

Instructions for Employees: Application Processes for UW 4-H Volunteer Leaders

Introduction:

State-wide policies are in place to ensure a safe environment for all youth and adults who participate in the University of Wyoming Extension 4-H Program. Providing a safe environment for youth and adults in the Wyoming 4-H Program is our highest priority and is achieved through appropriate screening and training.

4-H volunteer leaders serve as representatives of the University of Wyoming Extension. 4-H volunteer leaders must comply with all federal and state nondiscrimination laws and policies. Volunteer leaders are also expected to abide by the behavior standards established by the University of Wyoming Extension 4-H Program, and to conduct themselves as positive role models for youth.

The County 4-H Educator is responsible for assuring that all programs bearing the 4-H name and emblem are consistent with the mission, goals and policies of the University of Wyoming Extension's 4-H program state-wide and nationally.

Volunteer leader roles which **require screening and appropriate training:**

- Any adult who would have direct, ongoing contact with youth
 - Judging coaches
 - Organizational club leaders
 - Project leaders
 - County project development committees
 - Chaperones
 - Providing transportation for 4-H members other than their own children
 - Handling club or county committee/group finances
 - Any other specific roles as identified by the County 4-H Educator
- Parents or other adult relatives who are not 4-H volunteer leaders but want to stay in the dorm or other communal lodging with their children are required to complete the criminal background check. These parents/adult relatives are exempt from the training requirement.

Roles which **do not require screening** (when activity occurs in the presence of an official UW 4-H volunteer leader or UW extension professional):

- Episodic volunteers (temporary, occasional, short term volunteers)
 - Clinic teachers
 - Event helpers
 - County Fair or other 4-H event judges
 - Committee members organizing an event with other adults
- Parents helping at club meetings and transporting only their own children

Changes to the past process:

This is an outline of the basic changes to the screening/training process for 4-H volunteer leaders. Each will be described in full detail below.

- Background screening through the Wyoming Department of Family Services (DFS) and the Wyoming Department of Criminal Investigation (DCI) will no longer be conducted.
- NEW - Criminal background checks will be conducted on-line through UW Human Resources.
- NEW – Motor vehicle checks will be conducted on-line through UW Risk Management.
- In the past, 4-H leaders were entered into 4-H Plus when their background screening was complete, even if the training requirements were not fulfilled.

- Over the summer, continue to provide training as you have in the past.
- NEW – Beginning October 1, due to the increased cost of the criminal background check, the training requirements must be fulfilled before submitting the adult's name for screening.

Between now and October 1, 2014:

As you know Wyoming 4-H is in the midst of changing the process for volunteer screening. In the past, initial screening and rescreening every 5 years included background checks through DFS and DCI. Last year we learned that DFS and DCI will no longer share the results from background checks which had a direct impact on how screening has been completed. Since June 1, 2013 background checks have ONLY been completed through the Department of Family Services for the initial screening and 5 year rescreens.

The new process for background checks is now in place. In consultation with UW Risk Management and the Department of Human Resources, the State 4-H Office decided to utilize the same screening process for criminal background checks and motor vehicle records (MVR) checks that is used for all UW employees, students, and UW volunteers. There is no out of pocket cost for prospective 4-H volunteer leaders to complete the screening process.

Screening through DFS will no longer be done so you can STOP using the DFS forms now.

Following is the process for any adults who wish to be approved as a 4-H volunteer leader or need to be re-screened now through October 1, 2014.

1. Please have them complete the 4-H Volunteer Leader Application (attached). This application contains all the same information as the Leader Enrollment Form. Put their completed application in a "pending" file until it can be entered into the state data management program.
2. Provide them with a copy of the letter which explains the process to become a 4-H volunteer leader (Letter A).
3. From the 4-H Volunteer Leader Application, e-mail Ann Roberson at the State 4-H Office the full legal name and e-mail address for the individual.
4. The State 4-H Office will e-mail the individual the links to the criminal background check and the MVR check along with instructions. Always encourage individuals to enter their information on-line. That is the best way to protect their privacy, ensure confidentiality and provides the quickest results. Individuals that do not have e-mail can request a paper copy. Refer to the instructions below for specific steps on this process.

