**4-H Volunteer Enrollment Process**

**Re-Enrolling Volunteers:**

Wisconsin 4-H policy requires that all enrolled volunteers undergo a background check every four years. This background check is automatic and will be conducted by the State UW-Extension Office.

**New Volunteers:**

To become a 4-H Adult Volunteer Leader, we need you to complete the following steps:

**1. Enroll in Dane County 4-H Youth Development through**[**4HOnline**](https://wi.4honline.com/Login.aspx?403D4045547A474E6832424D4A6F3D)

* + - As part of your online enrollment, you will be asked to agree to the UW-Extension  Volunteer Behavior Expectation form and an Assumption of Risk Document. These must be completed by all adults who wish to volunteer with UW-Extension

**2. Complete the online mandated reporter training through 4HOnline**

* + - Takes about 30-45 minutes
    - It provides valuable information about how to recognize signs of child abuse and will provide the basis for some conversation at the in-person VIP training
    - The training can be accessed through your 4HOnline account

**3. Register for and attend the in-person UW-Extension Volunteers in Preparation (VIP) Training**This face-to-face training is required once for all beginning volunteers. After that, you can participate in optional ongoing virtual and in-person trainings based on your volunteer role and interests.

* + - **The first training will be held on September 27, 2018 beginning at 6:30 pm.** A second training will be offered on **November 6, 2018, also at 6:30 pm.** All trainings will be held at 5201 Fen Oak Drive (UW-Extension Office).
    - To register contact Kathy Ottem, 608-224-3705; [**ottem@countyofdane.com**](mailto:ottem@countyofdane.com)

**4. Pass a national criminal background check**

* + - In accordance with UW Board of Regents and UW-Extension policy, we are required to conduct a national criminal background check for employees and volunteers holding a “position of trust with access to vulnerable populations” upon initial enrollment and every four years.
    - You will receive an email from GIS (General Information Services, Inc.) to request information from you to conduct a background check. GIS is the vendor chosen to do the criminal background checks for UW-Extension employees and volunteers. The background checks are done on a national and state level.
    - The subject line of the email should read “Action needed in connection with your current volunteer status with University of Wisconsin-Extension.”
    - Please check your junk email folder periodically.
    - Please be assured the GIS website is a secure, encrypted site.
    - **Please respond within 5 days to the request from GIS.**

**Additional Information for Volunteers:**

* New leaders will not be approved in 4HOnline through the Dane County UW-Extension Office until they complete this process. Once a leader has attended the in-person VIP Orientation, enrolled in 4-H through the online database, completed the mandatory reporter training online, passed the background check, and been approved by their Organizational Leader in 4HOnline, and accepted by the UW-Extension Office in 4HOnline, they are considered certified leaders and are covered by liability and activity insurance.
* Parents do not have to enroll as leaders. However, if they are going to be leading project meetings, chairing a committee, driving youth to events, or spending any time with youth other than their own children, they should go through the volunteer enrollment process. They don’t have to be project leaders – they can enroll as resource or activity leaders.