



Cornell University
Cooperative Extension
Columbia and Greene Counties

Extension Education Center
479 Route 66
Hudson, NY 12534
518.828.3346
columbiagreene@cornell.edu
www.cceecolumbiagreene.org

2016-17

Dear Friend,

Thank you for your interest in becoming a volunteer for Cornell Cooperative Extension (CCE) of Columbia and Greene Counties. Without the involvement of people like you, many of our programs could not function. We are excited that you are interested in serving your community and would like to share some important information on our volunteer selection process.

Effective volunteer involvement requires a close matching of your needs, interests, and talents with the requirements of specific programs and assuring the safety and well-being of all involved. To initiate this volunteer selection process, please review the enclosed Volunteer Position Description and Code of Conduct carefully. Please fill out and return the enclosed Volunteer Application Form. In addition to an interview and reference checks, we may also check your motor vehicle record, and/or criminal background if required for this volunteer position.

Please know that this information will be kept in a secured file cabinet and may be updated periodically. Information will be kept on file for a minimum of six years following the receipt of your application or the termination of your involvement as a volunteer for CCE of Columbia and Greene Counties (whichever is longest).

You will be asked to sign a CCE Association Volunteer Agreement and Code of Conduct contingent on the findings of the selection process before beginning any volunteer assignment.

Serving others in your community can bring immense satisfaction as you help them grow, learn, develop, and succeed. Volunteering provides you an opportunity to gain new skills, help others, and meet new friends. We hope that you will enjoy the tremendous benefits of volunteering and will help assure that everyone involved has a positive, educational experience.

Thank you for participating in this process and in helping to provide a safe environment for all CCE participants. Please don't hesitate to contact us with any questions. We look forward to hearing from you.

Sincerely,

Linda Tripp, Issue Leader, 4-H Youth Development

Enc: CCE Enrolled Volunteer Position Description
Code of Conduct
CCE Association Volunteer Application Form
Confidential Return Envelope

Building Strong and Vibrant New York Communities

Building Strong and Vibrant New York Communities

Cornell Cooperative Extension in Columbia and Greene Counties provides equal program and employment opportunities.