

4-H Volunteer Enrollment Process



Re-Enrolling Volunteers:

Wisconsin 4-H policy requires that all enrolled volunteers undergo a background check every four years. This background check is automatic and will be conducted by the State 4-H Youth Development Office.

New Volunteers:

To become a 4-H Adult Volunteer Leader, we need you to complete the following steps:

1. Enroll in Dane County 4-H Youth Development through 4HOnline

- As part of your online enrollment, you will be asked to agree to the Dane County Extension Volunteer Behavior Expectation form and an Assumption of Risk Document. These must be completed by all adults who wish to volunteer with UW-Extension

2. Complete the online mandated reporter training through 4HOnline

- Takes about 30-45 minutes
- It provides valuable information about how to recognize signs of child abuse and will provide the basis for some conversation at the in-person VIP training
- The training can be accessed through your 4HOnline account

3. Register for and attend the in-person UW-Extension Volunteers in Preparation (VIP) Training

This face-to-face training is required once for all beginning volunteers. After that, you can participate in optional ongoing virtual and in-person trainings based on your volunteer role and interests.

- **The first training will be held on September 18, 2019 beginning at 6:30 pm.** A second training will be offered on **November 4, 2019, also at 6:30 pm.** All trainings will be held at 5201 Fen Oak Drive (UW-Extension Office).
- To register contact Kathy Ottem, 608-224-3705; ottem@countyofdane.com

4. Pass a national criminal background check

- In accordance with UW Board of Regents and Dane County Extension policy, we are required to conduct a national criminal background check for employees and volunteers holding a “position of trust with access to vulnerable populations” upon initial enrollment and every four years.
- You will receive an email from GIS (General Information Services, Inc.) to request information from you to conduct a background check. GIS is the vendor chosen to do the criminal background checks for UW-Extension employees and volunteers. The background checks are done on a national and state level.
- The subject line of the email should read “Action needed in connection with your current volunteer status with University of Wisconsin-Extension.”
- Please check your junk email folder periodically.
- Please be assured the GIS website is a secure, encrypted site.
- **Please respond within 5 days to the request from GIS.**

Additional Information for Volunteers:

- New leaders will not be approved in 4HOnline through the Dane County Extension Office until they complete this process. Once a leader has attended the in-person VIP Orientation, enrolled in 4-H through the online database, completed the mandatory reporter training online, passed the background check, and been approved by their Organizational Leader in 4HOnline, and accepted by the Dane County Extension Office in 4HOnline, they are considered certified leaders and are covered by liability and activity insurance.
- Parents do not have to enroll as leaders. However, if they are going to be leading project meetings, chairing a committee, driving youth to events, or spending any time with youth other than their own children, they should go through the volunteer enrollment process. They don’t have to be project leaders – they can enroll as resource or activity leaders.