





UK CES Volunteer Application, page 1

Volunteer Application Kentucky Cooperative Extension Service

Kentucky Cooperative Extension Service takes seriously its obligation to provide a safe environment for all persons involved in volunteer activities. This application will gather information necessary to successfully match the applicant with the appropriate position. When questions arise about qualifications, answers given by the application will be verified.

I. GENERAL INFORMATION

Name(FIRST)					
(FIRST)	(MIDDLE	E) (LAST			
e-mail					
Phone: Primary		_Mobile			
Other	Work_				
Mailing Address					
(STREET, BOX, ROUTE, APT			,	Ξ)	, ,
Residential Address (If different from	n above):	(Ohreat Deep Deepte Autil)	(O:t-)	(State)	(7:)
How long have you lived at presen	t address?	(Street, Box, Route, Apt#) Vears	(City)	(State)	(Zip)
(STREET, BOX, ROUTE, APT#)	(CITY)	(STATE)	(ZIP)	(Length	of Stay)
	, ,	, ,	. ,	, ,	• •
(STREET, BOX, ROUTE, APT#)	(CITY)	(STATE)	(ZIP)	(Length	of Stay)
Ethnicity: (check one): □ Hispar	ic or Latino	□ Not Hispanic o	or Latino)	
Racial Groups <i>(check all that app.</i> □ American Indian or Alaskan Nat □ Native Hawaiian or Other Pacific	ive	☐ Black or Africar ☐ Asian	n Americ	an	
Gender:	⊐ Female □	I Male □ Other: _	Occu	pation:	
	Employer:_				
lf you were a 4-Her, indicate Coun	ty:		_State:		
If you have volunteered with youth	(including 4	-H), how long did y	ou do s	o?	
If yes, list City:	Cc	ounty:		State): <u> </u>
Have you been convicted of two or □ Yes□ No If yes, please explain	r more movii	ng vehicle violation	s in the	last 12	months'







UK CES Volunteer Application, page 2

Extension staff with whom	you worked. Name:	P	hone:
Previous Volunteer Experie	ENCE (LIST CURRENT OR MOST RECENT		
DRGANIZATION	VOLUNTEER ROLE		YEAR(S)
DRGANIZATION	VOLUNTEER ROLE		YEAR(S)
LEMEDOENOV		ATION	
I. EMERGENCY	CONTACT INFORM	ATION	
Name			
Name(FIRST)	(MIDDLE)	(LAST)	
e-mail			
Phone: Primary	Mobile		
Other	Work		
should be from that youth orga	experience as a volunteer with nization. Please include comple	ete address and pl	none number.
-			
Address(Street)	(City)	(State)	(Zip)
How do you know this pers	on?	email	
2) NAME	cell phone	work	ohone
Address(Street)	(City)	(State)	(Zip)
How do you know this pers	on?	email	
authorize the contact of the referer	ices listed above.		
	cord Check may be conducted. I und se for non-appointment/ termination/d		
f accepted as a volunteer, I agree to the volunteer responsibilities to the programs is to develop youth individure part of the College of Agriculture Centucky counties share. As a volu- national origin, creed, religion, politi	o abide by the standards of the Kentu- best of my abilities. I understand that dually and as responsible, productive e, in which USDA, the University of K nteer, I am committing to involve indivical belief, sex, sexual orientation, ger age, veteran status, or physical or me	cky Cooperative Exte the purpose of 4-H Y citizens. I recognize entucky, Kentucky St viduals regardless of nder identity, gender	nsion Service and to fulfil outh Development that Extension programs ate University and all race, color, ethnic origin,
Signature of volunteer			e

Cooperative Extension Service
Agriculture and Natural Resources
Family and Consumer Sciences
4-H Youth Development
Community and Economic Development

Educational programs of Kentucky Cooperative Extension serve all people regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, or physical or mental disability. University of Kentucky, Kentucky State University, U.S. Department of Agriculture, and Kentucky Counties, Cooperating.











