**Reno County 4-H**

**Volunteer Enrollment Guidelines**

*Please note: All parents should enroll through 4-H Online as a parent. This document is to guide volunteer enrollment.*

Thank you for your interest in serving our youth as a 4-H volunteer. While volunteerism is crucial to the success of 4-H, it is a privilege, not a right to be a 4-H volunteer. Volunteers are expected to adhere to the Kansas 4-H Volunteer Code of Conduct and may require a background check. This document will outline when additional screening is required and the process to be come a Reno County 4-H Volunteer. Full screening information can be found through the [Kansas 4-H website.](https://www.kansas4-h.org/volunteers/volunteer-screening-resources/index.html)

There are two general categories for volunteering in Reno County: Kansas 4-H Volunteers and Adult (or parent) Helpers.

1. **Adult Helpers**

An adult helper is someone who gives their time and/or expertise to 4-H education programs or activities and who will either not be in direct contact with children or youth or who will only be in situations directly supervised by a paid and/or screened, experienced volunteer/staff.

Process steps include: Express interest to 4-H staff or other Kansas 4-H volunteers (such as a club leader). These individuals will keep names on file for interested adult helpers.

These positions will include, though may not be limited to:

Guest speakers/presenters

Judges

Concession stand workers for single events

Project leaders who act as a resource without hosting project meetings

1. **Kansas 4-H Volunteers (formally VIP)**

Adults providing direct supervision to youth at a 4-H program; make decisions on behalf of the 4-H program; have access to private data of 4-H members or volunteers; and/or handle funds as part of 4-H must complete the volunteer screening process, be accepted, and enrolled as a Kansas 4-H volunteer.

Process steps include: 4-H Online profile, references, criminal history, interview, orientation, and approval.

[Guide for the Adult Kansas 4-H Volunteer Application](https://www.kansas4-h.org/volunteers/volunteer-screening-resources/Adult%20Volunteer%20Applicant%20Steps.pdf) (including helpful links to various steps)

These roles will include, though may not be limited to:

Community Club Leaders

Chaperones for any overnight events

Camp volunteers

Volunteers who will have access to funds raised on behalf of 4-H

Volunteers who will have access to confidential records or information

Project leaders who host project meetings

Confidentiality – Maintaining the confidentiality of all profiles and supporting documents is the cornerstone of keeping trust with volunteer applicants. Each volunteer applicant is entitled to privacy and fair treatment under the law. It is the intent of Kansas 4-H to treat all applicants fairly and respectfully. Additional information can be found at through [Kansas 4-H website under volunteers.](https://www.kansas4-h.org/volunteers/)

Enrollment Process – The following links will help you enroll as a Kansas 4-H volunteer. Reno County pays a fee for each volunteer to be screened, so please help us by ensuring you pursue the volunteer category that fits best for your role.

[New Kansas 4-H Volunteer](https://www.kansas4-h.org/resources/4-h-online/docs/New%20Adult%20Volunteer%20Enrollment%20Guide.pdf) [Returning Kansas 4-H Volunteer](https://www.kansas4-h.org/resources/4-h-online/docs/Returning%20Adult%20Volunteer%20Reenrollment%20Guide.pdf)

https://www.kansas4-h.org/resources/4-h-online/index.html hosts all enrollment help pages