



# **Paperwork**

### 4-H Adult Enrollment Form

Every volunteer needs to enroll annually. However, it can be completed via a paper version, or you create a free, 4-H Online (<u>il.4honline.com</u>) account and self-manage it. 4-H Online is a self-managed database for our 4-H members, families, and volunteers. The Extension office will enter the paper version, if you choose to provide the information that way.

### **Extension Volunteer Application**

State-wide required form.

Volunteers complete once.

Extension office uses for Reference information and placement into volunteer role.

### CANTS (Child Abuse and Neglect Tracking System)

Updated every 5 years

### **Extension Volunteer Agreement to Assume Risks Form**

State-wide required form.

Volunteers complete once

### **Conviction Information Name Check**

Extension staff will contact you via email to complete this step via Sterling Volunteers website.

# **Trainings**

## **Required Trainings:**

### **Child Protection Training**

New volunteers need to complete online University of Illinois Extension Child Protection Training.

extension.illinois.edu/extensionprotection/

After completing the training, print the certificate and mail to Extension office.

## **Overnight Chaperones**

All volunteers who will be chaperoning overnight 4-H events, must also complete this online training. <u>web.extension.illinois.edu/4hc/?4hchaperone\_art</u> You will need to create a registration for this system. Once you are registered, you can use the information for any of the courses (includes Volunteer Orientation).

## **Recommended Training:**

## Volunteer Orientation

New volunteers need to complete online Volunteer Orientation. web.extension.illinois.edu/4hc/?orientation\_art You will need to create a registration for this system. Once you are registered, you can use the information for any of the courses (includes Overnight Chaperones).

Other Volunteer Training Opportunities and Resources can be found at <u>4h.extension.illinois.edu/volunteers/training</u>

University of Illinois | U.S. Department of Agriculture | Local Extension Councils Cooperating University of Illinois Extension provides equal opportunities in programs and employment. If you need reasonable accommodation to participate in this program, please call 309-347-6614. Issued in furtherance of Cooperative Extension work, Acts of May 8 and June 30, 1914, in cooperation with the US Department of Agriculture by the Director, Cooperative Extension Service, and University of Illinois.



Office use Only	
Int	
Ref	
DCFS	
Convictions	
RSO	
Driver	
Approve	

### CONFIDENTIALINFORMATION U of I EXTENSION VOLUNTEER APPLICATION (To be completed by volunteers in University of Illinois Extension)

Last	First M	E-mail: liddle			
Addross					
Street	City		ę	State	Zip
Date of birth: Month/Day	Phone: Day //Year	Evenin	g	Best time to ca	all
Race (select 1 or more): Native Hawaiian/Pacific Ethnicity (select 1):Hispa Gender: Male Female Residence:Town under over 50,000City with p	: Islander2 or more ra anic or LatinoNot H  10,000 or rural non-farm	acesOther rac lispanic or Latino	e		
REFERENCES: List three perso employment, or volunteer-related Spanish.					
Personal/Character Reference:					
NAME:		Phoi	ne:		
ADDRESS:Street, R.R. #,	Box #, Apt # City	State	Zip	Spanish Letter?	YES
Nork or Volunteer Reference:		Pho	ne:		
ADDRESS:				Spanish Letter?	YES
Street, R.R. #,	Box #, Apt # City	State	Zip		
Family Member Reference:					
NAME:		Pho	ne:		
ADDRESS:	Street, R.R. #, Box #, Apt #	City	State	Spanish Letter? Zip	YES
Nill you be driving a motor vehicl	e as part of your volunteer ag	reement? Yes No	If yes,	you must show a valid	driver's license ar
proof of liability insurance to the l		onit onitoo.			
broof of liability insurance to the U BACKGROUND SCREENING IN Have you ever been convicted of	FORMATION:	_ No If yes, plea			
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broof of liability insurance to the L BACKGROUND SCREENING IN Have you ever been convicted of necessarily disqualify an applicat Have you lived in another state o ndicating state where you have li a authorize the University of Illinois to System (CANTS) background check, to understand that I must be officially ac application is cause for rejection as an understand that failure to comply with Further, I agree to complete Protectior Vinors Policy, including mandated rep or which I am volunteering (e.g., Cour Signature:	<b>IFORMATION:</b> a criminal offense? Yes ion. A conviction will be considered ther than Illinois in the last seven ived during the last seven year contact listed references, to conduct the national Sex Offender Register, a compared before beginning my voluming a Extension volunteer. I agree to fur the rules may lead to dismissal from n of Minors training mandated by U norting to the University of Illinois Po- nty Director).	_ No If yes, plea idered as it relates to the yen years? Yes rs including dates. and other sources as nece teer position. I understand ulfill the responsibilities of th m this volunteer position. Iniversity of Illinois Extensio olice Department (217-333-	e specifics of No If y kground check essary. that misreprese is volunteer po n and to follow 1216) and a Un	the position for which y yes, please attach a sep , a DCFS Child Abuse and entation or omission of fact sition to the best of my abil any rules related to the Un	ou have applied. parate sheet Neglect Tracking s requested in this ity if appointed. I iversity's Protection of n employee of the un

