



CANADA
4-H Saskatchewan

4-H VOLUNTEER SCREENING PACKAGE

Welcome! You are taking the first step to join more than 7,500 4-H volunteers across Canada! Use this checklist below as a quick reference for the Volunteer Screening Process. You will find detailed information on each of the requirements within this package.

4-H strives to provide a safe, inclusive and fun environment for our 4-H members to Learn To Do By Doing. Volunteer Screening is a **mandatory** process for all 4-H volunteers across Canada and must be completed before working with 4-H members or supervising 4-H activities. Screening has been in place in Saskatchewan since 1999.

4-H VOLUNTEER LEVELS

If you are planning to be a **4-H Leader**, you will need to complete training to become a **Trained Volunteer (A)**. By completing only the screening process, **you will be a Screened Volunteer (B)**. Screening is **valid for three years**. There must always be at least two screened adults, who are not spouses, at any 4-H event or activity and at least one must be a Trained Volunteer (A).

A

TRAINED VOLUNTEER

- **Completes Volunteer Screening Process**
- **AND all required Volunteer Training (see Appendix A).**

ALL VOLUNTEERS REGISTERING AS A LEADER MUST MEET THE REQUIREMENTS OF A TRAINED VOLUNTEER BEFORE OCTOBER 15, 2021. Trained Volunteers can be accompanied by either another trained volunteer (A) or a screened volunteer (B) to meet the Rule of Two when supervising activities.







B

SCREENED VOLUNTEER

- **Completes Volunteer Screening Process**
(see 4-H Volunteer Screening Process Checklist)

Screened Volunteers typically are those that assist within a club in a non-leadership role (parents, chaperones). Screened Volunteers can complete just the screening process. **They must be accompanied by a TRAINED VOLUNTEER (A) to meet the Rule of Two when supervising 4-H activities.**

4-H VOLUNTEER SCREENING PROCESS CHECKLIST

- 1. Application Form** 
Complete the application form which includes a declaration that you have read, understood and **agree to follow relevant 4-H policies**. These documents can be found on 4-H LEARNS or the 4-H Saskatchewan website.
- 2. Volunteer Interview** 
All applicants must complete the interview questions and have a consultation with another club leader. If you are starting a new club, you'll complete this with 4-H Staff.
- 3. Record Check** 
Complete a Criminal Record Check including a **Vulnerable Sectors Search** and provide a copy to the 4-H office.
- 4. Three (3) Reference Forms** 
Find three people who have known you for two or more years (non-family members) and have each complete **the 4-H Reference Form**.
- 5. Submit Forms:** 
Once completed, **submit your entire package** to the Saskatchewan 4-H Council by mail, fax or email. Leaders must complete screening **by October 15th, 2021.**
- 6. Receive Approval** 
Once your application has been reviewed, you'll receive an approval letter from 4-H Saskatchewan!

TO SUBMIT FORMS

Mail to:

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

Fax all forms to:

306-933-7730

Please call the 4-H office to ensure your fax was received

Scan and email forms to:

karrie@4-h.sk.ca

Please ensure your scan is clear.

HAVE QUESTIONS



The 4-H Office is here to help!

Email: karrie@4-h.sk.ca

Call: 306-933-7727

Detailed Information to Help You Complete Your Screening Package

Application Form and Declaration:



Fill out all information. This informs the office of who you are and why you are completing the volunteer screening process. If you are serving as a leader, you will still need to fill out a Leader Registration Form for your club.

Read and review these relevant 4-H policies and procedures listed below. Once you have reviewed these, you are asked to check off a box for each to declare that you have read, understood and agree to them.

- Youth Safety at 4-H in Canada Policies
 - ◆ 4-H Canada Code of Conduct
 - ◆ 4-H Canada Inclusion Statement
 - ◆ 4-H Canada Screening and Training Policy
 - ◆ Youth Supervision Policy—"Rule of Two"
 - ◆ Safety Assessment and Management Policy
 - ◆ Misconduct Reporting Policy
 - ◆ Duty to Report Policy
 - ◆ Transportation Policy
 - ◆ Youth Travel Policies and Procedures
- 4-H Canada New Volunteer Leader Guide
- 4-H Saskatchewan Memorandum of Understanding

You will find these documents on:

- The 4-H Saskatchewan website [www.4-h.sk.ca] under "4-H Resources" > "4-H Documents" > "Volunteer Screening".
- On 4-H LEARNS [www.4-h-learns.org]. This national, online platform houses many 4-H resources and documents. You will need to log-in or sign-up to access information.

