



# 4-H Saskatchewan Level A—Trained Volunteer APPLICATION FORM

CANADA  
4-H Saskatchewan

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

The “**Level A—Trained Volunteer**” is usually a General or Project Leader. Level A Trained Volunteers guide members in a 4-H club, project or activity, and actively work with 4-H Members while following the Rule of Two. **The Rule of Two** states that there must always be a minimum of two screened adults, who are not spouses, at all 4-H club meetings, project meetings, programming and events, as well as in communications to members via text or email. When adhering to the Rule of Two, at least one volunteer must be a Level A—Trained Volunteer.

**\* LEVEL A—TRAINED VOLUNTEERS MUST BE AT LEAST 18 YEARS OF AGE AT THE TIME OF SCREENING \***

## BASIC INFORMATION

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Gender (not required to include): \_\_\_\_\_  
DD/MM/YYYY

Address: \_\_\_\_\_

Town: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

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: \_\_\_\_\_

## ROLE IN 4 H

Please check off the position(s) you are applying for, and add specific details as indicated:

- |   |  |
|---|--|
| <input type="checkbox"/> General Leader: _____<br>INDICATE WHICH CLUB | <input type="checkbox"/> Committee Volunteer _____<br>INDICATE WHICH COMMITTEE |
| <input type="checkbox"/> Project Leader: _____<br>INDICATE WHICH CLUB | <input type="checkbox"/> Other: _____  |

If you have completed 4-H Volunteer Screening before, when was the last year screening was completed: \_\_\_\_\_

If applicable, which clubs have you previously volunteered with? \_\_\_\_\_

## CHECKLIST FOR LEVEL A TRAINED VOLUNTEER SCREENING PROCESS

The Level A—Trained Volunteer screening process consists of the following items in this checklist:

- ☐ **Level A Screening Application Form**—Basic information, Role in 4-H, Vulnerable Sector Check info & Reference Information
- ☐ **Vulnerable Sector Check**—with accompanying letter of request to your local detachment. Letter found here: <https://www.4-h.sk.ca/volunteer-screening.html>
- ☐ **Three (3) Reference Forms**—completed by people whom you have known 2+ years and are not related to
- ☐ **Interview Questions**—these must be signed off by your General Leader (or staff person for new General Leaders)
- ☐ **Commit to Kids Abuse Prevention**—online training. More information can be found here: <https://www.4-h.sk.ca/volunteer-screening.html>
- ☐ **Youth Safety Training**—online training & quiz. More information can be found here: <https://www.youtube.com/watch?v=eDJVoHvoPAQ&feature=youtu.be>

**Volunteer Screening Deadline: December 15, 2023**

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## VULNERABLE SECTOR CHECK INFORMATION

### IMPORTANT:

- **Vulnerable Sector Check requests must be accompanied by a letter from your volunteer organization.**  
Find that letter here: <https://www.4-h.sk.ca/volunteer-screening.html>
- If your Vulnerable Sector 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.

Please check all that apply and include the requested details:

- ☐ I completed my record check in person at \_\_\_\_\_ detachment and have enclosed my results.
- ☐ My record check required fingerprinting. I have completed fingerprinting on \_\_\_\_\_ (date), and will send results to 4-H Saskatchewan when I receive them.
- ☐ I have been denied application to another youth-serving organization for the following reasons: \_\_\_\_\_

## REFERENCE INFORMATION

References must be someone whom you have **known for more than two years**, and **cannot be related to you**. Please provide the names of your three references, and ensure they each complete and submit a reference form for you.

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_
2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_
3. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## APPLICATION DECLARATION FOR LEVEL A TRAINED VOLUNTEER

By signing this form, I declare that:

- I have reviewed, read, understand and agree to abide by the
  - 4-H Canada Youth Safety Policies and Rule of Two: <https://4-h-canada.ca/youth-safety>
  - 4-H Canada Code of Conduct: [https://www.4-h.sk.ca/uploads/1/2/0/2/120295226/code\\_of\\_conduct.pdf](https://www.4-h.sk.ca/uploads/1/2/0/2/120295226/code_of_conduct.pdf)
  - 4-H Saskatchewan Memorandum of Understanding: <https://www.4-h.sk.ca/policies.html>
- I understand that 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 4-H Saskatchewan, I will advise 4-H Saskatchewan if any information contained in this application, including any convictions of any offense, changes.
- 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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- 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 and/or instructor. Your responses will be held in confidence by 4-H Saskatchewan, and will be used for the purpose of determining the applicant's suitability for the position. Please complete the questions thoroughly and honestly. You may provide additional comments on an extra page. Questions/concerns can be direct to 306-933-7727.
- \* It is required that you have known the applicant for a minimum of two years, and are not related to them. \*

## REFERENCE QUESTIONS

### 1. Reference Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Town: \_\_\_\_\_ Email: \_\_\_\_\_

This reference form is for (applicant name): \_\_\_\_\_

I have known the applicant for approximately \_\_\_\_\_ years. Relation to 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. What are some qualities that would make the applicant a great volunteer with 4-H? \_\_\_\_\_

### 8. Have you witnessed any interaction that the applicant has had with youth? If yes, provide and example. \_\_\_\_\_

**9. 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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## INTERVIEW QUESTIONS

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This portion is to be completed by the applicant, and then shared with the club's General Leader. Before you submit your forms, the General Leader should review your answers and sign their signature at the bottom. If you are applying to be the General Leader, a 4-H staff person will review your interview questions upon receiving these forms, and sign off on them.

### INTERVIEW QUESTIONS

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 that would make you a great volunteer with the 4-H organization?
5. How would others describe your leadership skills?

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Read each scenario and describe how you would handle the situation.

## INTERVIEW QUESTIONS 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? As a trained volunteer, what are your responsibilities in this situation? What steps would you take in order to resolve this situation?**

**SCENARIO 2:** During the Treasurer's 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. A few other parents, and even one of the club leaders, join in and argue back and forth.

The Treasurer (who is 12 years old) is visibly upset. The President (who is 16) is struggling to be heard by the other youth members at the meeting.

**What concerns would you have? As a trained volunteer, what are your responsibilities in this situation? What steps would you take in order to resolve this situation?**

## 4 H LEADER ACKNOWLEDGEMENT

I, as General Leader in the \_\_\_\_\_ Club / a 4 - H Staff Member, have reviewed the answers given by the applicant. I acknowledge that should I have any questions or concerns about the provided answers, that I can contact the Provincial 4-H Office at 306-933-7727.

**4-H Leader or Staff Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(MM/DD/YYYY)

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
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