UK Motor Vehicle Record Information Form

Motor Vehicle Record (MVR) Release and Information Form

Please provide all requested information and email form to Eausby@uky.edu_in UK Risk Management

UK Risk Management 306 Peterson Service Building Lexington, KY 40506-0005 Phone: (859) 257-3708

Services provided by: Underwriter's Safety & Claims Phone: (502) 244-1343 Please attach scan of Drivers' License.

Department Information:				
UK Department:		Department Num	ber:	
Supervisor/Contact:		Supervisor/Contact	t Phone:	
Driver Information: Check One	_Employee	4-H Volunteer	Other:	
Name: Exactly as it appears on Drivers' lic	ense	Phone:		
Address:			ST:	Zip:
Sex:Date of Bir	th:	County:		
Drivers License Number:		State:		
Years Driving Experience Yrs.:	Mos.:	Date of Hire:		
In connection with any application made b concerning matters of motor vehicle inform State, and other agencies which maintain re-	ation. I understa	nd that you may be requesting	information from	
I authorize, without reservation, any party o harmless, the University of Kentucky, its Bo and/or responsibility for doing so. I hereb Underwriter's Safety & Claims and/or any of or electronic form. I recognize that these inc by me.	ard of Trustees, by give consent their agents. Thi	officers, employees, agents, and to the University of Kentucky s authorization and consent sha	d representatives to obtain such all be valid in an d	from any liability information from original, fax, copy
Failure to provide all information requested r	may result in a de	lay of University of Kentucky dri	ving privileges.	
Driver's Signature: X		D	ate:	

Revision 3/16/2021







Criminal Record Check Request

University of Kentucky Extension VolunteerCriminal Record Check Request

DISCLOSURE AND AUTHORIZATION FORM TO OBTAIN CONSUMER REPORTS Please Read Carefully Before Signing the Authorization

In considering you for a volunteer role, Kentucky Extension will request a criminal record check from Verified Volunteers. (855) 326-1860 www.verifiedvolunteers.com as well as two personal references.

For explanation purposes:

- a "criminal record check" is a written communication of information, used in making a volunteer-related decision about you. This may include criminal history reports and driving records.
- a "personal reference" is a report of information on your character, reputation, personal characteristics
 or mode of living obtained from prior employers, neighbors, friends, associates or others who have
 such knowledge. You are entitled to disclosures regarding the nature and scope of the information
 requested and "A Summary of Your Rights under the Fair Credit Reporting Act." (Note: We will <u>not</u> run
 a credit check on any potential volunteer. This is simply the name of the bill.)

We must have your written authorization to obtain a criminal record check and personal reference. Before any adverse action is taken, based on information in those reports, you will be provided a copy of that report, the name, address and telephone number of Verified Volunteers and a summary of your rights under the FCRA.

To obtain a Criminal Record Check, please print your information clearly and accurately: First Name: _____Middle: ____Last: ____ Social Security Number:_____ Email: ____ Date of Birth: _____Phone Number: ____ Driver's License #: Driver's License State: Current Address: 1:____ From To Seven Year Address History: Address 3: From To Address 4: ______ From _____ To _____ Address 5: From To______ Maiden/Alias Names Used: I understand that failure to provide the information requested will prohibit my involvement as a volunteer for the University of Kentucky. I understand that failure to accurately provide the information requested may result in my prosecution under KRS 523.100. I hereby give permission to the University of Kentucky to obtain a Criminal Record Report on me.



Educational programs of Kentucky Cooperative Extension serve all people regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, or physical or mental disability. University of Kentucky, Kentucky State University, U.S. Department of Agriculture, and Kentucky Counties, Cooperating.

