



UNL Extension – Dixon County
57905 866 Road
Concord, NE 68728
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Dixon County 4-H Volunteers (Club Leaders and Parents)!

You are receiving this letter because of your past enrollment as adult volunteers or organizational leaders in 4HOnline, or new inquiries. We thank each of you for this service!

Privilege, Not a Right: While volunteerism is crucial to the success of 4-H, it is a privilege, not a right to be a 4-H volunteer. Volunteers may be dismissed from serving in any program at any time, for any or no reason.

All 4-H volunteers and staff are required to complete the Nebraska 4-H volunteer screening process. Volunteer screening is done in order to assure a safe, positive, and nurturing environment for all youth involved with the Nebraska 4-H programs and provide protection for the child, the volunteer, the educator, the 4-H Council, the Extension Board, and the University of Nebraska-Lincoln Extension.

Initial screening of volunteers and staff will occur when they sign up to volunteer or are employed as an Extension professional. Re-screening for volunteers will be done every five years by district regardless of when the original screening was completed. Volunteers are responsible for covering the screening fee at the time the screening is completed. Currently, the cost of the screening is \$5.00 (payable by cash or check only).

All 4-H Volunteers must either enroll yearly in 4HOnline OR complete the 4-H Volunteer Activity Application appropriate for their role.

New volunteers and those who did not complete the process since 2020 will need to be screened. Read further on the back side of this page, "2025 Screening Rotation."

Volunteers are responsible for covering the screening fee at the time the screening is completed. Currently, the cost of the screening is \$5.00, which is tax deductible and comparatively less than most volunteer organizations. Be assured the volunteer screening process is confidential.

To Complete the Online Screening Application

In order to complete the volunteer screening, please click or copy and paste the following link and follow all instructions:

<https://ecmp.nebraska.gov/DHHS-CR/CheckRequest/BeginOrgCheck/81102416>

Please note that only applications started through this link will be verified as part of Nebraska 4-H. This link does not expire.

It is recommended that you complete the application in one sitting to alleviate the complication of logging back into the system, reissuing an email invitation, or incurring double charges for screening.



The on-screen instructions will guide you through the background check process, including:

- Fill in your email address under Applicant's Email Address.
- Create and enter a four-digit PIN. Click Next. **(*****Remember your PIN*****)**
- Enter your First, Middle, and Last Name.
- Enter your Date of Birth. Click check mark in the bottom left corner of the box.
- Enter your Social Security Number.
- Enter your current address.
- Enter your phone number using dashes, no parenthesis.
- Add other names you may have (maiden, former married name, or nickname) or check the “no other names” box.
- Add names and birthdates of children or check the “no children” box. Be sure to include daughters married last names.
- List all previous addresses and cities in which you have resided or check the “no other addresses” box.
- Check **BOTH** the Child Abuse and Neglect Central Registry (CAN Registry) and the Nebraska Adult Protective Services Registry (APS Registry) boxes.
- Click on online verification and answer the personal questions.
- Click submit. You should get a “Process Started” email with the Request Number. Keep that.

Monitor Your Email for a Response

You will receive an email from DHHS Central Registry when your Central Registration Check has been processed. This may take 24-48 hours. To access information regarding your Central Registry check, go to the website on the front of this letter and **enter the Request Number and PIN you created**. Click on “Response Letter” box and print the document for your own records! You do NOT need to send this document to Nebraska 4-H.

You're not done!

Please mail a hard copy or email a pdf copy for our files.

Repeat the Process in 5 years – 2025 Screening Rotation

Volunteer screening is repeated every five years based on district *regardless of when the original screening was completed*. Dixon County's next screening rotation will be in 2025. You will receive a reminder from our office.

Call or email with any questions! Our contact information is at the top of the page.

Again, THANK YOU for volunteering with the Dixon County 4-H program and don't forget to enroll in 4HOnline (<https://ne.4honline.com>). We appreciate all that you do to provide a safe, learning environment for our children.

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Office Staff



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