

New Volunteer Approval Process

1. Volunteers enroll in 4-H online. This enrollment will start the entire volunteer approval process.
2. On Wednesday of each week the State 4-H Office Administrative Assistant will check for any leaders who have newly enrolled in 4-H online. E-mail will instruct them on how to complete:
 - a. the criminal background check conducted through Sterling BackCheck
 - b. the motor vehicle records completed through UW Risk Management
 - i. When filling out the MVR volunteers should include Karen Allison and Johnathan Despain, not their 4-H educator
 - ii. On Wednesday each week the State 4-H Office will check the MVR records for newly passed leaders and record that information in 4-H Online in the MVR records check box. If this box is not completed, please contact the State 4-H Office to allow us to do a more in depth search.
 - c. Leaders must complete on online training or an in person training with you.

Copies of all correspondence above will include a copy to the County 4-H Educator to let them know the process has begun.

3. Volunteers who have completed a and b above will be sent a letter via mail that will include the following information:
 - a. Results of their background check
 - b. Contact information for their 4-H Educator to encourage next steps for training.

All information about where a volunteer is in the process will be entered in 4-H Online by the State 4-H Office Administrative Assistant.

4. Volunteers must complete a local county training. This could include any of the following depending on county requirements.
 - a. One on one meeting with the educator to discuss county roles and responsibilities.
 - b. Group meeting with the county educator.
 - c. Online training from the county, state, or other entity about specific role responsibilities.

The county will determine what training needs best meet their county needs. Leaders will be required to contact their counties before they are approved (or whatever process you are using to let leaders know about training). Counties will enter in 4-H online when a volunteer has complete their local county training requirements.

5. Once one of the above has happened the 4-H educator (or support staff) will:
 - a. update 4-H online that the volunteer has been approve by the county

Annual MVR Process

1. When volunteers enroll online Karen Allison will send them a request to complete the MVR process for the year. We will check who has enrolled on Wednesday and send them the information.
2. Once the MVR has been passed she will update it in 4-H online.
3. As a county you can choose to make them active without the MVR completed, but volunteers cannot drive as part of the 4-H program until the MVR is complete.

5 Year Leader Approval Process / MVR Approval Process

1. Leaders will be asked to complete a background screening every 5 years. Each week on Wednesdays, Karen Allison will check to see if any leaders whose background check is up to be redone for the year enroll online.
2. Karen will send them a form to complete a new background check and a new MVR check.
3. Once the background check has been completed the volunteers will get a letter from us to meet with their 4-H Educator to complete their 5 year training.
4. Once the 5 year training is complete the county will accept them in 4-H online.
5. The screening will go by the year in which they enroll (the month will not count). So in 2017 rescreening will be done for anyone who enrolled in 2012. Volunteers who enrolled in January of 2013 will not be screened until the 2018-19 4-H year.

Each week the State 4-H Office will send your county an updated report of correspondence that has been sent out to your volunteers so you are aware of what has taken place.