Introduction:
The EFNEP Coordinator of North Carolina State University along with the North Carolina A & T State University EFNEP Coordinator collaborate on a consistent basis to develop and implement programmatic guidelines that outline the specific approaches NC EFNEP will implement to assure program alignment with federal policy. While specific guidelines still need to be drafted, the Coordinators have collaborated to develop our plan for recruiting, training, and utilizing EFNEP volunteers across our university programs.

New Staffing for Volunteer Development:
North Carolina State University EFNEP plans to restructure professional positions in FY 2018 to meet the changing needs of our program. One position, the Regional Nutrition Extension Associate, Urban Programming, Staff and Volunteer Development will have 0.15 FTE of time committed to Volunteer Development. The primary role for this position is to work with the university Coordinators to develop EFNEP specific training for each of the four types of volunteers to align with the federal Volunteer Policy – June 2017. Formal training will include program specific revisions to existing formal training if needed.

Existing Formal Training:
The Extension Master Food Volunteer training is a training and certification program developed in North Carolina for volunteers who wish to engage in Extension volunteer work in support of foods and nutrition programs. The training includes the following content: History of Extension; Programs that Work (evidence-based); Diversity, Inclusion, and Equity; Food Systems including Structural Racism and Food Equity; Nutrition 101 (Dietary Guidelines); Cook Smart Eat Smart (a curriculum option for high school aged youth); Cooking Demonstrations; and Food Safety and Preservation. The county FCS Agents provides training to all volunteers who wish to participate in this program. The EFNEP Coordinator for NC State University is a member of this development team.

The Faithful Families Lay Leader training is a practice-tested for implementation within a faith community. Lay Leader volunteers participate in a curriculum-specific training taught by one of three individuals: the FCS Agent, the Health Department Educator, or the Regional Nutrition Extension Assistant for EFNEP. An overview of the program, Lay Leader responsibilities before, during, and after the program; and a lesson-by-lesson guide for volunteer involvement is presented. Additionally, if Lay Leaders are comfortable leading some lessons independently, the Lay Leaders receive training by the Regional Nutrition Extension Associate for EFNEP to facilitate 4 lessons out of the 10 lesson series: Shop: Get the Best for Less; Fix it Fast, Eat at Home; Making Smart Drink Choices; and Choosing to Move More. The EFNEP Coordinator for NC State University is a member of this development team.
team and the lessons are based on the NC EFNEP curriculum, *Families Eating Smart and Moving More*. The program was selected as the Signature Research Project for RNECE-South to build existing evidence of the program’s effectiveness. North Carolina first piloted this project in 2007 with Kate B. Reynolds Charitable Trust Foundation funds.

*Youth Voices: Youth Choices* is a formal training for high school age 4-H youth who are members of a TRY-IT team (Teens Reaching Youth through Innovative Teams) and wish to volunteer to assist with EFNEP programming to elementary age youth. Goals for the TRY-IT project relevant to their work with EFNEP are 1) to empower teens to make a difference in others’ lives and 2) to allow teens to contribute to common good through volunteerism and service. The youth attend training conducted by a 4-H Associate and an EFNEP Associate (in FY2018 will be the Volunteer Development position) to provide assistance facilitating food and physical activities led by the EFNEP Educator for each grade level targeted. The EFNEP Coordinator for NC State University is a member of this development team.

**Strategies:**
The EFNEP Coordinators of North Carolina State University and North Carolina A & T State University along with our state teams will work collaboratively to develop consistent guidelines for volunteer engagement. While there may be some distinctions between the university programs, we will align our approaches as much as possible to best utilize all program resources. We expect to recruit, train, and utilize volunteers across all four levels of involvement.

**Formal Volunteer Program**
The Regional Nutrition Extension Associate with responsibility for volunteer development will work with the development team for the *Extension Master Food Volunteer* program to develop the EFNEP specific training for any volunteers wishing to work with the program. Volunteers entering this program and desiring to complete a portion of their required 30 hours shadowing and/or assisting with EFNEP programming will receive additional EFNEP training to include: What is EFNEP, EFNEP Policy, Risk Management, and EFNEP curriculum specific training. This training will be developed by the new position for volunteer development and approved by program coordinators.

We anticipate there will be Non-agency EFNEP volunteers who may wish to become certified as a Master Food Volunteer. A protocol for engaging existing EFNEP volunteers in this higher level of engagement will be developed. The position for volunteer development will convene the Coordinators and the *Master Food Volunteer* program team to establish this protocol. Volunteer hours will be tracked and reported utilizing the Volunteer Time Sheet.

The formal trainings for *Faithful Families and Youth Voices: Youth Choices* is already developed specific to EFNEP programming. Volunteer hours and engagement will be tracked and reported for each of these formal volunteer training programs.
Regional Nutrition Extension Associates for EFNEP will monitor that policy and guidelines for volunteer engagement are followed and will also monitor the recruitment, training, and engagement of volunteers within the counties in their unit.

Non-Agency Volunteers:
Non-Agency Volunteers will be recruited from past EFNEP graduates, community partners and members who have experience teaching or with public health programs, and individual who want to give back to their community. EFNEP Educators are trained to recruit non-agency volunteers as part of their initial training. The volunteer development position will include on-going training for EFNEP staff to help staff recruit, train and utilize volunteers effectively. North Carolina's Families Eating Smart and Moving More has specific volunteer prompts within each of the lessons for engaging this type of volunteer. A lesson-by-lesson review of each of the other curricula used by the program will be facilitated by the position for volunteer development and specific volunteer prompts will be developed for each of the curricula. Volunteers who progress to assisting with food preparation and demonstration will receive training in food safety, risk management, and food demonstration planning and presentation. Training specific to assisting with food demonstrations will be provided by the Regional Nutrition Extension Associate. Background checks for adults wishing to volunteer to work with youth will be conducted following university and 4-H volunteer policy. Regional Nutrition Extension Associates will monitor the recruitment, training, and engagement of non-agency volunteers to assure program fidelity and integrity and compliance with university and EFNEP policies and procedures.

