



The Wisconsin 4-H Program is subject to state federal equal employment opportunity laws which prohibit discrimination on the basis of gender, age, disability, race, color, religion, marital status, veteran's status, national or ethnic origin, or sexual orientation. Federal law requires reasonable accommodation for the known disabilities of applicants and employees, unless to do so would pose an undue hardship. If you need accommodation in order to complete the application process or take any required tests, please let us know.

I authorize investigation of all statements herein, including any checks of criminal records, and release the UW Madison and all others from liability in connection with it. I understand that, if chosen to be a Winnebago 4-H Camp Adult Staff member. I understand and agree to the Wisconsin 4-H Volunteer Behavior Expectations (signed in 4HOnline during enrollment as a 4-H Leader). I also understand that untrue, misleading, or omitted information herein or in other documents that have been completed in association with this application, may result in dismissal, regardless of the time of discovery by the UW-Extension of Winnebago County.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return Completed Request and Chaperone Expectation Statement by December 3, 2021**

Winnebago County 4-H  
Attn: Dana Berger  
625 E County Rd Y Suite 600, Oshkosh WI 54901  
Phone: 920-232-1974 Email: dana.berger@wisc.edu

The University of Wisconsin Extension provides affirmative action and equal opportunity in education, programming and employment for all qualified persons regardless of race, color, gender/sex, sexual orientation, creed, national origin, age, disability, pregnancy, marital or parental status, arrest or conviction record, or veteran status.

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**For Office Use Only:**

Position Assigned: \_\_\_\_\_

Approved 4-H Volunteer?    Yes    No

Interview Completed / Waived    Date \_\_\_\_\_

Required Camp Risk Management Training Completed?    Yes    No    Date \_\_\_\_\_

Health Form Completed?    Yes    No

Chaperone Expectation Statement Completed?    Yes    No

Special accommodations for health needed?    Yes    No

If so please describe: \_\_\_\_\_

Other Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## ADULT VOLUNTEER ADVISOR POSITION DESCRIPTIONS

Adult Volunteer Advisors work closely with Youth Counselors to provide encouragement and guidance with lesson planning and activities before and during camp. Adult Advisors play a vital role in ensuring camper safety and forming positive youth -adult partnerships and also may have a dual role as a chaperone during camp.

As an Adult Volunteer Advisor, you will automatically become a part of the 4-H Summer Camp Workgroup which is made up of the Extension staff, Adult Volunteer Advisor positions and at least 2 youth positions. The camp workgroup will attend counselor interviews and camp trainings to assist and work with camp counselors within their respective advisor areas. The camp workgroup will also provide input and feedback regarding camp trainings, and events.

The Camp Workgroup will have a rotation of 1, 2 and 3 year terms for 2022 and then go to a three year term once the rotation has started. Once a term is completed, one year must be taken off from the camp workgroup. This allows for a consistent rotation and opportunity for new volunteers and voices. Youth will only serve a 1 year term and will consist of the Jr. Director and at least one camp counselor.

### All Adult Volunteer Advisors will have the following expectations:

- Be familiar with all camp policies and procedures.
- Be familiar with / have an understanding of the roles for coordinators, Jr. Director, advisors, counselors, camp staff and chaperones.
- Attend planning meetings as needed to assist and facilitate an environment where youth counselors are taking the lead in creating and planning camp activities.
- Assist as needed with preparing supply and resources list to ensure accuracy and staying within budgetary constraints.
- Help guide the youth counselors to ensure camp policies are being followed.
- Troubleshoot and assist in special situations where there is conflict and where the youth counselor may be struggling to handle the situation.
- Report any accidents or severe behavior incidents to the Extension Staff (Camp Coordinators)

Prior to the official start of each camp, volunteers must complete orientation offered by the Camp Lead (or designee) that includes, but is not limited to:

- Camp rules
- Expectations for each role (e.g., chaperone, youth counselor)
- General behavior expectations
- Youth protection guidelines (as outlined in Extension's Handbook on the Protection of Vulnerable Populations from Abuse and Harassment) including, but not limited to:
  - supervision ratios
  - rule of three
  - leaving camp/transportation
  - electronic communication/social media
  - rules surrounding sleeping arrangements
  - respect for privacy
  - gender identity
  - appropriate physical contact
- Responding to situations of bullying, harassment, abuse, or other prohibited behaviors by a youth or adult
- Review of risk management and emergency response procedures, including severe weather plan and use of/restrictions on use of hazardous materials.
- Parameters for leading any high-risk activities approved for the camp
- Supervising youth counselors

Orientation must be completed each year the volunteer works at camp.

