Becoming a Certified 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. A part of our commitment to these goals is the desire to provide a safe environment for learning. To help accomplish our goals, Kansas 4-H screens volunteers who work directly with youth. The background check is part of our process to assure we have appropriate volunteers working with Kansas 4-H members.

The first step is to fill out a volunteer application. You can pick one up from the office or print one off the website.

The second step is the Child Abuse and Neglect Registry Check. To start this, please completely fill out and sign the Kansas Department for Children and Families Information and Permission form, place it in a seal envelope and return to extension office or mail directly to the state 4-H office. We ask that you do these steps because the form contains private information. Please fill in every line of the form including N/A on the third line as applicable. You can pick up a form by visiting the office or print one off our website.

The third step is to complete the National Criminal Background check information and permission form at the link below or the clickable link can be found on our website.
https://www.ejobapp-validityscreening.com/applicant/companies/28337/accounts/40651/open_positions_list

The process is all online using a commercial vendor and their 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 and many volunteer organizations.

The online form will start with selecting your local Extension Unit, Wildcat District. The next page will be “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 all 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.

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Montgomery County Website: www.wildcatdistrict.k-state.edu/4-h/montgomery/