



Extension  
UNIVERSITY OF WISCONSIN-MADISON

## VOLUNTEER BEHAVIOR EXPECTATIONS

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These expectations serve as a guide for behavior during volunteer service. You will need to acknowledge you have read, understand, and agree to these expectations. If you have questions, contact your county Extension office.

### As a Division of Extension volunteer, I agree to:

1. Conduct myself in a manner that is in the best interest of the Division of Extension and the program(s) for which I volunteer.
2. Work cooperatively with others, including Extension staff, volunteers, program participants, and community members, to further the mission of my volunteer program and the Division of Extension.
3. Accept supervision and guidance from Extension staff or designated management volunteers.
4. Treat all people with respect, use courteous manners and language, exhibit good sportsmanship, be a positive role model, and use effective conflict resolution skills.
5. Complete tasks, reports, and evaluations within the agreed upon timeframe. When I am not able to complete something within the agreed upon period, I will let staff or designated management volunteers know I am unable to do so.
6. Take part in orientation and training programs designed to help me deliver programs more effectively.
7. Use appropriate resources, including research-based information from the university, when delivering programs.
8. Support inclusion by making all reasonable efforts to ensure that programs are accessible to all individuals in the communities we serve.
9. Refrain from engaging in any form of abuse, harassment, neglect, or [discrimination](#), and [report](#) anyone who engages in this type of behavior when involved in Extension programs to appropriate university and law enforcement authorities.
10. Abide by all University of Wisconsin-Madison and Division of Extension rules, regulations, and procedures (e.g., youth/vulnerable populations protection policies) and with any federal, state, city, or other laws and rules that are applicable to the location where the activity is occurring. This includes USDA rules, policies, and guidelines.
11. Treat animals in a humane manner and teach program participants to provide appropriate animal care and management.
12. Refrain from consuming or being under the influence of alcohol or illegal substances while serving in the role of a Division of Extension volunteer and forbid youth participants under my supervision from doing so.
13. Refrain from conceal carry of firearms and/or weapons while serving in the role of a Division of Extension volunteer. I understand that if I am a 4-H Youth Development shooting sports volunteer, I am expected to openly carry/transport 4-H shooting sports equipment in designated areas.
14. Refrain from participating in any political campaign activity and expressing personal political views while serving in my volunteer role.
15. Refrain from using my volunteer position or title for my own private or personal gain (e.g., securing university contracts).
16. If approved to drive by UW-Madison as part of my volunteer role, I will operate all motor vehicles and other equipment in a safe and reliable manner and only with a valid operator's license and the legally required insurance. I will comply with all motor vehicle-related state regulations and laws.
17. Self-report to my Division of Extension supervisor or other point of contact about any changes in my status (e.g. criminal arrest, charge or conviction history, driving privileges, etc.) in accordance with the UW-Madison Criminal background check policies and/or within 24 hours or at the earliest possible opportunity; also, I will inform Extension about any new criminal activity, arrests, or convictions that involve another Extension volunteer or staff member within 48 hours of learning about the situation.

I have read, understand, and agree to abide by these expectations for volunteers. I understand that suspension or termination of my position as a volunteer may result if I do not meet these expectations.

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