

# VOLUNTEER ONBOARDING

## New Leaders

(1st year & after 3 year break in service)

### APPLICATION/INTERVIEW

Fill out an application service agreement & schedule an interview with your district 4-H professional



### ENROLLMENT

Required every year, AFTER OCTOBER 1.

<https://4h.zsuite.org/>

- Create an account
- Enroll as adult volunteer (help sheet)

### BACKGROUND CHECK

Required every 3 years

- Print and submit background check form to your local agent.
- Follow local guidance on payment policies

### DRIVING YOUTH

Required every 3 years if you are transporting youth for a 4-H activity, otherwise submit the OPT OUT FORM

- Slides - Review
- Quiz - Complete and forward emailed results to agent
- UAF Driving Forms (complete page 1 and and one line on top portion of Page 2, then submit both pages to your district Agent)

### TRAINING

4-H Modules

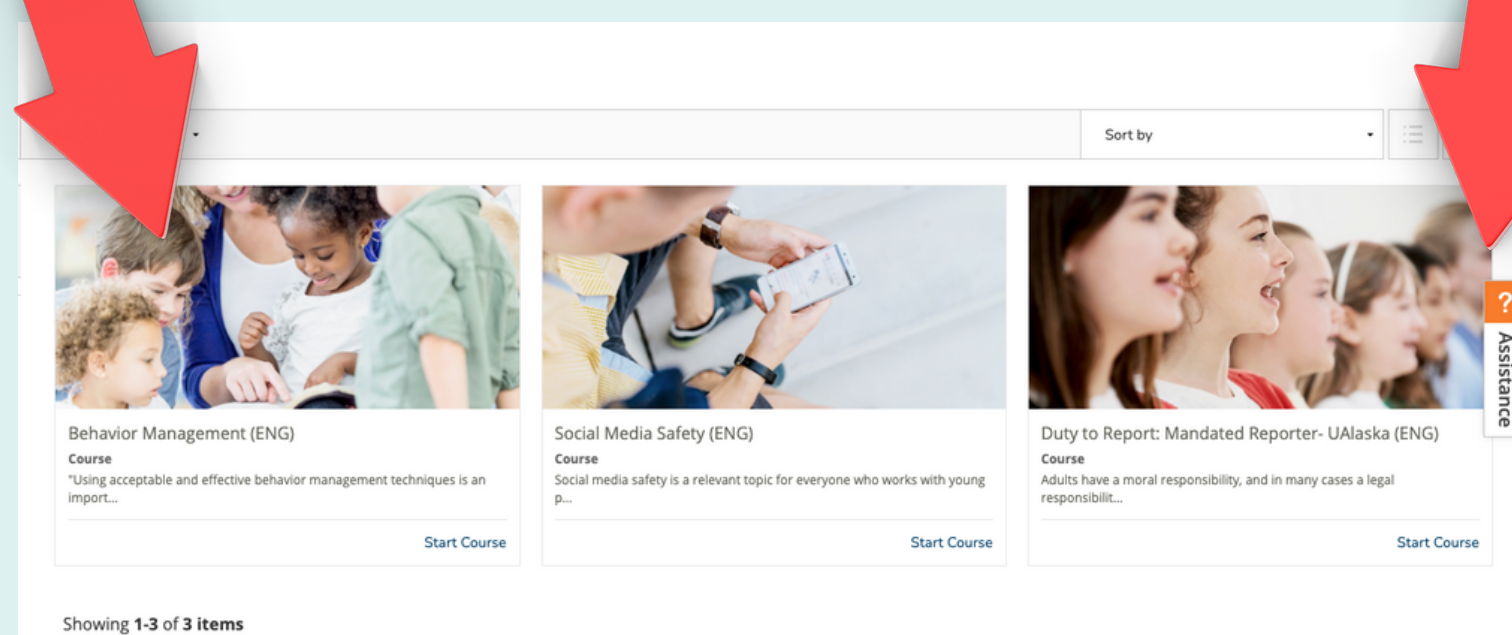
Required first year and if more than a 3 year break in service

- Found in CLOVER ACADEMY on Zsuite platform

Protection of Minors

Required Annually

- To gain access, complete weebly form <http://www.alaska4h.org/risk-management-training.html>
- You will receive an email from Praesidium Academy
  - Click on ACCEPT INVITE
  - Create a password and login
  - Complete requested informational questions
  - Once logged in, scroll to bottom and complete both DUTY TO REPORT & BEHAVIOR MANAGEMENT modules



Check with your district on local trainings!

