

Background Check Information and Procedure Letter

Meadowlark Extension District #7

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.

Holton Office
Courthouse, Room 105
400 New York
Holton, KS 66436-1791
(785) 364-4125
fax: (785) 364-4775

Thank you for completing the application and interview. The next step in the process is the background check. The background check is part of our process to assure we have appropriate volunteers working with Kansas 4-H members. The background check consists of two parts: A check of the Kansas Child Abuse and Neglect Central Registry and a National Criminal Background check through an outside vendor.

Oskaloosa Office
Courthouse, 300 Jefferson St.
P.O. Box 326
Oskaloosa, KS 66066-0326
(785) 863-2212
fax: (785) 863-3511

The first 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 the provided envelope and return it immediately to the Extension Office. Do this today if possible. Please fill in **every** line & check box of the form including N/A on the third line as applicable. The results will be sent to the Kansas State 4-H Office and communicated to our local office.

Seneca Office
1500 Community Dr.
Seneca, KS 66538-1921
(785) 336-2184
fax: (785) 336-6060

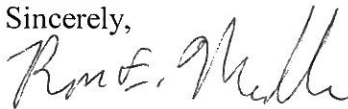
The second step is to complete the National Criminal Background check information and permission form at either of these links: <http://tinyurl.com/cbc-Kansas4H> or https://www.ejobapp-validityscreening.com/applicant/companies/28337/accounts/40651/open_positions_list. The process is all online using a commercial vendor and their secure website and server. Please do this as soon as possible.

For your convenience, we invite you to use a computer at the Extension office and fill out the form today. The results will be sent to our State 4-H Office and communicated to our local office. 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 which is **Meadowlark Extension 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. If you have not yet done so, please create an account in 4HOnline so your information can be entered there as well. If you are unsure of this process please contact us.

Thank you for the timely completion of these steps which are all necessary for our screening process. If you have any questions, please contact me at 785-336-2184 or rmostell@ksu.edu OR any one of our District Extension offices.

Sincerely,



Ross E. Mosteller
District Extension Agent: 4-H Youth Development