Step 1: Submit Your Volunteer Application

Why we do this: The application process allows us to find the correct match between your interests and abilities and our needs.
How you do this: Fill out a volunteer application and send it to your local 4H Coordinator

Application: VOLUNTEER APPLICATION.pdf (arizona.edu)

Find Your Coordinator: Cooperative Extension | The University of Arizona

Next Steps: Each county manages its own process, which likely includes a written application, an interview, and reference checks**.** *A county staff person will let you know when you are ready for **Step 2***

Step 2: Obtain/Provide a Level 1 Fingerprint Card

Why we do this: The safety of 4-H youth is the primary concern as the University of Arizona Cooperative Extension assigns volunteers to the program. We require all 4-H regular volunteers to clear a fingerprint-based background check. By requiring this clearance, we know that our 4-H youth are safe. Parents and communities know that youth are safe in our program. Volunteers know that their colleagues are united with them in the effort to keep youth safe.

The background check standard for University of Arizona Cooperative Extension is the Arizona Department of Public Safety Level One Background check card (DPS card).

How you do this:

Option 1: If You Need to Obtain a Level 1 Fingerprint Card…

1. First, gather the necessary information and items

    - Credit/debit card to pay the fees
    - Specific instructions from your county office if they are providing funding
    - County https://extension.arizona.edu/complete-county-directory-listing
    - Personal information (driver license, social security number)

2. Find a Fieldprint site where you can have digital prints taken: https://fieldprintarizona.com/individuals#locations-search

3. Start your application the Arizona Department of Public Safety: https://psp.azdps.gov/services/fccFormTriage

   - A prompt will ask if you will volunteer in schools; select yes
   - Leave the school / employer information blank if possible
   - If an address is required, enter your county Cooperative Extension office address
   - Follow the prompts
   - The fee is $67 and must be paid online
   - Log back into the AZ DPS portal and check messages
   - ***Record the 10-character application/documentation/reference number in your message***; you will need it to set an appointment

4. Wait 5 to 30 minutes (depends on volume of business) for the AZDPS site to transmit your information to Arizona FieldPrint, then pay the fee to get your digital prints taken

   - Go to Fieldprint's portal: https://arizona.fieldprint.com/
   - Select "Fingerprint Clearance Card" from the list of reasons
   - You need the 10-character documentation/reference number from AZ DPS message center
   - Fee is $8.25
   - Fee must be paid online with credit/debit card
   - Take your receipt to the fingerprinting site of your choice from the options available: https://fieldprintarizona.com/individuals#locations-search
   - **ALL** sites require an appointment, **NO** walk-ins.

5. Arizona Department of Public Safety will notify you of the status of your clearance card

   1. You should get an email verifying that they are processing your card
   2. The AZ DPS site says it may take up to 8 weeks
   3. The card comes directly to you
   4. Replacement of lost cards costs $65.00

Option 2: If you currently hold a valid Level 1 Fingerprint Clearance Card from AZ Department of Public Safety…

1. Level 1 Fingerprint Clearance Card from AZ Department of Public Safety are valid for 6 years from initial issue date.
2. Make a photocopy of your card and submit it with your paperwork in the next step.

Next Steps: Once you have a valid Level 1 Clearance Fingerprint Card, you can move on to Step 3.

Step 3: Submit Background Check Packet

Why we do this: By submitting a signed Authorization Form, you are giving the University of Arizona permission to check status of the DPS card. University of Arizona checks the status regularly as long as the card is valid and you are a volunteer.

How you do this: Submit the complete Background Check Packet, including Authorization form, copy of government issued ID, and copy of DPS card to your county office

1. Download this form and fill it out: [Background Check Packet](#).
2. Make a copy of the following and submit with the Packet.
    a. the front of your DPS card
    b. the front of a government-issued photo id (driver license, passport, etc.)

Next Steps: Local county staff will enter your information into the University of Arizona system to establish a relationship as a Designated Campus Colleague (4-H Volunteer). You will receive a series of 3 emails from the UA systems inviting you to create an account. This can take up to 3 weeks.

Step 4: Register with University of Arizona as a Designated Campus Colleague

Why we do this: The Designated Campus Colleague (DCC) relationship is the legal agreement between the volunteer and the University of Arizona. UArizona provides guidelines and training. Volunteers set up growth opportunities for youth. 4-H youth are encouraged to learn about themselves and their community. These same youth do activities to develop the skills they need to create positive change in their lives and communities.

