



Learn To Do By Doing

P.O Box 30066 Robie PO

Truro, NS B2N 7J1

Dear New or Returning 4-H Volunteer,

Thank you for your interest in becoming a 4-H Volunteer! Our volunteers are essential to our program and we thank you for your time and efforts in supporting 4-H!

As a youth organization, it is essential that each volunteer is screened and our screening files are current. Once your screening is complete, you will be issued a 4-H Volunteer Card. This card will be valid for 5 years and should be kept in a safe place where it can easily be accessed should you be asked to present it.

IMPORTANT: Until the screening process is complete you are NOT permitted to meet with 4-H members.

Below is a checklist outlining each of the components required to complete your 4-H Nova Scotia Volunteer screening.

IMPORTANT: All of the required documents must be dated within 6 months of each other, and no document may be more than 12 months old to be valid for screening purposes.

- 4-H Volunteer Registration Form.** Every volunteer must register with their Club/County each 4-H year. If you have not already done so this 4-H year please include this with your screening documents.
- Child Abuse Registry check.** The “Child Abuse Register Request for Search (Form A)” must be mailed to the Department of Community Services address noted on the form. The Department of Community Services will then send YOU a letter with your Registry results and you will need to send that letter to the 4-H NS office (original embossed document required but can be returned to you once validated). It can take 4 – 6 weeks to receive your letter from Department of Community Services.
- Criminal Record Check (with Vulnerable Sector).** To obtain your Criminal Record check (with Vulnerable Sector) take the attached letter, one piece of Photo ID (driver's license or provincial photo ID) and one other piece of identification (birth certificate, passport, health card, etc.) to your local police detachment. Be aware that some detachments may charge you for this service and this cost is not covered by 4-H NS. Please note that online background checks are not accepted (original embossed document required but can be returned to you once validated).
- Three completed Reference Forms (NEW LEADERS ONLY).** Please have three References forms filled out by persons who have known you for 2 or more years. Only one of your references may be a family member. Once your references are on file, you do not need to submit new references when you renew your screening.

Please return the completed application package (all the components on the above checklist) to:

4-H Nova Scotia, Attention: Screening, P.O. Box 30066 Robie PO, Truro, NS B2N 7J1

If you have any questions concerning the screening process or your screening status please contact 4-H NS at 902-843-3980 or email carolyn.gibson@4hnovascotia.ca

Thank you for taking the time to complete the screening process!

Sincerely,
4-H Nova Scotia