



Central Kansas District 4-H

Registered Volunteer Process

Kansas 4-H Youth Development uses unique strategies and opportunities to engage youth in reaching their full potential through partnerships with caring adults. Volunteers are fundamental to the 4-H program and the accomplishment of the Kansas 4-H mission.

A Registered 4-H Volunteer is a volunteer who has completed the full registered volunteer screening process including: application, screening, orientation, and two background checks (Criminal Background Check, and the Child Abuse & Neglect Central Registry), and has been appointed by Central Kansas District Extension Board.

Anyone who works with 4-H youth needs to complete the Registered Volunteer process. This includes, but is not limited to, Organizational Leaders, Project Leaders, Districtwide Leaders, & Master Volunteers. In addition, any youth over the age of 13 who serve in the role of a Junior Project Leader, as a camp counselor, or work with other 4-H youth in any way, must complete the process and attend a scheduled Volunteer Orientation. To begin the process, an **individual seeking to become a Registered Volunteer** should create a profile in 4HOnline at <https://ks.4honline.com> and, *in addition to "enrolling" in 4-H for the current 4-H year, the potential volunteer will then follow the directions in 4-Honline to complete the Kansas 4-H Volunteer Service Application.*

Please note that potential individuals who are new to the process are NOT considered Registered Volunteers until they have received notification stating they have completed all the steps and have been approved by the confidential and impartial review committee and have approval from the Central Kansas District Extension Board.

For individuals who are **already Registered Volunteers**, it is important to complete an annual renewal to keep your profile active. Since this process has moved to 4HOnline, all volunteers past and present will need to create an account and profile if they have not already done so. Each year to renew, Registered Volunteers will access their profile through 4HOnline at <https://ks.4honline.com> and "enroll" in 4-H for the current 4-H year. *In addition to "enrolling," the volunteer will then follow the directions in 4-Honline to complete their Annual Renewal.* Further details about required background checks or additional documents will be emailed at appropriate times to Registered Volunteers to complete.

Failure to complete the 4HOnline process, online renewal form, or required background checks could result in the volunteer being removed from Registered Volunteer status. Once removed, a potential volunteer must start the process again from the beginning.

