



Extension  
Sweetwater County

Sweetwater County Extension  
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## PROCESS FOR NEW VOLUNTEERS

1. Go to 4-H ZSuites to enroll in the Sweetwater County 4-H Program: [4h.zsuite.org](http://4h.zsuite.org).
  - a. Create a family profile and then add yourself as an adult member; or
  - b. Add yourself as an adult member to an existing family profile.
  - c. Complete each page of the enrollment, choose your payment method for your \$10 enrollment fee, and submit your enrollment.
2. A letter with detailed instructions of the volunteer process will be sent out to you from Karen Elizabeth Allison from the State 4-H Office. You will receive an email with specific instructions on how to access the links to complete the background checks. The subject line will read 4-H Volunteer Screening Instructions.

The Wyoming 4-H Program utilizes the same screening process that is used for all UW employees, students, and UW Volunteers. There is no out of pocket cost for 4-H volunteer leaders to complete the screening process. Two types of background checks must be completed before an adult can be approved as 4-H Volunteer Leader:

- a. A criminal background check through the UW Department or Human Resources (re-screened every 5 years)
- b. A motor vehicle records (MVR) check through UW Risk Management (completed annually)

Screening of the **criminal background check** conducted through the UW Department or Human Resources will include convictions of child endangerment, crimes of a sexual nature, felony involving violence, and financial crimes. Individuals who have ever been convicted of a crime against children or a vulnerable adult, a crime of a sexual nature, or a felony involving violence will not be approved as a 4-H volunteer leader. All information gathered in the screening process is considered private and will remain confidential and will only be released as required by law.

In addition to the criminal background check, **the motor vehicle record (MVR) check** is completed by the UW Department of Risk Management. UW policy requires individuals who drive on University business (4-H is University business) to complete the UW Motor Vehicle Records (MVR) check annually. MVR checks completed **AFTER** October 1<sup>st</sup>, will fulfill this requirement for the entire upcoming 4-H year. If you complete the MVR before October 1<sup>st</sup>, you will need to do it again after October 1<sup>st</sup>. This applies to all driving, whether doing so in a personal vehicle, rental vehicle, county vehicle or UW vehicle. The MVR includes moving violations and at fault accidents in the past 12 months and any major convictions in the past 36 months. A flagged MVR check may result in restrictions to the 4-H volunteer leader's approval to transport 4-H members who are not their own children.

3. Any adult who wishes to be approved as a 4-H volunteer leader must first complete the New Leader Orientation online. The new leader orientation can be found at <https://www.uwyo.edu/4-h/volunteers/new-volunteers-orientation.html>.

The state 4-H office will communicate the completion status to the county extension office. After the initial approval, a 4-H volunteer leader is required to participate in additional training every 5 years that will benefit your role in 4-H. There are many methods and/or opportunities to receive the training. Please contact the County Extension Office for information about these opportunities. You will also need to schedule a time to personally meet with the County 4-H Educator each year.

*Issued in furtherance of extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture. Glen Whipple, director, University of Wyoming Extension, University of Wyoming, Laramie, Wyoming 82071.*

*Persons seeking admission, employment, or access to programs of the University of Wyoming shall be considered without regard to race, color, religion, sex, national origin, disability, age, political belief, veteran status, sexual orientation, and marital or familial status. Persons with disabilities who require alternative means for communication or program information (Braille, large print, audiotape, etc.) should contact their local UW Extension office. To file a complaint, write to the UW Employment Practices/Affirmative Action Office, University of Wyoming, Department 3434, 1000 E. University Avenue, Laramie, WY 82071.*