

435 Level 2 Screening: A 13-Step Process for 4-H Volunteers

Steps	Links, Documents and Notes
1. Volunteer submits a volunteer application using 4HOnline or Agent enters paper application into 4HOnline.	http://florida.4honline.com
2. Agent interviews volunteer and begins orientation with volunteer.	http://florida4h.org/staff/volunteering/screening/forms/VOLUNTEER_INTERVIEW.pdf http://florida4h.org/volunteers_/resources/orientation
3. Agent makes a file folder for volunteer to be stored in locked cabinet.	Volunteer documents are not subject to requests for public information.
4. Agent checks references on volunteer and places reference forms/notes in volunteer file.	http://florida4h.org/staff/password_protected/Vol-Ref-Form.pdf
5. Agent verifies volunteer is not on the Florida Dept. of Law Enforcement Sexual Offender website.	http://offender.fdle.state.fl.us/offender/homepage.do
6. Volunteer views Youth Protection Training and passes training quiz. Agent will keep documentation in the volunteer file.	https://oycs.ufsa.ufl.edu/wp-content/uploads/2012/10/YCS800-simulated-version1.swf
7. Volunteer signs "Affidavit of Good Moral Character" in front of a notary and returns form to agent.	http://www.dcf.state.fl.us/programs/backgroundscreening/docs/Affidavit%20of%20Good%20Moral%20Character%20August%202010.pdf
STEPS 8 – 10: There are three different choices a County Office can use for Live Scan fingerprinting, agent should follow either option "a", "b", or "c".	
8. Agent fills out "UF HR Background Screening Request Form For Camp and Youth Activities".	a. Charging IndentoGo Services to UF Account , OR b. Paying IndentoGo directly , OR c. Using and Paying Other Live Scan Vendor (Non-Identogo)
9. Agent submits "Background Screening Request Form For Camp and Youth Activities" and copy of signed and notarized "Affidavit of Good Moral Character" to UF HR.	
10. Agent provides volunteer with instructions to complete Live Scan procedures for 435 Level 2 screening with appropriate codes.	
11. Agent waits for letter of clearance from UF HR via DCF stating "nothing was found that would disqualify this individual for the above referenced position". Agent will make a copy of letter for volunteer's file.	Regardless of the entity conducting the LiveScan fingerprinting you must receive this documentation.
12. Agent mails volunteer appointment letter or rejection letter to volunteer, keeping a copy in volunteer file.	http://florida4h.org/staff/volunteering/screening/forms/Acceptance_of_vol-Sample Letter.doc http://florida4h.org/staff/volunteering/screening/forms/Rejection_of_vol-Sample Letter.doc
13. Agent updates 4-HOnline profile to document volunteer file created and screening & training completed.	http://florida.4honline.com