



Volunteer Leader Packet
Updated April 2022
PLEASE COMPLETE PAGES 2-9

PAGES 10-20 ARE FOR YOUR RECORDS, PLEASE KEEP THOSE PAGES

Note: Certificates for the videos described on page 2 are required
for completing this packet

In addition to completing this packet, please watch the following videos and print certificates. Please include the copies of the certificates for videos with your volunteer application. It takes less than 2 hours to complete these 3 videos.

There are 3 videos that all volunteers of UT must complete:

1. Online Volunteer Orientation
 - a. <https://tiny.utk.edu/volunteer>
 - b. Then, scroll to step 4 where it says "**Tennessee Extension Online Orientation Module**"
 - c. There is no certificate, this video's completion is on the honor system, please check here when you have watched it ☐
2. Level 3 Volunteer Training
 - a. <https://tiny.utk.edu/volunteer>
 - b. Then, scroll to step 5, click the link "**Child Protection Training either online or in K@TE**"
 - c. Watch video and print the certificate
3. Child Protection for volunteer Training
 - a. <https://tiny.utk.edu/volunteer>
 - b. Scroll down to step 7, click on the link for "**Online Level 3 Volunteer Training**"
 - c. Watch video, answer questions, and print the certificate

For Level 3 Volunteer Training and the Child Protection for Volunteer videos, you will have to register and create a username/ password. Please write this information down and keep it because you will need the info in the future. Registration will ask for your Name, Address, Phone, Email address, county, and demographics. Please select Union County as your county whether you live in the county or not. The reason for that is because you are volunteer for Union County Extension.

We will not be able to process your volunteer application until these videos have been completed. If you do not have internet access, please let us know and we will make arrangements for you to watch these videos in our office.

THANK YOU FOR EVERYTHING YOU DO WITH UNION COUNTY 4-H!

SECTION 1 - TENNESSEE EXTENSION VOLUNTEER APPLICATION FORM

Level 1 volunteers should only complete Sections A - E. Level 2 and Level 3 volunteers should complete the entire form.

Tennessee Extension aims to provide a safe environment for all persons involved in Extension activities and events. This application is designed to be an information-gathering aid in order to successfully match the applicant's skills and interest with the appropriate service and needs of the organization. Answers given by the applicant may be verified. All applications will be filed in a secure location.

A. GENERAL INFORMATION

Must present your Driver's License or a government issued photo ID with your application

Name _____

Home Address _____
Last First Middle Name
Street, Route, Apt #
City, State Zip code County

Mailing Address (if different from above) _____

Email address: _____ How long have you resided in this county? _____

Telephone: Daytime _____ Evening _____

Best time to call: ☐ Morning ☐ Afternoon ☐ Evening

Have you previously volunteered with TN Extension? ☐ Yes ☐ No

If yes, county and last year volunteered? _____

B. DEMOGRAPHIC INFORMATION

Gender: ☐ Female ☐ Male Ethnicity: (check one) ☐ Not Hispanic/Latino ☐ Hispanic/Latino

Race: (check one) ☐ White ☐ Black /African American ☐ Native American Indian/ Alaskan Native
☐ Asian ☐ Native Hawaiian / Other Pacific Islander

Are you able to speak or write in a language other than English? ☐ Yes ☐ No

(Please list, including American Sign Language.) _____

C. AVAILABILITY

What length of time are you willing to volunteer? Over what time period? (Check all that apply)

_____Hrs. /week _____Hrs. /month ☐ 1-3 months ☐ 3-6 months ☐ 6-12 months ☐ Ongoing

When are you available to volunteer? (Check all that apply)

☐ Day ☐ Evening ☐ Weekends ☐ I'm flexible Specific times: _____

D. AUDIENCE INTERESTS

I prefer to work directly with: (Check all that apply)

☐ Youth ☐ Adults ☐ Senior Citizens ☐ Clientele with disabilities ☐ Other _____

If you work directly with youth, what age level(s) do you prefer? (Check all that apply)

☐ Pre-school ☐ K-3 ☐ Explorer (4th grade) ☐ Junior (5th - 6th) ☐ Jr. High (7th - 8th)

Senior: ☐ Level I (9th-10th) ☐ Level II (11th - 12th)

E. ACTIVITY INTERESTS - What are your volunteer activity interests? (Check all that apply)

- ☐ Teaching/ demonstrations
- ☐ Photography
- ☐ Newsletter
- ☐ Displays/exhibits
- ☐ Organizing programs/events
- ☐ Public Speaking
- ☐ Telephone/office work at county Extension office

- ☐ Writing/publishing/proofreading
- ☐ Web development
- ☐ Artworks, graphics
- ☐ Marketing
- ☐ Research/data collection
- ☐ Typing/ Computer entry
- ☐ Fundraising

*If you are interested in a specific program or topic area such as 4-H Youth Development, Agriculture, Natural Resources, and Community Economic Development, Master Gardener, or Family and Consumer Sciences, please see Section 3 - Program Area Information Forms.

The following two sections should be completed by Level 2 and Level 3 volunteers only

F. REFERENCES - List three people, not related to you, who have knowledge of your qualifications and have known you for at least two years. Provide complete addresses and phone numbers.

1.	Name	Street Address	City/State/Zip
	Day Phone Number	Evening Phone Number	Email Address Relationship
2.	Name	Street Address	City/State/Zip
	Day Phone Number	Evening Phone Number	Email Address Relationship
3.	Name	Street Address	City/State/Zip
	Day Phone Number	Evening Phone Number	Email Address Relationship

G. BACKGROUND DISCLOSURE - A "yes" answer does not automatically exclude an applicant from becoming a registered Extension Volunteer. If there are any changes in answers to the following questions, the volunteer should immediately contact the local Extension office and notify the change.

1. Have you ever had any criminal conviction related to:
 - a. A crime of violence? ☐ Yes ☐ No
 - b. Child abuse or neglect? ☐ Yes ☐ No
 - c. Sexual related offenses? ☐ Yes ☐ No
2. If yes, to any of the above questions, provide date(s), location(s), and complete name at the time(s).

