Kansas 4-H Volunteer Screening Process

Types of 4-H Volunteers

**Volunteer:** Non-paid representative of Meadowlark Extension District, who provides service.

**NOTE:** All three types are encouraged to create a “family” account on Kansas 4HOnline for communication.

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**Direct Volunteer**
Adult or teen with authority to independently plan and conduct educational experiences for youth **OR** volunteer whose position puts them in close, ongoing, interactions with youth.

**EXAMPLES:** club leader, project leader, camp counselor, event chaperone, judging coach, etc...

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**Episodic Volunteer**
Volunteer helping with a single “episode” or activity, usually with registered volunteer present. This volunteer type is **NOT** required to complete Volunteer Screening, but may if they wish.

**EXAMPLES:** presenter, judge, guest speaker, etc...

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**Indirect Volunteer**
Volunteer who works with the Extension 4-H program, but not directly with youth. This volunteer type is **NOT** required to complete Volunteer Screening, but may if they wish.

**EXAMPLES:** PDC, Fair Board, Extension Board

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Preferred Process Order

1. **Volunteer Service Application** completed and returned to Extension office with references listed

   **OR**

   (Application is typically first, but some do online Orientation first)

2a. **Orientation** (online or face to face) **AND** 2b. **Face to Face Interview** (with Extension Staff)

   **ONLINE:** completed in 4HOnline Account

   Informational guide can be found at:

   [http://www.kansas4-h.org/resources/volunteers/volunteer-screening-resources/index.html](http://www.kansas4-h.org/resources/volunteers/volunteer-screening-resources/index.html)

2c. **Reference Check** (Extension Office)

3. **Background Check:** National Background Check (online release) & Kansas Child Abuse and Neglect Central Registry (form provided) (Extension Office)

   [http://tinyurl.com/abc-Kansas4H](http://tinyurl.com/abc-Kansas4H)  *(choose Meadowlark District)*

4. **Data File Review** (first Extension Staff then Volunteers Screening Committee)

5. **Approval and Appointment** by District Governing Body (notification sent from Extension

6. **Annual Renewal & 4HOnline account**

   [https://ks.4honline.com](https://ks.4honline.com)

   Volunteer is responsible for maintaining a 4HOnline account and annually renewing with Meadowlark Extension District