Agency Paid Volunteers
North Carolina EFNEP has utilized agency paid volunteers for a number of years. Almost all of our recruitment occurs in partnership with organizations and agencies who serve our target audience. As part of the recruitment process, key individuals in the agency are identified who will serve as program volunteers for EFNEP.

For adult programs, these agency paid volunteers assist with the following:
- Identifying suitable space to conduct program
- Negotiate funds for demonstration supplies with organization or agency administration,
- Promote EFNEP to clients
- Commit to a minimum lesson time of 30 minutes and to the identified series of lessons to meet client needs
- Follow-up with clients between lessons

Specific agency paid volunteers may engage in helping to set up and provide assistance during lessons or even provide transportation for their clients to participate in EFNEP.
NC EFNEP and NC WIC have a unique partnership. We have a common curriculum developed collaboratively for primary use in EFNEP delivery, but supplemental use by WIC Nutritionists. With this partnership, WIC Nutritionists may teach lessons such as *Eating Healthy Throughout the Lifecycle: Pregnancy, Breastfeeding, Infants, and Children* independently while EFNEP Educators teach the core lessons of the curriculum as a part of EFNEP outreach with their clients.

For youth programs conducted in school settings, the classroom teacher serves as the agency paid volunteer. The EFNEP Educator and the classroom teacher meets to discuss roles as part of EFNEP programming in school settings. The classroom teacher will share the school policy regarding food, any food allergies of students, and any other special considerations including schedules for assemblies and other events that could disrupt the schedule for EFNEP programming. The classroom teacher agrees to:

- Commit to a minimum lesson time of 30 minutes and to a minimum 6-lesson series.
- Assist EFNEP Educator with classroom management.
- Assist EFNEP Educator with demographic data collection and attendance.
- Assist EFNEP Educator with evaluation data collection.
- Complete follow-up activities to reinforce learning between lessons.
- Collect success stories from participating youth.
- Complete and return Teacher Program Surveys to EFNEP Educator.
- Promote EFNEP to peers, parents, and school administration.

**Students/Interns**

**Undergraduates**

NC State University will offer student intern volunteer opportunities to undergraduate students enrolled in food science, nutrition, FCS, public health, social work, and/or other post secondary students in related programs who wish to gain community nutrition volunteer experience with EFNEP. Student interns will be recruited to volunteer specifically to assist EFNEP Educators with after-school youth outreach and family programming.

Volunteer opportunities including program location, job description, training required, and application procedures will be shared with university and community college faculty in relevant departments. If a student is seeking course credit, the EFNEP supervising professional, advisor, and student will coordinate volunteer learning experience to meet the requirements for the course and align with the policy and guidelines for EFNEP Volunteer Engagement. An initial interview will be conducted. Background checks and reference checks will be completed for all top applicants for each program location. The EFNEP Coordinator will request Departmental funds be made available to cover the cost of background checks.

Student interns will be supervised by EFNEP professionals and assist EFNEP Educators. Training will include: What is EFNEP; Diversity, Inclusion, and Equity;
Risk Management; Food Safety; Conducting Food Demonstrations; and lesson-by-
lesson responsibilities specific to curricula utilized for the program.

Students will complete a time sheet to record hours contributed to EFNEP
programming and/or in accordance with requirements for course completion.
EFNEP will request a reflection summary at the end of the experience. Additional
requirements may be applicable if volunteer commitment is to meet course
requirements.

General (all volunteers):
Volunteers will provide their own transportation to and from program site.
All volunteers will be expected to adhere to university, organization, and EFNEP
policies and guidelines. Standards for professional dress as outlined in EFNEP are
expected. Volunteers working with EFNEP are expected to demonstrate the
following:

- **Dependability** in providing immediate notice if unable to attend an assigned
time.
- **Appreciation** for the confidential nature of the work.
- **Loyalty** to the organization, its staff and other volunteers.
- **Willingness** to comply with requirements, regulations, and procedures.
- **Belief** in the dignity of all persons and that all deserve genuine warmth,
courteous treatment, and tolerance.
- **A sincere desire** to provide help and assistance to others.

Volunteers can expect the following from EFNEP staff:

- Regarded as a contributing co-worker whose input is welcome and
appreciated.
- Selection of a suitable volunteer assignment with consideration for personal
preference, life experience, education, employment background, and
availability.
- An increased knowledge of the career opportunities present through
Cooperative Extension and EFNEP.
- Quality training, supervision, and guidance by EFNEP professional staff.
- Curriculum, teaching equipment and supplies, and participant materials such
as handouts and skill builders provided by EFNEP.
- Punctual and complete evaluation to advisor if completing requirements for
a course.
- Recognition for their contribution to EFNEP at a local event.

A volunteer may be reassigned if the EFNEP supervising professional and/or
volunteer feels the location assignment is not meeting the needs of either the
program or the volunteer. A volunteer may be dismissed for failing to meet agreed
upon commitment or for breach in professional code of conduct, ethics, and/or
policy.