

## **ANR Cooperative Extension Risk Assessment Best Practices**

### **Representation of ANR/CE by Others**

1. Train all volunteers and county employees regarding the proper use of the UC name/logo and those of its programs (4-H, MGP, etc.)
2. Train all volunteers and county employees as to when they should represent themselves as agents of the University
3. Ensure that those county employees and volunteers that represent UCCE understand ANR policies, mission and goals
4. Systematize volunteer involvement as extenders and agents of the University
5. Effective and efficient background check procedures (i.e., locations, reduce or eliminate costs, and timely communications of results)
6. Acknowledge accomplishments of volunteers (e.g., recognition, awards, gifts)
7. Provide access and use of policy manuals online.
8. Encourage online chat lines or message boards as a means of information exchange
9. Encourage volunteer creativity in the name of policy compliance
10. Address the needs of volunteers and remove unnecessary volunteer bureaucratic barriers
11. Establish “in-house academic chat line” for sharing information
12. With administrative support, remove or discipline individuals who do not follow policy guidelines
13. Have broad UCCE/ANR representation on regional, state and national committees/councils/boards/task forces
14. Provide user-friendly volunteer training opportunities and needed resource materials