

Reference & Background Check Form
Larimer County 4-H Volunteer
(New Leaders Only)

In order to provide 4-H members a safe learning environment and to protect the integrity of the 4-H program, Colorado State University Extension conducts background checks **for all new 4-H volunteers**. In addition, Larimer County Extension may choose to perform additional or subsequent background checks at random or as they deem necessary. Furthermore, upon the recommendation of the Larimer County 4-H Advisory Committee and Colorado State University Extension, we are requiring all new leaders to provide names of three references. Volunteers having lived in other states within the last seven years may also be background checked for that state(s). All new volunteers must complete this form and process **before their 4-H Leader enrollment forms will be processed**.

The following procedure will be used to perform the background check.

1. Each person will complete this form.
2. Your name and email address will be sent directly to CSU. They will send you an email, which will include a link to a secure site where you must go to initiate the background check process. Please check your email often once you complete this form.
3. Once you follow the link to the secure site, it will ask you to enter your social security # along with other personal information. Once you have completed the information, CSU will run your background check securely.
4. **CSU will make all decisions regarding whether or not a leader is “Accepted”, “Denied” or “Accepted with Restrictions” such as driving or financial restrictions.** CSU will notify Larimer County Extension of the decision. (Unless you are contacted by the Larimer County Extension Office, you may assume that you have been accepted as a 4-H leader).
5. Your references will be sent a form to be completed and returned to the Extension Office.

Please print your full legal name:

(Last)

(First)

(Middle)

Email Address: _____

Please turn over and complete the other side.

Reference: Please list three people who are familiar with your character as it relates to working with youth. **Do not include family members.** References should have known you for at least (2) years. Each will be contacted by phone or letter and asked to respond to a short questionnaire. All responses will be confidential.

Name	Address, City, State, Zip Code	Phone Number

I Understand that:

The information that I have provided may be verified by contacting persons or organizations named in this application, and I hereby release from liability any person or organization that provides information concerning me to the representatives of 4-H Youth Development Extension of Larimer County. In signing this application, I affirm that the information I have given herein is true and correct.

If selected as a volunteer, I understand I serve at the request of the Colorado State University Extension Program. That request can be withdrawn for any reason or no reason at any time.

Signature: _____ Date: _____

For Office Use Only			
Reference Name	Date Form Sent	Date Returned	Cleared