



4-H Volunteer Screening Process

	Direct Volunteer	Episodic Volunteer	Indirect Volunteer
Description	A volunteer with authority to independently plan and conduct educational experiences for youth OR a volunteer whose position puts them in close, ongoing interaction with youth.	A volunteer who is assisting with one single “episode” or activity with a registered volunteer present.	A volunteer who supports 4-H events or activities but does not directly work with youth.
Screening Required	Yes	No, it is optional.	No, it is optional.
Examples	Club Leader, Project Leader, Camp Counselor, Event Chaperone, Judging Coach, etc.	Workshop presenter, judge, guest speaker, etc.	Fair Board, Extension Board, etc.

All resources available at your local River Valley District extension office or online at www.rivervalley.k-state.edu/4-h/volunteers.html.

- Step 1: Complete Volunteer Screening Application – Paper & Online Version Available
- Step 2: Create a profile on Kansas 4-H Online
- Step 3: Complete Orientation – In Person or Online Option Available
- Step 4: Complete Interview with Extension Staff
- Step 5: Complete Background Checks – Child Abuse & Neglect Form (DCF) & Criminal Background Check

Following the completion of the above steps, your file will be reviewed and the River Valley Extension District Board will advise on appointment. You will receive a letter regarding volunteer placement following the monthly extension board meeting.

After being appointed as a volunteer, an annual renewal form must be filled out. Every three years, the DCF and CBC are required.