



PO Box 45, 308 Bridge Street, Center NE 68724
Phone 402-288-5611 - Fax 402-288-5612 - Email knox-county@unl.edu - Website: <http://knox.unl.edu>

Knox County 4-H Volunteers,

Thank you for your interest in volunteering with Nebraska 4-H in Knox County! The Nebraska Extension 4-H Volunteer application process includes volunteer screening. All volunteers (teens and adults) and staff who work directly with youth are required to complete the volunteer screening every five years. **Knox County volunteers must be screened starting in 2020, even if you were screened prior to January 1, 2020. We are recommending you complete the screening process as soon as possible before you plan your club re-organizational meeting or by April 15, whichever comes first. Our program does not allow us to accept you as a leader until you complete the volunteer screening process.** Be assured the volunteer screening process is confidential and the screening is good for five years.

Volunteers are screened in order to ensure a safe, positive and nurturing environment for all youth involved with Nebraska 4-H programs and provide protection for the child, volunteer, educator, 4-H Council, Extension Board, and Nebraska Extension.

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.

You will be asked to create a PIN number before beginning the application. This PIN is used to access the application if you need to re-enter the site at any point during the application process. All minors (under the age of 19 in Nebraska) will need to have a notarized ID form that will need to be submitted.

Volunteers are responsible for covering the volunteer screening fee at the time the screening is submitted. Currently, the cost of the screening is \$5.00. The 4-H Council has agreed to reimburse any volunteer for the \$5.00 fee. If you wish to receive reimbursement, contact the extension office.

After the screening is complete, you will receive an email from the Nebraska Department of Health and Human Services (DHHS) with the results of your screening. Please keep this file for your records. (You do NOT need to send this document to Nebraska 4-H.)

If you have any questions about the volunteer screening process, or encounter problems accessing the screening, please contact our office.

Sincerely,

Megan Hanefeldt
Extension Educator-Knox County