

**Volunteer / Leader Screening Steps:**

1. **Print** and **review** this document.
2. **Communicate** with your reference(s).
3. **Get** what you need to start ("Welcome" email that contains links and login data; 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 closing window or logging out.**
6. **Visit RCMP** or local police detachment with letter provided to acquire a current **Police Check** that includes a **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 that screening is completed as soon as possible. This benefits your club!
8. **Follow up** to ensure all screening components, including references, have been received. Log in to the ORS and click on "Leader Screening Progress".
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 Area Coordinator** (click for contact information).
10. Accept our sincere thanks for completing screening! 4-H Alberta, along with your club, appreciates and values the time and effort you contribute!



**CANADA**  
4-H Alberta

*Contact your local Area Coordinator or [leaderscreening@4hab.com](mailto:leaderscreening@4hab.com) for assistance and/or if any unavoidable delays are encountered.*

**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 forms.
- **Submit** at the bottom of the page. Wait for the "success" message before closing the page or 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](mailto: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/or Area Coordinators)
- **Identification** – driver's license or other picture ID and/or birth certificate

**You will need:**

- **Internet access**
- **Login information for ORS**
- **References' 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 form.
- 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.

**Next,** please complete any required **training** if you have not yet done so. Find details and information at [4hab.com](http://4hab.com) or click on links below for:

- **Abuse Prevention and Duty to Report Training (Commit to Kids)**
- **Youth Safety at 4-H in Canada**

**Contact:**

**Bernadette Sereda**

Registrar

4-H Alberta

RR 1 Site 7 Box 1

WESTEROSE, AB T0C 2V0

780.682.2153 or call direct 780.898.3037

[leaderscreening@4hab.com](mailto:leaderscreening@4hab.com)



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