



## SCREENING PROCEDURES FOR NEW 4-H VOLUNTEERS

It is possible that some of the following steps will occur concurrently or in a different order than numbered below, however, no Letter of Appointment will be sent and the applicant will not be enrolled unless all steps are completed.

1. **Application:** Prospective volunteer completes [an application](#) (available [online](#) as well) and it is reviewed by 4-H staff.
2. **Reference checks:** At least two [reference forms](#) (available online as well) completed by references (who are not family members) or by staff recording responses to the reference form questions asked in a telephone interview (this should be noted on reference form).
3. **Interview:** An Interview is conducted using the [4-H Volunteer Interview Questions](#) to provide information to the applicant as well as to further screen them as a possible volunteer leader. This should be face to face. Phone or video can be used **only** in special cases when applicant is already known well by 4-H staff. Applicants should receive an overview of UNHCE and the volunteer service description for the role(s) they are considering.
4. **Background Check:** A youth-specific background check must be obtained. Please follow [Background Checks for Volunteers Working with Youth - Procedures for Staff](#).
5. **Orientation:** The applicant is required to complete an initial Orientation that is specific to the role they will be serving in.
6. **Required Training:** Applicant must (a) complete the UNH Protection of Minors for Staff and Volunteers and (b) be trained on [Reducing Risk for 4-H Volunteers](#).
7. **Volunteer Agreement:** The [4-H Volunteer Agreement Form](#) is signed by both the applicant and hiring/supervising staff.
8. **Enrollment:** Applicant should enroll in 4-H Online, but the volunteer should not be moved in 4-H Online from “Awaiting Review” to “Approved” until the entire screening procedure is completed, and the appointment letter is sent.
9. **Final decision:**  
*Acceptance:* If all the above steps have been completed, [a Letter of Appointment](#) to the applicant is sent along with appropriate volunteer service description and a copy of their signed Volunteer Agreement. Upon issue of the letter of appointment, the person can have their enrollment 4-H-Online approved and is considered a volunteer of UNH Cooperative Extension. A copy of the Letter of Appointment is placed on file and can be shared with others as necessary.

*Rejection:* the decision to reject an applicant will be made jointly by the 4-H staff, their supervisor and 4-H program leadership if necessary. Following this decision, the 4-H staff sends a letter of rejection to the applicant signed by the staff and 4-H program leadership. This letter will be written for the individual; there is not a form letter.

If any part of the screening procedure produces something that is questionable or not acceptable, 4-H staff should consult with their supervisor. More information may be requested of the applicant.

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