The legal relationship says that volunteers will follow university guidelines and that the university will back the volunteer's efforts with guidance and legal support.

How you do this:

1. You will receive 3 emails from FSO at arizona.edu which contain information you need. Follow the steps in them to setup for account.

- They may get caught in the spam/junk/unwanted folders in your email.
2. Set up NetID and NetID+: https://netid-portal.iam.arizona.edu/
    - Instructions here: https://extension.arizona.edu/sites/extension.arizona.edu/files/programs/Creating%20NetID%20and%20NetID%2B_0.pdf
    - Tutorial videos for NetID+ here: https://www.youtube.com/playlist?list=PLXpm_6NMk1t8kQPFAY7EM4zeY3E-TFMMc
3. Sign the Agreement in Uaccess
    - Instructions here: https://hr.arizona.edu/sites/default/files/hr/Workforce-Systems/training-guides/DCC_Self_Self_Service_Guide.pdf

<mark>** If you need help setting up your NetID and/or NetID+, please contact the 24/7 HelpDesk at: 520-626-8324</mark>

Next Steps: After you complete NetID, NetID+ and signing the DCC Volunteer agreement, you can proceed to Step 5 and enroll in Zsuites.

Step 5: Register in Zsuites Zing Book

Why we do this: Zsuites allows leaders to track their own records, track membership of the club, send emails to club members and the parents of club members, monitor project status, and view project books. Trainings for such things as equine helmet safety are available in ZSuite. County staff maintain records of volunteer credentials in this database. Youth can enter information and generate project books in this database.

How you do this:

- Enroll in the ZSuite website: https://4h.zsuite.org/
    - Guides to all phases of ZSuite uses are located here: https://extension.arizona.edu/4-h-zsuite-resources

Next Steps: Take required training once enrollment is complete.

Step 6: Preventing Harassment Training

Why we do it: The Preventing Harassment training helps maintain equitable and legally mandated opportunities for all residents of Arizona by helping volunteers, staff, and students develop

- Recognition of behaviors such as implicit bias, discrimination and harassment, including sexual harassment, sexual violence, relationship violence, gender discrimination, and stalking.
- Skills for encouraging respect and civility in the workplace, creating positive and productive workplaces and building positive organizational culture.

<u>All members of the university community are expected to complete this training every two years</u>. Changing duties may require volunteer, staff, or student to complete the training more frequently.

How you do this:

- This training requires NetID and NetID+.
- Log into Edge Learning: <u>https://arizona.sabacloud.com/</u>
  - o Edge User Instructions: <u>https://edgelearning.arizona.edu/</u>
  - o To find information or ask questions about this training, check here: <u>https://equity.arizona.edu/training/online-training</u>

Next Steps: Take Youth Safety Training (Step 7)

Step 7: Complete Youth Safety Training

Why we do this: As part of the effort to provide appropriate environments for all youth in our programs, The University of Arizona provides a training on Youth Safety. This training explains Arizona laws that cover abuse and neglect. It sets out the signs that would tell you that a youth is at risk of abuse or neglect, as well as signs that another adult is grooming a youth for an inappropriate relationship. It also includes best practices for helping an endangered youth, and explains the legal responsibilities for 4-H leaders who discover any of these signs. This training must be taken annually.

How you do this:

- This training requires NetID and NetID+.
- Log in here: <u>https://d2l.arizona.edu/d2l/loginh/</u>
  - o Instructions to complete the training: <u>https://extension.arizona.edu/sites/extension.arizona.edu/files/programs/Completing Youth Safety Training_0.pdf</u>
  - o Access The University of Arizona Youth Safety policies, guidelines for event registration, and other pertinent information: <u>https://youthsafety.arizona.edu/</u>

 Next Steps: Take 4-H Specific Training (Step 8)

Step 8: Complete 4-H Orientation

Why we do this: The 4-H orientation helps volunteers understand the guiding principles of the 4-H program, positive youth development, and the expectations for leaders engaged in the program.

How you do this: At this time, an overview of the 4-H program is available in Zsuites in the tab labeled "Clover Academy".

- Log in to Zsuites: https://4h.zsuite.org/
  - Select Clover Academy to view this explanation of 4-H. See Step 4 (above) for access to ZSuite.
- See common trainings for 4-H Volunteers here: Volunteer Training Videos | Cooperative Extension | The University of Arizona

Next Steps: Inform your local program coordinator you have completed the necessary steps to begin volunteering. Congratulations!