



STEPS IN YOUTH PROTECTION: WI 4-H YOUTH DEVELOPMENT PROGRAMS

Revised June 2009

All 4-H Youth Development volunteers working with youth are required to complete the Wisconsin 4-H Youth Protection program. This includes:

- a. Completion of the Volunteer Application Form
- b. Background records check for arrest and conviction records through the approved channel
- c. Participation in volunteer orientation
- d. Completion of the Volunteer Behavior Expectations Form*
- e. Completion of the 4-H Enrollment Form

**Note: combined with the 4-H enrollment form if using forms generated by 4HPlus*

Process for submitting names for volunteer background check (after attendance at orientation session and signing volunteer expectations form)

1. *Maintain confidentiality*

Review office process for keeping records confidential. Records should be kept in a locked file. Consider establishing a folder for every volunteer.

2. *Review volunteer application forms*

- a. New resident? If an individual has been a Wisconsin resident for less than three years, check references. Reference forms are located at:

<http://www.uwex.edu/ces/4h/pubs/pubdetails.cfm?publicationid=77> and

<http://www.uwex.edu/ces/4h/pubs/pubdetails.cfm?publicationid=76>

Note: the above forms will only be visible if logged in as a staff member on the 4-H Youth Development website.

Out of state background checks can be obtained by checking the Department of Justice Crime Information Bureau website: <http://www.doj.state.wi.us/dles/cib/crimback.asp>.

Contact Kay Hobler in the State 4-H Youth Development office if you need assistance.

- b. Yes to question 5 or 6? If there is a “yes” to either question 5 or 6, do the following:
 - i. Question 5 (driver’s license suspended or revoked): send a copy of the application form to Kay Hobler in State 4-H Youth Development office with your county’s name written on it. Retain the application original form. Kay will contact U.W. Risk Management for review. Kay will communicate the next steps following the U.W. Risk Management review.
 - ii. Question 6 (crime involving a minor): send a copy of the application form to Kay Hobler in State 4-H Youth Development office with your county’s name written on it. Retain the original application form. State 4-H Youth Development staff will gather additional information and contact you with the results. The goal is to accomplish the written communications and contacts of other people within a six week period.

3. *Do on-line records check with Department of Justice Crime Information Bureau*
 - a. Go to the Crime Information Bureau Website:
<http://www.doj.state.wi.us/dles/cib/crimback.asp>
 - b. Follow website directions to do online checks. Results are returned to you within 1-2 days.
 - c. Review records.
 - d. File in confidential place.
4. *Problem record*
 - a. First call is to your district liaison or Donna Menart to discuss the record and next steps.
 - b. Upon the advice of the liaison, send a copy of the record report to Kay Hobler in the State 4-H Youth Development office when there is need for additional information. Indicate if the record is for a new applicant or a continuing volunteer.
 - c. Kay will obtain copies of the reports regarding the offense, consult with relevant parties and will inform staff of a decision regarding the participation of the individual. When a decision has been reached, document for your file using the Screening Action form:
<http://www.uwex.edu/ces/4h/pubs/pubdetails.cfm?publicationid=75>
 - d. Letters informing a volunteer they have not been accepted a volunteer, or placing restrictions on their volunteer role are sent by the local 4-H Youth Development educator.
5. *Complete the screening section of the 4HPlus enrollment record for each new applicant*
 - a. Volunteer applicants who *have not* completed all Youth Protection steps must be identified as “Pending” in the screening section of 4HPlus. These records will not be recognized by 4HPlus as active volunteers (will not be included in label or report requests).
 - b. Volunteers successfully completing all steps of the Youth Protection process are identified as “Accepted.”
 - c. If a volunteer has driving or financial restrictions, they should be identified as “Accepted with Restrictions” in the screening section of 4HPlus. Reasons for the restrictions should be noted in the Restriction Explanation field. Use caution in the wording when identifying the reason a volunteer applicant has been rejected or accepted with restrictions.
6. *Issue Youth Protection cards to all individuals completing the Youth Protection process:*
<http://www.uwex.edu/ces/4h/pubs/pubdetails.cfm?publicationid=82>.
7. *Complete the Youth Protection Annual Report each year and file with the State 4-H Youth Development Program Director’s office when the ES-237 report is due.* The report is located at: <http://www.uwex.edu/ces/4h/pubs/pubdetails.cfm?publicationid=78>.



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