I authorize contacting the references listed on this application. I understand the omission or misrepresentation of information requested may result in non-appointment or dismissal as an Extension volunteer. If appointed as a volunteer, I agree to abide by the policies of UT Extension, and the University of Tennessee, and Tennessee State University and to fulfill my volunteer responsibilities to the best of my abilities. I also understand that UT Extension, the University of Tennessee and/or Tennessee State University may contact other individuals as needed to verify my skills, background, and experience in working with Extension clientele.

I acknowledge that I have received and read the Tennessee Extension Volunteer Statement of Principles (all volunteers). I acknowledge that I have received and read the University of Tennessee Programs for Minors Safety Policy and Standards of Conduct for Covered Adults (Levels 2 & 3 volunteers).

I certify that, to the best of my knowledge and belief, all of my statements are true, correct, complete, and made in good faith.

Applicant's Signature		Date
FOR OFFICE USE ONLY:	Date application was received: _____	
This applicant: (Pick one)	☐ Met qualifications for an Extension volunteer position. ☐ Did not meet qualifications for an Extension volunteer position.	Volunteer Level: ☐ 1 ☐ 2 ☐ 3

SECTION 5 - TENNESSEE EXTENSION VOLUNTEER BACKGROUND CHECK CONSENT FORM

This form should be used for Level 3 volunteers when using a background check resource other than the university background check vendor. If the volunteer will have driving responsibilities, a motor vehicle record should be checked. Once background information is obtained and processed, this document will be altered to conceal this information.

DISCLOSURE

In connection with your TN Extension Volunteer application at the University of Tennessee, the University may verify information within the application or other materials relating to your application. As part of that verification process, the University will request, from a background check vendor, an investigative consumer report ("Background Check Report") on you as defined in the Fair Credit Reporting Act.

For University purposes, a Background Check Report will consist of a criminal background check, reference check, public records check, and driving records check. It will not include a credit check, although information that pertains to your credit may be contained among public records (*i.e.*, bankruptcy filings). The information obtained in the Background Check Report will be utilized only during the initial application process.

AUTHORIZATION

By my signature below, I expressly authorize and instruct the background check vendor to perform and release to the University a Background Check Report on me at the request of the University in conjunction with my volunteer application. I understand that, to the extent allowed by law, information contained in my application or otherwise disclosed by me, if any, may be used for the purpose of conducting a background check.

By my signature below, I also authorize the disclosure to the University and/or to the background check vendor of information concerning my motor vehicle history and standing, criminal history, and all other publicly available information the University deems pertinent by any individual, corporation or other private or public entity, including without limitation the following; employers; law enforcement agencies; federal, state and local courts; the military; motor vehicle records agencies; and other public sources. I hereby release and hold the background check vendor and the University, its officers, directors, employees, and trustees harmless from any and all liability with respect to the Background Check Report, investigations, verifications, and/or the use of any information relevant to my acceptance as a TN Extension Volunteer.

By my signature below, I acknowledge that this Authorization Form, in original, faxed, photocopied or electronic form, will be valid for any reports that may be requested by the University of Tennessee.

Signature of Applicant: _____ Date: _____

Print Full Name: _____ Social Security #: ____/____/____
First Name Middle Name Last Name

Other Names Used (alias, maiden, nickname) _____

Driver's License Number _____ State Issued _____ Date of Birth: ____/____/____ Place of Birth: _____

Current Residence Address: _____
(Number & Street) City State Zip

List all Residence Addresses in Past Seven Years (attach additional sheets if necessary)

(Date from –to) (Number & Street) City State Zip

(Date from –to) (Number & Street) City State Zip

(Date from –to) (Number & Street) City State Zip

SECTION 3 - TENNESSEE EXTENSION VOLUNTEER PROGRAM AREA INFORMATION FORMS

This form is optional; however, any volunteer who wishes to identify his or her interests in a specific program area should complete the form. Volunteers are welcome to complete any or all program area information forms.

4-H YOUTH DEVELOPMENT

Why are you interested in a 4-H volunteer position? _____

Are you a 4-H Alumnus/alumna? ☐ Yes ☐ No If yes, where? _____
City, County, State

What year(s) were you a 4-H'er? _____

Have you ever been a 4-H volunteer? ☐ Yes ☐ No If yes, where? _____
City, County, State

Have you worked with youth before? ☐ Yes ☐ No If yes, briefly explain: _____

What type(s) of volunteering opportunities interest you?

- | | | |
|--|--|---|
| ☐ School volunteer | ☐ Community Club Leader | ☐ 4-H Club/ Project Leader |
| ☐ Short-term Project Leader | ☐ Event Coordinator | ☐ 4-H Club Assistant Leader |
| ☐ Camp Leader | ☐ Event Volunteer | ☐ Service Learning Coordinator |
| ☐ Honor Club Leader | ☐ Event Chaperone (overnight) | ☐ County Portfolio Advisor |
| ☐ Judging Team Coach | ☐ Committee Member/Chair | ☐ Other: Specify _____ |

INTEREST AND SKILLS RELATED TO 4-H PROJECTS

Project	Interest in	Experience with	Can teach
Beef	☐	☐	☐
Citizenship	☐	☐	☐
Clothing and Textiles	☐	☐	☐
Communication/Public Speaking	☐	☐	☐
Companion Animals	☐	☐	☐
Computers and Technology	☐	☐	☐
Consumer Education Economics	☐	☐	☐
Dairy	☐	☐	☐
Electric	☐	☐	☐
Engineering/Safety Science	☐	☐	☐
Entomology	☐	☐	☐
Food Science	☐	☐	☐
Forestry, Wildlife, and Fisheries	☐	☐	☐

	Interest in	Experience with	Can teach
Goat	☐	☐	☐
Horse	☐	☐	☐
Horticulture/Garden	☐	☐	☐
Leadership/Personal Development	☐	☐	☐
Line and Design	☐	☐	☐
Nutrition, Health, and Fitness	☐	☐	☐
Performing Arts/Recreation	☐	☐	☐
Photography	☐	☐	☐
Plant Science	☐	☐	☐
Poultry	☐	☐	☐
Sheep	☐	☐	☐
Swine	☐	☐	☐
Veterinary Science	☐	☐	☐

EDUCATIONAL BACKGROUND

Please mark the level of education and/or training you have completed and list the field of study where applicable:

