

# 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 ("Welcome" email that contains username & password; reference emails, etc.).
4. **Log in** to online registration system.
5. **Complete** application, **download police check letter** and click the **submit** button. **Wait for the "thank you / success message" before logging out.**
6. **Go to RCMP** or local police detachment with letter provided to acquire a **Police Check with Vulnerable Sector Check.**
7. **Mail in** your police check **as soon as you get it.**
8. **Follow up** to ensure all documents have been received.
9. **Watch for** an approval email with training information. If you do not receive the approval email that starts with "**Congratulations**", your screening is incomplete for some reason. **Log in to view your "Leader Screening Progress" and/or follow up with the Leader Screening Coordinator.**



**By DECEMBER 15, 2018, the Screening committee must receive:**

- Online application completed
- Online reference(s) submitted
- Mailed in police 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" when an unscreened leader logs in.
- Complete all sections.
- Enter reference emails **only** and **enter each email address twice. The two entries must be identical and cannot include extra spaces at the beginning or end as this will prevent submission.** This is the most common error preventing submission of online applications and/or reference forms.
- Submit (or submit and print) at the bottom of the page.

## Police Check (Vulnerable Sector and Criminal Record Check):

- Every 4-H Leader and 4-H Chaperone or Program / Supervisory Volunteer must undergo a **police check**; specifically a **Vulnerable Sector Check (VSC)** and it must be dated within the current 4-H club year.
- You may be asked to submit **fingerprints**. Fingerprinting may occur in order to identify you, as your birth date and/or name may match a convicted criminal or known offender.
- If you have a criminal record you must also submit the convictions, as prepared by the RCMP or police detachment.
- **Don't delay**; completion time varies depending on the detachment. Start the process early. In the event that your police check will not be ready prior to the deadline, contact 4-H Council of Alberta.
- The **Police Check with Vulnerable Sector Check** and the second page of the letter are the only documents to **send via mail.**
- **Call** your local detachment **ahead** to confirm what you will **need**, hours of operations and time required to complete a Police Check.

### Take the following to your local RCMP detachment:

- 4-H Alberta **Police Check VSC Letter** (provided when logged in)
  - Fill in the blanks and complete page 2 of the letter and keep a copy of page 2 to submit with your police check.
- **Identification** – driver's license and birth certificate

## References:

- **Reference(s) must have known you for a minimum of 3 years & must not be family member(s).**
- **All Leaders, not previously screened, must provide three (3) reference email addresses.**
- **Re-screening Leaders** provide one (1) reference email address.
- **Communicate** with reference(s) to get current email addresses and to notify them to watch for an email with a link to an electronic form to complete online asap. **References need just 5-10 minutes to complete the online form.**
- Each email address is entered twice in the reference section of the online application form. **The two entries must be identical and cannot include extra spaces at the beginning or end as this will prevent submission.** This is the most common error preventing submission of the online forms.
- Upon submission of application, **email(s) to reference(s) are auto-generated and will link to the reference form that takes just a few minutes to complete.**

### **Contact:**

**4-H Council of Alberta**

RR 1 Site 7 Box 1

Westerose, AB T0C 2V0

1.877.682.2244

**[leaderscreening@4hab.com](mailto:leaderscreening@4hab.com)**