![Colorado State University Extension / 4-H logo]

Managing the Colorado 4-H Volunteer Application Process

4-H Online Statewide System

A step-by-step process from application to authorization will be followed by all counties. 4-H Agents/Associates are responsible for the process. All 4-H volunteer applicants are required to complete the process prior to starting as a volunteer.

4-H Online will be utilized as the management tool. This will require all county offices to allow 4-H Online access to all families and volunteer applicants. Every step will be documented in 4-H Online.

A letter to potential volunteers is posted on the website with a link to county offices. The following 10 steps complete the application process:

1. The volunteer applicant contacts the county office for information and assistance.
2. The applicant uses an account in 4-H Online to begin the process.
   - 4-H staff assists the applicant in creating an account or using their existing account.
3. The applicant completes the 4-H Online volunteer enrollment and screening application.
   - Includes personal information.
   - Includes name/contact for 3 references.
   - Agrees to being submitted for a background check and signs the application.
   - The applicant and the county office receive an automatic message from 4-H Online.
4. The state office sends the completed screening application (see additional instructions) and the county contacts at least two of the references, preferably by email or phone and asks them to complete a short, fillable, reference questionnaire that can be returned by email.
5. Two positive references are required and are noted as received into the applicant's 4-H Online account.
   - Create a file to store completed references. It is not possible to upload them into 4-H Online.
6. The applicant participates in a 4-H orientation.
   - The orientation should provide an overview of the 4-H Youth Development Program.
   - The e-learning modules on the website are a good overview.
   - A face-to-face orientation conducted by the agent/associate is an option.
7. The county notes the completion date of the orientation in the applicant's account.
8. The county submits a request for a background check once the applicant confirms they are prepared to respond to the HireRight email in 3-5 days. Follow all instructions on the "Colorado 4-H Background Check Process" document included in the Application Process packet.
9. Once the applicant's background check is completed the State 4-H Office processes the approval in 4-H Online and the applicant can then be activated by county staff.
10. The county notifies them that screening is complete and approves them as an authorized volunteer.

    The 4-H Volunteer Application Process Packet for 4-H staff includes the following resources:

- A sample of the email the applicant receives from 4-H Online after opening an account.
- Screenshots of 4-H Online volunteer screening application.
- A sample email to send to references and a copy of the fillable reference questionnaire.
- "Colorado 4-H Background Check Process" document & screenshot of background check request.
- A sample email to send to applicants when their name has been submitted for the background check.
- An example of the email that the applicant receives from HireRight.