

**Meadowlark
Extension District**

meadowlark.k-state.edu

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Dear Potential 4-H Volunteer,

WELCOME! Thank you for your interest in volunteering to work with 4-H members within Meadowlark Extension District. Our 4-H program relies on volunteers to accomplish our Positive Youth Development goals. Part of our commitment to these goals is the desire to provide a safe environment for learning. To help accomplish this, the Kansas 4-H program screens volunteers who work directly with our youth. As a potential volunteer we ask you to complete our screening process. The entire process may take several months to complete, so please be patient as you move through the various required steps.

To start the process, please enroll as an adult volunteer in the Kansas 4HOnline Enrollment System, within Meadowlark Extension District. Jackson = MED Holton, Jefferson = MED Oskaloosa, Nemaha = MED Seneca. *(If you are in a 4-H family you likely already have the family account, it may simply be a matter of adding an adult volunteer to the account).* <https://ks.4honline.com>

Part of the 4HOnline enrollment process asks you to complete the volunteer service application section, listing references who can speak on your behalf as a potential volunteer. When you list references, it is extremely helpful to provide names of individuals who know you well and who will respond in a prompt manner.

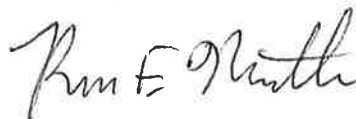
After enrollment is complete & submitted, the next step is an orientation to Kansas 4-H. This orientation can be completed at your convenience as an on-line training (*preferred*), found within your Kansas 4HOnline account OR Face-to-Face (*contact our offices to set up a time to do orientation and interview*). Online orientation specifics can be found at: <https://www.kansas4-h.org/resources/4-h-online-family-resources/docs/4HOnline%20Volunteer%20Orientation%20Training%20Instructions.pdf>

After your Orientation has been completed, you will need to do an interview with Extension staff. The purpose of this interview is to gauge your interest in volunteering within the 4-H program and potentially meet the Extension staff you will be working with, if you don't already know us! This can be a very informal interview, just contact the Extension office to set up a time to complete it. At the conclusion of the Interview, you will be provided information with a link to complete an online national criminal background check (*through an outside vendor via a web form*).

Once all these steps are complete and no problems or concerns are found, your name will be presented to the Meadowlark District Governing Body for approval and appointment as a 4-H volunteer for our program. You will receive confirmation of your appointment and will be considered a Registered Kansas 4-H Volunteer! There is the annual renewal process of re-enrollment via KS 4HOnline that you will need to complete each year to maintain your registered status and an automated background check is re-run after three years of service.

Again, thank you for your interest in helping 4-H develop the leaders of tomorrow. If you have any questions, please do not hesitate to contact me or your local Extension Office or me directly at: rmostell@ksu.edu or 785-336-2184. We look forward to working with you in the future.

Sincerely,



Ross E. Mosteller
District 4-H Youth Development Agent

**Kansas State University
Agricultural Experiment
Station and Cooperative
Extension Service**

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