# Becoming a Volunteer of Record Checklist

UConn Extension 4-H Volunteer Trainings are conducted at county, state, and regional locations. 4-H volunteers receive on-line and face-to face trainings on UConn 4-H and being an effective volunteer for positive youth development. All 4-H volunteers who will be taking custodial care of 4-H youth participants such as supervising, chaperoning, or otherwise overseeing minors, must complete a UConn Background Check every four years.

## Getting Started Check List

* Contact the local 4-H Staff in your county office to discuss your interests and time commitments.
* Enroll in Z-Suite/CT (UConn 4-H’s online registration system) and complete the UConn Minor Protection Training through Clover Academy in Z-Suite (see page 3 for details).
* Upon completion of the online 4-H Volunteer Application Form in Z Suite, references will be contacted, and a background check will be initiated.
* Complete the electronic UConn Criminal Background Check (CBC) emailed to you by the UConn Criminal Background Check Coordinator (necessary for anyone supervising youth (custodial care) – see page 2 for details.
* Once step 4 has been completed, a face-to-face Orientation about 4-H and being an effective volunteer will be conducted.
* Once all the steps have been completed, you will receive a confirmation letter in the mail stating that you are a Volunteer of Record with UConn 4-H

**You are not a registered 4-H Volunteer of Record with UConn 4-H and are not cleared to meet with youth on your own as part of 4-H until you have received your confirmation letter.**

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