

Steps for Approval of 4-H Volunteer Leaders

1) Train

2) Screen

3) Approve

TRAIN at County

Orientation for New 4-H Volunteers

- Group setting
- Individual setting
- On-line from State 4-H Web Site
 - Requires brief meeting with educator

Training required in re-screening year (options)

- At county level
- District level
- State level
- Regional level (WRLF)
- Related training at work or other youth organization
- e-Learning modules

Record training completion in 4-H On-line:

- On-line sessions can be recorded individually
- Use space provided to record additional training notes
- Indicate the date a volunteer has completed all their training requirements

Training complete and ready for screening?

- send the volunteer's name and e-mail address to the State 4-H Office

SCREEN at State

Upon receiving the e-mail from the County, the State 4-H Office will send an e-invite to the volunteer with instructions and links to complete screening

- criminal background check conducted through Sterling BackCheck
- motor vehicle records completed through UW Risk Management

State 4-H Office will send following communication to the County through the screening process:

- 1) when the volunteer has submitted their on-line consent and information for the criminal background check
- 2) results of criminal background check
 - a. cleared
 - b. restrictions
 - c. not approved

Process to communication with volunteers who are approved with restrictions or not approved will be discussed between the County and the State 4-H Office.

APPROVE at County

Upon receiving the screening results the county will:

- document the status of the adult's approval in 4-H On-line
 - approved
 - restrictions
 - not approved
- communicate the approval to the individual volunteer leader