



Dear Potential 4-H Volunteer,

**Meadowlark  
Extension District #7**

WELCOME! Thank you for your interest in volunteering to work with 4-H members within Meadowlark Extension District. Our 4-H program relies on volunteers to accomplish our Positive Youth Development goals. Part of our commitment to these goals is the desire to provide a safe environment for learning. To help accomplish this, the Kansas 4-H program screens volunteers who work directly with our youth. As a potential volunteer we ask you to complete our screening process. To start the process, please complete the Kansas 4-H Volunteer Service Application found at: <http://www.kansas4-h.org/resources/volunteers/volunteer-screening-resources/index.html> and return it to your local Extension office.

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

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

In addition to the Kansas 4-H Volunteer Service Application we will ask you to take part in an interview with Extension staff and complete an orientation to Kansas 4-H. This orientation can be completed in a Face To Face setting (*contact our offices to set up a time to do orientation and interview*) or at your convenience as an on-line training, found within your Kansas 4HOnline account. Orientation specifics can be found at the link listed above.

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

Additional steps of the process include: checking your references and a two part background check on you. The two parts of the background check are; checking the Kansas Child Abuse and Neglect Central Registry (*paper form*) and conducting (*through an outside vendor via a web form*) a national criminal background check. When you list references, it is extremely helpful to provide names of individuals who know you well and who will respond in a prompt manner.


Once all these steps are complete and no problems or concerns are found, your name will be presented to the Meadowlark District Governing Body for approval and appointment as a 4-H volunteer for our program. You will receive confirmation of your appointment and will be considered a Registered Kansas 4-H Volunteer! There is an annual renewal process that you will need to complete each year to maintain your registered status. Don't worry, it is much more streamlined than this initial process, but something you don't want to forget or you will have to start the process over again!

The entire process can take several months to complete, so please be patient as we move through the various steps in the process. The other task that you will need to do in conjunction with Kansas 4-H Volunteer Screening, is to create an account for yourself, including volunteer roles, using the Kansas 4HOnline registration system <https://ks.4honline.com> (*some of you 4-H families may already have this, it is simply a matter of adding an adult volunteer to the family account*). Please contact us with any of your questions on this online enrollment process. This is also where the online orientation training is located.

Again, thank you for your interest in helping 4-H develop the leaders of tomorrow. If you have any questions, please do not hesitate to contact me or your local Extension Office or me directly at: [rmostell@ksu.edu](mailto:rmostell@ksu.edu) or 785-336-2184. We look forward to working with you in the future.

Sincerely,

Ross E. Mosteller  
District 4-H Youth Development Agent

Enclosures: Volunteer Screening Flowchart 

Kansas State University Agricultural Experiment Station and Cooperative Extension Service

Kansas State University, County Extension  
Councils, Extension Districts, and U.S.  
Department of Agriculture Cooperating.

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