



Procedures for Collecting Monies for Alaska 4-H Volunteer Service Background Checks and Processing of Background Checks

1. For the background check, the volunteer applicant will write a check for \$6.50 payable to: University of Alaska Fairbanks, CES; or UAF, CES (the University name must be on the check, but CES is optional).

NOTE: If there are other fees that go to a different source, then an additional check will need to be written to that source. (Whatever the outcome of the background check, CES is charged \$6.50).

2. Issue a UAF receipt for the \$6.50 for the background check to the volunteer applicant and keep the check and yellow receipt for submission with the district deposit form.
3. In the right corner of the background check form, in the box labeled “For District Office Use Only,” record the district name, UAF receipt number, and receipt date. (An additional line for any other notes/comments you may want to add has been included in this box).
4. **New process for submission of background check authorization form!**

As of 4/2017, please encrypt the background check authorization form and email it to Susie Wilkie at Susie.wilkie@alaska.edu Please contact Susie for assistance as needed.

5. Submit the applicant’s check and yellow UAF receipt copy to the district administrative staff to be included in the district deposits to the CES Business office.

NOTE: The CES District Deposit Form has a line for 4-H Background Checks under “other revenue”. The CES Business Office fiscal technician will then deposit the background check funds received in the district deposit into the correct account.

Revised 11/2017