### **Cabin Advisor**

- Be familiar with protocols around:
  - cabin time
  - sleeping arrangements
  - bathroom / showering
  - changing clothing
  - illness
  - homesickness
  - bedwetting/accidents
- Help Cabin Counselors with cabin activity planning (reflections, transition to activities)
- Encourage completion of and collect Cabin counselors lesson plans and supply lists and turn into Extension Staff no later than 1 month before camp.
- During camp, help supervise extra areas such as swimming, archery, snack set up and may be assigned to other areas depending on numbers.

### **Recreation Advisor**

- Be familiar with safety and rules regarding recreational activities that the Recreation Counselors choose.
- Help Recreation Counselors with recreation activity planning
- Encourage completion of and collect Recreation Counselors lesson plans and supply lists and turn into Extension Staff no later than 1 month before camp.
- During camp, help supervise extra areas such as swimming, archery, snack set up and may be assigned to other areas depending on numbers.

### **Nature/Adventures Advisor**

- Be familiar with safety and rules regarding hikes, scavenger hunts, etc. at the camp facility.
- Help Nature/Adventures Counselors with nature activity planning
- Encourage completion of and collect Nature/Adventure Counselors lesson plans and supply lists and turn into Extension Staff no later than 1 month before camp.
- During camp, help supervise extra areas such as swimming, archery, snack set up and may be assigned to other areas depending on numbers.

### **Arts/Crafts/Culture Advisor**

- Be familiar with safety and rules regarding the use of arts/crafts supplies
- Help Arts/Crafts/Culture Counselors with arts activity planning
- Encourage completion of and collect Arts/Crafts/Culture Counselors lesson plans and supply lists and turn into Extension Staff no later than 1 month before camp.
- During camp, help supervise extra areas such as swimming, archery, snack set up and may be assigned to other areas depending on numbers.

### **Campfire / Evening Activities Advisor (in past was Drama)**

- Be familiar with safety and rules around camp fires and cooking (s'mores) over a campfire.
- Help Campfire Counselors with campfire activity planning
- Encourage completion of and collect Campfire / Evening Activities Counselors lesson plans and supply lists and turn into Extension Staff no later than 1 month before camp.
- During camp, help supervise extra areas such as swimming, archery, snack set up and may be assigned to other areas depending on numbers.

### **Healthcare Coordinator**

- Must be first aid/cpr certified
- Responsible for reviewing all health forms attached to camper registrations BEFORE campers arrive to check in and load the bus.
- Must be present during camp check in and log medications that youth are bringing to camp. All medications must be the original RX bottle with instructions and be locked in a box for safe keeping.
- Will administer medications to youth as per parent instructions.
- Will be notified of and treat minor injuries.
- Will follow policies and procedures when severe injury takes place. (reporting, documenting)
- During camp, help supervise other areas that are in close proximity to the nurse's station.



# CHAPERONE EXPECTATION STATEMENT

## University of Wisconsin-Extension 4-H Youth Development

Revised August 2015

### Winnebago County 4-H Summer Camp June 27-30, 2022

Name: \_\_\_\_\_ County: \_\_\_\_\_

Capable caring adults play important roles in the lives of youth involved in UW-Extension Programs. This expectation statement acknowledges the need to provide the safest environments possible for youth. This form applies to all adults, paid staff and volunteers, accompanying youth on an UW-Extension-sponsored trip or event. The adult, by signing this form, agrees to conduct herself/himself in a responsible manner and abide by all expectations as stated below.

