



WELCOME! The Illinois 4-H Youth Development program is pleased that you are interested in learning more about becoming a volunteer. We appreciate your interest and look forward to your involvement. The purpose of this process is to help you know more about 4-H and to help us know more about you. It is a necessary step in providing protection for youth and volunteers.

Please note that you will receive an (e-mail) invitation through Sterling Volunteers, our new background screening program. Please contact our office if you have any questions after receiving this (e-mail) invite.

Please also complete the enclosed forms and **return them to our office as soon as possible**. University of Illinois Extension requires all volunteers who work with youth to complete a volunteer application and agree to the following:

1. A background screening through Sterling Volunteers
2. A child abuse and neglect tracking system (CANTS) check through the Department of Children and Family Services (DCFS).
3. Three reference checks – one from a family member, one from a work/volunteer relationship, and one personal character.
4. Verification of a valid driver's license and current liability insurance card, if you drive as part of your official role as a 4-H volunteer.

In completing the volunteer application please be sure to do the following:

- Put complete addresses (including zip codes) of all references on the form.
- Notify your references they will be receiving a form to complete and encourage them to return it as soon as possible.

After the background screening has been completed through Sterling Volunteers, DCFS, and the reference forms have been returned, you will receive a letter/call indicating your status as an Extension/4-H volunteer. This process can take several weeks. We appreciate your patience. Please note -- **getting reference forms back to our office is the MAJOR delay in completing the approval process**. Please follow-up with your references and call our office to find out the status of your application.

Thanks again for your interest in volunteering with 4-H Youth Development programs.



Illinois Extension
UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

COLLEGE OF AGRICULTURAL, CONSUMER & ENVIRONMENTAL SCIENCES
University of Illinois, U.S. Department of Agriculture, Local Extension Councils Cooperating.
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Office use Only
Int _____
Ref _____
DCFS _____
Convictions _____
RSO _____
Driver _____
Approve _____

CONFIDENTIAL INFORMATION
U of I EXTENSION VOLUNTEER APPLICATION
(To be completed by volunteers in University of Illinois Extension)

Name: _____ E-mail: _____
Last First Middle

Address _____
Street City State Zip

Date of birth: _____ Phone: Day _____ Evening _____ Best time to call _____
Month/Day/Year

Race (select 1 or more): _____ White _____ Black/African American _____ American Indian/Alaskan Native _____ Asian _____ Native Hawaiian/Pacific Islander _____ 2 or more races _____ Other race _____

Ethnicity (select 1): _____ Hispanic or Latino _____ Not Hispanic or Latino

Gender: Male _____ Female _____ Not listed _____ Prefer not to state _____

Residence: _____ Town under 10,000 or rural non-farm _____ Town/City of 10,000-50,000 _____ Farm _____ Suburbs of a city of over 50,000 _____ City with population over 50,000

REFERENCES: List three persons we may contact who have definite knowledge of your qualifications representing personal character, employment, or volunteer-related work and family relationships. Include complete addresses. **Make sure to indicate if the letter should be in Spanish.**

Personal/Character Reference:

NAME: _____ Phone: _____

ADDRESS: _____ Spanish Letter? _____ YES
Street, R.R. #, Box #, Apt # City State Zip

Work or Volunteer Reference:

NAME: _____ Phone: _____

ADDRESS: _____ Spanish Letter? _____ YES
Street, R.R. #, Box #, Apt # City State Zip

Family Member Reference:

NAME: _____ Phone: _____

ADDRESS: _____ Spanish Letter? _____ YES
Street, R.R. #, Box #, Apt # City State Zip

Will you be driving a motor vehicle as part of your volunteer agreement? Yes _____ No _____ If yes, you must show a valid driver's license and proof of liability insurance to the University of Illinois Extension Unit Office.

I, authorize the University of Illinois to contact listed references, a national background check, a DCFS Child Abuse and Neglect Tracking System (CANTS) background check, and other sources as necessary.

I understand that I must be officially accepted before beginning my volunteer position. I understand that misrepresentation or omission of facts requested in this application is cause for rejection as an Extension volunteer. I agree to fulfill the responsibilities of this volunteer position to the best of my ability if appointed. I understand that failure to comply with the rules may lead to dismissal from this volunteer position.

Further, I agree to complete Protection of Minors training mandated by University of Illinois Extension and to follow any rules related to the University's Protection of Minors Policy, including mandated reporting to the University of Illinois Police Department (217-333-1216) and a University of Illinois Extension employee of the unit for which I am volunteering (e.g., County Director).

Signature: _____ Date: _____

4-H VOLUNTEER QUESTIONS

Have you been in 4-H? Yes__ No_____ If yes, where? _____

Have you been an Extension youth program leader? Yes__ No_____ County/State____ Years as leader_____

Where? City_____County_____State_____

If you prefer to work directly with youth, what age level(s) do you prefer? _____

Why are you interested in this youth program volunteer position?

List skills, training and education:

Describe your present and previous work experience: (List current or most recent experience first.)

EMPLOYER	JOB TITLE	YEARS

Describe volunteer roles with any other community groups: (List current or most recent experience first.)

ORGANIZATION	VOLUNTEER ROLE	YEARS

4-H CODE OF CONDUCT

The opportunity to participate in or attend 4-H activities is a privilege and not a right. All 4-H participants – youth, families, volunteers, and Extension staff – who participate in or attend any activity or event sponsored by the University of Illinois Extension 4-H Youth Development Program are expected to uphold the values of the Illinois 4-H program and conduct themselves according to the following standards. These standards also apply to online 4-H activity, including social media and internet presence.

