



## ALASKA 4-H VOLUNTEER TRAINING INSTRUCTIONS

**THANK YOU FOR VOLUNTEERING!**

**To ensure a safe environment for our youth, please complete the following trainings. Do not hesitate to reach out to me with any questions.**

**Contact Information**

**Kodiak 4-H - Kate Schaberg  
(907) 486-1534  
kodiak4h@gmail.com**

### *Enroll in Alaska 4-H*

*Required once per year; Alaska 4-H year begins October 1<sup>st</sup> and ends September 30<sup>th</sup>.*

- Complete Adult Annual Enrollment form in [ak.4honline.com](http://ak.4honline.com). You must have access to a computer and have a good email address. Please contact your [local District office](#) for assistance and/or other enrollment options.
- Choose "family" in your profile option; and then answer "yes" when asked if you are a volunteer.
- If your family is already enrolled, simply choose "add member - Adult" from the drop-down menu on your family home page.
- If you cannot remember which email address you used previously, PLEASE DO NOT CREATE ANOTHER PROFILE. Contact your [local District office](#) for assistance, it's not a big deal, really.

### *PROTECTION OF MINORS (2 trainings required)*

*Required once per year, PRIOR to any activity involving youth (including club meetings).*

- 1) Go to Learning Portal: <https://learn.ue.org/XO2TP788481/Alaska4HProtectingChildren>

On Registration page, please fill in

- Your name
- E-mail address
- In Optional Field 1, type "Volunteer"
- Click on the **REGISTER** button.

You will receive an e-mail message soon that provides you with a temporary password.

- Click on the "Change your password link"
- Use the temporary password from the email and create a new password
- Click on the **CHANGE PASSWORD** button

This will take you to a screen called the Learning Portal.

- You are only required to complete the course entitled:  
"PROTECTING CHILDREN: IDENTIFYING AND REPORTING MISCONDUCT"
- Use the arrows to navigate to this course and click on the course box.
- Click the **LAUNCH** button and your training will start.

Complete the course.

When you are finished, close the course and this will take you to the Launch Page.

- Click on **MY COMPLETIONS** at the top.
- If the course doesn't come up, hit the refresh button.
- View your certificate
- Print, scan, and e-mail or screen capture and email to your 4-H District Agent or Staff

Within 24 hours, you should also receive an e-mail that tells you you've completed the course. If you were not able to print certificate, please forward that e-mail to your 4-H District Agent or Staff and let them know that you couldn't print the certificate.

## 2) UAF Protection of Minors Policy and Procedures

Read over the .pdfs POLICY and PROCEDURES (e-mailed to you)

Take the quiz: [HERE](#)

[https://docs.google.com/forms/d/e/1FAIpQLSdaJnU\\_Rw3AQZBKFH5IjyFVYvWeJTfAgk63E09d-8Q9aAPtjA/viewform](https://docs.google.com/forms/d/e/1FAIpQLSdaJnU_Rw3AQZBKFH5IjyFVYvWeJTfAgk63E09d-8Q9aAPtjA/viewform)

## **BACKGROUND CHECK**

*Required every 3 years.*

Download the form and follow the instructions (found at [www.alaska4h.org/volunteers.html](http://www.alaska4h.org/volunteers.html)).

## **4-H VOLUNTEER MODULES**

*Required your first year as a 4-H volunteer and if you have over a 3 year break-in-volunteer-service*

Go to this link: <http://www.alaska4h.org/volunteer-online-training.html>

Complete the information as requested and click **SUBMIT**.

Complete modules and email a screenshot of your module completion pages to your 4-H District Agent or Staff.

## **UAF DRIVER TRAINING**

*Required every year if you are transporting youth for a 4-H activity.*

Powerpoint: <https://www.uaf.edu/files/safety/training/driver/Tab5.-Drivers-Training-2018-Final.pptx>

Quiz:

<https://docs.google.com/a/alaska.edu/forms/d/1UUIjixFXkOgFqNa2HBuBopXgH6ITSZ78yLsxnV4qLYM/viewform?embedded=true>

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