

4-H Leader Screening Instructions and Tips

Screening Steps:

1. **Print** and **review** this document
2. **Communicate** with reference(s)
3. **Get** what you need to start
4. **Sign in** using username and password
5. **Complete** application with reference section, **submit**
6. **Go to RCMP** detachment with letter provided to receive a criminal record check with vulnerable sector check
7. **Mail in** criminal record check
8. **Follow up** to ensure all documents have been received
9. **Watch for** an approval email with training information



By **DECEMBER 15, 2014** the Screening committee must receive:

- Online application
- Online reference(s)
- Mailed in criminal record check with vulnerable sector check

You will need:

- **Internet access**
- **Username and password**
- **Reference Email addresses**
- **A printer**
- **Few minutes of your time**

Application:

- Online form will “pop up”
- Complete all questions
- Submit or submit and print at the bottom of the page

References:

- **Reference(s) need to have known you for a minimum of 3 years and must not be a family member.**
- **New Leaders and Leaders previously not screened** provide 3 reference email addresses.
- **Re-screening Leaders** provide 1 reference email address.
- **Communicate** with reference(s) to get a current email address and to notify them to watch for email with an electronic form to complete online asap.
- Email addresses are inserted on the reference section of the application form. Upon submission this will generate an email and an online link to the reference.
- References will need 5-10 minutes to complete the **online form**.

Criminal Record Check:

- Every 4-H Leader must undergo a **criminal record check which includes a vulnerable sector check** dated with in the current 4-H club year.
- You may be asked to submit **fingerprints**. Fingerprinting may occur to identify you, as your birth date and or name might be the same as a convicted criminal.
- If you have a criminal record you must submit the convictions, prepared by the RCMP.
- **Don't delay**, completion time may vary depending on the detachment. Start the process early. In the event your CRC will not be ready prior to the deadline contact the 4-H Council of Alberta
- The **criminal record check with vulnerable sector** is the only document to **send via mail**.
- **Call** your detachment **ahead** to confirm what you will **need**, hours of operations, time required to complete

Take the following to your local RCMP detachment:

- 4-H Alberta Criminal Record Check **Letter** (provided below)
 - Complete contact information on the letter
- **Identification** – drivers license and birth certificate

Contact:

4-H Council of Alberta
 RR 1 Site 7 Box 1
 Westeros AB T0C 2V0
 1.877.682.2244
 susann.stone@4hab.com

4-H Council of Alberta
RR 1 Site 7 Box 1 Westeros, AB T0C 2V0

Phone: (780) 682-2648 Toll Free 1-877-682-2244
Email: council@4hab.com www.4h.ab.ca



September 1, 2014

4-H Alberta Leader Criminal Record Check Information

Dear RCMP Detachment or City Police Department,

_____ will be volunteering for the
_____ 4-H club beginning in the fall of 2014.

4-H Alberta Leaders are volunteers who work with youth ages 6 to 20. Leaders assist Cleaver Kids and 4-H Members in developing leadership, communication, and technical and life skills while strengthening their communities. If you have any questions about a 4-H Alberta Volunteer Leader's position, contact 4-H Council of Alberta. More information about 4-H Alberta can be found at www.4h.ab.ca.

Since volunteer 4-H Leaders will be working directly with youth, they are required to submit a **criminal record check that includes a vulnerable sector check**.

If an individual leaders' criminal record check indicates a criminal charge may or may not exist, we request that the convictions are prepared by the detachment for submission to the 4-H Alberta Screening Committee by the volunteer.

The 4-H Council of Alberta's Voluntary Organization Authorization Number is VOAN 7835 No 2296. The VOAN is supplied by Volunteer Alberta, and indicates no charge for the record check to the 4-H volunteer.

If the detachment requires additional information, do not hesitate to call the number provided above. Thank you for your cooperation.

Sincerely,

Andy Pittman
4-H Council of Alberta, President

4-H Alberta Legacy Builders

4-H Council of Alberta
RR 1 Site 7 Box 1 Westeros, AB T0C 2V0



Phone: (780) 682-2648 Toll Free 1-877-682-2244
Email: council@4hab.com www.4h.ab.ca

4-H Leader Information			
Last Name		Maiden Name	(if applicable)
First name			
Address		4-H Club	
Town/Prov.		4-H District	
Postal Code		4-H Region	
Phone		Alternate Phone	
RCMP Detachment			

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4-H Alberta Legacy Builders

