

Volunteer candidate fills out New Volunteer Application through the 4-H Ontario website. 4-hontario.ca/volunteers/become-a-volunteer/

Application is automatically sent to local Volunteer Support Staff and updated or inputted into provincial database.

Application is automatically sent to local Association Screening Contact.

Volunteer candidate receives introductory email, outlining New Volunteer Acceptance Process and steps for completion and containing Screening Package needed for Vulnerable Sector Police Check processing.

Interview

Local Association Screening Contact makes contact with candidate and arranges for an interview with Screening Committee.

Vulnerable Sector Police Check

Candidate completes Vulnerable Sector Search through local detachment (online or in person) and forwards completed check to 4-H Ontario Screening Officer electronically.

Orientation

Candidate participates in New Volunteer Orientation session via live webinar (or self-directed web-based format). 4-hontario.ca/volunteers/become-a-volunteer/new-volunteer-orientation/

Child Protection Training

Candidate completes Child Protection Training and forwards certificate of completion to Volunteer & Database Manager electronically.

References

Candidate's references are contacted electronically with Reference Form link and responses are evaluated by local Volunteer Support Staff

Local Screening Contact completes Local Recommendation Form electronically and updates database (<https://4-hontario.jotform.com/21936278594267>).

Completed check is received, evaluated, and successful Police Check expiry is noted in the database.

Completion dates for all elements are entered into the database by Volunteer Support Staff

All dates are validated/entered by Volunteer Support Staff as elements are completed. Once all components are completed, local Volunteer Support Staff enters 'Training Expiry', Provincial Acceptance', and 'Acceptance Letter Sent' dates for successful candidate (these three dates are always the last to be entered for proper reporting purposes). Acceptance letter is issued to the candidate, copying the local Association Screening Contact and Membership Coordinator.

New Volunteer completes Annual Volunteer Participation Form

4-hontario.ca/2022-4-h-volunteer-participation-form/

Form is received by local Volunteer Support Staff and volunteer's database profile is updated as needed.

New Volunteer receives electronic Participant Card