LEXINGTON, KY 40546



(signature)



(date)

DPP-156 (R. 8/2019) 922 KAR 1:470

COMMONWEALTH OF KENTUCKY CABINET FOR HEALTH AND FAMILY SERVICES

Department for Community Based Services CENTRAL REGISTRY CHECK

FOR THE FOLLOWING TYPES OF EMPLOYMENT OR VOLUNTEERISM, STATE LAW OR KENTUCKY ADMINISTRATIVE REGULATION AUTHORIZES A CHILD ABUSE/NEGLECT (CA/N) CHECK AS A CONDITION OF EMPLOYMENT OR VOLUNTEERISM (www.lrc.ky.gov). PLEASE CHECK THE CATEGORY LISTED BELOW THAT APPLIES TO YOU FOR WHICH THE CHILD ABUSE OR NEGLECT CHECK IS BEING REQUESTED:

	HECK IS BEING RE(OUESTED:			
		on/Independent Living) Empl	oyee or Vo	lunteer (Required l	oy 922 KAR 1:310)
Residential (Child-Caring Facility Emp	oloyee or Volunteer	•		by 922 KAR 1:300)
	Group Home/Emergency)				
☐ Public School	ol Employee, Student Teac	cher, Contractor, or School-Ba	ised Decision		
	1'1 01 101 15				by KRS 160.380)
		Employee or Student Teacher			by KRS 160.151)
	Employee, Contractor, or		(Rec	quired by KRS 194	
	torney Regarding the Care				by KRS 403.352)
	Community Living (SCL)) Employee		\ <u>1</u>	by 907 KAR 12:010)
Michelle P.			(D		by 907 KAR 1:835)
	Community Based (HCB) V		(Rec	quired by 907 KAR	
	ain Injury Waiver Services	3			by 907 KAR 3:090)
	Advocacy Center	101)			by 922 KAR 1:580)
Personal Car	nted Special Advocate (CA	ASA)			by KRS 620.515)
Personal Car	re Attendant			(Required t	y 910 KAR 1:090)
		ARDING THE INDIVIDU			
NEGLECT CH security card, o	IECK (Please print and or birth certificate):	submit identifying informa	ntion such	as a copy of your	driver's license, social
NEGLECT CH security card, o	IECK (Please print and or birth certificate): (midd)	submit identifying informa	ntion such		
NEGLECT CH security card, o	IECK (Please print and or birth certificate): (midd)	submit identifying informa	ntion such	as a copy of your	driver's license, social
NEGLECT CH security card, of NAME:(first) Sex:Race:	IECK (Please print and or birth certificate): (midd)	submit identifying informa	ntion such	as a copy of your	driver's license, social
NEGLECT CH security card, of NAME:	IECK (Please print and or birth certificate): (midding Date of Bi	submit identifying informa	ntion such	as a copy of your	driver's license, social
NEGLECT CH security card, of NAME: (first) Sex: Race: Social Security Date of Initial	IECK (Please print and or birth certificate): (midding pate of Bing pate of Bing pate) (midding pate of Bing pate) (midding pate)	submit identifying informa	ntion such	as a copy of your	driver's license, social
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NEGLECT CH security card, of NAME: (first) Sex: Race: Social Security Date of Initial	IECK (Please print and or birth certificate): (mideDate of Bivy/Individual Taxpayer Hire:ess:	submit identifying informa	(maiden/nic	as a copy of your	c driver's license, social (last)
NEGLECT CH security card, of NAME: (first) Sex: Race: Social Security Date of Initial Present Addressed	IECK (Please print and or birth certificate):	submit identifying informa	(maiden/nic	as a copy of your	driver's license, social (last)
NEGLECT CH security card, of NAME:(first) Sex:Race: Social Security Date of Initial Present Address	IECK (Please print and or birth certificate):	submit identifying informa	(maiden/nic	as a copy of your ckname/other) State State	Zip Code Zip Code
NEGLECT CH security card, of NAME:	IECK (Please print and or birth certificate): (mideDate of Birth print and or birth certificate): (mideDate of Birth print and or birth certificate): [MideDate of Birth print and or birth certificate): [MideDate of Birth print and or birth certificate): [Mide	submit identifying informa	(maiden/nic	as a copy of your	c driver's license, social (last)
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NEGLECT CH security card, of NAME:	IECK (Please print and or birth certificate): (midd	submit identifying informa	(maiden/nic	State State State	Zip Code Zip Code Zip Code



An Equal Opportunity Employer M/F/D

CENTRAL REGISTRY CHECK

A credit or debit card payment in the amount of ten dollars (\$10.00) must accompany your request to process a Child Abuse or Neglect Check. The Child Abuse or Neglect Check will NOT be processed without payment.