- ☐ High school
- ☐ Technical/Trade School (trade)
- ☐ 2-year Community College (major studies)
- ☐ 4-year College (major studies)
- ☐ Other degrees, certification, or training

EMPLOYMENT EXPERIENCE

Current Occupation	Employer Name	Date Range
Employer Address		Employer Telephone

OTHER VOLUNTEER EXPERIENCES

1.	Volunteer Position	Organization Name
	Organization Address	Organization Telephone
2.	Volunteer Position	Organization Name
	Organization Address	Organization Telephone

DRIVING HISTORY

- Do you have a valid Driver's License? ☐ Yes ☐ No
- Has your Driver's License been suspended or revoked in the last 5 year? ☐ Yes ☐ No
- Do you currently have the minimum vehicle insurance coverage required by the State of Tennessee? ☐ Yes ☐ No
- Have you ever been convicted of an alcohol or drug related driving offense? ☐ Yes ☐ No
- Are you willing to transport minors as part of your volunteer duties? ☐ Yes ☐ No

CONTACT

What is the best way to contact you? (Please number options in order of preference)

___ Phone Call ___ Text ___ E-mail ___ Mail ___ Other: _____

I authorize contacting the volunteer organizations listed on this form. I understand the omission or misrepresentation of information requested may result in non-appointment or dismissal as an Extension volunteer. If appointed as a volunteer, I agree to abide by the policies of UT Extension, the University of Tennessee, and Tennessee State University to fulfill my volunteer responsibilities to the best of my abilities. I also understand that UT Extension and/or Tennessee State University may contact other individuals as needed to verify my skills, background, and experience in working with Extension clientele.

I certify that, to the best of my knowledge and belief, all of my statements are true, correct, complete, and made in good faith.

Applicant's Signature	Date
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FOR OFFICE USE ONLY: Date application was received: _____

- This applicant was: (Pick one)
- ☐ Met qualifications for Extension volunteer position
 - ☐ Did not meet qualifications for Extension volunteer position

TENNESSEE LAW ON MANDATORY REPORTING OF CHILD ABUSE AND CHILD SEXUAL ABUSE

All members of the University community are responsible for compliance with Tennessee laws on mandatory reporting of child abuse and child sexual abuse. Please go to the following website to find detailed information from the Tennessee Department of Children's Services on how to identify and report child abuse and child sexual abuse:
<http://www.tn.gov/youth/childsafety.htm> .

The following is a summary of key provisions of Tennessee law on mandatory reporting of child abuse and child sexual abuse.

Who Must Report

Tennessee law mandates reporting by **any person** who has knowledge of physical or mental harm to a child if: (1) the nature of the harm reasonably indicates it was caused by brutality, abuse, or neglect; or (2) on the basis of available information, the harm reasonably appears to have been caused by brutality, abuse, or neglect.

Tennessee law also mandates reporting by **any person** who knows or has reasonable cause to suspect that a child has been **sexually abused**, regardless of whether it appears the child has sustained an injury as a result of the abuse.

The Tennessee mandatory reporting laws define a child as a person under 18 years of age.

How to Report

Call 911 if the situation is a life threatening emergency. In other cases, a report of child abuse or child sexual abuse must be made **immediately** to one of the following four authorities:

- The Tennessee Department of Children's Services (reports can be made by calling the Central Intake Child Abuse Hotline at 1-877-237-0004);
- The sheriff of the county where the child resides;
- The chief law enforcement official of the city where the child resides; or
- A judge having juvenile jurisdiction over the child.

Please note that University police departments are not included in the list of authorities. Reporting to University police, a supervisor, or any other University official or employee does not satisfy an individual's duty to report child abuse or child sexual abuse to one of the authorities listed above.

Criminal Penalties for Failure to Report

Any person who knowingly fails to make a report of child abuse as required by Tennessee law commits a Class A misdemeanor.

Any person who knowingly and willfully fails to report known or suspected child sexual abuse, or who knowingly and willfully prevents another person from doing so, commits a Class A misdemeanor.

**I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND, AND AGREE TO COMPLY
WITH THE REQUIREMENTS OF TENNESSEE LAW DESCRIBED IN THIS DOCUMENT.**

PRINTED NAME: _____ PERSONNEL NUMBER _____

SIGNATURE _____ DATE _____



Tennessee 4-H Youth Development Volunteer Agreement and Standards of Behavior

Applicant Name: _____

Tennessee 4-H Youth Development Volunteer Standards of Behavior

Families and other youth-serving organizations place trust in UT Extension to provide quality leadership and care for participants in 4-H programs. The opportunity to work with youth is a privileged position of trust that should only be held by those who are willing to commit to upholding behavior that fulfills this trust. For these reasons, the following behavior guidelines are provided for volunteers working in the UT Extension 4-H Youth Development program.

1. Treat others in a courteous, respectful manner, demonstrating behaviors appropriate for a positive role model for youth.
2. Obey the laws of the locality, state and nation.
3. Make all reasonable efforts to assure that 4-H youth programs are accessible to youth without regard to race, color, national origin, sex or disability and promote a spirit of positive participation.
4. Recognize that verbal and/or physical abuse and/or neglect of youth is unacceptable in 4-H Youth Development programs, and report suspected abuse to 4-H officials and the proper authorities.
5. Do not participate in or condone neglect or abuse that happens outside the program to 4-H youth participants, and report suspected abuse to proper authorities.
6. Operate motor vehicles (including machines or equipment) in a safe and reliable manner and only with a valid operator's license and the legally required insurance coverage.
7. Inform county 4-H staff of any arrests or charges of criminal activity against you. (Temporary suspension pending resolution of the case may be required.)
8. Notify Extension staff promptly of any incident that may violate UT Extension policies or personal rights.
9. Do not require 4-H participants to purchase materials, supplies, equipment, animals or services from any specific vendor.
10. Teach 4-H youth to provide appropriate animal care and treat animals humanely.
11. 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.
12. Accept supervision and support from county, region and state 4-H staff while involved in the 4-H Youth Development program.

Tennessee 4-H Youth Development Volunteer Agreement

Volunteers are asked to carefully consider the following expectations and confirm a willingness to observe these by signing where indicated. In addition, volunteers serving can expect the following from UT Extension.

