**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: <https://v2.4honline.com/#/user/sign-in>
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 4Honline. 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.
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 [Sylvia.Worcester@colostate.edu](mailto:Sylvia.Worcester@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 [Sylvia.Worcester@colostate.edu](mailto:Sylvia.Worcester@colostate.edu) proof that the modules have been completed. Print and keep your completion certificate in case proof of completion is needed.