



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. We require your assistance in doing so. 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 they have been successfully screened, volunteers must always have a screened leader present when they are working 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 Application Form.** (form included in package)  
The application needs to be completed in full.
- Child Abuse Registry check.** (form included in package)  
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 document required).
- Criminal Record Check (Vulnerable Sector).** (volunteer letter included in package)  
To obtain your Criminal Record check (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. Call your local police first to check their specific requirements. Please note that online background checks are not accepted (original document required).
- Three completed Reference Forms (NEW LEADERS ONLY).** (form included package)  
Please have three References forms filled out by persons who have known you for 2 or more years. Please note that only one reference 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, 60 Research Drive, Bible Hill, NS B6L 2R2

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

Yours sincerely,

Robin Benedict,  
Executive Director, 4-H Nova Scotia