



Vera Gibson
Extension 4-H Agent

Valencia County Cooperative Extension Service
PO Drawer 1059
404 Courthouse Road
Los Lunas, NM 87031

Phone: (505) 565-3002
Fax: (505) 565-1316

New Mexico 4-H Volunteer Screening Procedures Effective October 1, 2006

Philosophy

The mission of New Mexico 4-H is to create self directing, productive, contributing members of society; 4-H, the youth development program of New Mexico State University Cooperative Extension Service, provides youth the opportunities to acquire leadership, citizenship, and life skills. This is accomplished through educational programs for New Mexico youth of diverse backgrounds.

According to the New Mexico 4-H Youth Development Policies and Procedures, an adult volunteer must be at least 19 years of age by January 1 of the current 4-H program year and not enrolled as a 4-H member. It is the responsibility of every staff member and volunteer to insure a safe environment for all youth. One way to better evaluate risk and safety concerns is through screening volunteers that have direct contact with our youth.

Policy

Under the policies of New Mexico State University Employment Background Review Policy, all new employees and all volunteers are required to go through a background check and screening process if they carry out "Sensitive Duties" including:

- Care, safety and security of people or property – this would include anyone with direct supervision of youth, transporting youth, chaperoning youth overnight, etc
- Direct access to, or control over cash, checks or credit account information – this would include handling the bank account (being a signer), collecting cash for fundraisers, etc
- Access to detailed personally identifiable information about individuals or organizations associated with NMSU – information related to youth, other volunteers, parents, etc.

The above three items relate directly to 4-H Adult Volunteers. This means that all enrolled volunteers need to be screened, including but not limited to:

- Organizational Leaders, Project Leaders, Activity Leaders, Event Chaperones
 - Exchange Program Host Families
 - All Adults with signing privileges on 4-H accounts
 - Adults with direct supervision of youth
 - Adults transporting youth (other than personal child(ren)) to and from 4-H events
 - Special Interest volunteers not already screened by the employing agency
-
- Volunteers serving on a temporary basis (guest speakers, judges, etc) that do not have sole responsibility of youth and are under the supervision of a screened volunteer or staff member are not subject to screening.
 - Once a volunteer has successfully completed the screening process, they will be considered an eligible volunteer as long as no break in service occurs, however, this policy is subject to change at

New Mexico State University is an equal opportunity employer. All programs are available to everyone regardless of age, color, disability, gender, national origin, race, religion, sexual orientation or veteran status. NMSU and the USDA cooperating.

any time and Counties may choose to re-screen volunteers at a more frequent interval. If a volunteer sits out a year or more, they will be required to complete the screening process again.

- In order to insure a fair and equitable procedure related to all volunteers and facilitate a safe environment for 4-H Youth, no volunteers will be grandfathered in – all current volunteers must be screened in order to remain a recognized 4-H Volunteer.
- If a volunteer who has successfully completed the screening process moves from one county to another within New Mexico, as long as there is no break in service, the volunteer enrollment may be transferred without an additional screening. Transfer will not be complete until the County Extension Office receives a copy of the Volunteer Acceptance Letter provided by the County Extension Office that conducted the initial screening and an updated enrollment form.

Procedure

- When a volunteer applies, they fill out a form giving the New Mexico Department of Public Safety permission to release background information to the New Mexico State 4-H Office. The Department of Public Safety then provides New Mexico 4-H with a report on each applicant.
- From there, any arrest reports are reviewed by the 4-H Contact person and the NMSU Human Resources Department. Each applicant is determined to be eligible to volunteer, non-eligible to volunteer, or in need of further information.
- The status of each applicant is communicated to the appropriate County Agent. Eligible volunteers will then be enrolled. Non-eligible volunteers will receive a letter from their Agent stating that they have not been accepted as a volunteer and have 15 days to dispute the findings. Those that require more information will receive a letter from their Agent stating the need for further investigation and they will have the option of filing for the intensive background check offered by NMSU at the cost of \$35.
- The initial screening cost will be \$5 per person through the New Mexico Department of Public Safety.

