

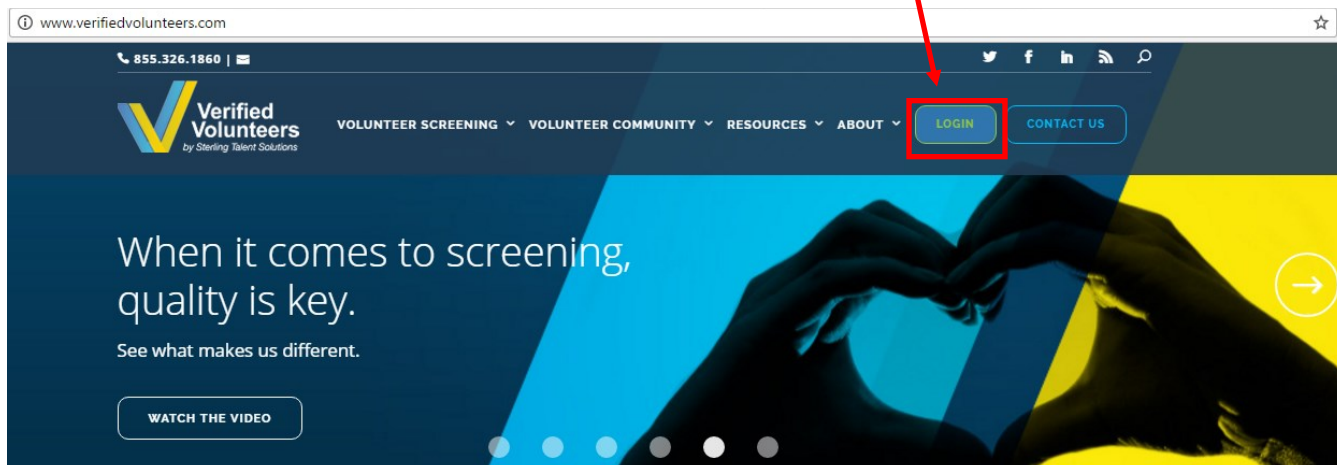


Montana 4-H Volunteer Applicant Background Screening with Verified Volunteers

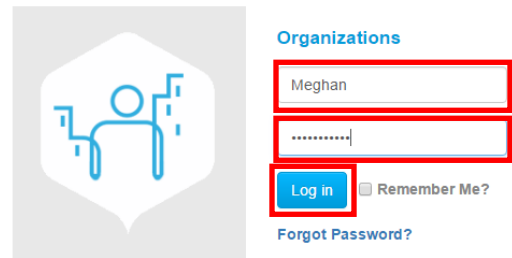
There are two options for Volunteer Background Screening with Verified Volunteers, which will be described in this guide. Before beginning either option, you should collect the following paperwork from the volunteer applicant:

- [4-H Volunteer Application](#) (For both *Invitation & Placing an Order* options)
- [4-H Volunteer Agreement and Standards of Behavior](#) (For both *Invitation & Placing an Order* options)
- [4-H Volunteer Disclosure and Consent Form](#) (Only for *Placing an Order* option)
- [Extension Media Release Form](#) (For all volunteers)

When you have collected the necessary paperwork from the volunteer applicant, type www.verifiedvolunteers.com into your web browser, then click “LOGIN.”



Enter the username and password assigned to you by Verified Volunteers in the Organization login section, then click “Log In”. If you do not remember your username email TheAdvocates@VerifiedVolunteers.com. If you need to create an account, contact Meghan Phillippi at 406.994.3503 or meghan.phillippi@montana.edu.