UT EXTENSION AGREES TO:

- ❖ Provide orientation training for the position.
- ❖ Set educational tone and directions.
- ❖ Provide position descriptions.
- ❖ Provide assistance, support and encouragement.
- ❖ Give recognition for time and energy devoted to the position.
- ❖ Inform of coming events and activities.
- ❖ Make annual evaluations.
- ❖ Provide opportunities and materials to develop understanding and management of the volunteer assignments.
- ❖ Provide educational materials to be used for project and club organizations.
- ❖ Provide timely information on opportunities for youth at county, region, state and national levels.

VOLUNTEER AGREES TO:

- ❖ Complete new 4-H leader orientation and training.
- ❖ Be supportive of Extension programs and staff members.
- ❖ Participate in county leader association meetings and trainings as appropriate.
- ❖ Inform enrolled youth of Extension program opportunities.
- ❖ Supply county Extension office with application updates annually.
- ❖ Abide by the Tennessee 4-H Youth Development Volunteer Standards of Behavior.
- ❖ Participate in available training as appropriate to fulfill my duties.

I have read and understand the Tennessee 4-H Youth Development Standards of Behavior and Volunteer Agreement. I agree to perform my duties as explained by Extension staff and to abide by the 4-H Code of Conduct and any other rules specific to individual events at which I may be serving as a 4-H volunteer. I understand that volunteering with UT Extension is a privilege, not a right. I further understand that I may terminate this appointment without prior notice. I understand and agree that failure to comply with this agreement is grounds for immediate suspension and/or termination of my volunteer status with the Tennessee 4-H Youth Development program.

Volunteer Signature

Date

UT Extension Representative's Signature

Date

THE UNIVERSITY of TENNESSEE **UT**
INSTITUTE of AGRICULTURE

13-0107 10/12(Rev)

Programs in agriculture and natural resources, 4-H youth development, family and consumer sciences, and resource development.
University of Tennessee Institute of Agriculture, U.S. Department of Agriculture and county governments cooperating.
UT Extension provides equal opportunities in programs and employment.

SECTION 2 - TENNESSEE EXTENSION VOLUNTEER STATEMENT OF PRINCIPLES

Community members and families place trust in Tennessee Extension to provide quality leadership and care for all program participants, youth and adults. The opportunity to work in the community is a privileged position of trust that should only be held by those who are willing to commit to uphold behavior that fulfills this trust. **The following statement of principles is provided for all volunteers.**

In addition, as a volunteer, if you are working with youth in any Extension program, activity and event, you have been identified as a “Covered Person” for the purposes of the University of Tennessee Safety Policy 575 – Program for Minors. The following information, which is not all-inclusive, illustrates some examples of specifically expected and prohibited conduct. Engaging in prohibited behavior will lead to disciplinary action, up to and including, termination, as either unsatisfactory work performance or work-related behavior, or gross misconduct, under university policy.

- 1. Ethical and responsible conduct:** In carrying out its educational, research, and public service missions, the university relies on the ethical and responsible conduct of all volunteers. Even the appearance of unethical or irresponsible conduct can be damaging to the public’s trust in the university. Volunteers are expected to conduct themselves fairly, honestly, in good faith, and in accordance with the highest ethical and professional standards, and to comply with applicable laws, regulations, contractual obligations, and university policies. (HR0580: 1)
- 2. Mandatory Reporting of Child Abuse and Child Sexual Abuse:** Covered Persons must comply with Tennessee laws on mandatory reporting of child abuse and child sexual abuse. (HR0580: 2b)
 - a. Tennessee laws mandate reporting by any person who has knowledge of physical or mental harm to a child if:
 - i. The nature of the harm reasonably indicates it was caused by brutality, abuse, or neglect; or
 - ii. On the basis of available information, the harm reasonably appears to have been caused by brutality, abuse or neglect.
 - b. Tennessee law also mandates reporting by any person who knows or has reasonable cause to suspect that a child has been sexually abused, regardless of whether it appears the child has sustained an injury as a result of the abuse.
 - c. A report of child abuse or child sexual abuse must be made immediately to one of the following authorities:
 - i. The Tennessee Department of Children’s Services (Call Central Intake Child Abuse Hotline at: (877-542-2873) or (877-237-0004).
 - ii. The sheriff of the county where the child resides.
 - iii. The chief law enforcement official of the city where the child resides.
 - iv. A judge having juvenile jurisdiction over the child.

University police departments are not included in the list of authorities. Reporting to university police, a supervisor, or any other university official or employee does not satisfy an individual’s duty to report child abuse or child sexual abuse to one of the authorities listed above.

- 3. Responsible Reporting of Suspected Violations and University Response:** Volunteers are expected to report any good-faith concern that compliance violations might have occurred, including, but not limited to, the following: violations of state or federal law or regulations; fraud in the operations of government programs; misappropriation of state or federal resources; acts that endanger the health or safety of the public or employees; and mismanagement of programs, funds, and/or abuses of authority. Volunteers are expected to report compliance concerns at the earliest possible opportunity by contacting their university contact, the next level of university contact, the appropriate campus/institute compliance officer, Office of Audit and Compliance (865-974-6611), or the Institutional Compliance office (865-974-4438). Volunteers wishing to remain anonymous should report their concerns to the State Comptroller’s Fraud Hotline (1-800-232-5454). Concerns will be referred to the appropriate university office for investigation. Volunteers are expected to cooperate fully in investigations.

4. Respect for Persons: Covered Persons are expected to be committed to creating an environment that promotes learning, diversity, fair treatment, and respect for others. (HR0580, #3; TSU6.9)

- a. Disorderly conduct, including, but not limited to, using discriminatory, abusive, or threatening language; fighting, provoking a fight, or attempting bodily harm or injury to another employee or to any other individual or threatening physical action or injury on university property or during university activities; or other conduct that threatens or endangers the health, safety, or well-being of any person.
- b. Violation of any university policy against harassment, discrimination, or retaliation.
- c. Treat others in a courteous, respectful manner, demonstrating behaviors appropriate for a positive role model for youth.
- d. Comply with equal opportunity and anti-discrimination policy. Make all reasonable efforts to assure Extension programs, activities and events are accessible to youth and adults without regard to race, color, national origin, gender, religion, age, sexual orientation or disability.
- e. Do not require Extension program participants to purchase materials, supplies, equipment, animals or services from any specific vendor.
- f. Teach youth/adults to provide appropriate animal care and treat animals humanely.
- g. Recognize that physical punishment is not an appropriate form of discipline for youth and will not be allowed.

