

## Kansas 4-H Volunteer Screening Process

<https://www.kansas4-h.org/volunteers/volunteer-screening-resources/index.html>

**Volunteer:** Non-paid representative of Meadowlark Extension District, who provides service.

**NOTE:** Youth in the 4-H program often engage in leadership and volunteer experiences as part of their 4-H program participation and as youth participants, do not generally need to complete the Volunteer Screening Process unless participating in a defined role where additional vetting\* is needed. \*4-H Camp counselor role is an example.

### Kansas 4-H Volunteer— Screening REQUIRED

**All Adults** (18 & older) who work directly with youth; provide direct supervision to youth at a 4-H program; make decisions on behalf of the 4-H program; have access to private data of 4-H members or volunteers; and/or handle funds as part of 4-H MUST complete the Volunteer Screening process, be accepted & enrolled as a Kansas 4-H volunteer.

**EXAMPLES:** club leader, project leader, event chaperone, judging coach, etc...

### Adult Helper—Screening NOT required

An adult helper is someone who gives their time and/or expertise to 4-H education programs or activities and who will either 1) not be in direct contact with children or youth OR 2) will only be in situations directly supervised by paid and/or screened, experienced volunteers/staff.

**EXAMPLES:** Guest speaker/presenter, 4-H judges, concession stand workers, PDC members, Extension Governing Body member, etc...



### Screening Process Order [www.meadowlark.k-state.edu/4-h/volunteers.html](http://www.meadowlark.k-state.edu/4-h/volunteers.html)

**1. 4HOnline Account:** If you have an adult profile in a family account, you must maintain annual enrollment. If not, you will need to create this account and select the volunteer role. <https://www.kansas4-h.org/resources/4-h-online/docs/New%20Adult%20Volunteer%20Enrollment%20Guide.pdf>



**2. Orientation** (In “Training” section of your 4HOnline account—**preferred**, face to face with Extension staff—optional)



**ONLINE:** completed in 4HOnline Account Informational guide can be found at: <https://www.kansas4-h.org/resources/4-h-online/docs/Volunteer%20Orientation%20Training.pdf>

**3. Interview:** after completing the Kansas 4-H Volunteer Orientation, notify the Extension office and schedule an interview appointment.

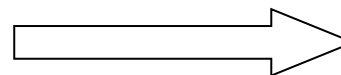


**4. Background Check:** Extension provides a link to National Criminal Background Check (online release)



<http://tinyurl.com/cbc-Kansas4H> (choose Meadowlark District)

**5. Data File Review, Approval and Appointment** by District Governing Body (notification sent directly to Volunteer from the Extension Office)



### **6. Annual 4HOnline account enrollment**

<https://v2.4honline.com>

Volunteer is responsible for maintaining an active enrollment in 4HOnline account with Meadowlark Extension District.