

4-H Volunteer Application Process

Welcome!

Being a 4-H volunteer is satisfying and can positively influence youth ages 5-18. Becoming a 4-H volunteer is not hard; however, it is important to start and complete the steps in a timely manner so that youth are engaged in the 4-H activities they signed up for as soon as possible. Applicants need to complete all volunteer application steps by 12/1/17.

A — Applicants (new and returning) need to ask **local** 4-H staff about current volunteer needs (e.g., co-leader for a 4-H club). Ask to see volunteer role descriptions to identify a role that might be a good fit.

B — Build a new or, if returning, annually update your volunteer profile at <http://mo.4honline.com>

Notes about enrollment in the Missouri 4HOnline enrollment system:

- If you do not remember your 4HOnline email log in, do not set up a new/second profile. Instead, contact your county [MU Extension office](#) and they can help you.
- You **MUST** select "YES" and [CONTINUE] when asked the volunteer question.
- Select [CONTINUE] at the bottom of each page. If you don't, your profile remains pending.
- Send any 4HOnline questions to 4hyouth@missouri.edu and include your name and county.
- Other MU Extension volunteers (non-4-H) who work with youth do not enroll in 4HOnline.
- A paper version of the 4HOnline enrollment form is available from the county 4-H staff.

C — Complete the one-time 4-H volunteer orientation, if you are a brand new 4-H volunteer applicant. The orientation helps new applicants learn basic terms, organizational structure and safety practices.

Notes about the Missouri 4-H volunteer orientation:

- Effective 1/1/16, the Shooting Sports workshop no longer substitutes for the orientation.
- Check with county 4-H staff on all orientation options.
- If you choose to do the online orientation in 4HOnline, print or refer to this optional, brief document, "[Help Guide for Completing the 4-H Volunteer Orientation within the 4HOnline System](#)".

D — Determine if you need to complete the [Background Check Consent Form \(LG639, dated 7/11/16\)](#)

NEW – Biannual background checks for most* 4-H volunteer applicants. Check your 4HOnline email in September to know if you need to be screened.

Background checks ARE required in the 2018 program year (October 1, 2017-September 30, 2018) for:

1. **New Volunteer Applicants** - A new volunteer applicant is an adult **NOT listed as an Active Volunteer** in the 4HOnline enrollment system October 1, 2016 – September 30, 2017. Examples of “New Volunteer Applicants”:
 - a. A parent with a 4HOnline adult member (not volunteer) profile last year.
 - b. A person started, but didn’t finish the volunteer application process last year.
 - c. A person did all volunteer application steps a few years ago; but not active 2016-17.
2. ***Returning Volunteer Applicants with prior year denial or restriction** – Any 4-H volunteer applicant denied or approved with restrictions October 1, 2016- September 30, 2017.
3. **Any adult, age 18 or older, serving as an overnight chaperone** who might be alone with 4-H youth.

Notes on the background check process:

- Applicants should personally and completely fill out the current [Background Check Consent Form \(LG639, dated 7/11/16\)](#). Need help? See [Example LG639 Consent Form](#)
- Submit the Consent form to the county Extension staff
- Do NOT FAX or email your Consent form; that is not secure.
- **In order to maintain a safe environment for all 4-H youth, the Missouri 4-H program reserves the right to request any active, returning or new 4-H volunteer fill out a Background Check Consent Form and go through the background check process at any time. Failure to comply may result in dismissal as a Missouri 4-H volunteer.**

Background checks NOT required in the 2018 program year (October 1, 2017-September 30, 2018) for:

1. **Any adult listed as an Active Volunteer in the 4HOnline October 1, 2016-September 30, 2017.**
2. **An episodic 4-H volunteer** who volunteers for single day or limited 4-H activities or events. Examples: fair judges, committee members and one-day event helpers. Episodic volunteers do not enroll in 4HOnline; however, staff must give episodic volunteers a letter or email message that details the episodic volunteer’s role: date, timeframe, supervisor’s name and a statement on the limitation of not working alone with children. Staff should use the Episodic Volunteer letter template located in the Staff Volunteer Management Manual Appendix.

Final Approval

Local 4-H staff review applicant data and make the best match between volunteer applicants and current volunteer roles. If you are approved for a volunteer role for the current program year (i.e., Oct. 1st thru September 30th), the staff approves your 4HOnline profile. In that case, a message is sent to the email address as listed in your 4HOnline volunteer profile. If you are not selected as a volunteer for the current program year, the staff will send a letter or email to you regarding your status.

Questions? Contact your local 4-H staff. Go to <http://extension.missouri.edu/locations> to find your local office.