5. Respect for Property: Obey the laws of the locality, state and nation. This means no one will:

- a. Neglect or damage university property.
- b. Steal or engage in dishonest behavior.
- c. Tamper with or wantonly destroy university data, records, or other information; gain unauthorized access to such information; disclose confidential information; or otherwise misuse university data or information.
- d. Engage in unauthorized use of university vehicles, mail services, identification and credit cards, telephones, computers, computer equipment, or other university equipment or materials. Computers and computer accounts are provided to employees to assist them in the performance of their jobs. Employees do not have a right to privacy in anything they create, send, or receive on a university computer. The university has the right to monitor, for business reasons, any and all aspects of any university computer system, including employee e-mail.
- e. Solicit, collect money, or circulate petitions on university property at any time without permission of the chief business officer or designee.

6. Standards of Safety

- a. Possession of firearms, explosives, or other dangerous materials on university property or during university programs, activities or events, is prohibited unless the covered person is authorized either by university policy or law to carry firearms, explosives, and other dangerous materials and it is also necessary to do so in the course of employment (police officer, R.O.T.C. personnel, etc.)
- b. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol, illegal drugs, intoxicants, or controlled substances is prohibited. As are in addition, abuse of prescription drugs while on duty; use of alcohol in a university vehicle on or off university property; possession or use of alcohol while on duty (except at university-sponsored events and other events a Covered Person is expected to attend as part of his or her duties); or attend an Extension program activity or event (reporting to work) under the influence of illegal drugs or alcohol or while unlawfully using controlled substances.
- c. Refusal to obey security officials, Emergency Management personnel, or other proper authorities in emergencies.
- d. Failure to comply with safety rules, regulations, or common safety practices.
- e. Failure to report an accident involving on-the-job injury or damage to university property.
- f. Smoking in violation of university policy.

7. Compliance with Laws and University Policies

- a. Behavior or conduct unacceptable to the university or the community at large.
- b. Any violation of any law in the performance of duties or that affects the ability to perform duties satisfactorily.
- c. Failure to comply with Tennessee laws on mandatory reporting of child abuse and child sexual abuse.
- d. Failure to comply with laws regarding mandatory reporting requirements applicable to health care professionals' interactions with patients while acting within the scope of university employment.
- e. Gamble on university property or during UT Extension and Tennessee State University programs, activities or events.
- f. Flagrant violation or failure to observe traffic or parking regulations.

8. Work Performance

- a. Failure to wear proper identification (name tag) in the prescribed manner as may be required by UT Extension, the University of Tennessee, and Tennessee State University.
- b. Failure or refusal to maintain or obtain required licensure, certification, or registration.
- c. The volunteer understands that he/she has no actual authority to bind or represent the university with regard to any third parties. The volunteer agrees to avoid giving the impression of having apparent authority to bind or represent the university with regard to third parties. Accordingly, the volunteer may not sign or enter into any agreement or contracts on behalf of the university.

References: University of Tennessee **HR0580 – Code of Conduct**; University of Tennessee **SA0575 – Programs for Minors**; University of Tennessee, Knoxville Campus.

SECTION 4 - UNIVERSITY OF TENNESSEE PROGRAM FOR MINORS SAFETY POLICY & STANDARDS OF CONDUCT FOR COVERED ADULTS

This section should be provided to Level 2 and Level 3 volunteers.

SA0575 – Programs for Minors

Effective: January 1, 2014

Topics:

<u>Definitions</u>	<u>Requirements Relating to Covered Programs Not Sponsored by a University Unit</u>
<u>Mandatory Reporting of Child Abuse and Child Sexual Abuse</u>	<u>Approval and Monitoring of Covered Programs</u>
<u>Criminal Background Check Requirements for Covered Programs Sponsored by a University Unit</u>	<u>Sanctions for Failing to Comply with this Policy</u>
<u>Training Requirements Relating to Covered Programs Sponsored by a University Unit</u>	<u>Exceptions</u>
<u>Exceptions to Requirements for Criminal Background Checks and Training</u>	<u>Communication</u>
<u>Campus/Institute Policies Relating to Covered Programs Sponsored by a University Unit</u>	<u>Campus-level Procedures</u>

Objective:

Minors visit campuses and institutes of The University of Tennessee System for a variety of reasons and are involved in a variety of programs and activities sponsored by the University or by third parties using University facilities or resources. The objective of this policy is to promote a safe environment for minors by fostering a University culture that is committed to preventing, recognizing, reporting, and addressing child abuse and child sexual abuse.

Policy:

Section 1. Definitions

Covered Adult: The term “Covered Adult” means a person:

1. Who is eighteen (18) years of age or older; and
2. Who is a University employee (whether regular, term, or student, and whether full-time or part-time) or a person in a contractual or volunteer position with the University; and
3. Whom the Program Director reasonably anticipates will have direct contact with a minor in a Covered Program, by reason of the person’s employment, contractual, or volunteer status with the University. The term “Covered Adult” does not include a University employee or a person in a contractual or volunteer position who participates in his/her personal capacity in a Covered Program that is not sponsored by a University unit.

Covered Program: The term “Covered Program” means:

1. A program or activity in which minors participate that is sponsored by a University Unit; or
2. A program or activity in which minors participate that is sponsored by an entity other than a University Unit and involves use of University owned or controlled real property.

Examples of Covered Programs include, but are not limited to, athletic camps, academic camps, day care or early learning programs/centers, recreational camps, individual lessons, workshops, competitions, clinics, conferences, pre-enrollment visits, University outreach programs and activities, 4-H programs, and University Units that employ minors under University HR Policy 110.

For purposes of this policy, an athletic camp owned or operated by an employee of the University's athletics department (including but not limited to an athletic camp operated by a limited liability company owned by a University coach), either on or off campus, and in which prospective student-athletes participate, shall be considered a Covered Program that is sponsored by a University Unit.

