

February 19, 2019

Dear Potential Volunteer,

Thank you for your interest in volunteering to work with 4-H members.

Our 4-H program relies on volunteers to accomplish our Positive Youth Development goals. One part of our commitment is the desire to provide a safe environment for learning. To help accomplish that, Kansas 4-H screens volunteers who work directly with youth. As a potential volunteer, we ask you to complete our screening process.

To complete this process, the following steps must be taken:

1. Create a 4-H online profile. If you are part of a family who has one you may add yourself to that profile.

2. The second step is to fill out a volunteer application. You can pick one up from the office, print one off the website, or fill it out online when you complete a 4-H Online profile.

a. A 4-H Online Profile gets you added to our newsletter list and allows us to keep better track of our volunteers. For step-by-step instructions and to fill out your profile go to: <https://ks.4honline.com>.

i. If you already have youth in 4-H Online, add yourself to your family profile.

ii. If you do not have youth in 4-H create yourself a new profile.

3. The third step is to complete the volunteer orientation videos, which you will access through your 4-H Online account.

a. You will log into your 4-H Online account like normal. Once in you will click on your (adult) name.

b. Once in your profile, you will see a tab at the top of your profile that says trainings. Clicking on trainings will allow you go through all the videos.

c. If your internet is slow, paper versions are available at the Extension office.

4. The fourth step is to complete the National Criminal Background check information and permission form at the link below or the link can be found on our website.

[https://www.ejobappvalidityscreening.com/applicant/companies/28337/accounts/40651/open\\_positions\\_list](https://www.ejobappvalidityscreening.com/applicant/companies/28337/accounts/40651/open_positions_list)

The process is online using a commercial vendor with secure website and server. The check is being conducted by Validity Screening Solutions, a Kansas Company who provides background checks to the State of Kansas and Kansas State University. The online form will start with selecting your local Extension Unit, Wildcat District. The next page will be the "application" asking for contact

information. There will then be several pages of statements and disclosures, some of which will require you a check a box at the end of the page. At the end you will be asked for your Birthdate and Social Security Number and to grant permission for the background check by electronically signing the form. The check cannot be run without this information and signature. Upon completion of the application, an email will be sent to the address you provided, confirming creation of your profile. \*\*There is NO fee. The Wildcat District pays for volunteer background checks. Thank you for the timely completion of these steps which are necessary for our screening process. Your certification will be good for three years upon completion of these steps. If you have any questions, please contact me at [willmorris@ksu.edu](mailto:willmorris@ksu.edu) or 620-724-8233.

Once all these steps are complete and no problems or concerns are found, your name will be presented to our Wildcat District Extension Board for approval and appointment as a 4-H volunteer for our program.

Again, thank you for your interest in helping 4-H develop the leaders of tomorrow. If you have any questions, please contact us.

Sincerely,

Will Morris  
4-H Youth Development Agent