Volunteer Interview



Complete the questions and scenarios on the form. Then, take this sheet to the General Leader of your club and discuss your answers. This is an opportunity to ask any other questions you have about joining 4-H or that club. Once completed, have them sign the bottom to indicate they completed your interview. If you are the General Leader or starting a new club, please contact the 4-H Office and your interview can be completed with a staff person.

Record Check with Vulnerable Sectors Search



Criminal Record Checks can be completed at your local RCMP or police detachment. You must request a **VSC or Vulnerable Sectors Search**. Call ahead to find out what time your detachment is open and what fee is required for a volunteer. Fees and procedures for the service vary by town/city. 4-H Saskatchewan can provide a letter stating you are a volunteer which can sometimes have this fee waived. If there is a fee, ask for a receipt as your club may reimburse the fee. You will need to bring at least two pieces of identification.

If you have a record check that was completed within the past three months (90 days) you can submit this with your application, and it will be accepted. Otherwise, you will need a new record check.

Fingerprinting: You may require fingerprinting if your gender and birthdate match someone with a record in the judicial system. If your record check requires finger printing, please complete the rest of your application (form, references) and send it with a note in that you were required to complete fingerprinting, and the date you did. If you require fingerprinting, we recommend getting this completed as quickly as possible, as it can take a minimum of six to eight weeks. The RCMP will notify you when results are returned. You will need to pick up your results, and send it to the 4-H Office to complete your volunteer screening application.

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 Record Check along with a personal letter pertaining to the incident

DUE TO POLICY CHANGES, STERLING BACKCHECK WILL NO LONGER BE AVAILABLE AS AN OPTION TO COMPLETE A CRIMINAL RECORD CHECK

References



Applicants must **have three separate references fill out the provided forms**. We recommend other 4-H leaders and volunteers, co-workers, employers or community leaders. Each reference must have known the applicant for a minimum of two years and cannot be a relative.

Submitting Forms

Please mail in all your forms together to the 4-H Saskatchewan Provincial Office. You may also fax, or scan and email your forms to karrie@4-h.sk.ca.

If faxing, please call 306-933-7727 to ensure it was received.

Please avoid sending photos of forms—instead consider using an easy to use scanning app for smartphones such as Tiny Scanner, Adobe Scan or CamScanner.

THE SCREENING DEADLINE FOR THOSE INTENDING TO REGISTER AS A 4-H LEADER IS: OCTOBER 15, 2021

Screened Volunteers may submit their applications at any time for approval.

Trained Volunteer Training



All volunteers registering as a 4-H Leader must complete the requirements of a Trained Volunteer. There are two training courses required for TRAINED VOLUNTEERS (A).

- Commit to Kids eLearning was implemented in 2019 and is now mandatory for all Trained Volunteers across Canada.
- Youth Safety Training has been created by 4-H Canada and will be offered through 4-H Saskatchewan. This training is required for all Trained Volunteers.

See **Appendix A—eLearning for Trained Volunteers** to learn how to access these courses.



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Appendix A: eLearning for (A) TRAINED VOLUNTEERS

In order to meet the requirements of a TRAINED VOLUNTEER (required for all volunteers in a 4-H leader position), you must complete the Volunteer Screening Process and also complete the required online Volunteer eLearning and provide verification to the 4-H office. In order to register as a 4-H general or project leader in the 2021-22 membership year, you must complete the screening and training **BEFORE OCTOBER 15, 2021**.

