



QUICK GUIDE - Enrollment Process for NEW Volunteers or Volunteers Enrolling AFTER A LAPSE IN SERVICE

There are several steps to enrolling new volunteers and volunteers with a lapse in service in Montana 4-H. This guide is intended to help County Extension Staff complete the process in an orderly and efficient manner. For a more concise list of steps, refer to *Detailed Volunteer Enrollment/Certification Guide*.

1. **Collect Paperwork:** Before proceeding to the next steps, collect ALL the necessary paperwork from volunteer applicant. Depending on how you order the background screening through Verified Volunteers, you may not need all the paperwork below.
 - [4-H Volunteer Application](#) (For all volunteer applicants)
 - [4-H Volunteer Agreement and Standards of Behavior](#) (For all volunteer applicants)
 - [4-H Volunteer Disclosure and Consent Form](#) (Only for *Placing an Order* option in Verified Volunteers)
 - [Extension Media Release Form](#) (For all volunteer applicants)
 - Any county paperwork required for enrollment
2. **Disclosures on Application:** If the volunteer applicant disclosed any information in Section III [Personal Background] of the volunteer application send a copy of the disclosure to the Montana 4-H Center.
3. **4HOnline Enrollment:** [Enroll volunteer applicant in 4HOnline.](#)
4. **4HOnline Invoice:** [Create an invoice](#) to pay for the Verified Volunteers background screening.
5. **Verified Volunteers:** [Place an Order or Invite](#) applicant to enter their information for a background screening through Verified Volunteers.
6. **Montana 4-H Center reviews background screening:** If further action is required, Montana 4-H Center staff will contact county. See detailed guide for additional steps that might need taken if screening is not clear, and reasons approval might be delayed.
7. **Montana 4-H Center approves or denies** volunteer based on results of application, reference checks and screening.
8. **Acceptance Letter** is sent to volunteer applicant. If approved without restrictions, county sends letter. Montana 4-h Center mails letter if there are restrictions.
9. **Volunteer Orientation/Training:** The new volunteer must participate in an orientation opportunity provided by the Extension Office. The basic orientation is a [provided factsheet](#), but a more in-depth orientation is recommended.