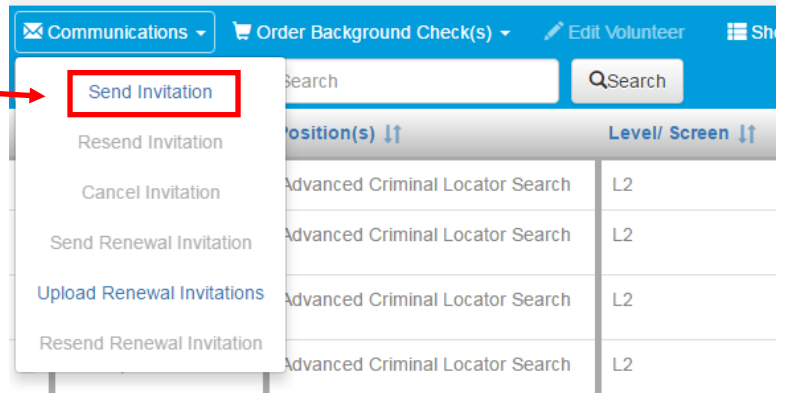
You will be logged into the “REVIEW BACKGROUND CHECKS” screen. Screening requests will be in this window from the time they are initiated until 4-H Center staff confirm applicant as a volunteer. If you see that your volunteer screening has been completed, but has not yet been approved in 4HOnline or moved out of this section in a timely manner, contact the 4-H Center. To screen volunteers, click “MANAGE MY VOLUNTEERS”

On this screen you will see all of the volunteers applicants who have been screened in your county. You will also be able to initiate new screenings through two methods: *Invitation* and *Placing an Order*.

OPTION 1 | Invitation: This is the preferred method of initiating a screening for two main reasons. First, if the volunteer applicant has been screened by Verified Volunteers through another organization in the last year, the applicant can share the results with Montana 4-H, at no cost. The second is that the volunteer will enter their own personal data in Verified Volunteers, eliminating the need for your office to collect the Volunteer Disclosure and Consent Form. This reduces paperwork for your office and eliminates the need for you to handle the applicant’s social security number.

To invite an applicant, click “Communications”

From the drop down box, select "Send Invitation".



Send Invitations

Invitation

Advanced Criminal Locator Search - Client Pays All

Select "Advanced Criminal Locator Search."

Note: Client refers to Montana 4-H, not the volunteer applicant.

Enter Volunteers

1) Volunteer Information

Form fields for volunteer information: Restrictions, Discrepancy, Type of Charge.

Enter volunteer applicant's information.

2) Volunteer Information Remove

Form fields for volunteer information: First Name*, Last Name*, Email Address*, Restrictions, Discrepancy, Type of Charge.

If screening multiple volunteer applicants, click add volunteer to enter additional volunteer's information.

+ Add Volunteer

Preface Standard Email with your message (Optional)

Form fields for email preface: CC entered email address, BCC entered email address.

Enter message to send to volunteers

Text area for entering message to send to volunteers.

Attachments


Cancel Send Invitations

Volunteer applicants will receive a standard email (see on next page) instructing them on how to complete the volunteer screening process. You may CC or BCC the message to your office if you would like.

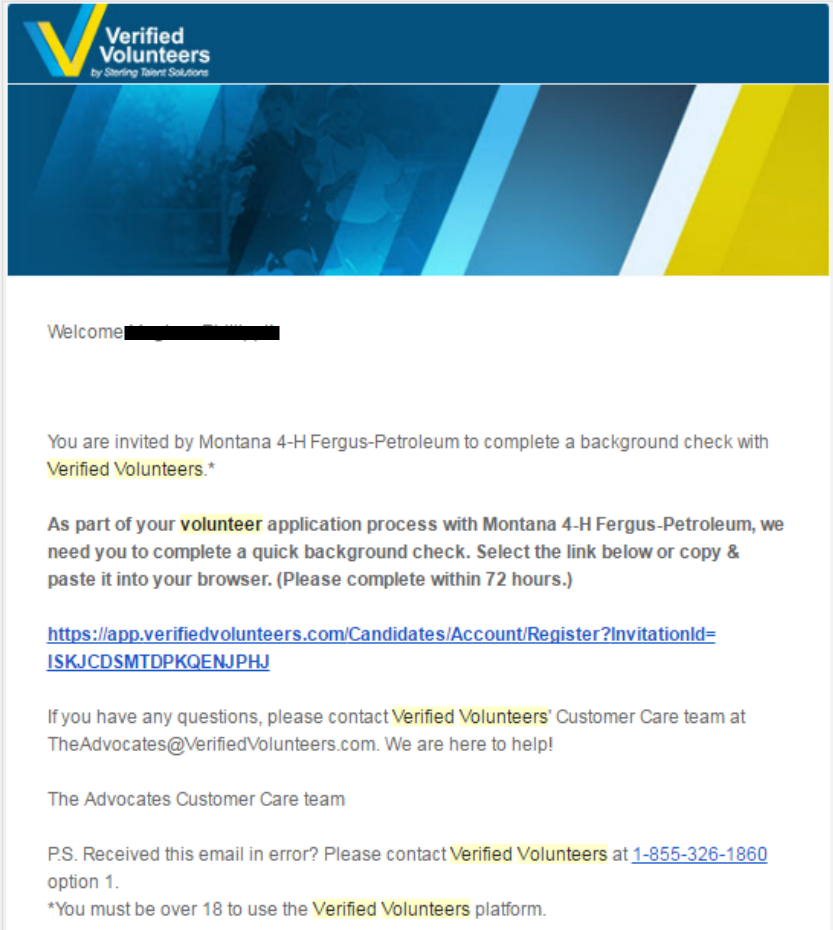
You may add a personalized message here that thanks the volunteer for applying with your 4-H program or provides additional instructions about the enrollment process.