University of Illinois Extension provides equal opportunities in programs and employment.

#### **4-H VOLUNTEER QUESTIONS**

Have you been in 4-H? Yes	No If yes, where?		_
Have you been an Extension youth	n program leader? Yes No County/Sta	te	
Years as leader			
Where? City	County	State	_
Why are you interested in this your	th program volunteer position?		
If you prefer to work directly with y	outh, what age level(s) do you prefer?		

### Describe your present and previous work experience: (List current or most recent experience first,)

EMPLOYER	JOB TITLE	YEARS

#### Describe volunteer roles with any other community groups: (List current or most recent experience first.)

ORGANIZATION	VOLUNTEER ROLE	YEARS

List skills, training and education:

#### **Volunteer Behavior Guidelines:**

Families and other youth-serving programs place trust in U of I Extension to provide quality leadership and care for participating youth. The opportunity to work with youth is a privileged position of trust that should be held only by those who are willing to demonstrate behaviors that fulfill this trust. For these reasons, the following behavior guidelines are expected of volunteers working in U of I Extension 4-H youth development programs.

- 1. Treat others in a courteous, respectful manner demonstrating behaviors appropriate to a positive role model for youth.
- 2. Obey the laws of the locality, state and nation and U of I and Extension policies and guidelines.
- 3. Make all reasonable effort to assure that 4-H youth programs are accessible to youth without regard to race, color, religion, political beliefs, national or ethnic origin, immigration or citizenship status, sex, gender identity and expression, transgender status, sexual orientation, age, marital or family status, educational level, learning style, pregnancy, physical appearance, body size, and individuals with disabilities.
- Recognize takes or advantage of the programs and report suspected abuse to the authorities.
- 5. Do not participate in or condone neglect or abuse, which happens outside the program to 4-H youth participants and report suspected abuse to authorities.
- 6. Treat animals humanely and teach 4-H youth to provide appropriate animal care.
- 7. Operate motor vehicles (including machines or equipment) in a safe and reliable manner when working with 4-H youth, and only with a valid operator's license and the legally required insurance coverage.
- 8. Do not consume alcohol or illegal substances while responsible for youth in 4-H activities nor allow 4-H youth participants under supervision to do so.
- 9. Use of technology and social media in safe and appropriate ways. See How to Volunteer Screening Process: "Illinois 4-H Guidelines for Use of Social Media" Click the link to read the Guidelines: https://4h.extension.illinois.edu/volunteers/application

I have read, understand and agree to U of I Extension Volunteer Behavior Guidelines.

Signature

Date

Return the application at your earliest convenience to assure prompt processing. Please contact us if you have questions or need further information. Rev 08/2018

## Peoria County 4-H Volunteer Leader Enrollment Form, 2021-2022 You may enroll online at v2.4honline.com or use this paper enrollment form.

