



YOUTH PROTECTION ANNUAL REPORT

Report Form

VOL04

Annually due to State 4-H Youth Development Program Director with county ES-237 report.

All 4-H youth development volunteers working with youth are required to complete the Wisconsin 4-H Youth Protection Program. This **mandatory** youth protection process consists of three components: a background check for arrest and conviction records, participation in a volunteer orientation program, and signing the volunteer behavior expectations form. The primary purpose of this process is to ensure the safety and well-being of all participants (i.e., youth, their parents and families, salaried and volunteer staff).

County: _____ Filing Date: _____

1. Total number of current 4-H Youth Development volunteers who have completed the youth protection process (should be the same as total adult volunteers in county). _____
2. Total number of new 4-H Youth Development volunteers completing the youth protection process this past year. _____

Please check the items below if your county is in compliance. If not currently in compliance, note actions that will be taken this fall to rectify the situation.

- _____ Background checks were completed on all new volunteers.
- _____ All new volunteers participated in a volunteer orientation/training experience.
- _____ All new and continuing volunteers signed volunteer behavior expectation forms.
- _____ Background checks are being conducted for continuing volunteers every four years.

Describe the process your county is using to comply with this requirement (i.e. background checks are being conducted for all continuing volunteers at four year increments of leadership [4th, 8th, 12th . . . years of volunteer leadership]).

*Note plans for any areas not currently in compliance:

3. **Youth Protection Process/Record Keeping:** Please check the items below if your county is in compliance. If not currently in compliance, note actions that will be taken this fall to rectify the situation.
4.
 - _____ All signed volunteer expectation statements are kept on file.
 - _____ All volunteer records are kept in a locked or secure location with limited access.
 - _____ The confidential nature of youth protection records has been discussed with any new staff members who are in the position to handle the information.
 - _____ Returning volunteers who have been absent for **1-4** years completed a background check and signed a volunteer behavior expectations form.
 - _____ Returning volunteers who have been absent **5+** years repeated the entire youth process.

*Note plans for any areas not currently in compliance:

I verify that all volunteers working with youth through the 4-H Youth Development Program in my county have completed all three components of the Youth Protection program.

Faculty/Staff Member's Signature

Faculty/Staff Member's Title



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