



4-H Volunteer Leader Screening Checklist

Name: _____ Town: _____

*Use for documenting application, interview and orientation for 4-H Volunteer Leaders.
Copy to be placed in 4-H Volunteer Leader File.*

STEPS	Date & Staff Initials	Task, Topic or Information Area	Notes
1.		Application Completed & Reviewed	
2.		References Forms Completed (Minimum of 2)	
3.		Interview/Information Session Completed a. Information shared: <ul style="list-style-type: none"> • UNHCE Overview • Review Volunteer Service Description for role(s) applicant is considering b. "4-H Volunteer Interview Questions NOT to ask" c. "4-H Volunteer Interview Questions" Completed	
4a.		Background check request submitted to HR	
4b.		Background check returned with no issues	
5.		Orientation specific to role completed	
6.		Required Training Completed a. UNH Protection of Minors for Staff and Volunteers b. Reducing Risk for 4-H Volunteers	
7.		Volunteer Agreement Signed by Applicant	
8.		Volunteer given information to Enroll online	
9. Final Decision:		<p>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.</p> <p>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.</p>	