



Steps Needed to be a UW-Extension Volunteer

(Does not need to be completed sequentially; **all steps are required to be a UW-Extension volunteer.**)

All UW-Extension volunteers are required to complete the following:

- Application which includes: Signed Volunteer Behavior Expectation Form and Assumption of Risk
- Online Mandatory Reporter Training for Volunteers (required for all new volunteers as of September 2016)
- UW-Extension Volunteer in Preparation (VIP) Training
- Successful Background Check

1. **Signed Volunteer Behavior Expectation Form and the Assumption of Risk Statement**

- Complete either online or paper (including agreeing to the Volunteer Behavior Expectation Form and the Assumption of Risk statement).
- As a local staff member, be sure you are consistently communicating volunteer expectations and requirements needed to be considered a **volunteer with UW-Extension**.

2. **Online Mandatory Reporter Training for Volunteers**

All volunteers are required to complete the online UW-Extension Mandated Reporter Training for Extension Volunteers. This section is completed by the volunteer independently and/or with the support from the county office using the 4HOnline database.

- Volunteers get to this link under trainings in 4HOnline
 - ✓ This is tracked in 4HOnline.
 - ✓ Online Training Reports – Resource – Mike Farrey
- **Other Extension volunteers need to contact the Educator working with your particular program on how to access the online mandated reporter training.**

3. **Successful Background Check**

This is done at the state level by UW-Extension Human Resources.

- All new volunteers will have a background check run. The names will be pulled from your county database of new volunteers.
- Two Options: This process can take place before or after training. If you want this training to take place after the Volunteer in Preparation Training; e-mail Mike Farrey to make this request.

- ✓ Send Mike Farrey a list of the volunteers who have completed the VIP training and he will forward those names to UW-Extension HR for the background checks to be processed.
- ✓ Allow at least two weeks for the results.

- The date of the Background Check will be recorded in 4HOnline at the state level.

4. Unsuccessful Background Check

- **What if a check has limitations, restrictions or a background check fails?**
 - 1) The Associate Program Director will work with UW-Extension HR to discuss limitations with you prior to any communication being sent to the volunteer.
 - 2) Volunteer limitation letters sent by UW-Extension Human Resources.
 - 3) Staff will be copies on any limitations communicated to the volunteer.
 - 4) Background check information needs to be kept in a secure locked location.

5. Complete the UW-Extension Volunteer in Preparation (VIP) Training

- The VIP Training is designed to take approximately 1.5-2 hours to teach.
- Program areas throughout UW-Extension may have additional orientation requirements.
- As UW-Extension staff are responsible to ensure this is tracked and recorded.

6. Communication to Volunteers

- Record VIP training date for volunteers in the training section.
 - ✓ Resource – [Training Recording and Reports](#) - located in Staff Resources > 4HOnline
- Mail Volunteer Acceptance Letter to volunteers after completion of training, background check and online Mandated Reporter Training link – A sample letter can be found here: <https://intranet.ces.uwex.edu/sites/4h/Pages/Youth-Protection.aspx>