

Volunteer Screening Checklist
Place in the volunteer's file and fill out as steps are completed

Name: _____

- Kansas 4-H Volunteer Service Application complete, signed and dated
 - All information blanks completed in Section I.
 - Answered all questions in Section II "Personal Information"
 - Date of birth complete
 - Driver's license information complete
 - Vehicle insurance question answered
 - Three references listed

- Reference letters sent, Date: _____
 - Reference form 1, Date received: _____
 - Reference form 2, Date received: _____
 - Reference form 3, Date received: _____
Two returned references are required, three are better.
May proceed with two positive references received.

- Interview completed, Date: _____

- Orientation session completed, Date: _____

- Kansas Child Abuse and Neglect Registry Information and Permission form filled out.
Mailed to Department for Children and Families, Date: _____

- Background check (CBC)) link to Information and Permission web site given to volunteer.

- Results of Child Abuse and Neglect Registry and CBC, Date:** _____

- File reviewed by Committee, Date:** _____ **Approved** **Rejected**

- Name submitted to Extension Unit Board for Appointment, Date:** _____

- Appointment/Placement Letter sent, Date:** _____

Renewal Form, Date: _____
