Creating a Volunteer Screening Invoice

1. <u>After</u> you have enrolled a batch of new volunteers, select the "Payments" option on the top toolbar.

2. To add a new payment, select "Add Payment".

3. You will see a list of all of the volunteer screening forms that you have submitted and the status of the submissions. A payment fee of $30/applicant is required for all NEW volunteer applicants.

4. Enter the check number that you will be using. If check number is unknown, enter TBD.

5. Check all of the volunteers who will be included in this invoice.

6. Click "Save Payment"

8. After all of your payments are saved, you need to print an invoice to send with your payment.   To do this, in your payment list, click "Edit" next to the payment that you wish to print an invoice for.

9. Under Quick Reports, select "County-Volunteer Screening Invoice".

10. Print a copy of the invoice to send with your payment to:

Montana 4-H Center for Youth Development
PO Box 173580
Bozeman, MT 59717

Payment is due within 30 days of enter a volunteer into Verified Volunteers. Outstanding payments may result in a restriction being placed on certifying volunteers in your county (until paid in full), or a late fee.