

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

1. The volunteer applicant must enroll in the [Kansas 4HOnline Enrollment System](#).
 - a. Give the volunteer applicant the link for the 4HOnline Enrollment System (<https://v2.4honline.com/>).
 - b. If extenuating circumstances require the use of a [paper enrollment form](#) the local extension unit may provide this option, but must then manually create the 4-H Online account and retain the paper profile.
2. The volunteer must complete the [Kansas 4-H Volunteer Orientation Training](#) either through the 4-H Online system or through in person training. If in person training was completed, consider [adding it to 4-H Online](#).
3. Schedule an interview with the volunteer applicant.
 - a. [Confirm the Kansas 4-H Volunteer Orientation Training has been completed](#).
 - b. This is a good time to discuss interests and expectations and potential position descriptions.
 - c. File notes from the face-to-face interview in volunteer 4-HOnline profile.
4. Perform reference checks for applicant (best practice, not required). References may be contacted through written or verbal methods.
5. Provide the volunteer applicant with the link for the National Criminal Background Check through the [Validity system](#).
6. The State 4-H Office will post [volunteer screening results directly on Kansas 4-H Online System](#).
7. Prepare volunteer applicant's information for volunteer review committee (or local Extension board if a review committee is not appointed).
 - a. Highlight any notable information for review committee.
 - b. Supervise the review committee process.
8. Review committee reviews volunteer applicant's information.
 - 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 application.
 - a. Extension Board approves, approves with restrictions or rejects volunteer applicant.
 - 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 profile/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 4-H Online and either approve or reject applicant.
11. Send a status letter to the volunteer applicant and club leader regarding the extension board recommendation.