



New 4-H Volunteer Checklist



Welcome to the Kootenai/Shoshone 4-H Program, we are glad you want to share your enthusiasm and skills with our youth. Below are the things that you need to complete to become a Certified 4-H Volunteer. These need to happen before you meet alone with any youth. If for some reason you need to meet with 4-H members prior to completing this process, just be sure to have another certified 4-H Volunteer present with you.

Steps to becoming a Certified 4-H Volunteer:

- Complete the *Application for a Volunteer Position in 4-H and Permission to conduct a Public Record Review* and return to the Extension Office
- Distribute and follow up to make sure that a minimum of 3 references are returned to the Extension Office using the *4-H Reference Form*.
- Complete 4-HOnline volunteer (adult member) enrollment which includes reviewing and consent to the Idaho 4-H Policies & Procedures, Code of Conduct, and Volunteer Position Description
- Complete UI/4-H Protecting Minors Training (embedded in 4-HOnline)
- Complete online 4-H Orientation modules (<https://campus.extension.org> + instructions for login)
- Complete a Public Record Review (electronically through Verified Volunteers)
- Attend a live Kootenai/Shoshone New Volunteers Orientation and or New Volunteer Training
- Complete at least 3 hours for 4-H provided or pre-approved training by April 1

To maintain Certified 4-H Volunteer status in coming years:

- Complete 4HOnline enrollment prior to meeting with youth - should be before December 1
- Attend a minimum of 2 hours of 4-H provided or pre-approved training by April 1
- Every 3 years - update volunteer applicant process information, Complete public record review, and complete UI/4-H Protecting Minors Training.

2019-2020 Dates of Note:

Jan 16 - New Volunteer Orientation

Feb 22 - Kootenai/Shoshone 4-H Souper Saturday - New volunteer Orientation will be one of many options

March 12 - New Volunteer Orientation & Training