



# Hillsborough County 4-H Volunteer Application Instructions



**What:** University of Florida IFAS Extension Volunteer Screening and Youth Protection Policy (Effective January 2005)

**Who:** All 4-H Volunteers of the Florida 4-H Program who work directly with youth, other than their own children. Only those applicants who complete the application process and are approved by the 4-H office will be covered by the University of Florida liability insurance and supplemental 4-H medical insurance coverage.

**How Often:** All volunteers must complete the application process every 3 years. A yearly update and intent form must be completed each year. A lapse of service for one year or more will require the volunteer to complete a new application and screening process.

## Steps to the Process:

- 1.) Applicant will submit "Application for an Adult to Volunteer with Extension Youth Programs," Adult Agreement, and copy of current driver's license to the Hillsborough County 4-H Office. Applications can be mailed directly to the 4-H office or given to the 4-H club leader at the applicant's preference.
- 2.) 4-H staff will verify references and background screening through the Hillsborough County Sheriff's Department.
- 3.) Applications and supplemental forms will be kept in a secured location at the Hillsborough County 4-H office.
- 4.) Letter will be issued by the 4-H office to the applicant stating his/her approval or denial of volunteer status. Copy of letter will be kept in applicant's file at 4-H office.
- 5.) General written statement will be issued to the 4-H Club's organizational leader indicating who has been approved as a 4-H volunteer for the county.
- 6.) 4-H office will issue Florida 4-H Volunteer Leader Card to the applicant if approved.
- 7.) Periodic background checks will be done through the Hillsborough County Sheriff's Department.

## Benefits of Screening:

- Provide system for the safety and Protection of our 4-H youth
- eligibility to be covered by liability and supplemental insurance coverage
- Eligibility to participate in district, state, and national 4-H Volunteer Programs and Workshops.

## Checklist for Completing Application Process:

- 9 Complete "Application for an Adult to Volunteer with Extension Youth Programs"
- 9 Complete Leader Agreement
- 9 Submit current copy of Driver's license
- 9 Submit insurance payment \$1 for general, \$2 for horse project volunteers

**\*\*Please Note:** Approval/denial of applicant will be done at the discretion of the Hillsborough County 4-H staff. Applications will not be strictly approved/denied solely based on criminal reference checks. The Hillsborough County 4-H Staff will approve only those applicants who prove to be able to provide a positive, safe environment for the youth and current volunteers of the 4-H program.