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	Please return this form to:
	University of Illinois Extension
Club	Peoria County
Family Last Name:	4810 N. Sheridan RD
-	Peoria, IL 61614
Family Phone:	Email: Kristi Smith, kristis2@illinois.edu
Family Email:	

## Volunteer Information \* indicates required fields

* First Name		Middle Name	
* Last Name		Email	
* Mailing Address		* City	
* State		* Zip Code	
* Gender	Male Female	Birth Date (optional)	
	□Not listed □ Prefer not to state		
* Primary Phone		Volunteer Cell Phone	

## Emergency Contact Information \* indicates required fields

* Name	
* Primary phone number:	
* Relationship to volunteer:	

## Enrollment \* indicates required fields

* Ethnicity	Are you of Hispanic ethnicity?
Race	White Native Hawaiian or Pacific Islander
	Black Asian
	American Indian or Alaskan Native
* Residence	Farm (rural area where ag. products are sold)
	Town under 10,000 and rural non-farm
	☐ Town / City 10,000 - 50,000 and its suburbs
Military	I have a parent serving in the military
	I have a son/daughter serving in the military
	□ No one in my family is serving in the military military
Branch / Component	Air Force Army Coast Guard Marines Navy
	Active Duty National Guard Reserves
Languages Spoken at Home	Arabic Chinese English French
Check all that apply	Polish Spanish Tagalog Other
Hispanic Origin, if applies	Central American Cuban Dominican Ecuadorian Guatemalan
Check all that apply	Mexican Puerto Rican South American Spanish Other
* Mailings	I would <b>NOT</b> like information on the County Level Foundation and how it supports the 4-H Program
	I would <b>NOT</b> like information on the Illinois 4-H Foundation and how it supports the 4-H Program
	I would <b>NOT</b> like information about events at the University of Illinois

Approximately how many hours per month do you volunteer to the 4-H Program?\_\_\_\_\_

# Illinois 4-H Code of Conduct

The opportunity to participate in or attend 4-H activities is a privilege and not a right. All 4-H participants – youth, families, volunteers, and Extension staff – who participate in or attend any activity or event sponsored by the University of Illinois Extension 4-H Youth Development Program are expected to uphold the values of the Illinois 4-H program and conduct themselves according to the following standards. These standards also apply to online 4-H activity, including social media and internet presence.

- 1. Create a Welcoming Environment for All. Encourage everyone to fully participate in 4-H. Recognize that all people have skills and talents that can help others and improve the community. Though we will not always agree, we must disagree respectfully. When we disagree, try to understand why. Our first priority is to create a safe, inclusive space for learning, sharing and collaboration that is welcoming to people from diverse backgrounds, cultures, and perspectives. Diversity includes, but is not limited to: race, color, religion, political beliefs, national or ethnic origin, immigration or citizenship status, sex, gender identity and expression, transgender status, sexual orientation, age, marital or family status, educational level, learning style, pregnancy, physical appearance, body size, and individuals with disabilities.
- 2. **Bring Your Best Self**. Conduct yourself in a manner that reflects honesty, integrity, self-control, and self-direction. Accept the results and outcomes of 4-H contests with grace and empathy for other participants. Accept the final opinions of judges and evaluators. Be open to new ideas, suggestions, and opinions of others.
- 3. **Obey the Law**. Commit no illegal acts. Do not possess, offer to others, or use alcohol, illegal drugs, or tobacco products which include e-pens, e-pipes, e-hookah, e-cigars, JUULs, vapes, vape pens, or other electronic nicotine delivery systems. Do not possess or use weapons or firearms except as expressly permitted as part of supervised 4-H shooting sports programming. Do not attend 4-H activities under the influence of alcohol or illegal substances.
- 4. **Honor Diversity Yours and Others'**. Respect and uphold the rights and dignity of all persons who participate in 4-H programs.
- 5. **Create a Safe Environment.** Do not carelessly or intentionally harm or intimidate anyone in any way (verbally, mentally, physically, or emotionally). Do not engage in romantic displays or sexual activities in either public or private situations. Be kind and compassionate toward others. Do not insult, harass, or bully others or engage in other hostile behaviors. Be considerate and courteous of all persons and their property.
- 6. **Be a Team Player**. Work cooperatively with all individuals involved in 4-H programs and activities. Be responsive to the reasonable requests of the person in charge. Respect the integrity of the group and the group's decisions.
- 7. Humane Treatment of Animals. Treat animals humanely and teach 4-H youth to provide appropriate animal care.
- 8. **Participate Fully**. Participate in and contribute to planned programs, be on time and follow through on assigned tasks/responsibilities in a manner that fosters the safety, well-being, and quality of the educational experience for self and others. Have fun!
- 9. Watch What You Wear. Use good judgment. Wear clothing suited for the activity in which you will participate. Dress in a manner that is respectful to yourself and others. Clothing that displays or promotes violence, obscenity, illegal activities, discrimination, or intimidation is prohibited. Do not wear revealing clothing, such as short skirts or shorts, midriff-baring tops, or anything showing undergarments.
- 10. **Be a Positive Role Model**. Act in a mature, responsible manner, recognizing you are role models for others and that you are representing both yourself and the University of Illinois Extension 4-H Youth Development Program. Be responsible for your behavior, use positive and affirming language, and uphold exemplary standards of conduct at all 4-H activities.