You may add additional information or attachments here, such as enrollment paperwork.

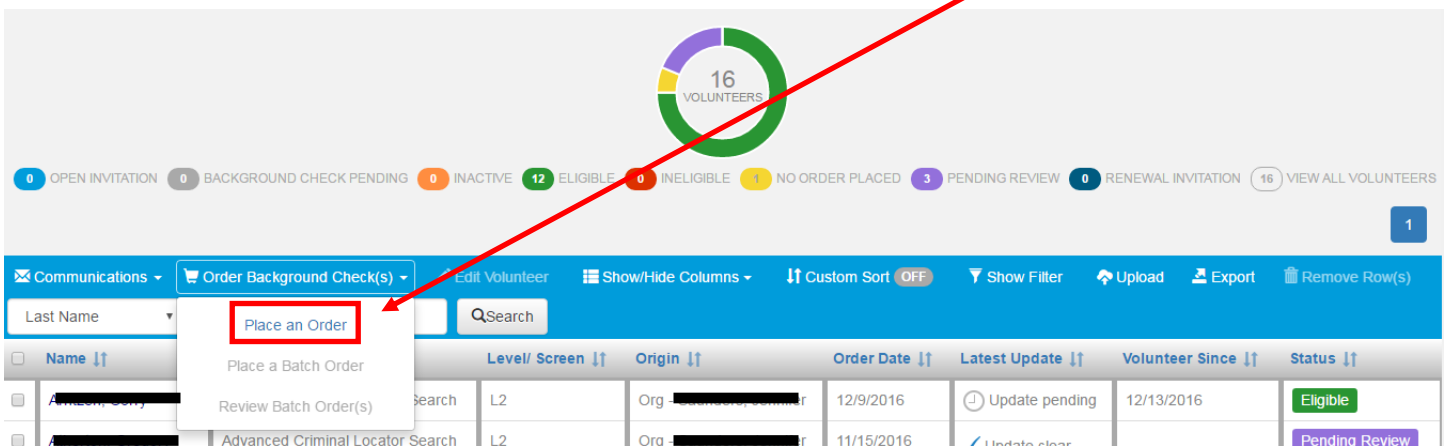
Click to "Send invitation."

 **TheAdvocates@verifiedvolunteers.com**
to me ▾

The volunteer applicant will receive this message from TheAdvocates with the subject line of "Invitation from Montana 4-H [Your County Name]". Note that the applicant must follow the link and enter their information within 72 hours of the time the invitation was sent.



OPTION 2 | Placing an Order: Use this option if you have collected a Disclosure and Consent form from the volunteer applicant. From the *Manage My Volunteers* section of the dashboard click the "Order Background Checks" option and select "Place a Background Order" from the dropdown list.



16 VOLUNTEERS

0 OPEN INVITATION 0 BACKGROUND CHECK PENDING 0 INACTIVE 12 ELIGIBLE 0 INELIGIBLE 1 NO ORDER PLACED 3 PENDING REVIEW 0 RENEWAL INVITATION 16 VIEW ALL VOLUNTEERS

Communications ▾ Order Background Check(s) ▾ Edit Volunteer Show/Hide Columns ▾ Custom Sort OFF Show Filter Upload Export Remove Row(s)

Last Name ▾ **Place an Order** Search

Name ↑↓	Level/ Screen ↑↓	Origin ↑↓	Order Date ↑↓	Latest Update ↑↓	Volunteer Since ↑↓	Status ↑↓
[REDACTED]	L2	Org [REDACTED]	12/9/2016	Update pending	12/13/2016	Eligible
[REDACTED]	L2	Org [REDACTED]	11/15/2016	Update clear		Pending Review

MANAGE MY VOLUNTEERS REVIEW

Client Ordering

▼ Step 1: Choose a Position

Advanced Criminal Locator Search

Next Step

Step 1:

Choose the "Advanced Criminal Locator Search" option.

