

## 4-H Master Volunteer Program

# Rights & Responsibilities

4-H volunteers have certain rights and responsibilities. These include:

### RIGHTS

- To be assigned a job that is worthwhile and challenging, with freedom to use their existing skills or develop new ones.
- To be trusted with confident information that will help them carry out their assignment.
- To be kept informed through communications, attendance at meetings, about what is happening in the 4-H program.
- To be provided adequate orientation, training and supervision for the role they accept; to know why they are being asked to do a particular task.
- To expect that their time will not be wasted by a lack of planning, coordination, and cooperation within the 4-H program.
- To know whether their work is effective and how it can be improved; to have an opportunity to increase their understanding of self, others, and the community.
- To declare allowable non-reimbursed, out-of-pocket expenses for federal (some state and local) income tax purposes.
- To be provided appropriate recognition in form of awards, certificates, etc., but even more importantly, recognition of day-to-day contributions by other participants in the 4-H program.
- To ask for a new assignment within the 4-H program when ready for new challenges and/or responsibilities.

### RESPONSIBILITIES

- To accept an assignment of their choice with only as much responsibility as they can handle.
- To respect the confidence of the public and the 4-H program.
- To fulfill their commitment or notify the event superintendent chairman or agent early enough that a substitute can be found.
- To follow guidelines and policies as established by the university Extension system, the state 4-H program and the county 4-H program.
- To provide feedback, suggestions, and recommendations to agents and leaders council officers if these might increase the effectiveness of the 4-H program.
- To use time wisely and not interfere with the performance of other volunteers and professional staff.
- To communicate their limitations concerning their participation to the appropriate person.
- To provide feedback, suggestions, and recommendations to the leaders council or agent if these might increase the effectiveness of the program.
- To be considerate, respect others' competencies, and work as a member of a team with all professional and volunteer staff.