### CONSEQUENCES

Any of the following may be used, depending on severity of the situation:

- 1. Participant will receive a verbal warning.
- 2. Participant may remain at the event/activity, but may be barred from future events.
- 3. Participant may be asked to leave the event/activity. If the participant is a youth, the parent(s) will be called and the youth will be sent home at family's expense.
- 4.

My signature indicates I have read, understand, and agree to the above University of Illinois Extension 4-H Youth Development Code of Conduct.

### Signature of 4-H Volunteer

## Photo/Video/Audio Release

□ Yes □ No

I, the undersigned, do hereby consent to the use by The Board of Trustees of the University of Illinois ("University") of my image, voice, or both described below, in (1) the video, photograph, or audio recording described below; and (2) any video, photograph, or audio recording reproduced either in whole or in part from the video, photograph or audio recording described below: regardless of whether these materials are used for fundraising, advertising, publicity, or any other purpose on behalf of either the University or its Foundation. I warrant that I have the full right and authority to grant this consent. In addition, I waive all claims to compensation or damages based on the use of my image or voice, or both, by either the University or the Foundation. I also waive any right to inspect or approve the finished photograph or video or audio recording. I understand that this consent is perpetual, that I may not revoke it, and that it is binding on me, my heirs and assigns. I warrant that I am at least 18 years of age and that I am competent in my own name insofar as this consent is concerned, or that I am the parent or legal guardian authorized to sign on behalf of a person under age 18. I further attest that I have read this consent form and fully understand its contents.

Volunteer Signature \_\_\_\_\_\_ Date \_\_\_\_\_\_

## Extension Participant/Volunteer AGREEMENT TO ASSUME RISKS AND FULLY RELEASE ALL CLAIMS

**Risks of Extension Activities.** I understand that my participation in University of Illinois Extension activities can present risks of physical injury (including death or disability) to me and damage to my personal property. The University of Illinois does not guarantee my personal health or safety or protect me against property loss. Physical injury to me or property damage may result from known or unexpected risks arising from things such as: use of equipment, materials, or facilities; environmental conditions, including poisonous plants, insects, and extreme heat or cold and other weather-related hazards; natural disasters; water activities; transportation; actions of others; animal behaviors; unavailability of immediate or adequate emergency care; infectious diseases; and slips and falls.

