



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

Revised June 2011

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. There should be one folder established for every volunteer. The Volunteer Application should be kept for the entire time a volunteer is active and then follow the Records Retention Policy. The signed Annual Enrollment Form and Volunteer Behavior Agreement must be placed in the file. These would need to be retained during the time the volunteer is active and follow the Records Retention Policy when the person is no longer a 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 your District Liaison 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): Working with your District Liaison first, you may need to 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 UW Risk Management for review. Kay will communicate the next steps following the UW Risk Management review.
 - ii. Question 6 (crime involving a minor): A further review is needed. Work with your District Liaison to develop a plan for accomplishing this task. This review can be done locally working with the local District Attorney and Sheriff's Department. It can also be done from the state level with DOJ.

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 Associate Program Director to discuss the record and next steps. Work with the District Liaison A further review is needed. Work with your District Liaison to develop a plan for accomplishing this task. This review can be done locally working with the local District Attorney and Sheriff's Department. It can also be done from the state level with DOJ. 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>
 - a. 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. Letters need to be straightforward and specific to the situation. Consult the District Liaisons for assistance and possible draft templates.
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 a letter of welcome to the new volunteer. Some counties may also issue Youth Protection cards to all individuals completing the Youth Protection process:*
<http://www.uwex.edu/ces/4h/pubs/pubdetails.cfm?publicationid=82>.
7. *File application, screening information and behavior agreement for each volunteer.*

It is recommended that each volunteer have their own file. All Youth Protection/ Volunteer Files must be kept in a secure location. Update files annually.
8. *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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