1. **Create a Welcoming Environment for All.** Encourage everyone to fully participate in 4-H. Recognize that all people have skills and talents that can help others and improve the community. Though we will not always agree, we must disagree respectfully. When we disagree, try to understand why. Our first priority is to create a safe, inclusive space for learning, sharing and collaboration that is welcoming to people from diverse backgrounds, cultures, and perspectives. Diversity includes, but is not limited to: race, color, religion, political beliefs, national or ethnic origin, immigration or citizenship status, sex, gender identity and expression, transgender status, sexual orientation, age, marital or family status, educational level, learning style, pregnancy, physical appearance, body size, and individuals with disabilities.
2. **Bring Your Best Self.** Conduct yourself in a manner that reflects honesty, integrity, self-control, and self-direction. Accept the results and outcomes of 4-H contests with grace and empathy for other participants. Accept the final opinions of judges and evaluators. Be open to new ideas, suggestions, and opinions of others.
3. **Obey the Law.** Commit no illegal acts. Do not possess, offer to others, or use alcohol, illegal drugs, or tobacco products which include e-pens, e-pipes, e-hookah, e-cigars, JUULs, vapes, vape pens or other electronic nicotine delivery systems. Do not possess or use weapons or firearms except as expressly permitted as part of supervised 4-H shooting sports programming. Do not attend 4-H activities under the influence of alcohol or illegal substances.
4. **Honor Diversity – Yours and Others’.** Respect and uphold the rights and dignity of all persons who participate in 4-H programs.
5. **Create a Safe Environment.** Do not carelessly or intentionally harm or intimidate anyone in any way (verbally, mentally, physically, or emotionally). Do not engage in romantic displays or sexual activities in either public or private situations. Be kind and compassionate toward others. Do not insult, harass, or bully others or engage in other hostile activities. Be considerate and courteous of all persons and their property.
6. **Be a Team Player.** Work cooperatively with all individuals involved in 4-H programs and activities. Be responsive to the reasonable requests of the person in charge. Respect the integrity of the group and the group’s decisions.
7. **Humane Treatment of Animals.** Treat animals humanely and teach 4-H youth to provide appropriate animal care.
8. **Participate Fully.** Participate in and contribute to planned programs, be on time and follow through on assigned tasks/responsibilities in a manner that fosters the safety, well-being, and quality of the educational experience for self and others. Have fun!
9. **Watch What You Wear.** Use good judgment. Wear clothing suited for the activity in which you will participate. Dress in a manner that is respectful to yourself and others. Clothing that displays or promotes violence, obscenity, illegal activities, discrimination, or intimidation is prohibited. Do not wear revealing clothing, such as short skirts or shorts, midriff-baring tops, or anything showing undergarments.
10. **Be a Positive Role Model.** Act in a mature, responsible manner, recognizing you are role models for others and that you are representing both yourself and the University of Illinois Extension 4-H Youth Development Program. Be responsible for your behavior, use positive and affirming language, and uphold exemplary standards of conduct at all 4-H activities.

My signature indicates I have read, understand and agree to U of I Extension Code of Conduct.

Signature_____Date_____

Return the application at your earliest convenience to assure prompt processing. Please contact us if you have questions or need further information.

State of Illinois
Department of Children and Family Services

AUTHORIZATION FOR BACKGROUND CHECK
Child Abuse and Neglect Tracking System (CANTS)
For Programs NOT Licensed by DCFS

NOTE: Do not use this form if you are an applicant for licensure or an employee/volunteer of a licensed child care facility. Please contact your licensing representative.

Name: _____
Last First Middle

Date of Birth: [] -- [] -- [] Gender: Male Female Race: _____

Current Address: _____
Street/Apt #

City State Zip Code

If you currently reside in Illinois, please list all previous addresses for the past five years.

OR

If you currently reside out-of-state, please provide ALL Illinois addresses in which you did reside while living in Illinois.

(Street/Apt#/City/County/State/Zip Code)	Dates From/To
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

List maiden name and/or all other names by which you have been known: (last, first, middle)

I hereby authorize the Illinois Department of Children and Family Services to conduct a search of the Child Abuse and Neglect Tracking system (CANTS) to determine whether I have been a perpetrator of an indicated incident of child abuse and/or neglect or involved in a pending investigation. I further consent to the release of this information to the agency listed below.

Submit by mail OR fax OR email.
Mail to: Department of Children and Family Services 406 E. Monroe – Station # 30 Springfield, IL 62701
FAX to: 217-782-3991
Scan/Email to: CFS689Background@illinois.gov

Signed _____ Date _____

Please type, use bold letters or label:

309-347-5472 (Submitting Agency Fax Number)
jkpierso@illinois.edu (Submitting Email Address)
University of Illinois Extension (Agency Name)
Joli Pierson (Contact Person)
127 S High St, Suite 1 (Address)
Havana, IL 62644 (City/State/Zip)

Print Form

All 4-H volunteers are required to complete ANCRA (Abuse and Neglect Child Reporting Act) Child Protection Training.

This training was developed by University of Illinois Extension staff and follows the University of Illinois ANCRA policy. It will help you to become aware of what to do if you suspect child abuse or neglect while acting as an Extension volunteer. All Extension volunteers are required to take this training as part of their volunteer agreement with University of Illinois.

Complete the training by visiting this link:

<https://web.extension.illinois.edu/extensionprotection/>

The training is not complete until you print out and sign the Protection of Minors Acknowledgement Form. The form MUST be provided to the Extension office to keep in your confidential volunteer file.

Upon completion of all volunteer application forms, training modules, and personal interview, you will be directed by county 4-H staff to enroll as a volunteer in the Zsuite 4-H enrollment system.

Complete the enrollment by visiting this link:

4h.zsuite.org