**Risks of 4-H Equine Activities.** Equine (horse, pony, mule, donkey, or hinny) activities present dangerous risks of injury and harm, regardless of the safety measures taken. If a horse or other equine animal is frightened or provoked, I understand that it might ignore its training and act according to its natural survival instincts, which may include actions such as unexpected change of directions or speed; running; sudden movement or stopping; shifting weight; bucking; rearing; kicking; and biting. I understand that **UNDER THE ILLINOIS EQUINE ACTIVITY LIABILITY ACT, EACH PARTICIPANT WHO ENGAGES IN AN EQUINE ACTIVITY EXPRESSLY ASSUMES THE RISK OF ENGAGING IN AND LEGAL RESPONSIBILITY FOR THE INJURY, LOSS, OR DAMAGE TO PERSON OR PROPERTY RESULTING FROM THE RISK OF EQUINE ACTIVITIES.** *Risk of equine activities* means dangers including but not limited to: (1)
propensity of an equine to behave in ways that may result in injury, harm or death to persons on or around them; (2)
unpredictability of an equine's reaction to sounds, sudden movement, and unfamiliar objects, persons, other animals or other things; (3) certain hazards such as surface and subsurface conditions; (4) collisions with other equines or objects; and (5) the potential of a participant to act in a negligent manner that may contribute to injury, such as failing to maintain control over the animal or not acting within his or her ability.

<u>Risks of 4-H Shooting Sports Activities</u>: Shooting sports involve the use of firearms, live ammunition, or archery equipment. I understand that there are inherent dangers associated with my participation in shooting sports, including observation. The potential dangers include, among other things, gunshot or archery wounds that can result in paralysis or loss of vision, limb, or life.

<u>Assumption of Risks and Release of Claims</u>: In consideration for allowing me to participate in Extension activities, I voluntarily assume all risk of injury and loss that I may sustain or suffer in connection with my participation in the activities described in this Agreement, and I forever and fully release, waive, and discharge all claims, demands, actions, and causes of action, known or unknown, that I have or that may accrue to me in the future ("Claims") against the Board of Trustees of the University of Illinois, its officers, employees, agents, and volunteers (individually a "Releasee") for personal injuries (including death), damage to property, and all liabilities, losses, costs, and expenses (including attorney fees) arising out of or resulting from my participation in Extension activities, including all Claims arising, in whole or in part, from the negligence of any Releasee. This Agreement is binding on my heirs, assigns, and representatives.

**Effective Date:** This Agreement is effective on the date signed by me ("Effective Date") and replaces any similar agreements previously signed by me as to Extension activities that occur on or after the Effective Date.

PARTICIPANT/VOLUNTEER SIGNATURE:		DATE:			
PRINTED NAME:			BIRTHDATE:		
HOME STREET AD	DRESS:				СІТҮ:
STATE:	ZIP:	_PHONE:		EMAIL:	
IF PARTICIPANT/	VOLUNTEER IS UN	DER 18 YEARS OLD:			
PARENT/LEGAL G	UARDIAN SIGNAT	URE:			DATE:
PRINTED NAME:			PHONE/EMAIL:		

### State of Illinois Department of Children and Family Services

## **AUTHORIZATION FOR BACKGROUND CHECK**

Child Abuse and Neglect Tracking System (CANTS)

## For Programs NOT Licensed by DCFS

Name:		
Last	First	Middle
Date of Birth:	Gender: Male Female R	ace:
Current Address:		
	Street/Apt #	
0:+-	St	7:- 0-1-
City	State	Zip Code
If you currently reside in Illinois, please list all p OR	brevious addresses for the past five yea	ars.
If you currently reside out-of-state, please prov	vide ALL Illinois addresses in which you	u did reside while living in Illinois.
(Street/Apt#/City/County/State/Zip Code)		Dates From/To
List maiden name and/or all other names by v	vhich you have been known: (last, firs	st, middle)
I hereby authorize the Illinois Department of Child		
Tracking system (CANTS) to determine whether I or involved in a pending investigation. I further co		
	Submit by mail O	PR fax OR email. nent of Children and Family Service:
		lonroe – Station # 30
Signed		eld, IL 62701
	FAX to: 217-782	2-3991
<u>Please type, use bold letters or label:</u>	Scan/Email to: CF	S689Background@illinois.gov
	(Submitting Agency Fax N	umber)
kristis2@illinois.edu	(Submitting Email Address	)
University of Illinois Extension, Peoria	(Agency Name)	
Kristi Smith	(Contact Derson)	
4810 N Sheridan RD		
Peoria, IL 61614	(City/State/Zip)	

**NOTE:** Do not use this form if you are an applicant for licensure or an employee/volunteer of a licensed child care facility. Please contact your licensing representative.

