



## Michigan State University Extension Event Volunteers

### PROGRAM DEFINITION

MSU Extension may coordinate or provide volunteers for events. When MSU Extension coordinates the volunteers, staff should consider the specific roles in which they are placed to ensure they are screened appropriately.

### GOLD VOLUNTEER ROLES

Volunteers who represent MSU Extension, have direct contact with program participants, handle finances, and/or have access to sensitive participant information require Gold level screening.

#### Examples may include:

- Individuals representing MSU Extension programs at outreach events, such as an information table at a farmers market, an activity table at a school event, or demonstrations at a community event.
- Event chaperones
- 4-H food booth volunteers who provide leadership or collect funds.
- Superintendents who are coordinated through MSU Extension
- Volunteers who are handling finances ( ie. food booth, auction, merchandise)
- Volunteers providing oversight to youth handling or collecting funds
- Individuals who have access to sensitive participant information
- Volunteers providing oversight to other silver-level volunteers
- Volunteers who are providing leadership for event activities
- Volunteers who may have access to sensitive information, such as registration information or databases

### SILVER VOLUNTEER ROLES

Volunteers with little to no contact with program participants require a Silver level screening. Volunteers who regularly assist with these items should be screened at the Gold volunteer level. Silver volunteers have no access to sensitive information. At least one Gold volunteer or MSU Extension employee must be present when utilizing Silver volunteers.

#### Examples may include:

- Individuals volunteering for a shift at a food booth
- Exhibit building volunteers
- Clerks for 4-H classes or shows
- Individuals completing a barn duty shift when coordinated by MSU Extension
- Judges hired and paid by MSU Extension or 4-H funds
- Mock interview panels

**To contact an expert in your area, visit [extension.msu.edu/experts](https://extension.msu.edu/experts) or call 888-MSUE4MI (888-678-3464)**

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#### PARENTS, PARTNERS, OR FRIENDS (NO BACKGROUND CHECK OR INTERVIEW)

Oftentimes, needs at an event or program arise quickly or are not anticipated. We recognize that parents, partners, and friends of the program will sometimes step in to provide support in the moment. Screening is not required if the following conditions are met; however, staff should work with a person to obtain Silver status if that person frequently/regularly assists in this way. This includes individuals who:

- Do not represent MSU Extension, but may represent a partner organization.
- Have minimal interactions with participants and no meaningful conversations.
- Help in a public area with other screened volunteers or MSU Extension staff members (if youth are involved).

#### Examples may include:

- A guest speaker, including someone giving a demonstration, when MSU Extension staff or a Gold volunteer is present during the demonstration.
- Employees of an event site. For example, camp personnel at facilities where MSU Extension rents or uses the facility. However, MSU Extension staff members should ask whether background checks are conducted on employees present during the event, at a minimum, and factor that into their decision to utilize the facility.
- Parking attendants.
- People offering impromptu cleanup or setup help at an event.
- Gate attendants.
- Ring stewards.

#### VEST COACH SUPPORT

Other volunteer roles unique to an event may require a discussion between 4-H staff and their VEST coach to determine the appropriate screening level. If you are unsure what level of screening a volunteer should receive, 4-H staff should contact their VEST coach.