



University of Wyoming Extension
State 4-H Office

Fall 2016

Dear Future 4-H Volunteer Leader,

Thank you for your interest in volunteering for the University of Wyoming Extension 4-H Youth Development Program. Your involvement and dedication ensure the mission of 4-H happens in Wyoming, “*4-H empowers youth to reach their full potential, working and learning in partnership with caring adults*”. 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.

To begin the process of becoming a Wyoming 4-H volunteer please go to our online enrollment portal and create a profile. The web address is <http://www.uwyo.edu/4-h/>. This is the first step in the Leader Certification Process.

Once you have a profile on 4-H online you will receive THREE e-mail. One will ask you to complete the background check this is done through SterlingBack. The subject line will read: *4-H Volunteer Screening Instructions*. The second will ask you to complete the Motor Vehicle Record (MVR) check. The third will provide you with a web address to complete an initial volunteer training process.

Screening of the **criminal background check** conducted through the UW Department of Human Resources will include convictions of child endangerment, crimes of a sexual nature, felony involving violence, and financial crimes. Individuals who have ever been convicted of a crime against children or a vulnerable adult, a crime of a sexual nature, or a felony involving violence will not be approved as a 4-H volunteer leader. All information gathered in the screening process is considered private and will remain confidential and will only be released as required by law.

To protect your privacy and ensure confidentiality, both the criminal background check and the MVR will be completed on-line by yourself. Your personal information will not be kept in the County Extension Office.

After all three of these pieces have been completed you will receive a letter from the State 4-H Office introducing you to your county program. The final step in the New Leader Certification process will be to meet with your county staff. Each county may have a different way of doing this. Your meeting may include a one-on-one training or a group training. Once this is completed your county will accept your enrollment on 4-H online and you will be an approved volunteer.

After the initial approval, 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.

If you do not have access to internet, please contact the County Extension Office about options to create a profile in 4-HOnline and complete the consent form for the background checks.

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

Sincerely,

Sarah Torbert
4-H Volunteer Management Specialist
University of Wyoming