#### Adult Responsibilities Related to Chaperone Positions:

1. The adult will consider herself/himself the youth's support person, and be available throughout the duration of the program.
2. The adult will personally observe and verify the whereabouts of each youth for whom he/she has assumed supervision responsibility at least twice a day.
3. The adult will enforce all written and signed behavior expectations established for youth participation in the event. This will include room checks, when appropriate.
4. The adult will keep health and insurance information confidential.
5. The adult will not dispense medication, or anything relating to the physical or mental health of the youth, unless specifically directed in writing by the parent or guardian. The adult should be aware of any medications to be taken by youth.
6. In an emergency situation, the adult will act in the best interest of the youth and seek assistance from an event " coordinator, professional staff, medical and/or law enforcement personnel as needed.
7. The adult should provide the youth with information on how he/she can be reached and should be accessible to consult with youth participants when needed.
8. In the case of inappropriate youth behavior, the adult will consult with local and/or home county contacts in determining appropriate disciplinary action.
9. The accompanying adult will participate in assigned activities and assist as needed.
10. The adult will address situations involving bullying, hazing or harassment, and intervene if youth are being threatened, humiliated or intimidated by other youth or adults.
11. The use of any form of tobacco should be avoided in the obvious or known presence of youth.
12. Sexual contact of any type with youth is strictly forbidden. Any behaviors considered in violation of the Wisconsin child abuse and sexual assault laws are grounds for suspension of affiliation until investigation is completed.
13. The adult will observe the curfew hour. The adult is expected to remain in the housing facility during curfew hours.

#### Volunteer Behavior Expectations for Wisconsin 4-H Youth Development:

4-H Youth Development volunteers are expected to abide by the following behavior standards established by UW-Extension/4-H and to conduct themselves as positive role models for youth. All 4-H Youth Development volunteers are ultimately accountable to UW-Extension for their 4-H-related activities.

#### As a 4-H Youth Development Volunteer, I will:

1. Cooperate with and support UW-Extension staff to jointly further the mission of the UW-Extension.
2. Accept supervision and guidance from UW-Extension staff or designated management volunteers.

3. Conduct myself in a manner that is in the best interest of program participants and UW-Extension and will not use the volunteer position or title for purposes of private or personal gain.
4. Use appropriate University research based resources/information.
5. Make all reasonable efforts to ensure that programs are accessible to all individuals regardless of race, color, sex, creed, disability, religion, national origin, ancestry, age, sexual orientation, pregnancy, marital or parental status.
6. Abide by all local, state and federal laws and UW-Extension and U.S.D.A. rules, policies and guidelines.
7. Conduct myself with courteous manners and language, exhibiting good sportsmanship, serving as a positive role model, treating others with respect, and demonstrating reasonable conflict resolution skills.
8. Not consume or be under the influence of alcohol or illegal substances while in the role of a UW-Extension volunteer, nor allow youth participants under my supervision to do so.
9. When transporting youth or adults, operate 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.
10. Treat animals in a humane manner and teach program participants to provide appropriate animal care and management.
11. Report suspected verbal, sexual, physical abuse and neglect of youth to local authorities.
12. Not conceal carry firearms and/or weapons while acting in a volunteer role. 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.
13. Immediately notify my county UW-Extension Educator/Agent of any changes with my status (e.g. contact information, criminal arrest, charge or conviction history, driving privileges, etc.)

**Support for Adults Accompanying Youth on UW-Extension-Sponsored Trips/Activities:**

1. Orientation will be provided.
2. Youth taking part in overnight activities will submit a signed Expectation Statement that they understand the rules and the roles of the accompanying adult(s). Youth will be required to submit a health form that includes information on any special needs, medication to be taken and how to contact a parent or guardian.

**Permission for UW-Extension to Take and Use Photographs/Recordings:**

In addition, I understand that participants of this event may be photographed and/or recorded for 4-H promotional or educational materials. I also understand that no personal information about the participant, such as name, age or address, will be used with photos or recordings in promotional program materials. However, photos may be released to county Extension staff for local publication where participants may be identified. I give my permission to UW-Extension to use such images of this participant without any expectation of compensation.

**Adult Leader's Statement of Agreement:**

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

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Signature of Adult Leader

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Date

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Printed Name