

UK Cooperative Extension Client Protection Volunteer Classification Decision Tree

Does the volunteer work in direct contact with vulnerable audiences?

Vulnerable audiences include, but are not limited to *youth, home-bound, physically, mentally or emotionally challenged, disadvantaged and underprivileged*. (Direct contact includes email, texting, and social media, etc.).

Category 1 Volunteer	Documentation
- Provide episodic educational and/or resource services under the continual guidance and presence of Extension staff or Category 2 screened volunteers. - Category 1 volunteers are individuals who serve Extension programs episodically or for a specific program/activity. - Examples: Homemaker or other club officers, council officers (except president and treasurer-see Category 2 Volunteer), It's Your Reality program volunteer, field day volunteer, sewing volunteer, parent or other helper during club meeting, kitchen or other assistance, or as a general helper to a Category 2 volunteer or Extension staff member. - These volunteers will be entered into 4-H online, but the background checks, references, interviews and CAN checks are not completed.	- Complete Category 1 volunteer application, which includes UK expectations for volunteers - Event overview / training - Sign position description - Enter into 4-H Online
Category 2 Volunteer	Documentation
- Have direct contact with vulnerable audiences. - Examples: club leader, project leader, overnight camp volunteer, Client Protection committee members, Master Clothing Volunteer, Master Gardeners, field day volunteer, council president and treasurer and others with access to organization's funds. - If approved for driving, the volunteer would be approved for driving or transporting clientele, extension program equipment or materials, and may be able to operate extension owned vehicles (depending on county policy) when assisting with Cooperative Extension sponsored programs or activities. - Ask yourself: Will the volunteer have direct contact with vulnerable audiences? - Program areas have different needs and expectations based on audience and programmatic needs, therefore if you need further clarification, discuss with your supervisor. - Local Client Protection Committee gives final volunteer approval.	- Full Screening - Complete KY Cat 2 application, including - Drivers License copy - UK Volunteer Expectations - Background check - Sex offender check - CAN check - References - Interviews - Position description - Volunteer orientation - Enter into 4-H Online - If approved for driving, MVR form sent to UK Risk Management
When in doubt, go for the stronger level of screening. Remember that many volunteers may start as a Category 1 volunteer and as they become more involved, move into the Category 2 level. For information on managing the Client Protection Committee, please refer to the UK Cooperative Extension Manual.	