

To: 4-H Volunteers,

Re: Guest Speakers, non-approved 4-H volunteers assisting with 4-H Club functions

Last year in May of 2022 Purdue University adopted a new policy on people working in youth programs. People who are now working in any capacity with the 4-H program and our 4-H Youth will need to also have a guest speaker/agreement form on file as well as a sex/violent offender check on file prior to them working on behalf of the 4-H program. This may include (but not limited to):

- Guest speaker at a club meeting
- Volunteering to work in the ECCC
- Volunteering to assist the club in a community service project
- Assisting in a 4-H food booth

This needs to be completed on an annual basis (October 1 to September 30). For example, if Bob Smith volunteers to give a presentation at a club meeting, he will need to complete the speaker agreement and have the checks completed by our office. Later in the year Bob wants to volunteer to work in the ECCC, he then will not need to complete the form as he has already done so.

You will find two different documents with this letter:

1. Copy of the guest speaker form
2. A sheet that you can record all of your guest speaker information to forward to the extension office.

We ask that you give us at least 1 week notice to complete the sex/violent offender registry checks. We know that sometimes things can change last minute, however the more notice the better. Please be sure to complete the form completely. The guest speaker agreement form can be signed during the event and turned back into our office. If you have any questions, please contact our office at 574.533.0554.



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