Screening Club Volunteers

- All applicants wishing to be enrolled volunteers in the New Mexico.
- 4-H Club Program must successfully complete the screening process as outlined in the Procedure Section above, regardless of screening or status through employers or other organizations.

Screening Special Interest Volunteers

- In working with agencies that screen volunteers and staff, where the screening process is at least as rigorous as that of New Mexico 4-H, employee/volunteers who have been screened do not need to be screened a second time. The County Agent must receive printed documentation (a copy of procedures/a list of screened individuals) be sent to the County Extension Office. When working with agencies that do not screen or have screening procedures not as rigorous, each individual working directly with 4-H youth must successfully complete the screening process as outlined

Screening School Enrichment Volunteers

- When working in the schools, New Mexico 4-H is providing a service to the individual school or district. It is the responsibility of the employing school district to conduct background checks and certify their employee in good standing according to state law. No additional check is required.



Cooperative Extension Service
 Department of Extension 4-H and Youth Development
 College of Agriculture and Home Economics
 Msc 3AE
 P.O. Box 30003
 Las Cruces, NM 88003-8003
 Tel: 505-646-3026
 Fax: 505-646-3027

**DISCLOSURE AND CONSENT CONCERNING CONSUMER
 AND INVESTIGATIVE CONSUMER REPORTS**

This form, which you should read carefully, has been provided to you because the New Mexico State University (NMSU) State 4-H Office may request Consumer Reports and/or Investigative Consumer Reports from a consumer reporting agency. NMSU State 4-H will use any such report(s) solely for the employment-related purposes.

Consumer Reports or Investigative Reports will be obtained from HireRight, Inc. (HireRight) located at 2100 Main Street, Suite 400, Irvine, CA 92614. They can be contacted at 800-400-2761. Any such reports may contain information bearing on your character, general reputation, and personal characteristics. The types of information that may be obtained include, but are not limited to: social security number, criminal records checks, public court records checks, including civil, driving records, etc. The information contained in these reports may be obtained by HireRight from private or public record sources including sources identified by you in your job application or through interviews or correspondence with your past or present coworkers, neighbors, friends, associates, current or former employers, educational institutions or other acquaintances.

For California residents, under section 1786.22 of the California Civil Code, you may view the file maintained on you by HireRight. You may also obtain a copy of this file, upon submitting proper identification and paying the costs of duplication services, by appearing at HireRight's offices in person, during normal business hours and on reasonable notice, or by mail; you may also receive a summary of the file by telephone. HireRight has trained personnel available to explain your file to you, including coded information. If you appear in person, you may be accompanied by one other person, provided that person furnishes proper identification.

You are given a summary copy of the "Summary of Your Rights Under the Fair Credit Reporting Act" prepared pursuant to 15 U.S.C. section 1681 (g)(c). You have the right to request additional disclosures of the nature and scope of the investigation and a statement of your rights by contacting HireRight.

CONSENT

I have carefully read and understand this Disclosure and Consent form and, by my signature below, consent to the release of consumer and/or investigative consumer reports, as defined above, to the NMSU State 4-H Office in conjunction with my application for employment. I further understand that any and all information contained in my job application or otherwise disclosed to the NMSU State 4-H Office by me before, during or after my employment, if any, may be utilized for the purpose of obtaining the consumer reports or investigative reports requested by the NMSU State 4-H Office. I understand that if the NMSU State 4-H Office hires me, it may request consumer reports and/or investigative consumer reports about me, as defined above, for employment-related purposes during the course of my employment. I understand that my consent will apply throughout my employment, to the extent permitted by law, unless I revoke or cancel my consent by sending a signed letter or statement to the NMSU State 4-H Office at any time. This Disclosure and Consent Form, in original, faxed, photocopied or electronic form, will be valid for any reports that may be requested by the NMSU State 4-H Office.

Applicant Last Name _____ First _____ Middle _____

Social Security # _____ Date of Birth (for ID purposes only) _____

Present Address _____

City/State/Zip _____

Applicant Signature _____

CALIFORNIA, MINNESOTA AND OKLAHOMA APPLICANTS ONLY:

I wish to receive a free copy of any Consumer Report and/or Investigative Consumer Report on me that is requested.

