

Becoming a Certified Volunteer for the first time

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Thank you for your interest in volunteering to work with 4-H members. Our 4-H program relies on volunteers to accomplish our positive youth development goals. The foundation to these goals is the need to provide a safe environment for learning. To create a foundation of safe learning we require all volunteers to complete a background check every three years.

1. The first step is to enroll in [4-H Online](#) (similar to 4-H youth). Volunteers should re-enroll in 4-H Online yearly, as it is the “volunteer application”. After you complete, your 4-H Online profile the Extension office will be notified and will reach out to help with steps 2 & 3.
 - i. If you already have youth in 4-H Online, add yourself to your family profile.
 - ii. [If you do not have youth in 4-H create yourself a new profile.](#)
2. The second step is to complete the volunteer orientation videos, which you will access through your 4-H Online account.
 - a. Once in your profile, you will see a tab at the left side of the screen that says trainings. Clicking on trainings will allow you go through all the videos.
3. The third step is to complete the National Criminal Background check informatio. Please contact your 4-H agent before inputting information. Background check: <https://www.ejobapp-validityscreening.com/applicant/companies/28337/accounts/40651/positions>

The background check process is online using a commercial vendor with a secure website and server. The check is being conducted by Validity Screening Solutions, a Kansas Company who provides background checks to the State of Kansas and Kansas State University.

To start the background check you need to create an account in the upper right hand corner of the webpage. After creating an account it will ask you to go to your email to verify your account. Clicking the link in your email will allow you to log in and start a new background check. The online form will start by selecting **your local Extension Unit, Wildcat District**. The next page will be the application asking for contact information. There will then be several pages of statements and disclosures, some of which will require you a check a box at the end of the page. You will be asked for your birthdate and Social Security Number and grant permission for the background check by electronically signing the form. The check cannot be run without this information and signature. Upon completion of the application, an email will be sent to the address you provided, confirming creation of your profile. ****There is NO fee. The Wildcat District pays for volunteer background checks.**

4. Upon completion of steps 1-3, your 4-H agent will take your name to an Extension board meeting for approval. Upon board approval you are a fully certified volunteer that can manage youth at meetings, drive youth on 4-H related trips, etc. Your background check will be good for three years upon completion of these steps. The 4-H Online profile needs to be completed annually.

Returning Volunteers

1. The first step is to [re-enroll](#) in [4-H Online](#) (similar to 4-H youth). Volunteers should re-enroll in 4-H Online yearly, as it is the “volunteer application”. Updating your contact information is an important step to helping us keep you updated and connected!
2. You’re done! The office will contact you if your three years are up and we need to resubmit your background check. In most instances the office can resubmit for you and you don’t need to do anything.

For information or questions about the volunteer process please contact your local 4-H Extension agent:

Montgomery County	Wilson County	Labette County	Crawford County
Katie Townsend	Cheri Nelsen	Cara Comstock	Will Morris
krohling@ksu.edu	cnelsen@ksu.edu	cjcomstock@ksu.edu	willmorris@ksu.edu
620-331-2690	620-378-2167	620-784-5337	620-724-8233

Thank you for the timely completion of these steps which are necessary for our screening process. Your background check will be good for three years upon completion of these steps. The 4-H Online profile and volunteer forms need to be completed annually. If you have any questions, please contact me at krohling@ksu.edu or 620-331-2690.