# Volunteer Screening Process (VSP) Steps:

**FORMS:**
1. Complete the *Kansas 4-H Volunteer Service Application*.  The application is included in this packet or can be found on the Flint Hills Extension District website in a form fillable version ([http://www.flinthills.k-state.edu/4-h/morris-county/](http://www.flinthills.k-state.edu/4-h/morris-county/)).  Please return in the pre-addressed return envelope.

2. Complete the *Child Abuse and Neglect Release of Information* form found in your packet and return in the pre-addressed return envelope.
   a. **Please complete every line on the form including N/A on the third line as applicable.**  The results will be sent to the Kansas State 4-H Office and communicated to our local Extension Office.  There is no fee.

**ONLINE:**
3. Re-enroll in the **4-H Online** Enrollment System (won't be available until October 1, 2018).  This can be found at: [https://ks.4honline.com](https://ks.4honline.com).  *Only after the enrollment has been approved by the Extension Office, will a volunteer be able to proceed to the next step.*  (Note: You must enroll in 4-H Online if you are a volunteer regardless if you are associated with a Club or not.)

4. Complete the *Kansas 4-H Volunteer Orientation Training*.  Step 3 must be completed prior to the completion of this step.  The orientation training is available through the 4-H Online Enrollment System.  Instructions for completing this step are included in this packet or can be found on the Flint Hills Extension District website at [http://www.flinthills.k-state.edu/4-h/morris-county/](http://www.flinthills.k-state.edu/4-h/morris-county/).

5. Complete the *National Criminal Background Check (CBC)* – link is [http://tinyurl.com/cbc-Kansas4H](http://tinyurl.com/cbc-Kansas4H). Below are a few tips on the procedure.

   a. The online form will start with selecting your local county which is **Flint Hills Extension District**.
   b. You will be asked to create a profile.
   c. You should immediately receive a confirmation email with your temporary password. If you did not receive this confirmation email, please check your Spam/Junk folder.
   d. Once you receive the temporary password and login, the next page will be an "application" asking for contact information.
   e. There will then be several pages of statements and disclosures, **some of which will require you to check a box at the end of the page**.
   f. At the end you will be asked for your Birthdate and Social Security Number and to grant permission for the background check by **electronically signing** the form.  The check cannot be run without this information and signature.
   g. Upon completion of the application, an email will be sent to the address you provided, confirming creation of your profile.
   h. Troubleshooting questions can be direct to Validity Client Relations at 913-322-5999.

**CALL:**
6. Call the office to schedule your agent interview.  A reminder-to-self note is enclosed for your convenience.


### We ask that this entire process be completed by November 1, 2018.

Thank you for your interest in helping 4-H develop the leaders of tomorrow!  Please do not hesitate to contact our office with questions at 620-767-5136.