The term "Covered Program" does not include:

1. A program or activity that requires each minor to be accompanied by his/her parent or legal guardian.
2. A program or activity designed primarily for regularly enrolled University students, including credit courses and community service projects organized by the University;
3. A program or activity open to the general public that is not targeted toward minors (e.g., athletic events, plays, concerts, lectures, and UTIA Field Days and Special Events);
4. Practicum activities, student teaching activities, or college-approved academic curriculum activities that include University student interaction with minors;
5. Orientation programs for freshman or transfer students;
6. Campus tours and visitation programs for prospective students that do not involve an overnight stay;
7. Field trips supervised by a minor participant's school or organization and not sponsored by the University; or
8. Patient-care related activities relating to minors. (This exception does not exclude day care programs from the definition of "Covered Program.")

If there is any doubt whether a particular program or activity is subject to this policy, the Program Director shall consult with the Designated Official, who shall consult with the Office of the General Counsel as needed.

This policy does not prohibit the employment of minors in compliance with University [HR Policy 110](#).

Designated Official: The term "Designated Official" means the official designated by the Chancellor to have responsibility for implementation of this policy at the campus/institute level, for centralizing the review, approval, and monitoring of Covered Programs, and for monitoring the compliance of Covered Programs with the campus/institute policy required by Section 6 of this policy. The Chancellor shall notify the General Counsel and the campus/institute Human Resources Officer of the name of the Designated Official.

Direct Contact: The term "direct contact" means instruction, care, supervision, guidance, or control of a minor, and/or routine interaction with a minor.

Minor/Child: The term "minor" or "child" means a person who is under eighteen (18) years of age or who is reasonably presumed to be under eighteen (18) years of age.

Program Director: With respect to a Covered Program sponsored by a University Unit, the term "Program Director" means the person primarily responsible for the management and oversight of a Covered Program, including identifying all Covered Adults and ensuring the Covered Program's compliance with this policy.

With respect to a Covered Program not sponsored by a University Unit, the Program Director is the University employee who serves as the primary University contact with the third party who is sponsoring the Covered Program.

University Unit: The term "University Unit" means a department, division, school, college, administrative unit, or other official organization of a campus or institute of The University of Tennessee. University extension offices and research centers are considered University Units for purposes of this policy. Student organizations are not University Units for purposes of this policy.

Section 2. Mandatory Reporting of Child Abuse and Child Sexual Abuse

A. External Reporting

Tennessee law mandates reporting by any person who has knowledge of physical or mental harm to a child if: (1) the nature of the harm reasonably indicates it was caused by brutality, abuse, or neglect; or (2) on the basis of available information, the harm reasonably appears to have been caused by brutality, abuse, or neglect. Tennessee law also mandates reporting by any person who knows or has reasonable cause to suspect that a child has been sexually abused, regardless of whether the child has sustained any apparent injury as a result of the abuse. **The Tennessee mandatory reporting laws apply to all University employees, contractors, and volunteers, even if they are not Covered Adults subject to the other sections of this policy, and even if the child abuse or child**₂

sexual abuse does not occur in connection with a Covered Program. For purposes of the Tennessee mandatory reporting law, University students who are under the age of eighteen (18) are not excluded from the definition of a child.

In the event of a life threatening emergency, a report of child abuse or child sexual abuse should be made by calling 911. In other cases, a report of child abuse or child sexual abuse must be made immediately to one of the following authorities outside the University:

1. The Tennessee Department of Children's Services (call the Central Intake Child Abuse Hotline at 1-877-542-2873 or 1-877-237-0004).
2. The sheriff of the county where the child resides.
3. The chief law enforcement official of the city where the child resides.
4. A judge having juvenile jurisdiction over the child.

Tennessee law provides immunity from civil and criminal liability for any person who makes a good faith report of suspected child abuse or child sexual abuse. In addition, no person making a good faith report of suspected child abuse or child sexual abuse, or participating in an investigation thereof, shall be subject to retaliation by the University.

B. Additional Internal Reporting for University Employees

Reporting to University police, a supervisor, or any other University official or employee does not satisfy an individual's statutory duty to report child abuse or child sexual abuse to one of the external authorities listed above. However, after reporting child abuse or child sexual abuse to one of the external authorities listed above, a University employee shall also provide notice of the report to his/her supervisor, University police, or the Office of the General Counsel. The identity of a University employee who reports an incident of child abuse or child sexual abuse shall be kept confidential and shall not be disclosed except as authorized by law.

Upon receiving such a report, the employee's supervisor, University police, or the Office of the General Counsel shall ensure that the Tennessee mandatory reporting statute has been followed and coordinate an appropriate University response with state officials and local law enforcement, which may necessitate notifying other University employees with a need to know about the report.

Persons who have been identified by the University as "campus security authorities" for purposes of compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act") shall evaluate whether there is also a legal duty to report the incident to the University Unit responsible for compiling and reporting crime statistics.

Section 3. Criminal Background Check Requirements for Covered Programs Sponsored by a University Unit

The following provisions concerning criminal background checks shall apply to all Covered Programs sponsored by a University Unit.

- A. Except as otherwise provided in this Section 3 or Section 5, a criminal background check shall be conducted on all persons in the following categories:
1. Covered Adults;
 2. Employees, full-time or part-time, whose primary duties involve work in a University residential facility; and
 3. Employees, full-time or part-time, who have access to a locker room or shower room in a University athletic or recreational facility.

Criminal background checks on the persons described above shall be repeated no less frequently than every four (4) years.

- B. Each campus/institute shall determine who shall bear the cost of criminal background checks.
- C. The Chief Human Resources Officer, in consultation with Designated Officials and the Office of the General Counsel, shall determine the type of criminal background checks and the vendor who will perform the criminal background checks, which shall include but not be limited to a search of the National Sex Offender Public Website.
- D. Criminal background checks shall be conducted under the direction of the campus/institute Office of Human

Resources. The campus/institute Office of Human Resources shall develop a process for documenting whether a criminal background check has been conducted on a person, and, if so, the date on which the criminal background check expires pursuant to this policy.