I hereby authorize the Cabinet for Health and Family Services to complete a Child Abuse or Neglect check and to submit the results of the check to me and, on my behalf, to the employer or agency listed below. I also release the Cabinet for Health and Family Services, its officers, agents, and employees, from any liability or damages resulting from the release of this information.

damages resulting from the release of this information. All the information provided is complete and true to the best of my knowledge. I understand if I give false information or do not report all of the information needed, I may be subject to prosecution for fraud. Signature of the Individual Submitting to the Child Abuse or Neglect Check Date The individual authorizing a Child Abuse or Neglect check may submit a CHFS-305, Authorization for Disclosure of Protected Information, authorizing the Cabinet for Health and Family Services to disclose additional information regarding a finding to the employer or agency listed below should the employer or agency request additional information pursuant to 922 KAR 1:510, Authorization for disclosure of protection and permanency records. In addition to receiving the results myself, I authorize the Cabinet for Health and Family Services to share the results with the following employer or agency: NAME OF EMPLOYER/AGENCY: ADDRESS: CITY:____ STATE: _____PHONE: E-MAIL ADDRESS: ____ RESULTS OF CHILD ABUSE OR NEGLECT CHECK [FOR OFFICIAL USE ONLY] No reportable incident found in accordance with 922 KAR 1:470 Substantiated child abuse found on the registry

Date of substantiated finding: Substantiated child neglect found on the registry

Date of substantiated finding: The substantiated abuse or neglect finding relates to sexual abuse, sexual exploitation, a child fatality, near fatality, or involuntary termination of parental rights \(\sum \) Yes \(\subset \) No A matter subject to administrative review found in accordance with 922 KAR 1:470

CHECK CONDUCTED ON_____BY ___

DPP-156 (R. 8/2019) 922 KAR 1:470



Kentucky CES Volunteer Expectations





Kentucky CES Expectations for Volunteers

Trust is placed in the Kentucky Cooperative Extension Service to provide quality leadership and care for individuals participating in CES programs. The opportunity to work with youth is a privileged position of trust that should be held only by those who are willing to demonstrate behaviors that fulfill this trust. These expectations for volunteers guide their involvement in Kentucky Extension activities.

The purpose of these expectations for volunteers is to ensure the safety and well-being of all participants (i.e., youth, their parents, and families, paid and volunteer staff). Kentucky CES volunteers are expected to function within the guidelines of Kentucky CES and Kentucky 4-H.

The following statements relate to the role of a volunteer with Kentucky CES and represent a contractual agreement between a volunteer and Kentucky CES.

- I will represent Kentucky CES to youth and adults by conducting myself with courteous manners and language, exhibiting good sportsmanship, serving as a positive role model, and demonstrating appropriate conflict resolution skills.
- I will abide by all applicable laws and CES rules, policies, and guidelines. This includes, but is not limited to, child abuse, fiscal management procedures and substance abuse.
- I will accept supervision and support from Extension staff or management volunteers.
- I will participate in orientation and on-going volunteer education and development, including client protection standards.
- I will not consume or allow others to use alcohol or illegal drugs at any CES function.
- I will, when transporting others, operate vehicles and equipment in a safe and reliable manner and only with a valid operator's license. I will comply with all vehicular regulations and laws. All passengers will be secured by properly operating seat belts. I have the minimum vehicle insurance coverage required by the Commonwealth of KY.
- I will accept the responsibility to promote and support the vision, mission, and values of Kentucky CES and its programs.
- I will conduct myself in a manner that is in the best interest of youth, adults and CES and will not use the volunteer position for purposes of personal gain.
- I will treat animals in a humane manner and teach program participants to provide appropriate animal care and management.
- I will use technology (including social media) in an appropriate manner that reflects the best practices in youth development.
- I will not practice, condone, tolerate, or allow bullying, hazing, harassment, or malicious pranks.
- I will ensure that educational programs of KY Cooperative Extension serve all people regardless of economic or social status and will not discriminate based on race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, or physical or mental disability.

