



Missoula County Extension Office
4-H Youth Development Program

Campbell Barrett – Extension Agent, 4-H Youth Development
cbarrett@montana.edu – missoulaeduplace.org



October 1, 2009

Dear 4-H Volunteer,

Thank you for completing your Missoula County 4-H Volunteer Enrollment form. Beginning with the 2009/2010 4-H Year (starting October 1, 2009), all *Direct Volunteers* must be approved through the Montana 4-H Volunteer Certification process. A Direct Volunteer is an individual who volunteers in a capacity that includes face-to-face, unsupervised contact with youth. Examples include but are not limited to: Organizational Leaders, Project Leaders, chaperones, volunteers transporting youth, exchange hosts, etc.

On your Missoula 4-H Enrollment Form, you have indicated that your Volunteer Type is either *Organizational Leader* or *Project Leader*. These are both considered Direct Volunteer types. As such, additional forms and a \$12.00 fee will be required before we can complete your enrollment and add you to the rolls as a Missoula County 4-H Volunteer. *We understand that some Clubs are paying this fee for their Direct Volunteers. If this is true for you, just return the forms. We need to receive all forms and fees in our office no later than December 15, 2009.*

Enclosed are additional forms to complete, and a postage-paid envelope to return the forms and fee to the Missoula Extension Office. Checks can be made to Missoula County 4-H. Locally, we keep the forms on file in a locked cabinet, we enter your information online at the HireRite website, and we pass the \$12.00 fee along to the State 4-H Office. Details from the background check performed by HireRite are kept confidential at the State 4-H Office and are not shared with the local offices. Once the screening process is complete, you will receive a letter from the State 4-H Office saying you have been approved to serve as a Direct 4-H Volunteer.

According to the Montana 4-H Volunteer Certification Policies and Procedures:

Once an individual has successfully cleared the certification process and been accepted as a volunteer, he/she will be considered a certified volunteer as long as no break in service occurs or he/she is not dismissed as a 4-H volunteer. Volunteers will be re-screened if there is a break in service for one calendar year or more or if new information arises regarding their background.

For the majority of volunteers, this will be the only time you will need to be certified through this process or pay the additional \$12.00 fee. If you would like, we can mail or email a full copy of the Policies and Procedures to you. It is also available on our website on the Forms page.

Thanks for your willingness to serve as a volunteer with the Missoula County 4-H Youth Development Program.

Sincerely,

Campbell Barrett
Extension Agent, 4-H Youth Development

2825 Santa Fe Court – Missoula, Montana 59808 – 406-258-4203 phone – 406-258-3916 fax