Dear [Personalized name],

Thank you for interest in volunteering for the University of Wyoming Extension 4-H Youth Development Program. Your involvement and dedication ensure the mission of 4-H, “4-H empowers youth to reach their full potential, working and learning in partnership with caring adults” is happening here in Wyoming. We have over 7,000 youth enrolled in the Wyoming 4-H program and our highest priority is creating a safe emotional and physical environment in which the members can learn and grow. That is accomplished through training designed especially for volunteer leaders as well as background checks of adults who have direct interaction with our 4-H members.

The Wyoming 4-H Program utilizes the same screening process that is used for all UW employees, students, and UW volunteers. There is no out of pocket cost for 4-H volunteer leaders to complete the screening process. Two types of background checks must be completed before an adult can be approved as 4-H volunteer leader:

- A criminal background check through the UW Department of Human Resources
- A motor vehicle background check through UW Risk Management

Screening of criminal background checks will include convictions of child endangerment, crimes of a sexual nature, felony involving violence, and financial crimes. The motor vehicle record check will include moving violations and at fault accidents in the past 12 months and any major convictions in the past 36 months. Major convictions include drunk driving, driving under the influence of drugs, reckless driving, leaving the scene of an accident/hit and run, motor vehicle homicide, attempting to elude a police officer, or racing.

To protect your privacy and ensure confidentiality, both the criminal background check and the motor vehicle check will be completed on-line by yourself. Your personal information will not be kept in the County Extension Office. Soon you will receive an e-mail with specific instructions on how to access the links to complete the criminal background check as well as the motor vehicle check. The subject line will read: 4-H Volunteer Screening Instructions. If you do not have e-mail, please request a paper copy of the consent form to complete the background checks.

Please remember…..

- If you have not already done so, turn your completed 4-H Volunteer Leader Application/Enrollment form into the County Extension Office, and
- New 4-H volunteer leaders must complete the initial training outlined below. These trainings are free of cost to the volunteer.
  - 4-H Volunteer e-Learning Course (4 on-line modules which take 20 minutes each to complete), and
  - Face to face orientation with county 4-H educator. Please contact the County Extension Office for information on when this training is offered.
  - All of the modules in the E-learning Volunteer Training can be accessed from the Wyoming state 4-H web site: [http://www.uwyo.edu/4-h/](http://www.uwyo.edu/4-h/) Click on For Volunteers and the 4-H Volunteer e-Learning Course is under Training Opportunities. The password is: volunteer. The State 4-H Office will communicate your completion status to the County Extension Office.
- After the initial training, a 4-H volunteer leader is required to participate in additional training every 5 years that will benefit your role in 4-H. There are many methods and/or opportunities to receive the training. Please contact the County Extension Office for information about these opportunities.

If you have any questions, please don’t hesitate to contact me.

Sincerely,

[County 4-H Educator]