

Screening Steps:

1. **Print** and **review** this document.
2. **Communicate** with reference(s).
3. **Get** what you need to start ("Welcome" email that contains username & password; your references' emails).
4. **Log in** to online registration system (ORS).
5. **Complete** application, **download** police check letter and click the **submit** button. **Wait for the "thank you / success" message before logging out.**
6. **Visit RCMP** or local police detachment with letter provided to acquire a current **Police Check with Vulnerable Sector Check.**
7. **Mail in the original** police check as soon as you get it. We recommend that you also scan and email a copy before mailing so we can confirm screening is completed as soon as possible.
8. **Follow up** to ensure all screening components, including references, have been received. (See Leader's ORS tip sheet for assistance.)
9. **Watch for** an approval email with training information. If you do not receive the approval email that starts with "**Congratulations**", your screening is incomplete for some reason. Log in to view your "Leader Screening Progress" and/or follow up with the 4-H Registrar or your 4-H Regional Coordinator. The Leader's ORS tip sheet will assist you.
10. Print or show this "congratulations" email to your club's general leader so that they can now add you to the list of leaders and assign projects and positions to your leader profile. *Accept our thanks for completing screening!*



By DECEMBER 15, 2020:

- Complete online application
- Ensure ALL reference(s) responded
- Mail police vulnerable sector check
- **Contact leaderscreening@4hab.com at any time for assistance and/or if unavoidable delays are encountered.**

You will need:

- **Internet access**
- **Username and password**
- **Reference(s) email addresses**
- **A printer**
- **A few minutes of your time**

References:

- **Reference(s) must have known you for a minimum of 3 years & must not be family member(s).**
- **Leaders, not previously screened,** must provide three (3) references' email addresses on application.
- **Rescreening Leaders** provide one (1) reference's email on application.
- **Communicate** with reference(s) to get current email addresses and to notify them to watch for an email with a link to an electronic form to complete online asap. *References need just 5 minutes to complete the online form.*
- Each email address is entered twice in the reference section of the online application form. **The two entries must be identical and cannot include extra spaces at the beginning or end as this will prevent submission.** This is the most common error preventing submission of the online forms.
- Upon submission of application, **email(s) to reference(s) are auto-generated and will link to the reference form** that takes just a few minutes to complete.
- Let your references know that they may need to check their junk mail. As the reference emails are automated, some email servers will detect this and deem them junk mail.

Application:

- Online application form with the declaration of agreement will automatically open when an unscreened or rescreening volunteer leader logs in to the ORS.
- Complete all sections of the application.
- Enter reference emails **only** (names are not required) and **enter each email address twice. The two entries must be identical and cannot include extra spaces at the beginning or end as this will prevent submission.** This is the most common error preventing submission of online applications and/or reference forms.
- Submit (or submit and print) at the bottom of the page. Wait for "success" message before logging out.

Police Check (Vulnerable Sector and Criminal Record Check):

- Every 4-H Leader and 4-H Chaperone or Program / Supervisory Volunteer must undergo a **police check**, specifically, a **Vulnerable Sector Check (VSC)** and it must be dated within the current 4-H club year.
- You may be asked to submit **fingerprints**. Fingerprinting occurs in order to identify you in the event that your birth date and/or name matches that of a convicted criminal or known offender.
- If you have a criminal record or charges, you must also submit these details, as prepared by the police detachment and as noted in the letter provided.
- **Don't delay**; completion time varies depending on the detachment. Start the process early. In the event that your police check will not be ready prior to the deadline due to fingerprinting, contact leaderscreening@4hab.com.
- The **Police Check** and the second page of the letter are the only documents to **send via mail**. Enclose a self-addressed, stamped envelope if you want the original returned. Please also scan and email a copy before mailing.
- **Call** your local detachment **ahead** to confirm what you will **need**, their hours of operations and to determine the time required to complete a Police Check. **Take the following to your local RCMP detachment:**
- 4-H Alberta **Police Check VSC Letter** (provided when logged in to online application form or available from Registrar and Regional Coordinators)
- **Identification** – driver's license and birth certificate

Contact:

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Registrar
4-H Alberta
RR 1 Site 7 Box 1
WESTEROSE, AB T0C 2V0
1.877.682.2244 or call direct 780.898.3037
leaderscreening@4hab.com