Its intent is to be used at the event when it is not appropriate to pre-recruit the volunteers and follow the procedures of application and reference checking as for other volunteers in the 4-H Youth Development Program. **A new form will be needed for each event.** Adults who are currently enrolled as 4-H leaders on the county computerized program management system do not need to sign this form.

In order for these volunteers to be covered by Tort Liability the following needs to be followed:

- There needs to be orientation for the role including identification of risk and review of emergency procedures.
- The signed form needs to be placed in an event file at the event and then placed in the 4-H Program volunteer personnel files in the Extension office. The forms should be kept for three years. If an accident or incident happens during the event that potentially has liability connected with it the file should be kept for seven years.

Do not use this form for the following situations:

- For adults who will be responsible for youth at overnight activities/events.
- For adults who will be responsible for youth in situations where an enrolled 4-H leader is not also present at all times.

**Adults recruited for these roles are not counted in the annual enrollment summary and are not eligible for the VIC insurance.**