YES, I am completing the requirements for a TRAINED Volunteer. (If not, then continue to the rest of the application)

Commit to Kids Abuse Prevention	Youth Safety Training
<p><input type="checkbox"/> I have completed Commit to Kids Abuse Prevention Training and provided verification to the 4-H office. Year: _____</p>	<p><input type="checkbox"/> I have completed the Youth Safety Training and have verified this with the 4-H Office. Year: _____</p>
<p>Nationally, Commit to Kids has been implemented as mandatory training for all registered 4-H volunteers in Canada.</p> <p>This online training takes approximately 2.5 hours to complete. <u>To complete the training and receive your certificate you must complete the quizzes in the modules and achieve at least 80 per cent on the final Knowledge Validation Test.</u> You do not need to complete it in one sitting. It is broken in to eight separate modules, which address the following: (a) The definition of child sexual abuse; (b) The grooming process; (c) Handling disclosures of child sexual abuse; (d) The impact of child sexual abuse; (e) Creating a Child Protection Code of Conduct for your organization; (f) Policies and procedures to use to protect children in your organization; (g) The C2K program for child-serving organizations.</p> <p><u>To access the Commit to Kids Training:</u></p> <ol style="list-style-type: none"> Go to www.4-h-learns.org and sign-up or log-in Under the NETWORK tab, select All Groups. Find the 4-H Canada Volunteer Leader Training Group and click on the title to open it. In the group, click on Topics. Find the Commit to Kids Training topic and click on the title to open. Then, scroll down to Get Started and click on the link for Saskatchewan. You will be redirected to the Commit to Kids website (vta.c3p.ca) and will need to create a personal password for your account. Accept the end user license agreement and click the link you will receive in a verification email. Once your account is created, bookmark the link in your browser and complete the training. <p>Once completed, a certificate will be issued to you by Commit to Kids and the 4-H Office will also be notified.</p> <p>Commit to Kids Training is mandatory for all volunteers registering as 4-H leaders.</p>	<p>We want to ensure that 4-H leaders are familiar with the new <i>Youth Safety at 4-H in Canada</i> policies, and they understand their role and specific responsibilities in delivering safe programming that meets youth industry best standards.</p> <p>This training was created in collaboration between 4-H Canada and 4-H provinces. It will be delivered via webinar by your 4-H Saskatchewan Staff.</p> <p>After completing the training, 4-H volunteers should be able to:</p> <ul style="list-style-type: none"> <input type="radio"/> Identify the policies outlined in the Youth Safety at 4-H in Canada document <input type="radio"/> Apply the Rule of Two to club settings and events <input type="radio"/> Recognize the steps in planning safe activities and events <input type="radio"/> Recognize when to report concerns of abuse, misconduct, and safety issues <input type="radio"/> Know how to access 4-H Canada policy and resources <input type="radio"/> Know how to access provincial procedures and resources <p><u>To access the Youth Safety Training</u></p> <ol style="list-style-type: none"> Go to https://www.youtube.com/watch?v=eDJVoHvoPAQ to access the Youth Safety Training Video. Once you have viewed the video, click on the link below the video to complete the quiz. You can also find it here: https://docs.google.com/forms/d/e/1FAIpQLScqgX5VNbrlNTGikc014dAiu_OE35MwK4-80Rc6MB_ECGdGYQ/viewform <p>Youth Safety Training is mandatory for all volunteers registering as 4-H leaders.</p>

As 4-H leaders, we know you are dedicated to giving your time, passion, and enthusiasm to 4-H. We know these changes will require more time, commitment, and effort, but that together we are working to make the 4-H program stronger for our youth members and for 4-H across Canada. **Thank you!**



4-H VOLUNTEER SCREENING APPLICATION FORM

4-H Saskatchewan | 3830 Thatcher Avenue, Saskatoon, SK. S7R 1A5 | Ph: 306-933-7727 | www.4-h.sk.ca

CANADA
4-H Saskatchewan

Volunteer Information

First Name: _____ Last Name: _____

Birthdate: MM/DD/YYYY _____ 4-H LEADERS MUST BE AT LEAST 18 YEARS OF AGE Gender: _____

Address: _____

Town: _____ Prov: _____ P.C: _____

If you've lived at this residence less than 3 years, please list previous address(es): _____

Email Address: _____

Phone Number (Home): _____ Mobile: _____

Work Phone Number: _____ Fax: _____

4-H Role:

Are you a new 4-H Volunteer? Yes No If applicable, last year screening completed: _____

I am applying for the position(s) of:

Screened Club Volunteer Chaperone / Other: _____

*General Leader / Assistant General Leader *Project Leader / Assistant Project Leader

*If you are applying to be a 4-H Leader, you will need to complete screening BEFORE October 15, 2021, and also complete required training. See Appendix A

Club Name: _____

If applicable, previous club name(s): _____

Reviewed Required 4-H Policies and Procedures

Please **check off each box** to indicate that you

- have read understand and agree to abide by the policies and documents listed below
- will work to educate and inform other screened volunteers or unscreened guests of the policies and requirements
- understand that behaviour in contravention of the policies can result in suspension or termination from the 4-H program.