- E. The Program Director shall ensure that the campus/institute Office of Human Resources has had a criminal background check conducted on a Covered Adult within the last four (4) years before allowing the Covered Adult to participate in a Covered Program.
- F. The campus/institute Office of Human Resources shall ensure that a criminal background check is conducted on employees whose primary duties involve work in a University residential facility or a University athletic or recreational facility with a locker or shower room.
- G. If, after proper verification, a person's criminal background check is determined to indicate a conviction of one or more of the following offenses, the Program Director shall promptly notify the Designated Official:
 - 1. Any sexual offense;
 - 2. Any offense against children, including but not limited to child abuse, child sexual abuse, or other crime involving the endangerment of a minor;
 - 3. Battery or assault, including but not limited to domestic violence related offenses;
 - 4. Any drug distribution offense or felony drug possession;
 - 5. Homicide;
 - 6. Kidnapping;
 - 7. Any offense listed in Tennessee Code Annotated § 39-17-417 (2013) or § 40-35-501(i)(2) (2013); or
 - 8. Any other felony or crime involving moral turpitude.

Absent an exception granted by the Designated Official, following consultation with the campus/institute Human Resources Officer and the Office of the General Counsel, the Program Director shall not allow any person to participate in a Covered Program if his or her criminal background check, after proper verification, is determined to indicate conviction of one or more of the offenses listed above.

- H. If the criminal background check reveals any of the criminal offenses identified above or other criminal offenses, the continued employment or assignment of a Covered Adult, an employee whose primary duties involve work in a University residential facility, or an employee who has access to a locker room or shower room in a University athletic or recreational facility, shall be approved or disapproved as follows: (1) in the case of staff, student employees, contractors, and volunteers, by the campus/institute Office of Human Resources, in consultation with appropriate campus/institute administrators and the Office of the General Counsel; and (2) in the case of faculty, by the campus/institute Chief Academic Officer (following notification from the campus/institute Office of Human Resources) in consultation with the Office of the General Counsel. In addition, if the criminal background check of a Covered Adult or employee who is also a student indicates a conviction of any of the criminal offenses identified above or other criminal offenses, the campus/institute Office of Human Resources shall communicate the results of the background check to the Chief Student Affairs Officer for the campus/institute, who shall evaluate whether any additional action needs to be taken in consultation with appropriate campus/institute administrators and the Office of the General Counsel.
- I. All Covered Adults, including but not limited to current employees, contractors, and volunteers who qualify as Covered Adults and who have not had a criminal background check performed within the last four (4) years, shall execute a criminal background check consent form approved by the Office of the General Counsel. All employees who have not had a criminal background check performed within the last four (4) years and whose primary duties involve work in a University residential facility or a University facility with a locker or shower room shall execute a criminal background check consent form approved by the Office of the General Counsel. The University reserves the right to take appropriate action with respect to persons who falsified or failed to disclose information on employment or admissions applications discovered as a result of the criminal background check.

Section 4. Training Requirements Relating to Covered Programs Sponsored by a University Unit

The system Office of Human Resources shall develop a training program that campus and institutes shall use to train Program Directors and Covered Adults on how to prevent, recognize, report, and address child abuse. The training program should address at least the following topics:

- 1. Definition of child abuse, and the signs, symptoms, and effects of child abuse;

2. Responding to suspected child abuse, including but not limited to reporting of suspected child abuse under Tennessee law and this policy; and
3. Child abuse prevention strategies, including campus/institute policies for Covered Programs.

The Designated Official shall ensure that every Program Director is trained at least once every two (2) years. The Program Director shall ensure a Covered Adult has been trained within the last two (2) years before allowing the Covered Adult to participate in a Covered Program. Electronic documentation that a Program Director or Covered Adult has been trained shall be maintained by the system Office of Human Resources for at least two (2) years.

Section 5. Exceptions to Requirements for Criminal Background Checks and Training

The provisions of Section 3 and Section 4 of this policy relating to criminal background checks and training shall not apply in the following circumstances:

1. Covered Programs for which a large number of University volunteers are essential may elect to adopt preventive measures in lieu of criminal background checks and training of University volunteers, but only with the prior written approval of the campus/institute Designated Official. A Program Director applying this exception shall:
 - a. Ensure that a registry check is performed on all volunteers by using the National Sex Offender Public Website and the Tennessee Department of Health's online abuse registry, prior to participation in the Covered Program;
 - b. Ensure that all volunteers work in a public place during the Covered Program, are supervised by a Covered Adult who has undergone a criminal background check, and present photo identification prior to participation in the Covered Program;
 - c. Ensure that all volunteers sign a statement verifying their understanding of, and agreement to comply with, Tennessee's law on the mandatory reporting of child abuse and child sexual abuse; and
 - d. Register the name of the volunteers as University volunteers in IRIS.
2. When prospective students, including prospective student-athletes, participate in pre-enrollment visitation, the hosting University student(s) shall not be required to undergo a criminal background check or complete the training described in Section 4.
3. In exceptional circumstances, when performing a criminal background check on the Covered Adult and providing the training described in Section 4 would be impractical due to insufficient notice to the University in advance of the beginning of the Covered Program, but only if the Program Director:
 - a. Ensures that a registry check is performed on the Covered Adult by using the National Sex Offender Public Website and the Tennessee Department of Health's online abuse registry;
 - b. Ensures that the Covered Adult works in a public place during the Covered Program, is supervised by a Covered Adult who has undergone a criminal background check, and presents photo identification prior to participation in the Covered Program;
 - c. Ensures that the Covered Adult signs a statement verifying the Covered Adult's understanding of, and agreement to comply with, Tennessee's law on the mandatory reporting of child abuse and child sexual abuse;
 - d. If the Covered Adult is a volunteer, registers the name of the person as a University volunteer in IRIS; and
 - e. Communicates to the campus/institute Designated Official in writing the fact that the Program Director has granted an exception to the criminal background check requirement for the Covered Adult.

