

Master Health Education Volunteer Agreement and Code of Conduct Form



Name: _____

Address: _____

Telephone (_____) _____
Street City Zip
Daytime Evening

MSU Extension Staff Agree to:

- Provide the volunteer with appropriate policies and procedures
- Provide orientation about volunteer roles and the organization
- Provide volunteer training
- Provide assistance, program support and encouragement
- Give recognition for time and energy devoted to MSU-ES

Master Health Educator Agrees to:

- Meet volunteer qualifications
- Fulfill outlined job requirements without monetary compensation
- Be supportive of the MSU-ES program and its activities at all levels
- Actively seek to reach underserved communities from every race, ethnic, religious and socioeconomic group.
- Provide public awareness education about early detection and prevention of health problems.
- Be available to serve in the community and provide accurate information from approved resources only
- Provide counsel and follow defined policies according to Master Health Education Volunteer Guidelines.
- Provide Mississippi State University Extension Service a monthly report on training received or given using the Activity Report.

I solemnly agree that I will faithfully serve the people of my community to the best of my capability as a Master Health Educator, and that I will do so according to the Master Health Education Volunteer Guidelines for the Mississippi State University Extension Service and Code of Conduct. As I perform the duties I will treat each person with dignity and respect. I will honor the other person's right to privacy, and I understand that the information I hear or see is to be kept between myself and the individual. I will take care to also observe the requirements of any legal statutes.

I have read the Code of Conduct on the back of this form and agree to comply with it.

Signatures:

_____ MSU-ES Volunteer

_____ Date

_____ Master Health Volunteer Coordinator

_____ County Extension Office Personnel

(Distribute the original to the Extension Master Health Volunteer Coordinator and provide a copy to the Volunteer and County Staff.)

Mississippi State University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, group affiliation, age, disability, or veteran status.





CODE OF CONDUCT

Mississippi State University Extension Service (MSU-ES) prides itself on providing quality educational programs. The primary purpose of this Code of Conduct is to ensure the safety and well being of all participants. The elements of the conduct standards revolve around two key character traits: (1) Respect for self and others and (2) diligently maintaining a high standard of professionalism in working with others.

MSU-ES Volunteers agree to:

Respect:

1. Respect and follow the state MHEV and MSU-ES policies along with specific county policies and program expectations
2. Accept responsibility to promote and support MSU-ES with dignity and pride in order to develop an effective county, district, and state program
3. Present oneself as a positive role model (i.e. courteous, respectful, cooperative, good sportsmanship, etc.)
4. Treat all program participants, volunteers, and Extension staff with respect.
5. Promote a positive learning environment. Abstain from and not tolerate physical or verbal abuse.
6. Conduct educational programs in a non-discriminatory manner. Comply with equal opportunity and anti-discrimination laws.

Be Professional and Diligent:

7. Use only Extension recommended instructional materials, methods, and procedures
8. Maintain a professional appearance and demeanor
9. Achieve and maintain a high standard of workmanship. Demonstrate knowledge of the subject matter, methods and procedures related to specific assignment.
10. Make adequate preparations for presentations, using neat and professional looking instructional materials, being on time to begin and end presentations.
11. Refrain from endorsement of brand name products or companies to the exclusion of others
12. Under no circumstances, possess, sell or consume alcohol or controlled substances at a MSU-Extension Service activity or event. Do not use illegal drugs.
13. Refer problems and questions to the Extension staff (County Director, Area Health Agent and/or MHEV Coordinator) when in doubt of correct information and procedures.

It is important that all Mississippi State University Extension Volunteers comply with the Code of Conduct. Failure to comply with any component of the code or participation in other inappropriate conduct as determined by MSU-ES representatives may lead to dismissal as a volunteer from the Mississippi State University Extension program.

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