

# **Larimer County 4-H Volunteer Background Check**

## **Release of Information Authorization**

(New Leaders Only)

In order to provide 4-H members a safe learning environment and to protect the integrity of the 4-H program, Larimer County 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. Upon the recommendation of the Larimer County 4-H Advisory Committee and Colorado State University Extension, we are requiring all new leaders to complete an electronic background check and 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 check and provide references **before their 4-H Leader enrollment forms will be processed**. Unless you are contacted by the Larimer County Extension Office, you may assume that you have been accepted as a 4-H leader.

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

1. Each person will complete the enclosed release of information authorization form. Volunteer's name and date of birth will be sent to an investigation agency via computer to check for convictions.
2. Background checks from other organizations will be accepted if they are consistent with the requirements of Larimer County Extension. Applicants must furnish written proof from the agency/s where the check was performed.
3. People living in Colorado less than seven years will list their previous address/addresses. A copy of the release form may be forwarded to a business to perform a background check in other states.
4. Results of the screening will be available upon request by the applicant.
5. The Extension Office will receive a report for each volunteer and will review any convictions listed, using the following criteria:
  - a. Conviction of a criminal offense will not automatically disqualify the applicant from eligibility for a volunteer position(s)
  - b. The severity of the crime and length of time since the last conviction will also be considered.
  - c. A history of no convictions doesn't necessarily guarantee an applicant a volunteer position.
6. Your references will be sent a form to be completed and returned to the Extension Office.

Thank you for participating in a program to help protect the safety of our children!



**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

Additional information:

- a. Do you use illegal drugs? \_\_\_\_\_
- b. Have you ever been convicted of a criminal offense? (If yes, please explain) \_\_\_\_\_  
\_\_\_\_\_
- c. Have you ever been convicted of a child neglect or abuse? \_\_\_\_\_  
\_\_\_\_\_
- d. Has your driver's license ever been suspended or revoked? (If yes, please explain) \_\_\_\_\_  
\_\_\_\_\_
- e. Other than the above, is there any fact or circumstance involving you or your background that would call into question your being entrusted with the supervision, guidance and care of young people?  
\_\_\_\_\_  
\_\_\_\_\_

**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. A criminal record will not necessarily bar me as a volunteer, but will be considered as it relates to the specifics of the volunteer position for which I have applied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>For Office Use Only</b>			
Reference Name	Date Form Sent	Date Returned	Cleared