Youth Safety at 4-H in Canada Policies

- 4-H Canada Inclusion Statement
- 4-H Canada Screening and Training Policy
- Safety Assessment and Management Policy
- Misconduct Reporting Policy
- Duty to Report Policy
- Transportation Policy
- Youth Travel Policies and Procedures

4-H Canada Code of Conduct outlines acceptable behaviour for all participants (adults and youth) at 4-H events.

4-H Canada Youth Supervision Policy "Rule of Two" states that there must always be a minimum of two screened adults, who are not spouses, at all 4-H club, project meetings, programming and events. At least one must be a Trained Volunteer (A).

4-H Canada New Volunteer Leader Guide is a helpful overview of the 4-H program, experiential learning and positive youth development. Also available at www.4-h-canada.ca

4-H Saskatchewan Memorandum of Understanding provides expectations of those serving in a 4-H leader role in Saskatchewan.

If you have any questions about 4-H policy or procedures you can contact a 4-H staff person for more information.



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Record Check Information

Please check those that apply:

I completed my record check in person at _____ detachment and have enclosed my results.

(If applicable) My record check required fingerprinting. I have completed fingerprinting on _____ (date) and will send results to 4-H Saskatchewan when I receive them.

Reminder: 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 the rest of your application in to the Saskatchewan 4-H Office and forward the fingerprint results as soon as you receive them.

Have you ever been denied application to any other youth-serving organization ? Yes No

If YES, please explain: _____

Reference Information

Please provide the names of the three people who have completed the 4-H Reference Form on your behalf.

- Name:** _____
Address: _____
Phone: _____ Email: _____
- Name:** _____
Address: _____
Phone: _____ Email: _____
- Name:** _____
Address: _____
Phone: _____ Email: _____

4-H Saskatchewan Volunteer Application Declaration

By signing this form, I declare:

That I have reviewed, read, understand and agree to abide by the following policies and procedures:

- 4-H Canada Youth Safety Policies
- 4-H Canada Code of Conduct
- 4-H Canada New Volunteer Leader Guide
- 4-H Saskatchewan MOU

I understand that this is an application. I am not authorized to act in a 4-H volunteer/leader capacity until my application is approved.

The information provided is true and honest to the best of my knowledge. 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 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.

That I authorize 4-H Saskatchewan representatives to contact any listed references.

I understand that the Saskatchewan 4-H Council will retain the information contained in this form and accompanying documents and freely provide it. This information will be held in the strictest confidence.

Signature:

Date

MM/DD/YYYY





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4-H VOLUNTEER SCREENING REFERENCE FORM

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- The Applicant is applying for a volunteer position with 4-H Saskatchewan. In this role, they will be in a position of authority with youth 4-H members aged 6-21, and in a leadership capacity as a role model, mentor or instructor. Please complete the questions thoroughly and honestly. Your responses will be 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 two years, and are not related to them.
- Your responses will held in the confidence by the Saskatchewan 4-H Council. You are welcome to provide additional comments on the back of this page or by attaching an additional page. If you have questions about this form or wish to discuss this reference, please call the Provincial 4-H Office at 306-933-7727 and ask to speak to the Volunteer Screening coordinator.
- You can also access a PDF fillable version of this form on the 4-H Saskatchewan website [www.4-h.sk.ca] under “4-H Resources” > “4-H Documents” > “Volunteer Screening”. Please return your reference form directly 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 and dated the form. Any discrepancy may cause delay for the applicant.

For References to Complete

1. Reference Information (About You):

Name: _____ Phone: _____

Address: _____

Email Address: _____

2. Relation to the Applicant:

- a) This reference is for (applicant name) _____
- b) Time you have known the Applicant (years) : _____ Years
- c) Relation to the Applicant: _____

2. Please rate the applicant on each of the following qualities: Please, use Excellent, Good, Fair, or Poor

- a) _____ Honour / Integrity b) _____ Reliability / Accountability c) _____ Cooperation/Teamwork

3. Would you feel comfortable having the applicant work in a leadership capacity and position of authority with your son/daughter, or any other child you are responsible for?

