

## Extension Office Steps for Kansas 4-H Volunteer Service Application

1. Provide the Kansas 4-H Volunteer Service Application to the volunteer applicant [via web](#) or paper copy.
  - a) Receive volunteer applicant's completed application; review application for required information.
  - b) If extension office requires references, make sure references contact information is listed on application.
    - a) Send reference form to all three references.
    - b) Once reference forms are returned, file them in volunteer applicant's folder.
  - c) Create a folder for the volunteer applicant's paperwork.
  - d) Insert a [Volunteer Screening Checklist](#) in volunteer's folder.
2. The volunteer applicant must enroll in the Kansas 4HOnline Enrollment System.
  - a) Give the volunteer applicant the brochure "[Join the Club, Using the 4HOnline Enrollment System](#)".
  - b) Give the volunteer applicant the link for the [4HOnline Enrollment System](#).
  - c) Once the volunteer applicant enrolls in the 4HOnline, "Approve" the volunteer applicant's enrollment.
3. The volunteer must complete the Kansas 4-H Volunteer Orientation Training.
  - a) Give the volunteer applicant the brochure "[Kansas 4-H Volunteer Orientation Training](#)".
  - b) Give the volunteer applicant the link for the [4HOnline Enrollment System](#).
  - c) *Extension board may determine Camp Counselors do not have to complete the Kansas 4-H Volunteer Orientation Training. Camp Counselors are required to attend Camp Counselor Training.*
  - d) Once the volunteer applicant completes the Kansas 4-H Volunteer Orientation Training, print the orientation training report and file it in the volunteer applicant's folder.
4. Volunteer applicant will need to schedule a face-to-face interview.
  - a) Confirm the Kansas 4-H Volunteer Orientation Training has been completed.
  - b) File notes from the face-to-face interview in volunteer applicant's folder.
5. Once the face-to-face interview is completed, provide the volunteer applicant with the Department of Children and Families [Child Abuse and Neglect Registry form](#) and the [link for the National Criminal Background Check](#).
  - a) Extension Office or volunteer applicant sends completed paper copy of the **Child Abuse and Neglect Registry** form to the Kansas Department of Children and Families, P.O. Box 2637, Topeka, KS 66601.

- b) OR Extension Office can scan completed **Child Abuse and Neglect Registry** form and email it as an attachment to Keli Yungeberg at [keliy@ksu.edu](mailto:keliy@ksu.edu).
  - c) *All volunteer applicants must complete the **Child Abuse and Neglect Registry form**.*
  - d) *Camp Counselors are required to complete the **Child Abuse and Neglect Registry form annually**.*
  - e) If the volunteer applicant is a youth (age 15 or younger), [place youth volunteer label](#) on the lower left hand corner of the **Child Abuse and Neglect Registry form**.
  - f) *Volunteer applicants 16 years of age and older, must complete the **Child Abuse and Neglect Registry Form and the National Criminal Background Check**.*
6. The State 4-H Office will send results from the **Child Abuse and Registry and National Criminal Background**:
- a) Posted directly on Kansas 4HOnline System.
  - b) OR direct email sent to designated person at Extension Office.
  - c) Place the background check results in the volunteer applicant's folder.
7. Prepare volunteer applicant's folder for volunteer review committee.
- a) Make sure everything is complete according to the checklist.
  - b) Note any suspicious information for review committee.
  - c) Supervise the review committee process.
8. Review committee reviews volunteer applicant's folder.
- 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 folder.
- a) Extension Board approves, approves with restrictions or rejects volunteer applicant's folder.
  - b) If further discussion is warranted, board must go into *Executive Session*.
  - c) If volunteer applicant is rejected, Board Chair signs letter to be sent to volunteer applicant.
  - d) Board action is listed in the board meeting minutes.
  - e) Information in a volunteer applicant's folder is confidential.
  - f) Board action is final, no appeals to the State 4-H Office or any other body.
10. Up-date volunteer applicant's information on the Volunteer Screening Checklist and 4HOnline.
11. Send a status letter to the volunteer applicant and club leader regarding the extension board recommendation.