

E-mail template for 4-H volunteer leaders for the University of Wyoming 4-H Youth Development Program

Dear prospective 4-H volunteer leader,

Thank you for your dedication to the University of Wyoming Extension 4-H program! We appreciate all the time and energy you give to create a safe emotional and physical environment for our 4-H members.

As you know, the required screening process to be approved as a 4-H volunteer leader includes two background checks: a criminal background check, which is completed every 5 years, and an annual motor vehicle records check. There is no out of pocket cost for a prospective 4-H volunteer leader to complete the screening process. Criminal background checks conducted through the UW Department of Human Resources will include convictions of child endangerment, crimes of a sexual nature, felony involving violence, and financial crimes. All information is private and will remain confidential to the extent allowed by law.

- To ensure your confidentiality, this link at the bottom of the page is specific to your e-mail. Please do not share it with others.
- This first thing you will be asked is to create a username and password.
- Once logged in, please provide all the required information requested.
- Results of the criminal background check will determine if you are approved or flagged for further consideration. It will take approximately two weeks for you to receive notification of the results.
- In the event you are flagged for further consideration, you will be notified to further validate the findings. Restrictions regarding the volunteer role, or denied applications will be communicated in writing from the state 4-H office with a copy to the county 4-H educator.

Important, please read. After completing all the requested information in the link below for the criminal background check, please come back to this email to proceed with the Motor Vehicle Check in the paragraph below. It will be helpful to print this e-mail so that you have easy access to the information which needs to be included in specific fields.

[Click here to Begin](#)

In addition to the criminal background check, the motor vehicle record (MVR) check is completed by the UW Department of Risk Management. A flagged MVR check may result in restrictions to the 4-H volunteer leaders' approval to transport 4-H members who are not their own children.

The process to complete the MVR check follows:

- Log into: [UW OFFICIAL VEHICLE USE POLICY INFORMATION, INSTRUCTIONS, and FORMS](#)
- Select form to request driving privileges – click on NOT A UW EMPLOYEE
- The first time you log on, you will be asked to create a profile
- Create a username and password, click Register
- Add your e-mail address
- Motor vehicle records input form – you will be instructed to enter information exactly as it appears on your driver's license.
- In the following fields, enter the information as instructed below:
 - Department/Organization – enter UW Extension
 - Supervisor/Sponsor – enter name of county 4-H educator
 - In the "NOTIFY" field - enter Roberson, Maud Ann and the county 4-H educator
 - Click the appropriate boxes for permission
 - Click on the submit button