

# 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** or local police detachment with letter provided to acquire a police check with **Vulnerable Sector Check (VSC)**.
7. **Mail in** your VSC (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.



By **DECEMBER 15, 2017**, the Screening committee must receive:

- Online application completed
- Online reference(s) submitted
- Mailed in VSC (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.
- Submit (or submit and print) at the bottom of the page.

## References:

- **Reference(s) must have known you for a minimum of 3 years & must not be family member(s).**
- **New Leaders** and **Leaders previously not screened** provide three(3) reference email addresses.
- **Re-screening Leaders (every 5 years)** 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.
- 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.

## Criminal Record Check:

- Every 4-H Leader 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 submit the convictions, as prepared by the RCMP of police detachment.
- **Don't delay**; completion time may vary depending on the detachment. Start the process early. In the event that your VSC will not be ready prior to the deadline, contact 4-H Council of Alberta.
- The **VSC (police check with Vulnerable Sector Check)** are the only documents to **send via mail**.
- **Call** your detachment **ahead** to confirm what you will **need**, hours of operations and the time required to complete a VSC.

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

- 4-H Alberta **Police Check VSC Letter** (provided below)
  - Complete contact information on the letter
- **Identification** – driver's license and birth certificate

## 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)



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



Phone: 780-682-2648 Toll Free: 1-877-682-2244  
Fax: 780-682-3784  
Email: council@4hab.com www.4h.ab.ca

September 1, 2017

Dear RCMP Detachment or City Police Department,

\_\_\_\_\_ will be volunteering for the

\_\_\_\_\_ **4-H Club, in the fall of 2017.**

4-H Alberta Leaders (Position Code 0315) are volunteers who work with youth aged 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 (Leader Screening Coordinator or Executive Director). More information about 4-H Alberta can be found at [www.4h.ab.ca](http://www.4h.ab.ca).

Since volunteer 4-H Leaders will be working directly with youth, they are required to submit a **vulnerable sector police 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 Volunteer Screening Program Number (VSPN) is **VSPN7835Cu0256**. The VSPN is supplied by Volunteer Alberta 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,

Lyanne Almberg  
*President, 4-H Council of Alberta*

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**4-H Alberta Legacy Builders**





**CANADA**  
4-H Alberta

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

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



**CANADA**  
4-H Alberta

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

### 4-H Alberta Legacy Builders