Section 6. Campus/Institute Policies Relating to Covered Programs Sponsored by a University Unit

Each campus and institute shall establish a policy relating to Covered Programs sponsored by a University Unit. The policy shall address the following subjects with respect to Covered Programs sponsored by a University Unit, as appropriate based on the nature and duration of the Covered Programs:

1. Transportation of minors;
2. Emergency procedures, including but not limited to plans for notifying a minor's parent/legal guardian in case of an emergency and plans for weather emergencies if the Covered Program will be using University property

for which no such plans are in place;

3. Restrictions on access to and supervision of minors (for example, no one-on-one, unsupervised contact with minors unless one-on-one, unsupervised contact is essential to the program);
4. Restrictions on physical contact and communication by Covered Adults with minors based on the age of the minors and the nature of the Covered Program's activities;
5. Appropriate forms, including permission forms, medical contact information, and liability waivers, approved by the Office of the General Counsel;
6. First aid, medical treatment, and medication dispensation; and
7. For Covered Programs with overnight stays:
 - a. Identification to be worn by Covered Adults and Covered Program participants;
 - b. Curfews;
 - c. Code of conduct for participants; and
 - d. Residential supervision and visitation.
8. If applicable, Covered Programs shall comply with University of Tennessee System Policy SA 550 regarding minors in laboratories and shops.

The Designated Official is responsible for monitoring the compliance of Covered Programs with the campus/institute policy.

The campus and institute policies described in this Section 6 shall be submitted to the Office of the General Counsel for review and approval prior to implementation.

Section 7. Requirements Relating to Covered Programs Not Sponsored by a University Unit

If the sponsor of a Covered Program is not a University Unit, the Program Director shall require the sponsor of the Covered Program to sign an agreement to indemnify and hold harmless The University of Tennessee for the acts or omissions of program participants or the sponsor's employees or agents. A copy of the completed agreement shall be forwarded to the campus/institute Chief Business Officer and the Designated Official. This requirement does not apply to a governmental entity prohibited by law from entering into an indemnification agreement.

For Covered Programs not sponsored by a University Unit, the sponsoring entity is responsible for deciding whether to conduct, and conducting, criminal background checks on persons who are not University employees, contractors, or volunteers.

Section 8. Approval and Monitoring of Covered Programs

Campuses and institutes shall centralize the review, approval, and monitoring of all Covered Programs under the Designated Official.

No less often than every four years, Office of Audit and Compliance shall assess the adequacy and effectiveness of this policy and the policies of campuses and institutes referenced in Section 6; assess compliance with this policy and with campus and institute policies; and make recommendations to management for the improvement of policies.

Section 9. Sanctions for Failing to Comply with this Policy

Employees should report violations of this policy (other than violations involving child abuse or child sexual abuse, the reporting of which shall be in compliance with Section 2 of this policy), or a campus/institute policy that implements this policy, to their supervisor, the Designated Official, the Office of the General Counsel (865-974-3245), Office of Audit and Compliance (865-974-6611), or the State of Tennessee audit hotline (1-800-232-5454).

A Covered Program in violation of this policy may be denied permission to continue operation in connection with The University of Tennessee. Any violations of this policy by an individual will be handled in accordance with other applicable University policies and procedures, which for University employees may include disciplinary action up to and including termination of employment. In addition, a person who fails to comply with Tennessee laws on mandatory reporting of child abuse and child sexual abuse can face criminal prosecution.

Section 10. Exceptions

Exceptions to this policy may be granted by the campus/institute Designated Official, following consultation with the campus/institute Human Resources Officer and the Office of the General Counsel.

Section 11. Communication

Designated Officials shall distribute this policy to all Program Directors, deans, directors, and department heads at least once a year. Designated Officials also shall distribute a notice about the mandatory reporting of child abuse and child sexual abuse, as described in Section 2, to all employees and students at least once a year.

CAMPUS PROCEDURES:

- [UT Chattanooga](#)
- [UT Knoxville](#)
- [UT Martin](#)
- [UT Health Science Center](#)
- [UT Space Institute](#)

EXHIBIT B

STANDARDS OF CONDUCT FOR COVERED ADULTS

As a participant in **[insert description of Covered Program]** (“Program”), you have been identified as a “Covered Adult” for purposes of University of Tennessee Safety Policy 575 (Programs for Minors).

As a Covered Adult, you are responsible for complying with the TN Extension Volunteer Statement of Principles, a copy of which is attached.

In addition, you shall **not**:

1. Strike, shake, slap, administer corporal punishment to, or touch in an inappropriate or illegal manner, any minor.
2. Humiliate, ridicule, threaten, or degrade a minor.
3. Sleep in the same room or other enclosed space (such as a tent) as a minor, unless you are a parent/legal guardian/sibling of said minor.
4. Shower or take a bath with a minor or in the presence of a minor.
5. Dress or undress in the presence of a minor.
6. Invade the privacy of minors in situations such as changing clothes and taking showers and intrude unless to the extent that health and safety requires.
7. Use a camera or other imaging device in showers, restrooms, or other areas in which a minor has a reasonable expectation of privacy.
8. Wear clothing that is not discreet and modest when interacting with minors.
9. Possess or engage in the use of alcohol or illegal drugs, or be under the influence of alcohol or illegal drugs, during the Program.
10. Provide alcohol or illegal drugs to a minor, or provide prescription drugs or any other medication to a minor except in compliance with the policies of the **[insert name of Covered Program]**.
11. Take a photograph or video of a minor or post information about a minor on the Internet without the written permission of the minor’s parent or guardian.
12. Give a personal gift to a minor.
13. View pornography during the Program, or make any form of pornography available to a minor participating in the Program or assist a minor in any way in gaining access to any form of pornography.
14. Meet a minor off of the site of the Program or after the hours of the Program, even if another Covered Adult is present.
15. Have any personal, non-programmatic related communications with a minor during the Covered Program, or after the Program has ended, unless you have a relationship with the minor that existed before the Program.
16. Instruct, care for, supervise, guide, control, or routinely interact with a minor who is less than two (2) years younger than you (applicable only if the Program involves an overnight stay).

You should report violations of these standards of conduct by someone else (other than violations involving child abuse or child sexual abuse, the reporting of which shall be in compliance with Section 2 of University of Tennessee System Safety Policy 575) to your supervisor, the Designated Official (865-974-3061), the Office of the General Counsel (865-974-3245), UWA Audit and Consulting Services (865-974-6611), or the State of Tennessee audit hotline (1-800-232-5454).