



OHIO CERTIFIED VOLUNTEER NATURALIST STANDARDS OF BEHAVIOR

(Copy for Volunteer)



This Standards of Behavior is a contractual agreement accepted by volunteers who commit to the **OHIO CERTIFIED VOLUNTEER NATURALIST (OCVN)** program. The Standards of Behavior shall guide the volunteers' behavior during their involvement with the Ohio Certified Volunteer Naturalist Program. Just as it is a privilege for **Ohio State University Extension (OSU Extension) and OCVN partners** to work with individuals who volunteer their time, energy and talent to the OCVN program, a volunteer's involvement in the program is a privilege and a responsibility, not a right.

The OCVN program provides unbiased, research-based educational programs accessible to all Ohio residents. The primary purpose of this Standards of Behavior is to ensure the safety and well-being of all OCVN program participants (i.e., target audiences, professionals and volunteers.) OCVN program volunteers are expected to function within the guidelines of OSU Extension and the OCVN Program.

The Ohio Certified Volunteer Naturalist program volunteers shall, at all times:

- Promote and support OCVN goals, philosophies, mission, and activities in order to develop an effective local, state, and national program.
- Conduct themselves in a courteous and respectful manner, with fairness, honesty, and integrity.
- Accept supervision and support from professional staff while involved in the program.
- Respect, adhere to, and enforce the rules, policies, and guidelines established by the OCVN program and any additional guidelines established by their local program.
- Perform duties in a responsible and timely manner as outlined in the job description.
- Uphold the commitment made to the program by completing the required volunteer hours and advanced training hours.
- Keep accurate records of volunteer service, training, and research; regularly notify their local coordinator of these records.
- Comply with all civil rights laws and policies, including, but not limited to, OSU Extension equal opportunity policies, anti-discrimination laws, and the program participant protection policy.
- Report immediately to the program coordinator any misconduct by any OCVN volunteer or participant that threatens the emotional or physical well-being of a participant.
- Handle animals and operate machinery, vehicles, and other equipment in a responsible manner and in accordance with the host organization's guidelines.

The Ohio Certified Volunteer Naturalist program volunteers shall not:

- Abuse program authority, certification, or membership for personal or commercial gain.
- Advocate, lobby, or promote political issues while representing OCVN.
- Engage in abusive behaviors that physically or verbally threaten or harm any program participant, including youth and any other vulnerable populations.
- Commit or have been convicted of a felonious act.
- Use alcohol or any controlled substances while performing service as a Volunteer Naturalist. (Reporting for service while under the influence of alcohol or a controlled substance will result in termination from the volunteer program.)

OHIO STATE UNIVERSITY EXTENSION MEMBER/SERVICE RECIPIENT PROTECTION

- Volunteers will not intentionally or purposefully place themselves in a position alone with a member of a vulnerable population, in a one-on-one situation, including, but not limited to, sharing sleeping quarters with non-related members and/or participants.
- Volunteers will endeavor to provide safe and healthy programs for all participants. In cases of illness or injury, participants will be treated on-site by the appropriate health care provider or taken to an appropriate health care provider if necessary, when a legal parent, guardian or caregiver is not available for consultation.
- Volunteers, will not, under any circumstances, physically, verbally or emotionally abuse, or fail to provide the basic necessities of care, such as food or shelter to members or participants.

OHIO STATE UNIVERSITY EXTENSION Ohio Certified Volunteer Naturalist Program TITLE USE AGREEMENT

The title **Ohio Certified Volunteer Naturalist** is to be used only and exclusively in conjunction with activities associated with the Ohio Certified Volunteer Naturalist Program.

- I will identify myself as an “Ohio Certified Volunteer Naturalist” only when engaged in volunteer service in an OCVN-sponsored program.
- I will not appear as part of a commercial activity, have association with commercial products, or give implied endorsement of any product or place of business by The Ohio State University, Ohio State University Extension, or its partners while service as an Ohio Certified Volunteer Naturalist.

I have read and understand the Standards of Behavior, Member/Service Recipient Protection Policy and Ohio Certified Volunteer Naturalist Program Title Use Agreement outlined above. I agree to give the **OCVN program** 40 hours of volunteer service (year of training) in exchange for 40 hours of **Volunteer Naturalist** training. I further agree to give the **OCVN Program** 20 hours of volunteer service and 8 hours of advanced training annually. I understand and agree that any act or omission on my part that contradicts any portion of these standards is grounds for immediate suspension and/or termination of my volunteer status with the Ohio Certified Volunteer Naturalist Program.