I have read, understand, and agree to abide by these expectations for volunteers. I understand that suspension or termination of my position will result if I do not meet these expectations.

Signature of Volunteer	Date	
Signature of Supervisor or Agent	 Date	

LEXINGTON, KY 40546

Cooperative Extension Service
Agriculture and Natural Resources
Family and Consumer Sciences
4-H Youth Development
Community and Economic Development

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Date



Verified Volunteer Criminal Record Check Results

Criminal Record (Background) Check Results (attach here)

Disclosure Regarding Volunteer Background Report

Kentucky Cooperative Extension Service ("COMPANY") may obtain from Sterling Volunteers, 1 State Street Plaza, New York, NY 10004, (855) 326-1860. www.sterlingvolunteers.com, a consumer report and/or an investigative consumer report ("REPORT") that contains background information about you in connection with volunteerism. Verified Volunteers may obtain further reports throughout your volunteerism so as to update your report without providing further disclosure or obtaining additional consent.

The REPORT may contain information about your character, general reputation, personal characteristics and mode of living. The REPORT may include, but is not limited to, credit reports and credit history information; criminal and other public records and history; public court records; motor vehicle and driving records; and Social Security verification and address history, subject to any limitations imposed by applicable federal and state law. This information may be obtained from public record and private sources, including credit bureaus, government agencies and judicial records, and other sources.

If an investigative consumer REPORT is obtained, in addition to the description above, the nature and scope of any such REPORT will be for personal references.

Authorization to Obtain a Criminal Record Check (Background Report)
I have read the Disclosure Regarding Volunteer Background Report provided by Kentucky Cooperative Extension Service ("COMPANY") and this Authorization to Obtain Volunteer Background Report. By my signature below, I hereby consent to the preparation by Verified Volunteers, a consumer reporting agency located at 1 State Street Plaza, New York, NY 10004, (855) 326-1860, www.sterlingvolunteers.com/ of background reports regarding me and the release of such reports to the COMPANY and its designated representatives, to assist the COMPANY in making a volunteer decision involving me at any time after receipt of this authorization and throughout my volunteerism, to the extent permitted by law. To this end, I hereby authorize, without reservation, any state or federal law enforcement agency or court, educational institution, motor vehicle record agency, credit bureau or other information service bureau or data repository, to furnish any and all information regarding me to Verified Volunteers and/or the COMPANY itself and authorize Verified Volunteers to provide such information to the COMPANY. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.
I acknowledge receipt of a copy of the Consumer Financial Protection Bureau's "A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT."
Applicant's Name (Printed):
Applicant's Signature:
Date:

Educational programs of Kentucky Cooperative Extension serve all people regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed,

religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, or physical or mental disability. University of Kentucky,

Kentucky State University, U.S. Department of Agriculture, and Kentucky Counties, Cooperating.



Applicant's Signature







Kentucky Cooperative Extension Service Volunteer Reference Form

Refe	erence Name	P	Phone ()		
Add	ress				
	ress Street	City	State	Zip	
(Prov	ition applying for vide a written volunteer position ion description if done by telepl	description if done by lette	er. Provide a brief synops	is of the voluntee	
Inte	rviewer's Signature				
(If do	e of Telephone Interview _ ne by letter, use date of comple	etion.)			
1.	How long have you kno	wn the applicant?			
2.	What are the applicant'	s strengths and weakr	nesses as applied to t	his position?	
	Strengths:				
	Weaknesses:				
3.	Would you be willing to responsible under thei				
3.	Why do you consider th	nie applicant to be a po	poitive role model for		



Community and Economic Development



	In comparison with persons you have known how would you rate the applicant if the following areas?					
	C	Below <u>Average</u>	<u>Average</u>	Outstanding		
	Emotional maturity Leadership Enthusiasm and energy Self-confidence Sense of humor Handling emergencies Understanding of children Communication skills					
	Dependability Patience Ability to work with children					
-	If given the opportunity, would you select this person for this position? NoYes					
	Why or why not?					







