

Leader Screening Online

Tips and Hints

Thank you for becoming a volunteer 4-H Leader. We know that the continued success of 4-H depends on our volunteers. Protecting our members and our leaders is a number one priority to ensure a safe environment is provided for young people to learn and grow. This is done through the leader screening process and leader training. As a 4-H leader you will share your knowledge, skills and ensure that youth have a positive and safe place to belong.

Note that Leaders' Screening is only available on-line. Leaders requiring screening will receive an email with instructions how to complete the necessary steps once their club's registration has been approved.

Becoming a 4-H Leader:

Checklist:

- Be elected by your 4-H Club
- Ensure the clubs general leader or club registrar has your current contact information including an email address
- Review the 4-H Alberta Leader Manual and the 4-H Leader Job Description
- Complete online leader screening - deadline December 15
- Be sure to call the 4-H Council of Alberta to ask questions or if you need assistance with the leader screening process
- Complete level one leader training



Leader Screening Steps

Leaders (general club, assistant, project and key), alumni and all members of regional or district councils who contribute to 4-H events where 4-H members are present and/or hold a position of trust (ie: a member of council executive), must complete the screening process and training.

Screening steps

1. Leaders are registered with a club (each leader must have a working email address).
2. Upon club approval leaders that are new or require rescreening will receive an email with a username and password and instructions on what they will need to complete the screening process.
3. Follow the link in the email to where a username and password can be entered.
4. Upon signing in you will see your leader profile, if your screening is due you will see an application form pop up. It will have your name at the top with a list of questions.
5. Complete the questions.
6. Enter 1-3 reference emails (addressees ONLY).
1 reference for leaders being rescreened,
3 references for NEW or never completed screening
7. Click and download the criminal record check letter. This letter is important and helpful when leaders go to obtain their Criminal Record Check from their local RCMP detachment. Save and/or print the letter and close to return to the application screen.
8. You may print this screen to keep a copy for your records.
9. The last step is to click submit on the bottom of the application form.
10. After the application has been reviewed/approved, all references have been reviewed and approved and a criminal record check has been received and entered the leader will receive an approved leader screening email.



Leader Screening Trouble Shooting:

Applications:

- Start the process early
- Be sure to ask questions, call to check your screening date or ask for assistance
- General leaders can see screening dates as they are updated in the online system
- You will be notified if you require screening and when you have been successfully screened via email.
- Copy and paste your username and password as they are case and space sensitive
- Check your junk or spam mail box
- Fill in all blanks and check boxes completely
- The next time you log on this form should not pop up. If it does then it was not successfully received.
- Current leaders must re-certify after every 5 years are completed. New leaders remain on non-certified status until their application is approved by the 4-H Alberta Screening Committee.
 - Non-certified leaders must always have screened leader with them when they are working with 4-H members, until they have been successfully screened.

References:

- References should have known a leader for a min of three years and not a family member
- Email addresses entered will receive an email link to click and complete the reference form
- Leaders may want to let their references know that the email is coming

Criminal Record Checks:

- When you download the criminal record check letter, you will have to print and/or save it and then close it to return to the screening application
- You can type your name and contact information on this letter and print or save it
- **To start this process early**
- All criminal record checks must be dated within the current club year
- Calling ahead to your local police detachment will ensure that you have all the needed information on hand when you go to order your criminal record check, and at that time you can also ensure you know the detachment's hours of operation and which days they are open
- The criminal record check letter provides proof that you are a 4-H leader, and includes a VOAN which means your criminal record should have **no fee associated with it**
- The criminal record check is the only document you need to send via mail.
- You maybe asked to submit your fingerprints in order to complete the record check. Fingerprinting may occur due to the fact that you have the same birth date and/or name as a convicted criminal- this is to identify you
- If your criminal record check is going to be past the deadline please make prior arrangements with the 4-H Council of Alberta
- If a detachment requires more information please contact 4-H Council of Alberta to assist you

Training

Training

The next step you are required to complete training for leaders within the next twelve months. There are a number of ways to complete this training.

1. Attend a workshop at a district, region event or at the annual 4-H Alberta Leaders' Conference
2. Complete the online quiz at www.4h.ab.ca

More information on 4-H Leader training can be obtained from your Key Leader or Regional Specialist.

Existing leaders are not required to complete level one training if they have already done so. We encourage you to continue to the next level of training to enhance your 4-H knowledge and leadership skills.

Leader Resources

- The District Key Leader
- 4-H Alberta Leaders information manual – ask your club leader for a copy
- 4-H Alberta website www.4h.ab.ca
- 4-H Magazine – mailed to each 4-H family three times per year and also on the 4-H website
- Regional and Provincial 4-H Staff and directors – complete listing can be found at <http://www.4h.ab.ca/contact/index.html>
- Online leader profile – keeps your username and password and sign on to find out about upcoming available Leader opportunities

Frequently Asked Questions

Why do I have to apply to be a 4-H Leader?

The 4-H Alberta Leader application process has two goals:

- To protect 4-H members and leaders - we want to ensure that 4-H provides a safe environment for young people to learn and grow.
- To provide standardized training for leaders - to enhance their confidence and leadership skills.

Who has to apply to be a 4-H Leader?

Key Leaders, all club related leaders (general, assistant, project), registered alumni who participate in 4-H events, all executives of Regional or District Councils who contribute to 4-H events where 4-H members are present, and finally those who hold a position of trust (ie: a person with Club financial responsibilities) must apply to be a 4-H Leader. Parents who work with members on an ongoing basis should also be considered for screening; in addition to being screened, they will also receive recognition for their leadership work and have access to 4-H Alberta leader opportunities.

Why do 4-H Leaders have to be screened?

We cannot ignore the fact that there are people who are potential risks to 4-H members. If we do not have a screening program, then we are putting our members at unnecessary risk. The second purpose is to protect the good name and financial stability of the 4-H program. If an incident of abuse occurred, and 4-H did not have a screening procedure in place, then the entire program could be vulnerable.

Will my personal information be kept confidential?

The 4-H Alberta Screening Coordinator and each member of the Screening Committee have signed an oath of confidentiality that all information will be kept private and only be used to make screening decisions. After the committee has finished its work, the documents are stored securely and remain under the control of 4-H Council of Alberta.

What happens if I do not complete the Leader Application or Leader Screening process?

If a 4-H leader has not been approved by the 4-H Alberta Screening Committee and continues to act as a volunteer, the membership will be notified of that fact that if the leader does not cease involvement immediately, the club will not be considered in good standing and will therefore be ineligible to receive support from higher 4-H entities.

Do I have to re-certify every year?

No. Leaders are required to re-certify after the completion of their 5th year of service,

If you are an existing leader re-applying after completion of 5 years of service, and every 5th year after that.

For more screening information contact:

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