# 4-H Leader Screening Instructions and Tips

4-H Alberta

## **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 or local police detachment with letter provided to receive a criminal record check with vulnerable sector check
- 7. **Mail in** criminal record check & receipt, if applicable.
- 8. Follow up to ensure all documents have been received
- 9. Watch for an approval email with training information

### **Application:**

- Online form will "pop up" when an unscreened leader logs in
- Complete all sections
- Submit (or submit and print) at the bottom of the page

#### **Criminal Record Check:**

- Every 4-H Leader must undergo a **criminal record check which includes a vulnerable sector check (CRC/VSC)** dated within the current 4-H club year. Council expects that reimbursement up to \$15 will be available; you must submit a receipt with your CRC/VSC.
- You may be asked to submit **fingerprints.** Fingerprinting may occur to identify you, as your birth date and or name may match 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 that your CRC will not be ready prior to the deadline, contact the 4-H Council of Alberta
- The **criminal record check with vulnerable sector** and receipt (if you paid a fee) are the only documents 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** driver's license and birth certificate

# By DECEMBER 15, 2016, the Screening committee must receive:

- Online application completed
- Online reference(s) submitted
- 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

#### References:

- Reference(s) must have known you for a minimum of 3 years & must not be family members.
- 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 current email addresses and to notify them to watch for email with a link to an electronic form to complete online asap.
- Each email address is entered twice in the reference section of the online application form. Upon submission of application, email(s) to reference(s) are auto-generated & will link to the reference form.
- References need 5-10 minutes to complete the online form.

#### **Contact:**

4-H Council of Alberta RR 1 Site 7 Box 1 Westerose, AB T0C 2V0 1.877.682.2244

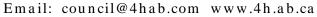
leaderscreening@4hab.com



### 4-H Council of Alberta RR 1 Site 7 Box 1 Westerose, AB TOC 2V0

Phone: 780-682-2648 Toll Free: 1-877-682-2244

Fax: 780-682-3784





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October 0, 2010
Dear RCMP Detachment or City Police Department,
will be volunteering for the
4-H Club, in the fall of 2016.
4-H Alberta Leaders are volunteers who work with youth ages 6 to 20. 4-H 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 <a href="https://www.4h.ab.ca">www.4h.ab.ca</a> .
Since volunteer 4-H Leaders will be working directly with youth, they are required to submit a <b>criminal</b> record check that includes a vulnerable sector check.
If an individual leader's criminal record check indicates that a criminal charge may exist, we request that the convictions are prepared by the detachment for submission to the 4-H Alberta Screening Committee by the volunteer leader.
4-H Council of Alberta's Voluntary Organization Authorization Number is <b>VOAN7835No2296.</b> The VOAN is supplied by Volunteer Alberta. It is valid until January 31, 2017 and allows subsidized vulnerable sector checks for 4-H Alberta Volunteer Leaders.
If the detachment requires additional information, please do not hesitate to call the number provided above. Thank you for your cooperation.
Sincerely,
Topame Amberg
Lyanne Almberg  President, 4-H Council of Alberta

# **4-H Alberta Legacy Builders**









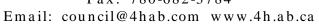






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Phone: 780-682-2648 Toll Free: 1-877-682-2244 Fax: 780-682-3784





4-H Leader Information		1		
Last Name	Other/Maiden Name	(if applicable)		
First name				
Address	4-H Club			
Town/Prov.	4-H District			
Postal Code	4-H Region	4-H Region		
Phone	Alternate Phone			
RCMP				

# **4-H Alberta Legacy Builders**



**Detachment** 