- Yes If **NO**, please explain: _____
- No

4. Have you any reason to believe the applicant may be unfit for a volunteer 4-H role?

- Yes If **YES**, please explain: _____
- No

5. Have you any reason to believe the applicant may be abusive (verbally, physically, or sexually) to others, especially youth?

- Yes If **YES**, please explain: _____
- No

6. Would you recommend the applicant as a volunteer with the 4-H program?

- Yes If **NO**, please explain: _____
- No

7. Declaration: By signing below, I declare that I have completed this form and provided a true and honest representation of the applicant. I agree to be contacted by 4-H Saskatchewan if clarification or verification of the information is required.

Signature: _____

Date MM/DD/YYYY _____





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- a) _____ Honour / Integrity b) _____ Reliability / Accountability c) _____ Cooperation/Teamwork

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- Yes If **NO**, please explain: _____
- No

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- Yes If **YES**, please explain: _____
- No

5. Have you any reason to believe the applicant may be abusive (verbally, physically, or sexually) to others, especially youth?

- Yes If **YES**, please explain: _____
- No

6. Would you recommend the applicant as a volunteer with the 4-H program?

- Yes If **NO**, please explain: _____
- No

7. Declaration: By signing below, I declare that I have completed this form and provided a true and honest representation of the applicant. I agree to be contacted by 4-H Saskatchewan if clarification or verification of the information is required.

Signature: _____

Date MM/DD/YYYY _____





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- Your responses will held in the confidence by the Saskatchewan 4-H Council. You are welcome to provide additional comments on the back of this page or by attaching an additional page. If you have questions about this form or wish to discuss this reference, please call the Provincial 4-H Office at 306-933-7727 and ask to speak to the Volunteer Screening coordinator.
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Name: _____ Phone: _____

Address: _____

Email Address: _____

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- b) Time you have known the Applicant (years) : _____ Years
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- Yes If **NO**, please explain: _____
- No

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- Yes If **YES**, please explain: _____
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5. Have you any reason to believe the applicant may be abusive (verbally, physically, or sexually) to others, especially youth?

- Yes If **YES**, please explain: _____
- No

6. Would you recommend the applicant as a volunteer with the 4-H program?

- Yes If **NO**, please explain: _____
- No

7. Declaration: By signing below, I declare that I have completed this form and provided a true and honest representation of the applicant. I agree to be contacted by 4-H Saskatchewan if clarification or verification of the information is required.

Signature: _____

Date MM/DD/YYYY _____





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Volunteer Interview

This portion of the Volunteer Screening application is to be completed, and then shared and discussed with your General Leader. Once completed, the General Leader will need to sign the bottom of the form.

1. Why do you want to volunteer with 4-H?

2. What does being a 4-H volunteer mean to you? What do you envision the role being like?

3. What kind of hobbies or interests do you have that would help you with being a 4-H volunteer?

4. What are some of your qualities or strengths that would make you a great volunteer with the 4-H organization?

5. How would others describe your leadership skills?



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Volunteer Interview—Scenarios

Scenario 1: During a discussion with a parent of a member, it comes to your attention that one of the project leaders has been inviting two of the seven members in the woodworking group to their home to continue to work on 4-H projects after each meeting. The parent also lets you know that there has been at least one occasion where the leader was alone with just one 4-H member after project meetings.

What concerns would you have? What are your responsibilities, as a screened volunteer, in this situation? What steps would you take in order to resolve this situation?

Scenario 2: During the treasurer report at the club’s general meeting, a parent interrupts to voice their concern that the club funds aren’t being distributed amongst the different project groups fairly. Another parent speaks up —saying that only a few families ever show up for fundraisers and doesn’t feel the other groups should even receive any of the funds. Soon, other parents, and even one of the club leaders join in, arguing back and forth. The treasurer (youth member) is visibly upset, and the president (youth member) is struggling to be heard by the other youth members at the meeting.

What concerns would you have? What are your responsibilities, as a screened volunteer, in this situation? What steps would you take in order to resolve this situation?

I, as a Leader in the _____ Club have reviewed the answers given by the applicant. I acknowledge that should I have any questions or concerns, that I can contact the 4-H Saskatchewan Provincial Office.

General Leader/Leader Signature: _____ Date: _____



Applicant Signature: _____ Date: _____