Click "Next Step."

Step 2:

Enter the volunteer applicant's information.

Click Next Step

▼ Step 2: Volunteer Information

Volunteer's Name

Volunteer's Date of Birth

Volunteer's SSN and Gender

Volunteer's Phone and Email Address

Back

Next Step

Step 3: Other Names Used (alias, maiden name, etc.)

Step 3:

This step is not completed for Montana 4-H's background screenings.

Step 4:

Refer to page one of the 4-H Volunteer Application for the applicant's address history. A revised Volunteer Application is available at montana4h.org that asks for 7 years of addresses.

Click "Add Address" for additional addresses if necessary.

Click "Next Step."

▼ Step 4: Address History

Volunteer's Address History for the previous 7 years

+ Add Address

Volunteer's Address

Address Line 1* Address Line 2

City, State, Zip Code Date Volunteer (has) lived at this address

City* State* Zip Code*

Date Volunteer (has) lived at this address

From Month* From Year* Feb 2017

Back

Next Step

Step 5:

In order to submit a background screening order, your office should have collected a signed copy of the 4-H Volunteer Disclosure and Consent from your volunteer applicant. This form directs applicants to where they can access the FCRA Summary of Rights. If you have the signed consent form, check both the “Summary of Rights Consent” and “Standard Consent boxes.”

Step 5: Submit Order

Consent Form Acknowledgement

Summary of Rights Consent
By Checking this box, I acknowledge that I have provided my volunteer with the FCRA Summary of Rights and any relevant state disclosures (if the Volunteer lives in NY, CA, ME, MA, MN, NJ or OK).

Standard Consent
By checking this box, I acknowledge I have a signed consent on file giving me authorization to submit a request for a background check.

Background Check Order # 1094948

Item	Source Fee	Price
Level 2: Advanced Criminal History Record Locator Search		\$14.00
Government Watch List Search (OFAC)		Included
50 State DOJ Registered Sex Offender Search		Included
State Criminal Search - MT	\$13.00	Included
	Sub-Total	\$27.00
	Tax	\$0.00
	Total	\$27.00

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Submit Order

Step 5 continued:

An invoice amount will be shown, do not pay from this invoice. [You will create an invoice in 4HOnline, see [Creating a Volunteer Screening Invoice](#) 4HOnline tip sheet.] The fee shown above is the amount Verified Volunteers will charge Montana 4-H for the volunteer applicant background screenings. Often this fee will be \$27, but it may be more if further screening is necessary due to any number of reasons. **Your fee for each volunteer applicant background screening will be \$30, regardless of any additional fees that may be incurred.** You will pay from the invoice you create in 4HOnline. This fee is due to Montana 4-H no later than one month after the background screening order is placed. Any revenue collected on background screenings by Montana 4-H is used to support the additional fees that may be incurred in some searches and the cost of implementing the volunteer screening system.

Click Submit Order to complete the background screening order process.

Final Steps

The turnaround time for the background screening is generally fast. You can monitor the process of the screening from the “Review Background Checks” tab of the Verified Volunteers dashboard. Look to the “Due/ Done” column for anticipated completion or completion. If the volunteer applicant has a clear screening and you have completed all of the steps to enroll a new volunteer in 4HOnline, Montana 4-H will approve the volunteer in 4HOnline normally within two days. If the volunteer applicant disclosed any information on the second page of his or her volunteer application, that disclosure must be received and reviewed by Montana 4-H prior to approval in 4HOnline. If it seems to be taking longer than anticipated for a volunteer to be approved in 4HOnline, contact Pat Brown at the Montana 4-H Center (994-3501 or meghan.phillippi@montana.edu) for more information.

Ordered	Due/ Done
11/15/2016	11/16/2016