

**Jefferson County  
Extension**

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www.jeffcoextension.org

**Dear Potential 4-H Volunteer,**

Thank you for your interest in volunteering with the Colorado 4-H Youth Development Program. We are pleased that you are considering joining the nearly 13,000 talented and dedicated 4-H volunteers across the state that help youth reach their full potential.

**There are four steps to becoming a Colorado 4-H volunteer:**

1. Application
2. Two positive references
3. Orientation
4. Background Check

An interview with the county 4-H agent will be requested.

**Step 1: Application**

The application will be completed through 4-HOnline, our state 4-H database. Your county staff will assist you in getting started. The web address is [www.4honline.com](http://www.4honline.com).

**Step 2: References**

List and provide contact information for at least three people to serve as references. References will be contacted by phone or email and asked to respond to a short questionnaire. All responses will be kept confidential. At least two positive references are required. Our goal is to provide a safe environment That encourages positive youth development.

**Step 3: Orientation**

The 4-H Volunteer Orientation provides volunteers with an overview of the 4-H Youth Development Program. A four module orientation can be completed online at [www.colorado4h.org](http://www.colorado4h.org). Click on "Volunteer Resources" and sign in using the password "volunteer." At the completion of each module you must enter your name and county in order for the completion to be verified. At the discretion of your county 4-H agent you may complete the orientation in a face-to-face meeting.

**Step 4: Background Check**

All volunteers are required to complete a background check as part of Colorado State University's Risk Management Strategy to prevent child abuse and ensure safety of all 4-H youth. The process also protects the volunteers, Extension Staff, and Colorado State University.

Colorado State University conducts the background checks with the screening company, HireRight. CSU's Human Resources department has confidence in the security and confidentiality of the HireRight system. You will be notified though 4HOnline when your name has been submitted for a background check. Within three-to-five days you will receive, and are required to respond to, the email from

HireRight Customer Support. You will be directed to click on the secure link and provide the information for your background check to be completed. If you do not receive the email within three-to-five days, contact your county office immediately. An example of email is attached. **You may not begin as a 4-H volunteer until you have received written approval from your county 4-H agent.**

**What's next?**

After you have completed the four steps of the screening process, you will be notified by the county Extension office that your screening is complete. Your name will be activated in 4HOnline, our state database. Upon being accepted as a 4-H volunteer, you will meet with your county 4-H staff to discuss volunteer opportunities.

If you have any questions, please contact your county office. For office locations and contact information, email [Jterrell@jeffco.us](mailto:Jterrell@jeffco.us) or [lsholten@jeffco.us](mailto:lsholten@jeffco.us) or call 303-271-6620 and ask for Jude Terrill or Lisa Sholten.

Volunteers are the Heart of 4-H! Thank you for sharing your time and talent with Colorado youth. We look forward to you joining the 4-H team!

Sincerely,



Lisa Sholten  
Extension Agent  
4-H Youth Development  
Jefferson County