## Continuing Leaders

### ENROLLMENT

Required every year AFTER OCTOBER 1

<https://4h.zsuite.org/>

- Login and re-enroll for current year (help sheets)

### BACKGROUND CHECK

Required every 3 years -check with your district to see if yours is due!

- Print and submit background check form to your local agent
- Follow local guidance on payment policies

### DRIVING YOUTH

Required every 3 years if you are transporting youth for a 4-H activity, otherwise submit the OPT OUT FORM

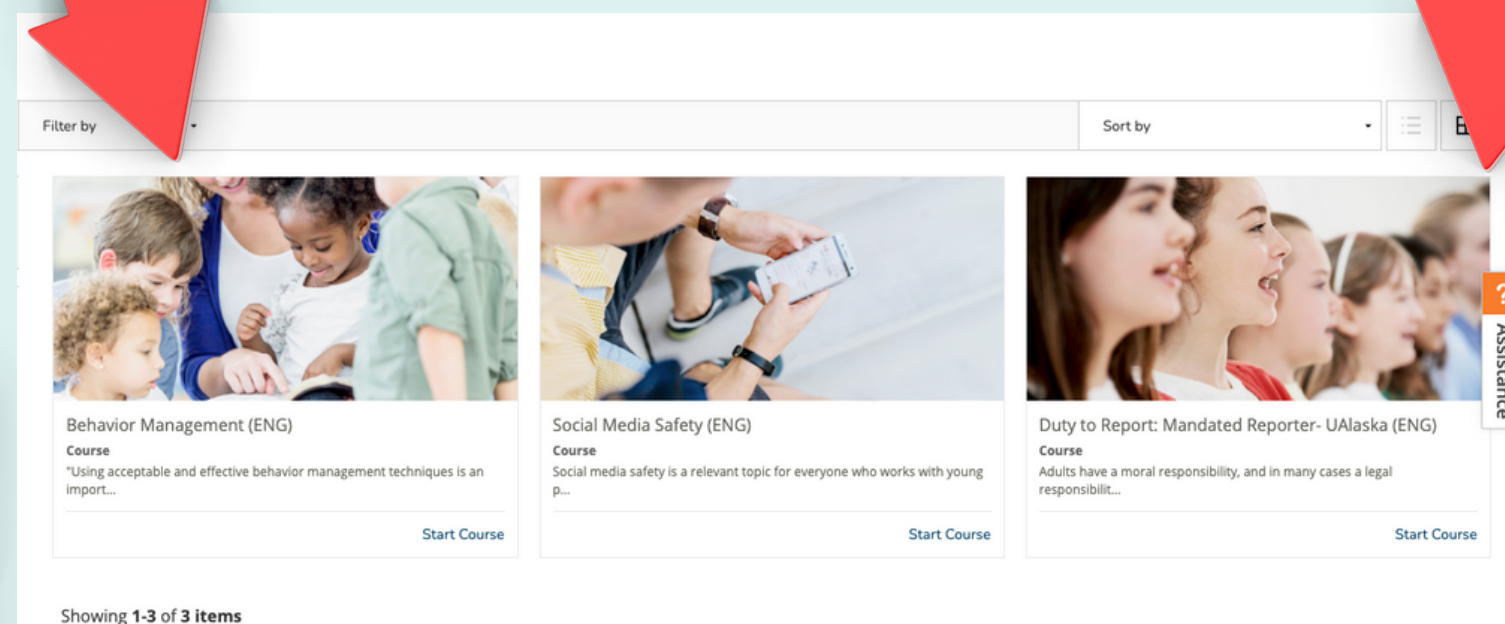
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Feel free to contact us if you have ANY questions throughout your onboarding process. Find your district agent here or reach out to us at [alaska4h@gmail.com](mailto:alaska4h@gmail.com)

4-H volunteers are the heart of our program - Thank you!

