



## Do I Need a Background Check?

*Example Volunteer Roles & Requirements*



| If an individual will be...                                                                                                                                                                                       | Classification                                                                                                                                     | Application & Training Process                                                                                                                                                                                                                                                                                                                                                                                                                                       | Limitations                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Liability                                                                                                                    |
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| <p><u>Example 1</u><br/>Assisting with specific club functions (i.e. donate/distribute refreshments, handout materials, assist with group work, etc.) at club events</p>                                          | <p>Indirect Volunteer<br/>Parent<br/>Guardian<br/>Family Member</p>                                                                                | <p>None</p> <p>*Understand expectations regarding their child's participation and become familiar with Montana 4-H's philosophy.</p>                                                                                                                                                                                                                                                                                                                                 | <p>Individual is not considered a Montana 4-H volunteer and shall not represent themselves as such.<br/>May not:</p> <ul style="list-style-type: none"> <li>• Coordinate or provide leadership,</li> <li>• Have one-on-one interaction with youth,</li> <li>• Have overnight chaperoning responsibilities for youth other than their own,</li> <li>• Drive youth to 4-H functions other than their own,</li> <li>• Handle confidential information.</li> </ul> | <p>Not Available</p>                                                                                                         |
| <p><u>Example 2</u><br/>Volunteer for longer periods, several short-term periods in a year, overnight stays, one-on-one interactions with youth, handling confidential information or unsupervised situations</p> | <p>Examples include:<br/>Direct Volunteers,<br/>Club Organizational Leader, Project Leader,<br/>Activity/Event Leader, Afterschool Coordinator</p> | <ul style="list-style-type: none"> <li>• Receive volunteer role description.</li> <li>• Complete a Montana 4-H Volunteer Application, Agreement and a Disclosure &amp; Consent Form to authorize a background check.</li> <li>• Volunteer Dues and Background Check Fees may apply.</li> <li>• Orientation and training opportunities available.</li> <li>• Each consecutive year continuing, volunteers must complete a 4-H Volunteer Background Update.</li> </ul> | <p>Considered a Certified Montana 4-H volunteer. Adhere to all Montana 4-H Standards of Behavior.</p>                                                                                                                                                                                                                                                                                                                                                          | <p>Included on Liability Insurance for Montana State University when acting in the official capacity of the 4-H program.</p> |

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| <p><u>Example 3</u><br/>Volunteer for a short period. Examples are Sewing Workshop Assistant, Camp Chaperone or Assistant, etc.</p>       | <p>Episodic Volunteer or Activity/Event Leader</p>  | <ul style="list-style-type: none"> <li>• Receive volunteer role description.</li> <li>• Complete a Montana 4-H Volunteer Application, Agreement and a Disclosure &amp; Consent Form to authorize a background check.</li> <li>• Volunteer Dues and Background Check Fees may apply.</li> <li>• Orientation and training opportunities available.</li> <li>• Each consecutive year continuing, volunteers must complete a 4-H Volunteer Background Update.</li> <li>• NOTE: <i>Background check may not be required is not having direct unsupervised contact with youth.</i></li> </ul> | <p>Considered a Certified Montana 4-H volunteer (pending background check). Adhere to all Montana 4-H Standards of Behavior.</p>                                                                                                                                                                                                                                                                                                                           | <p>Included on Liability Insurance for Montana State University when acting in the official capacity of the 4-H program.</p> |
| <p><u>Example 4</u><br/>Speaking or teaching at a meeting (supervised), judging at Fair or 4-H competition, hosting a fieldtrip, etc.</p> | <p>Examples include: Guest Speaker, Judge, etc.</p> | <ul style="list-style-type: none"> <li>• No application.</li> <li>• Orientation provided when appropriate.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <p>Individual is not considered a Montana 4-H volunteer and shall not represent themselves as such. May not:</p> <ul style="list-style-type: none"> <li>• Coordinate or provide leadership,</li> <li>• Have one-on-one interaction with youth,</li> <li>• Have overnight chaperoning responsibilities for youth other than their own,</li> <li>• Drive youth to 4-H functions other than their own,</li> <li>• Handle confidential information.</li> </ul> | <p>Not Available</p>                                                                                                         |