

# 4-H Saskatchewan Volunteer Leader Screening Forms

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## Volunteer screening is mandatory for Saskatchewan 4-H Volunteers working with youth!

**IMPORTANT! PLEASE READ:** You **do not** have leader status until all your documents are in and approved. New leader applicants can begin their leadership duties immediately, but are on probation until accepted by the Saskatchewan 4-H Council. Leader applicants on probation are not allowed unsupervised access to 4-H members; another screened leader must always work with you until you have been approved. Approved applications are valid for 5 years.

**\*\*\*If applications are not received and completed by December 15th, 2018 applicants will be removed from the system and will not be allowed to be a leader for the 2018/2019 4-H Year.\*\*\***

## Steps to Completing Volunteer Screening

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### 1. Application Form

Fill out all information

**Remember to sign the bottom of the first page.**

### 2. References

Applicants **must** have three separate references fill out the provided forms.

Each reference must know the applicant for a **minimum** of two years

**NO** references can be related to the applicant.

Return **ALL** reference forms with your application.

### 3. Criminal Record Check—Option #1

**Police Check Procedure** – In 2010 the RCMP implemented a procedure called “vulnerable sector searches” – if you are of the same sex and share the same birthday as an offender, you now have to send your fingerprints to Ottawa to verify that you are not that same person. This can take up to 120 days! If this happens, please send in your application form and three reference forms with a note that your fingerprints have been sent to Ottawa and the date that they were sent. The RCMP will notify you when your record search is done and you will need to get it from them and send it to the 4-H Office to complete your volunteer screening application. You will be on probation until your application is complete.

**If a criminal record exists**, you must get the “Criminal Convictions Conditional and Absolute Discharges and related Information” print-out from the RCMP and attach it to your Criminal Record Check.

Please be aware that all RCMP detachments have different procedures on completing criminal record checks.

- Be sure to bring with you: 2 pieces of identification
  - one must include a photo ID
  - up to \$25 cash. Some detachments charge a fee for performing a criminal record search, and some do not accept cheques. If you are asked to pay a fee, first confirm that it applies to a volunteer youth organization. If it does, ask for a receipt as your club may reimburse the fee.

**\*\*\*As of 2018, some RCMP detachments will not accept a letter from the organization to waive fees\*\*\***

### 3. Criminal Record Check—Option #2

**NEW in 2018**

4-H Saskatchewan is offering the option for leaders to use an on-line system through Backcheck to complete their Criminal Record Check. This method cost \$34 +tax and you will need a credit card to pay for this service. Print a receipt and as your club may reimburse this fee.

Once your account is created, Backcheck verifies your identity through a series of questions based on your credit history. Once your identity is verified, a complete Criminal Record Check is done electronically and sent to your account which you share with 4-H Saskatchewan. Results are typically returned within 1-2 days.

If you are unable to be verified on-line, you will be prompted to fill out a provided form that you will print and take to your local Canada Post Office. Take the forms and two pieces of identification that will be scanned and sent directly to Backcheck.

For questions regarding this method, refer to the website: [www.mybackcheck.com](http://www.mybackcheck.com)

If you choose to do this method, please contact Karrie at the 4-H Office at 306-933-7728 to receive the direct link to begin your on-line Criminal Record Check process.

***Disclaimer:*** 4-H Volunteers can choose to complete their screening through BackCheck or their local RCMP/police department. BackCheck is an optional service provider. 4-H Saskatchewan is not responsible for the privacy practices of BackCheck, and that volunteers should review the privacy practices of BackCheck prior to choosing this service.

### 4. Return All Forms to the Provincial 4-H Office

Once all forms are completed, send all information to the Provincial 4-H Office at:

**Saskatchewan 4-H Council  
Volunteer Recruitment Committee  
3830 Thatcher Avenue  
Saskatoon, SK S7R 1A5**

You can also fax all forms to: **306-933-7730**  
**Please call the 4-H office to ensure your fax was received**

Or email forms to: [karrie@4-h.sk.ca](mailto:karrie@4-h.sk.ca)

All forms should be sent together. Applications received after the deadline may be declined and leaders will be removed as leaders for the 2018/2019 year.

