Date

Letter A - Provide a copy of this letter from your County to 4-H volunteer leaders who need an initial background checks.

Personalized name and address

Dear ,

Thank you for your interest in volunteering for the University of Wyoming Extension 4-H Youth Development Program. Your involvement and dedication ensure the mission of 4-H happens in Wyoming, “*4-H empowers youth to reach their full potential, working and learning in partnership with caring adults*”. We have over 7,000 youth enrolled in the Wyoming 4-H program and our highest priority is creating a safe emotional and physical environment in which the members can learn and grow. That is accomplished through training designed especially for volunteer leaders as well as background checks of adults who have direct interaction with our 4-H members.

Please remember, if you have not already done so, create a profile in 4-HOnline – You can access it from the Wyoming state 4-H web site: <http://www.uwyo.edu/4-h/>

**ORIENTATION AND TRAINING:**

New 4-H volunteer leaders must complete New Leader Orientation. There are two options available; you must complete one of the two. These trainings are free of cost to the volunteer.

* Participate in the group orientation/training. Please contact the County Extension Office for information on when this training is offered.
* Complete the on-line New Leader Orientation sessions anytime. There are 6 sessions and they range in length from 6 to 12 minutes. The on-line New Leader Orientation sessions can be found under Quick Links on the home page of our Wyoming state 4-H Web site.
* If you complete the online orientation options, you will also need to schedule a time to personally meet with the County 4-H Educator.

Optional training which can be very helpful to new 4-H volunteer leaders is the 4-H Volunteer e-Learning Course. This on-line course includes 20 minute modules and covers information about the purpose and philosophy of 4-H, the essential elements of positive youth development, how to conduct club meetings, after school programs and other types of gatherings, as well as techniques and tools for working with youth groups. The following instructions outline how to access the 4-H Volunteer e-Learning Course:

* All of the modules in the E-learning Volunteer Training can be accessed from the Wyoming state 4-H web site under For Volunteers.
	+ The password is *volunteer*
	+ Each module includes a completion certificate. The state 4-H office receives notification when a prospective volunteer leader completes an e-learning module.
	+ The state 4-H office will communicate the completion status to the county extension office.

After the initial approval, a 4-H volunteer leader is required to participate in additional training every 5 years that will benefit your role in 4-H. There are many methods and/or opportunities to receive the training. Please contact the County Extension Office for information about these opportunities.

**SCREENING:**

The Wyoming 4-H Program utilizes the same screening process that is used for all UW employees, students, and UW volunteers. There is no out of pocket cost for 4-H volunteer leaders to complete the screening process. Two types of background checks must be completed before an adult can be approved as 4-H volunteer leader:

* A criminal background check through the UW Department of Human Resources (re-screened every 5 years)
* A motor vehicle records (MVR) check through UW Risk Management (completed annually)

Screening of the **criminal background check** 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. Individuals who have ever been convicted of a crime against children or a vulnerable adult, a crime of a sexual nature, or a felony involving violence will not be approved as a 4-H volunteer leader. All information gathered in the screening process is considered private and will remain confidential and will only be released as required by law.

In addition to the criminal background check, the **motor vehicle record (MVR) check** is completed by the UW Department of Risk Management. UW policy requires individuals who drive on University business (4-H IS University business) to complete the UW Motor Vehicle Records (MVR) check annually. MVR checks completed **AFTER** October 1st, will fulfill this requirement for the entire upcoming 4-H year; if you complete the MVR before October 1st, you will need to do it again after October 1st. This applies to all driving, whether doing so in a personal vehicle, rental vehicle, county vehicle or UW vehicle. The MVR includes moving violations and at fault accidents in the past 12 months and any major convictions in the past 36 months. 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.

Once the initial background checks are completed, please inform the county 4-H educator of circumstances that may affect the results of the current background check. If deemed necessary, a new or additional background check may be requested.

To protect your privacy and ensure confidentiality, both the criminal background check and the MVR will be completed on-line by yourself. Your personal information will not be kept in the County Extension Office. After you have completed the new leader orientation you will receive an e-mail with specific instructions on how to access the links to complete the criminal background check as well as the motor vehicle check. The subject line will read: *4-H Volunteer Screening Instructions*

If you do not have access to internet, please contact the County Extension Office about options to create a profile in 4-HOnline and complete the consent form for the background checks.

If you have any questions, please don’t hesitate to contact me.

Sincerely,

County 4-H Educator