## Potential Volunteer Screening Checklist

Potential Volunteer Name/Email: Club:

Leader Contact Name: Leader email:

Process Summary: <a href="https://extension.arizona.edu/become-4-h-volunteer">https://extension.arizona.edu/become-4-h-volunteer</a>	Date Completed	Initials
Added to listservs: <a href="https://list.arizona.edu/">https://list.arizona.edu/</a> Sent Application, About Volunteering w/4-H, Onboarding Checklist		
Application Received		
National Sex Offender Website search/file ( <u>www.nsopw.gov)</u>		
Schedule Interview Date: Time:		
4-H sends reference form to references provided on application (Min. three responses required)		
- Personal/Character reference – <b>required</b> -		
- Work or Volunteer reference – <b>required -</b>		
- Other reference received -		
- Other reference received -		
*DPS IVP Fingerprint Clearance Card - Paid by 4-H Payment Made/IVP#:		
1. Register and apply for a card at: <a href="https://psp.azdps.gov/">https://psp.azdps.gov/</a>		
2.Background Check & Fingerprinting pd. by 4-H: <a href="https://arizona.fieldprint.com">https://arizona.fieldprint.com</a>		
Scan Done: Card Received:		
Sign Fingerprint Clearance Card Applicant Authorization Form		
https://extension.arizona.edu/sites/extension.arizona.edu/files/programs/authFORM 0.pdf		
**Auth. Form, DPS card and DL sent to county admin (July-May) to initiate DCC (names and DOB MUST match)		
Proof of auto insurance on file (if driving on university/4-H business)		
DCC Process Initiated/Completed- Transaction #: Date: / NetID: Empl ID:		
Registration/Volunteer Orientation/Enrollment/Approval in ZSuite: <a href="https://4h.zsuite.org/">https://4h.zsuite.org/</a> all waivers/forms on file		
Harassment Prevention Training (Good for 2 years)		
https://youthsafety.arizona.edu/training/youth-safety-training (Current/Old in D2L)		
Direct link to <b>new</b> YST ( <edge): <a="" href="https://arizona.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=d9e5ebfc-">https://arizona.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=d9e5ebfc-</edge):>		
986d-4940-8ddd-aff50184e3c1&start=0 signed acknowledgment form on file		
If applicable,		
Defensive Driving (if driving on UA business): <a href="https://risk.arizona.edu/training/defensive-driving">https://risk.arizona.edu/training/defensive-driving</a>		
Chaperone Training: <a href="https://extension.arizona.edu/pubs/arizona-4-h-chaperone-training-powerpoint">https://extension.arizona.edu/pubs/arizona-4-h-chaperone-training-powerpoint</a>		
Cash Handling and Receiving:		
https://arizona.sabacloud.com/Saba/Web spf/NA7P1PRD161/common/learningeventdetail/crtfy00000000003160		
Horse Helmet Policy: <a href="https://extension.arizona.edu/sites/extension.arizona.edu/files/programs/HorseHelmetPolicy-01.2015">https://extension.arizona.edu/sites/extension.arizona.edu/files/programs/HorseHelmetPolicy-01.2015</a> and Control of the Control o		
01-01-2015.pdf / Safety Video: https://www.youtube.com/watch?v=L7 Bpc Q6hw		
Congratulations, You Did It!  Approval (Approval Letter and Decition Description cont to Valuntaer and Club Leader (Congrupt) admin (agent)		
Approval/Appointment Letter and Position Description sent to Volunteer and Club Leader (Cc county admin/agent)		
Volunteer Resources: https://extension.arizona.edu/4-h-volunteer-resources		
Project-specific Resources  County Office: Undate Club Leadership Spreadsheet		
County Office: Update Club Leadership Spreadsheet		

workforcesystems@email.arizona.edu

<sup>\*</sup>Once you receive your fingerprint clearance card I will need photos of both the front and back of the card as well as a photo of the front of your driver's license.

<sup>\*\*</sup>I will submit your credentials to the UA. In the coming days, you will receive a few emails from employeeselfservice@arizona.edu: one with a PIN # to get your Employee/Designated Campus Colleague (DCC) ID #, one with instructions for creating a NetID (username), password and UA email address (for use at outlook.office.com, for which you can set up forwarding to another email address if you wish), and one with instructions for completing documents to establish and accept your DCC status. Additionally, you'll need to enroll in NetID+ 2-factor authentication for use when logging in. Visit <a href="https://netid-plus.arizona.edu/">https://netid-plus.arizona.edu/</a> for more information. There's also a Duo Mobile app you can use on your phone. Please let me know when these have been completed. Following this, you'll be able to access the

UA trainings, via the links in the waivers in ZSuite, necessary to complete your volunteer certification! \*Note, it may take 2-3 days for you to be approved in the UA system after you click to 'Accept' DCC status so that you can access the trainings.

In the meantime, please visit <a href="https://4h.zsuite.org/">https://4h.zsuite.org/</a> to create an account and enroll as a volunteer. There are 3 sections that will need to be completed before your volunteer enrollment can be approved: 1) personal information, 2) waivers, and 3) club and project selections. I will be sending you 3 forms to complete/sign electronically. I will upload them to your ZSuite enrollment for you.

Note, UA trainings will not be accessible until your DCC status is approved.