

KANSAS 4-H EXTENSION OFFICE STEPS FOR VOLUNTEER SCREENING



1. The volunteer applicant must enroll in the 4-HOnline Enrollment System.
 - a. Give the volunteer applicant the link for the 4-HOnline Enrollment System (<https://v2.4honline.com/>).
 - b. If extenuating circumstances require the use of a paper enrollment form the local extension unit may provide this option, but must then manually create the 4-H Online account and retain the paper profile.
2. The volunteer must complete the Kansas 4-H Volunteer Orientation Training either through the 4-H Online system or through in person training.
 - a. Online training is only able to be accessed after Local Extension Unit approves 4-HOnline enrollment. Should in person training be unavailable, the training should be completed immediately after approval and before local board appoints/approves the volunteer.
 - b. If in person training was completed, consider adding it to 4-H Online.
3. Schedule an interview with the volunteer applicant.
 - a. Confirm the Kansas 4-H Volunteer Orientation Training has been completed.
 - b. This is a good time to discuss interests and expectations and potential position descriptions.
 - c. File notes from the face-to-face interview in volunteer 4-HOnline profile.
4. Perform reference checks for applicant (best practice, not required). References may be contacted through written or verbal methods.
5. Provide the volunteer applicant with the link for the National Criminal Background Check through the Validity system.

Link is available on [Kansas4-H.org](https://kansas4-h.org):

Volunteer > Additional Password Protected Staff Resources > Criminal Background Check Link
6. The State 4-H Office will post volunteer screening details directly on Kansas 4-H Online System.
 - a. Information can only be uploaded on 4-HOnline once enrollment is approved by the Local Extension Unit.
 - b. Should you have any questions regarding results of the background check, contact the State 4-H Office (785)532-5800 or kansas4h@ksu.edu.
7. Prepare volunteer applicant's information for volunteer review committee (or local Extension board if a review committee is not appointed).
 - a. Highlight any notable information for review committee.
 - b. Supervise the review committee process.
8. Review committee reviews volunteer applicant's information.
 - a. Review committee gives recommendations to the Extension Board: approves, approves with restrictions or rejects.
 - b. Review committee initials and date the Review Committee Recommendation Form.
9. Extension Board takes action on volunteer applicant's application.
 - a. Extension Board approves, approves with restrictions or rejects volunteer applicant.
 - b. If further discussion is warranted, board must go into Executive Session.
 - c. If volunteer applicant is rejected, Board Chair signs letter to volunteer applicant.
 - d. Board action is listed in the board meeting minuted. Information in a volunteer applicant's file is confidential,
 - e. Board action is final, no appeals to the State 4-H Office or any other body.
10. Update volunteer applicant's information on 4-HOnline and either approve or reject applicant.