# 4-H Shooting Sports EMERGENCY MEDICAL FORM

	Street		Cit	v			State/Zip Code
Age:		Sex: F	М		Birth Date:	/	/
PARENT / GU	ARDIAN / OTHER E	MERGENCY	CONTAC	]			
Name:							
							tionship
Home Phone:	()			ork Phone:	()		
Cell Phone: (_	)						
Address:	~						
	Street		Cit	<i>v</i>			State/Zip Code
		HEALTH INF	ORMATI	ON STATE	MENT		
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<ul> <li>sions)</li> <li>2. Lung Disease</li> <li>3. Disease of H mal Blood P.</li> <li>4. Pain in Chess rheumatic fe</li> <li>5. Stomach or I liver disorde</li> <li>6. Arthritis, Dia</li> <li>7. Hay Fever on</li> <li>8. Allergy to M</li> <li>9. Impaired Sig</li> </ul>	t or Shortness of Breat ver) ntestinal Trouble (ulce r, jaundice, hernia, co abetes, Kidney or Blad	bugh, tuberculos Increased or Ab h (heart murmus rs, gall bladder litis) der Disease nicillin, tetanus) Ear Infections	sis) pnor- r, or	<ul> <li>11. Any</li> <li>12. Skin</li> <li>13. Aller</li> <li>14. Sign men</li> <li>15. Unde <i>phor</i></li> <li>16. Do y</li> <li>17. Curr</li> <li>18. Curr</li> <li>19. Date</li> </ul>	Infectious Diseas Disease rgy to Foods ificant Orthopedi t (e.g. loss of limit er on-going care <i>ne number below</i> ) rou wear glasses ently taking medi- of last TETANU	se c and/or N b, spinal c of a Physi ) for chror OR contac ication ( <i>li</i> : ication tha	Excidents or Injuries Neuromuscular Impair- <i>bord injury)</i> cian (give name & nic or recurring problem of lenses? (circle) st names & doses below at needs refrigeration FER
Family Doctor:							
Clinic/Hospital Affil	iation:						
City:				Phone: (	()		
may have regarding Yo be needed and may ne an emergency so that a case of a request for re and safety of program with those external to guardian. As a parent understand that in case creatment, x-ray or sur does not cover pre-exis	uth Development progra ed to be shared with oth a youth may be treated; easonable accommodatic participants at a specific the University, Extension or guardian, I understand	m participants co ers. Examples of s providing informa n; and providing event. Except in , or 4-H, every eff t that if a serious , I will be notified y an attending ph flicted injuries. I u	onfidential. I sharing migh ition to Univ information the case of e fort will be n illness/injury . However, i Nysician. I als understand 1	owever, then t include: pro- ersity staff or to chaperone mergency, pi ade to get th develops, m it is impossil o understand his insurance	re may be time in v oviding information volunteers who ar is or host families v rior to sharing any he permission of th edical or hospital c ole to contact me, l that any accident	which such to medica e coordina who are re- medical inf e program are will be give my po insurance	formation, it may have participant or parent or given. I further ermission for emergency in effect for the event,
SIGNED:				DA	rf.		

Volunteer Instructor **COLLEGE OF AGRICULTURAL, CONSUMER & ENVIRONMENTAL SCIENCES** University of Illinois | U.S. Department of Agriculture | Local Extension Councils Cooperating University of Illinois Extension provides equal opportunities in programs and employment. If you need reasonable accommodations to participate, please contact the registration office. **I**ILLINOIS

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