If the individual **does not have an e-mail address** you have two options: 1) you can help them enter the information on-line at your computer, using your e-mail address when prompted, or 2) you can provide them with the following paper copies:

1. The 4-H Volunteer Leader Application (attached). Put their completed application in a "pending" file until it can be entered into the state data management program.
2. A copy of the letter which explains the process to become a 4-H volunteer leader (Letter A).
3. A paper copy of the consent form to complete the background checks (attached). The individual will mail the paper copy of the consent form for the background checks to the State 4-H Office.
4. A copy of the Summary of Rights Under the Fair Credit Reporting Act (attached).
5. An envelope addressed to the State 4-H Office, % Volunteer Screening, 1000 East University Ave, Dept. 3354, Laramie WY 82071 and stamped CONFIDENTIAL.
6. The State 4-H Office will enter the information from the paper copy for both background checks.

Adults who are **not 4-H volunteer leaders but want to stay in the dorm** or other communal lodging with their children are required to complete the criminal background check. They are not required to complete MVR.

- Allow adequate time for the screening to be processed which could take up to 1 week.
- E-mail Ann Roberson at the State 4-H Office the full legal name and e-mail address of the parents or other adult relatives wishing to stay in the dorm/cabins.
- The State 4-H Office will e-mail them the link to the criminal background check.
- If a paper copy of the consent form to complete the criminal background check is requested, please follow the instructions above. Processing a paper copy may take up to 2 weeks to receive results.

The State 4-H Office will e-mail the County 4-H Educator when the screening is complete. Please see the **Results** section below for specific information on that process.

County 4-H Educators will be able to go on line and confirm if the motor vehicle records check has been completed. Instructions on how to access MVR checks can be found in the **Results** section.

Following is the process for adults who have completed ONLY the DFS background check.

Since June 1, 2013, over 600 adults have completed ONLY the DFS background check. These individuals are considered backlogged between the “old” and “new” screening process and now need to be caught up with the criminal background check.

The steps to process this **backlog of individuals** is outlined below:

1. Ann is gathering information about individuals from each county who are in the backlog:
 - a. Identify if they a new volunteer or a re-screen
 - b. Confirm training was completed
 - c. Complete mailing address and e-mail address if they have one
2. To help manage the cost of the backlog we have decided that only the volunteers who are being screened for the first time will be submitted for the criminal background check through UW Human Resources. Those who are being rescreened had a criminal background check through DCI when they were first approved to be a 4-H volunteer leader.
3. The State 4-H Office will surface mail a letter to each individual who applied to be a volunteer leader for the first time. The letter is attached for your reference (Letter B).
 - a. If the volunteer has an e-mail address they will receive an e-mail from the State 4-H Office with *4-H Volunteer Screening Instructions* in the subject line. It will contain instructions and links to complete both the criminal background check and the MVR check.
 - b. If the volunteer does not have an e-mail address we will include a paper copy of the consent form which they will need to complete and return to the State 4-H Office along with a copy of the Summary of rights Under the Fair Credit Reporting Act.
4. The State 4-H Office will e-mail the county 4-H office when the screening is complete. Please see the **Results** section below for specific information on that process.

For your information:

The following instructions which volunteers receive to complete the criminal background check and the MVR check are included for your information. It will be helpful to know the steps if you get questions.

Instructions for the criminal background check:

- To ensure the individual’s confidentiality, the link for the criminal background check is specific to their e-mail address.
- Once they log in, they will create a user name and password and enter required information.
- Individuals, who do not have an e-mail address, are asked to contact the county extension office to request a hard copy.

Instructions for the MVR check:

- From the 4-H Volunteer Screening Instructions email, click on the Motor Vehicle Records link. The link for the motor vehicle records check can also be accessed from the Wyoming State 4-H web site: www.uwyo.edu/4-h/
- Select form to request driving privileges – click on NOT A UW EMPLOYEE
- The first time they log on, they will be asked to create a profile
- They will create a username and password, click Register
- Add their e-mail address
- Motor vehicle records input form – they will be instructed to enter information exactly as it appears on their 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

Results:

Screening of **criminal background checks** will include convictions of child endangerment, crimes of a sexual nature, felony involving violence, and financial crimes. Any of these convictions will result in a flagged or denied application.

