

Requirements to become a Douglas County 4-H Leader

To be approved as a Douglas County 4-H Leader*, you must meet these requirements:

1. Enroll in 4-Honline and complete the volunteer application online <https://co.4Honline.com>
2. Three “Confidential Reference Questionnaires” completed by persons other than a relative or leader within the same club. We will email the reference form to the references that you have listed on your application you complete through co.4honline.com. You will be notified when the reference questionnaires are emailed out so that you can follow up with the references if necessary. All responses will be confidential.
 - At least two returned references must be positive.
3. Complete “4-H Leader Training,” online. See bottom of this page for instructions on completing the online training modules.
4. Pass background check conducted by Colorado State University.
 - We will notify you via email when we have submitted the background check.
 - You will receive an email from HireRight Customer Support, a secured site, within five business days. Please make sure to check your spam folder. If you do not receive the email from HireRight within five days, immediately contact the Extension office.
 - The email from HireRight provides a hotlink and a password for you to log into a secure site. You need to be prepared to enter these items: name, address, phone number, DOB, social security number and driver’s license number and then authorize HireRight to conduct a background check. You MUST respond.
 - If you do not respond within 7-10 days, CSU Human Resource Services will send the link to you a second time with a message that the request will be cancelled if you do not respond within 7 days. (This is a courtesy to you). If the request is cancelled due to nonresponse and we have to resubmit your background check again, then you will be assessed a \$45 fee. This fee has to be paid before you are able to be a leader.

Unless all above requirements have been met, a volunteer is not covered by the 4-H insurance policy and is not recognized as a bona fide 4-H leader in Douglas County.

When approved, you will be notified via email. Make sure your email account is set up to accept email from Tina.OBryan@colostate.edu .

Online Leader Training through the State 4-H Office:

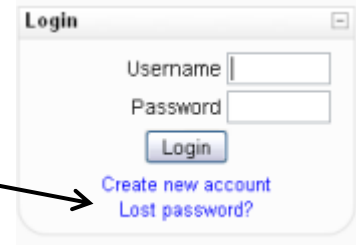
There are four interactive, self-paced, online training modules, 15-20 minutes each. Quizzes are given online after each module. Once all four modules are completed, a completion certificate will be emailed to you. You must forward the email to Tina.Obryan@colostate.edu proof that the modules have been completed. Print and keep your completion certificate in case proof of completion is needed.

See next page for instructions.

*Any leader not enrolled for a continuous period of 6 months must repeat these steps when reapplying to become a leader.

Directions to enroll in:
**2018-2019 Colorado 4-H New or
 Renewing Volunteers Training**

- NOTE: It is best to use Mozilla Firefox for this training.** Go to <http://campus.extension.org> and find the login box on the left. If you have an account then log in with your username and password. If you do not have an account, click on **Create new account**.
- On the page that comes up fill in the information requested.



New account
 ExtensionOnline > Login > New account

Choose your username and password

Username*

Password*

More details

Email address*

Email (again)*

First name*

Last name*

City/town*

Country*

Enter the required information then click Create my New Account.

Make sure to enter your email address correctly because further instructions will be emailed there.

- You will receive an email confirming the account creation within an hour or so.

Follow the instructions in the email in order to enable the account. If you do not get a confirmation email please email: campushelp@extension.org for assistance in getting the account confirmed.

- After you have logged in, look for the search box and type in “**2017-2018 Colorado 4-H New or Returning Volunteers Training**” and click on the search button.

Search courses:

- When you see the course name click on the title to self-enroll. You will need to type in the enrollment key of: **Douglas2018** to enroll.

Enrollment key Unmask

- Once you are enrolled in a course it will appear on a list under “My Courses” on the left side of your screen the next time you log in. You can click on the course title to go back to the course.
- There are 4 “Lessons” to complete. Begin with “Lesson 1” and when each module has been completed it will move to the next lesson.

For help and assistance? campushelp@extension.org