Kentucky Extension Master Gardener

VOLUNTEER POSITION DESCRIPTION

Kentucky Horticulture Program
Kentucky Cooperative Extension
The University of Kentucky College of Agriculture

POSITION TITLE:

Master Gardener

TIME REQUIRED / DURATION OF APPOINTMENT:

• 40 hours of volunteer service, over a one-year time frame, to be approved by the County Extension Agent.

LOCATION:

Various locations in McCreary County

GENERAL PURPOSE:

 To facilitate programs of the McCreary County Cooperative Extension Service and provide research-based information in order to protect and enhance horticulture in the community.

SPECIFIC RESPONSIBILITIES:

Provide leadership and volunteerism to further advance horticulture in McCreary County.

QUALIFICATIONS:

- Must complete the Volunteer Application process and be approved by the Youth Protection Risk Management Committee.
- Commitment to the educational and volunteerism components of the Master Gardener Program.

BENEFITS:

- This certification provides over 24 hours of instruction by area agriculture/horticulture agents, local industry professionals and experts from the University of Kentucky.
- Basic botany, soils & fertility, plant pathology, entomology, and pesticides/pesticide safety are the subjects you will learn in the first year to become certified. Further education beyond initial training will include subjects such as fruits, flower and vegetable gardening, composting, tree and shrub selection and planting, and diagnosing plant problems.

SALARY:

Unsalaried; volunteer.

MENTOR / SUPERVISING PROFESSIONAL:

Tracie Goodman, County Extension Agent for Agriculture & Natural Resources McCreary County Extension Office 141 College St., Whitley City, KY 42653

Phone: (606) 376-2524

Email: tracie.goodman@uky.edu

Signature of Volunteer	Signature of Extension Professional

Date	Da	ite	-
Do you have any angolish needs? If you place	oo doooriba		
Do you have any special needs? If yes, pleas	se describe.		
What is your interest or experience in horticul	ture (gardening)?		
When would you be able to volunteer? Days □ Evenings □ Wee	ekends 🗆 (Other:	
Please check each of the following volunt	eer experiences a	ccording to you	
This DOES NOT mean you will be volunted	eering in these are	<u>as.</u>	
I LIKE TO:		A Little	
Speak to groups			
Speak to individuals			
Judge county fairs; state fair			🗆
Work in small groups			
Work with the media			🗆
Serve in volunteer organizations			
Write newsletter articles			
Write subject matter fact sheets			
Preside at meetings			
Organize programs/events			
Horticulture photography			
Camp/recreation			
Work with community gardens			
Keep records/do paper work			
Serve on committees			
Develop educational exhibits			
Type/computer/newsletter			
Develop posters and visual aids			🗆
Fund raise			
Coordinate a demonstration garden			
Give tours of gardens			
Other:			🗆
Give tours of gardens Other: Would you be available for tours, classes			
Yes □ No □ If yes, when? Satu	rday: A.M. □ or P	² .M □	

Are there certain things you're good at but just not interested in doing as a volunteer? For example, you mig spend your days developing and managing websites but would rather do something entirely different as a volunteer.	ight
Conversely, are there certain skills you'd love to develop and are seeking a volunteer position that will help	you do
just that?	
Do you have access to any of the following?	

- " Pickup truck
- " Utility trailer
- " Wheel barrow
- " Ladder
- " Chain Saw
- " Shovels, trowels and weeders
- " Pruners
- " Strong back
- " Gardening tools