



	NEW VOLUNTEER	PREVIOUS VOLUNTEER
<p><b>A - Applicants</b> communicate with the <a href="#">county MU Extension</a> staff about current program needs &amp; volunteer roles.</p>	✓	✓
<p><b>B - Background</b> checks are done annually on every 4-H youth development volunteer applicant who works with youth outside a classroom setting on an ongoing basis. Applicants should personally and completely fill out the current <a href="#">Annual Background Check Consent Form (LG639)</a></p> <p>Need help? See <a href="#">Example LG639 Consent Form</a> Submit the Consent form to the county Extension office staff; do NOT FAX your Consent form as that is not a secure form of transmission of your confidential data.</p>	<p>Full social security number are required on Consent form</p> <p style="text-align: center;">✓</p>	<p>Last four digits of social security number are required on Consent form.</p> <p style="text-align: center;">✓</p>
<p><b>C — Complete a 4-HOnline (4HO) enrollment</b> at <a href="http://mo.4honline.com">http://mo.4honline.com</a> or if you enrolled last year, you must update your existing volunteer profile.</p> <p><b>Do not set up a new or second profile!</b> Contact your county <a href="#">MU Extension office</a> if you do not remember your 4HOnline email log in so they can help you.</p> <p>You MUST select "YES" and [CONTINUE] when asked the volunteer question. This will provide you with volunteer items such as the new <i>Trainings</i> link.</p>	<p>Set up a new 4HO adult volunteer profile</p> <p style="text-align: center;">✓</p>	<p>Update your existing 4HO volunteer profile</p> <p style="text-align: center;">✓</p>
<p><b>D — Do the one-time 4-H volunteer orientation, if needed.</b> This one-time requirement helps new 4-H volunteer applicants understand Missouri 4-H Program basics, including terms, organizational structure and safety strategies.</p> <p>If you choose to do the online orientation see "<a href="#">Help Guide for Completing the 4-H Volunteer Orientation within the 4HOnline System</a>"</p> <p>Email <a href="mailto:4hyouth@missouri.edu">4hyouth@missouri.edu</a> or call 573-882-3316 if you need special accommodations for participating in the online 4-H volunteer orientation.</p> <p><i>Attention Shooting Sports (SS) Volunteers: Effective January 1, 2016, the Friday night "General Session" during SS Leader Workshops no longer substitutes for the Volunteer Orientation.</i></p>	✓	<p>Only if you have never done it before</p> <p style="text-align: center;">✓</p>

After you complete steps A-D above, the county 4-H staff reviews your 4HOnline profile and sends it back for your corrections or accepts/activates your volunteer role for the 2016-17 program year.

**Missouri 4-H volunteer information:** <http://4h.missouri.edu/volunteer.aspx>