**DEADLINE: DECEMBER 15, 2018**



CANADA  
4-H Saskatchewan

# Saskatchewan 4-H Volunteer Screening Application Form

Name: \_\_\_\_\_ Birth Date (mm/dd/yyyy): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

If less than three years at this residence, previous address(es): \_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name of 4-H Club: \_\_\_\_\_ District: \_\_\_\_\_ Region: \_\_\_\_\_

Are you a new 4-H Volunteer? YES  NO

I am applying for the position (s) of:

General Leader

Assistant General Leader

Project Leader

Chaperone

Other:  \_\_\_\_\_

**\*\*\*IMPORTANT\*\*\*** Please respond with a YES or NO to the following question

Have you ever been denied application to any other youth-serving organization? YES  NO



If YES, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INTEREST Question (optional)** Why do you want to volunteer in the 4-H program?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## COMMITMENT

I authorize contact of listed references. I understand that misrepresentation or omission of facts requested is cause for non-appointment or suspension as a 4-H volunteer. For so long as I maintain my application and volunteer services with Saskatchewan 4-H, I will advise Saskatchewan 4-H if any information contained in this application, including any convictions of any offense, changes. I understand that the Saskatchewan 4-H Council will keep all the information contained in this form, as well as accompanying documents, in the strictest confidence.

Signature \_\_\_\_\_ X Date (mm/dd/yyyy): \_\_\_\_\_

## REFERENCES

List three adults (18 years and older—only one may be related to you) who have known you for more than **two** years. These individuals could include a current employer or supervisor; a co-worker; a family physician; a 4-H leader; church clergy; etc. \_\_\_\_\_

**Three reference forms are provided in this package. Give each reference listed a reference form. Have your references return it to you and send it into the Provincial 4-H Office with the rest of your Volunteer Screening Package.**

1) Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

2) Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

3) Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

## CHECKLIST

**Please remember to double check the following list before mailing your application:**

- Completed Application Form—name, address and phone number
- Signature on the Application Form
- Three Reference Forms ( please make sure that the references sign their letters)
- Criminal Record Check\*

*\*If your Criminal Record Check indicates any convictions, you must attach a copy of the conviction as well as a signed and dated letter explaining the circumstances. If you are required to have fingerprinting done, please send all the above in to the Saskatchewan 4-H Office and forward the fingerprints as soon as you receive them.*

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**Send your Application To:  
Saskatchewan 4-H Council  
Volunteer Recruitment Committee  
3830 Thatcher Avenue  
Saskatoon SK S7R 1A5  
Documents can also be faxed to: 306-933-7730**

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CANADA  
4-H Saskatchewan

# REFERENCE FOR VOLUNTEER APPLICANTS

You have been asked to be one of the three references for: \_\_\_\_\_

Applicant Name

**Please read the following and carefully answer the questions below:**

- Complete the questions thoroughly and honestly. Your responses will be held in the confidence by the Saskatchewan 4-H Council, and used for the purpose of determining the applicant's suitability for volunteer position with the Saskatchewan 4-H Council
- It is required that you have known the applicant for a minimum of 2 years
- Please return your reference form to the applicant as soon as you complete it
- Ensure that you complete all the information and sign the form
- Double check to ensure that the appropriate boxes are checked off and that you have **signed** the form. **Any discrepancy may cause delay.**

- How long have you know the applicant? \_\_\_\_\_ *(minimum of two years is required)*
- What is your relationship to the applicant? \_\_\_\_\_ *(no references from family members allowed)*
- Please rate (Excellent, Good, Fair, Poor) the applicants level of:  
Honour/Integrity \_\_\_\_\_ Reliability \_\_\_\_\_ Cooperation \_\_\_\_\_
- Would you feel comfortable having the applicant work on a one to one basis with your son, daughter or any other child for whom you are responsible? YES  NO   
If **NO**, please explain:  
\_\_\_\_\_
- Have you any reason to believe the applicant has problems with drugs or alcohol?  
YES  NO   
If **YES**, please explain: \_\_\_\_\_
- Have you any reason to believe the applicant may be abusive verbally, physically or sexually with children?  
YES  NO   
If **YES**, please explain: \_\_\_\_\_
- Would you recommend the applicant as a volunteer 4-H Leader?  
YES  NO   
If **NO**, please explain: \_\_\_\_\_
- If you have other comments, please use the back of this page to write. If you wish to discuss this reference, please call the Provincial 4-H Office at 306-933-7728.

Your Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Date (mm/dd/yyyy): \_\_\_\_\_ Signature: **X** \_\_\_\_\_



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