Results of the **criminal background check** will determine one of the following actions by the UW Extension 4-H Program:

- The State 4-H Office will e-mail the County Extension Office the name(s) of individuals and the results of their background screening.
 - Approved applications – The County 4-H Educator will notify the individual that they have been approved as a 4-H volunteer leader.
 - Flagged applications - The State 4-H Office will consult with UW Human Resources to follow up with individuals whose background checks have been flagged for consideration. Those individuals will be notified and given an opportunity to verify the information in the background check. At this point, they may also be asked to provide additional information which will be considered for determination of approval, denial or restrictions as a 4-H volunteer leader.
 - Denied applications – The State 4-H Office will use certified mail to notify the individual that they have not been approved as a 4-H volunteer leader with the UW Extension 4-H Program. The County 4-H Educator will also receive a copy of the letter.

The **motor vehicle record check** will include moving violations and at fault accidents in the past 12 months and any major convictions in the past 36 months. Major convictions include drunk driving, driving under the influence of drugs, reckless driving, leaving the scene of an accident/hit and run, motor vehicle homicide, attempting to elude a police officer, or racing.

Results of the **motor vehicle check** will be handled as follows:

- The same e-mail notification will be sent to the individual, the State 4-H Office and the County 4-H Educator ONLY if the individual is identified as unqualified to drive.
- In the event the individual is deemed unqualified to drive, the State 4-H Office or UW Risk Management will contact the individual to verify the accuracy of the record. The County 4-H Educator does not need to act upon the notification at this time.

- The State 4-H Office will use certified mail to communicate directly with the individual if there are restrictions regarding transporting youth beyond their own family members. A copy of the letter will also be sent to the County 4-H Educator.
- The County 4-H Educator can log on and confirm if a volunteer has completed the MVR check at any time. You will only see if the individual is qualified to drive. You will not see the actual driving record. If the volunteer is not in the system, they have not completed the MVR check. Below are the instructions for a county 4-H educator to access MVR checks:
 1. Access WyoWeb
 2. Under the Main Tab: Faculty & Staff Resources, click on PeopleSoft HRMS
 3. Enter your Username and Password
 4. From the Main Menu, select Manager Self Service
 5. Select Job and Personal Information
 6. Select Motor Vehicle Records
 7. Under Search Results, select the appropriate year
 8. You will see two tabs: Pending Transactions and Completed Transactions
 9. Under the completed transactions tab, you can search individuals by last name (in the header, click on Find, enter the individuals last name and click ok)

Billing:

A county will be billed at the old rate of \$10 per leader for the number of 4-H volunteer leader screenings that were processed from July 1, 2013 through September 30th, 2014.

The new cost for each criminal background check is \$34. The payment process is still being negotiated.

Where to find resources mentioned throughout these instructions:

The following resources can be found on the **Employee Resources** page of the UW Extension web site:

- E-mail the State 4-H Office will send to prospective 4-H volunteer leaders with *4-H Volunteer Screening Instructions*
- Hard copy of the consent form for background checks
- Instructions for County 4-H Educators to confirm MVR checks for county 4-H volunteer leaders

The following resources will be placed on **both the Employee Resources web site AND the State 4-H web site** so prospective 4-H volunteer leaders have easy access to the information and forms:

- 4-H Volunteer Leader Application (this is a fillable form – an individual could complete it and submit it electronically to you or you could print a hard copy if needed)
- Letter to the 4-H volunteer leader explaining the background checks and instructions to complete the screening process for use between May 1 and October 1, 2014 (Letter A)
- Summary of Rights Under the Fair Credit Reporting Act
- Training requirements for 4-H Volunteer Leaders

Training Requirements:

4-H volunteer leaders are expected to complete training. Between now and October 1, 2014, counties may continue to provide that training as they have in the past. Beginning October 1, 2014, it will be required that training be completed prior to submitting the forms for the background checks. It is a waste of money to have individuals complete the background check then never complete the training components and not be approved as 4-H volunteer leaders.