



# Frontier Extension District 4-H 2026 CWF Volunteer Adult Chaperone Job Description

**PURPOSE:** Under the supervision of the Group Coordinator, provide training, leadership and supervision for 4-H CWF (Citizenship Washington Focus) Delegates representing the Frontier Extension District.

## **MAJOR RESPONSIBILITIES:**

1. Complete and sign the following forms and return the originals to the Frontier Extension District Office: CWF Volunteer Adult Chaperone Application, Kansas 4-H Participation Form.
2. Become familiar with event and 4-H rules and procedures, including 4-H volunteer policies, emergency procedures and Kansas 4-H Code of Conduct.
3. Participate in all briefings for delegates and their parents before traveling to event.
4. Accompany the CWF delegates to event activities.
5. Share in the responsibility for driving cars/vans to CWF event activities, as needed.
6. Be present to supervise and assist CWF 4-H members at all activities and lodging areas. Know the whereabouts of youth delegates at all times. Assist the other Group Coordinator in keeping a Check-Out/Check-In Log indicating when delegates leave the event site with their expected return time.
7. Cooperate with Kansas State University Research & Extension (KSRE) faculty, staff, and volunteers in enforcing 4-H and event rules and procedures.
8. Promptly report problems to the Group Coordinator.
9. Attend any and all adult briefing meetings for or during the event and share information from that meeting with team members.
10. Assist with any CWF activities including fundraising efforts the two (2) years before.
11. Assist the Group Coordinator in compiling a summary of activities/highlights of event.
12. Other duties as assigned by the Group Coordinator or KSRE faculty and staff.

## **QUALIFICATIONS:**

1. Must agree to and sign this position description.
2. Must be a Kansas 4-H VIP registered Volunteer. Must be 25 years or older.
3. Must be or become familiar with 4-H and CWF event rules and procedures.
4. Willingness to adhere to 4-H Code of Conduct and obey and enforce the Kansas 4-H Code of Conduct and event rules and procedures. The Group Coordinator will have the final authority over all decisions involving the delegation.
5. Must be familiar with the competencies and needs of 4-H-aged youth and be able to interact positively with them.
6. Ability to manage a budget responsibly, keep receipts and records of travel money spent and turn in all required reports and unused advanced travel funds to the Group Coordinator.
7. Must be available to travel to the CWF event with the youth delegates.
8. Must attend the appropriate coordinator/adult/chaperone meeting(s) at the event and share necessary information from that meeting with team members prior to event activities.
9. Willing to work impartially with all youth delegates.
10. Willing to pay own expenses in excess of airfare, some meals and lodging expenses.
11. Participate in helping plan and execute fundraisers and activities in preparation for the trip.
12. Understand paid way on the CWF trip is in return for volunteer service before, during and after the trip.

**TIME COMMITMENT:** Coordinate group meetings, fundraisers, trip preparation and planning, travel on least one (1) trip, 2026.

**SUPERVISION:** Group Coordinator, District Extension Faculty and Staff and Frontier Extension District Board.

**CONTACT PERSON:** Jessica Flory, Frontier Extension District-Ottawa Office, 1418 S. Main, Suite 2, Ottawa, KS 66067

By signing below, I, \_\_\_\_\_, understand and agree to this position description.

\_\_\_\_\_  
Volunteer's Signature

\_\_\_\_\_  
Date:



# Frontier Extension District 4-H 2026 CWF Volunteer Adult Chaperone Application

**DUE:**  
**April 1, 2024**

**Send to:** Frontier Extension District - Ottawa Office  
1418 S. Main, Suite 2  
Ottawa KS 66067

\*This application only (no additional pages, please) will be utilized for selection.  
\*Must be 25 years of age to apply.

First and Last Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_ Phone \_\_\_\_\_

Years Volunteering with 4-H \_\_\_\_\_

\_\_\_ Yes    \_\_\_ No    Completed the current Volunteer Screening Process and be a  
volunteer in good standing

\_\_\_ Yes    \_\_\_ No    Have chaperoned a prior 4-H event; If so, year \_\_\_\_\_

\_\_\_ Yes    \_\_\_ No    Have chaperoned other youth events; If so, list here:

1. Why are you interested in serving as a 4-H CWF event chaperone?

2. If selected as a 4-H CWF event chaperone, what might your role be? Share your thoughts regarding your role as a chaperone.

3. If others who work with you or know you were asked to describe your abilities to work in a team setting – what would they say?
4. Describe any experiences you have had organizing trips and fundraisers.
5. Describe any experiences you have had working with teens.
6. Describe a conflict that involved you. How did you resolve the conflict?

I certify that the information I have given in this application is true and correct. If selected to serve as a chaperone, I agree to comply with the policies, rules and regulations of the 4-H Youth Development program and the Frontier Extension District. I understand that submission of this application does not guarantee that I will be serving as an event chaperone. Chaperone selection will be based upon event enrollment and chaperone availability. As a potential chaperone, I agree to represent 4-H positively and serve as a role model of good character.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_