

## Volunteer Application Process

### Before You Start

1. Have you reviewed the step-by-step application process under [Agent Resources](#) | Volunteer tab?
2. Has the *Potential Volunteer* completed the full application in 4-H Online?

### Steps

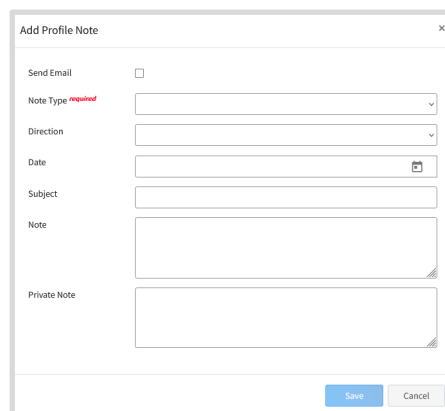
1. Click on Member in the navigation pane.
2. Search and select the intended volunteer record.
3. Click on Profile in the navigation pane to verify volunteer application and screening are complete and submitted.
4. If NO, they need to log back in and complete and submit ALL sections.

### Screenshots

Colorado 4-H Youth Development  
 Volunteer - Awaiting Review  
 Volunteer Application Submitted  
 Screening Submitted

5. Volunteer Screening Application reports are sent directly from the state office to each county.
6. County staff are unable to view the screening section for data security.
7. Once received from state office, county staff can proceed with the 3 required steps:
  - a. Reference Checking
  - b. [e-Learning Module completion](#), details located here.
  - c. Submit Background check.
8. Communicate with volunteer to check email frequently (including spam folder) and look for HireRight email\*.
 

**\*NOTE: CSU HR has a high volume of requests from Oct – March. Approvals can take 2-4 weeks. Plan accordingly!**



Completing Volunteer Questions in 4-H Online - **REQUIRED**



# NEW Volunteer Application Approval Process

- Once Volunteer has completed number 7, a through c steps.
- Click Enrollment | Awaiting Review.
- Click on the Volunteer name.
- Scroll down and locate "Other Questions" and click "Edit."
- Sections Highlighted must be complete.
  - References (date and checkbox)
  - e-Learning Modules (date and checkbox)
  - Background Check Approval (date and checkbox)

Other Questions

Manager Only Field

Please select your communication preference Email

Please provide your preferred shirt size - Note: Youth and Adult sizes by Enrollment Category. (If a youth prefers an Adult size - indicate in the section below)

Are you a youth member wanting Adult T-Shirt Size? (If yes, please provide preferred size)

Have all fees been paid for current 4-H enrollment year?

Checkbox Question

Date Positive References Completed (2 Required)



Checkbox Question

Date e-Learning Modules Completed

Checkbox Question

Date Background Check Approval Completed

## Processing and Approval of Volunteer

- Once ALL steps above are complete, the State Office runs a volunteer report two times per week (Monday and Friday\*) to review the volunteer completion process. All fields above must be complete, or the volunteer will not appear on the generated report.
- The State Office will cross-check background checks for verification.
- Verified volunteers, the state office processes the volunteer profile.
- Under Enrollment | Awaiting Review. The 'symbol' will change from  to  .
- Click on volunteer name, scroll down the page and approve for the current 4-H Year.

Volunteer	Submitted	10/04/2023	
Volunteer	Awaiting Review	10/09/2023	

Comment

Send Back  Block

## Tips

- Review ALL steps for accuracy and more timely approval for volunteers.