

Screen 4 Green

Adults involved in the delivery and coordination of 4-H Alberta programs must complete a screening process to help ensure the safety of our youth. All 4-H Alberta staff, leaders, and volunteers complete the screening process, including board members. Screening may be completed at any time in just a few short steps.

1. Contact three individuals who have known you for at least three years to serve as references (re-screening leaders require only one reference). References cannot be family members. Friends and 4-H volunteers can serve as references if they have known you for at least three years. References will receive an automated email from 4-H Alberta that includes the link to a secure form.
2. Log in to 4-H Alberta's [online registration system](#) with your username and password and complete the leader application form. The form requires the email address(es) for your reference(s), so be sure to have those on hand. Remember to download the Police Check letter from within the application.
3. Contact your local police detachment to acquire a Police Check that must include a Vulnerable Sector Check. 4-H does not accept Criminal Record Checks from private providers. The letter you need for the Check is available for download from the online screening application form. Forgot to download? Contact your Area Coordinator or registrar@4hab.com for a copy. Once you have the Police Check, scan and email to Bernadette at leaderscreening@4hab.com.



...taking my 4-H volunteer letter to get my Police Check today...can't wait to be a 4-H volunteer!



4. Log in to your 4-H Alberta profile to check your screening progress (click "Screening" on your dashboard or "Leader Screening Progress" on your profile's left sidebar). If necessary, remind your references to respond, or send the reference link to another.

As reviews and approvals of the application and each reference are completed, you are sent automated emails advising of this and reminding you to ensure all

components have been completed. Once your screening is approved, you will receive a confirmation email from 4-H Alberta.

Email leaderscreening@4hab.com or call Bernadette at 780-898-3037 for assistance with screening.