

# Volunteer Screening Process Fact Sheet

Volunteers are critical to the success of the 4-H Youth Development Program. The volunteer screening process helps ensure that all adults who work with 4-H youth are acting in the youths' best interests.

## *Reasons for the volunteer screening process*

- Ensures that youth in the 4-H Youth Development Program receive a high-quality education in a safe environment
- Clearly identifies volunteer expectations
- Helps parents confidently trust children to our care
- Allows volunteers to reaffirm their commitment and dedication to the well-being of youth
- Provides volunteers with support if accusations are made against them (as long as they are acting within the scope of their duties)

## *Expectations addressed in the volunteer screening process*

- Follow established rules and guidelines.
- Serve as a positive role model for youth.
- Act in a courteous and respectful manner toward others.
- Accept supervision and support from others, including training.
- Ensure equal program access.
- Abstain from abuse of others and criminal acts.
- Abstain from the use of alcohol, tobacco, and illegal drugs.
- Operate machinery and equipment responsibly; treat animals humanely; use technology appropriately.

## *Procedures followed in the volunteer screening process*

- Individual applies for a volunteer position by completing an application and providing names of three references.
- Extension staff member checks references and searches sex/violent offender registry database.
- Applicant signs copy of the "Adult Behavioral Expectations" form.
- Successfully-screened applicant is placed in an appropriate volunteer position.
- New volunteer attends orientation and training conducted by Extension staff.
- Unsuccessful applicants are notified in writing.
- Extension staff maintains confidential file for all applicants.
- Applicants may have access only to the information they provide to the Extension staff member.

