

Monroe County 4-H

2019-2020 Returning Volunteer Guidelines

NEW POLICY: All 4-H Volunteers must enroll in 4-H Online and complete an annual background check by November 1, 2019.

Failure to complete these steps will result in:

- Dismissal as an MSU Extension 4-H Volunteer (you will be required to re-complete the entire volunteer selection process prior to being accepted as 4-H Volunteer again)
- The program year will not count towards the years of service award
- You will no longer be eligible to request a volunteer fair wristband

Completing your 4-H Online enrollment & national background check:

Step 1: Volunteers must re-enroll themselves and their families annually at <https://mi.4honline.com>. Step by step directions can be found at https://www.canr.msu.edu/uploads/236/38889/Re-Enrolling_Process_2015-2016.pdf. Note that if you encounter problems with your login, you can contact the MSU Extension Office for assistance. DO NOT create a new family profile as it causes problems on our end.

Step 2: Volunteers must complete a national background check through backgroundchecks.com. Please complete your national background check by visiting the Monroe County specific link:
<https://business2.backgroundchecks.com/invitation/welcome/NrJm>. This secure link will allow you to complete the process at no cost to you. Hard Copy Authorizations are available at the MSU Extension Office on an as needed basis.

A few important notes:

- This link is unique to Monroe County; if you are a volunteer in more than one county, please complete the check using the link from your primary county.
- There is no charge to you as a volunteer for these background checks. If the site is showing a balance owed for the background check please double check that you used the exact link above.
- You will be asked to complete this simple process every year as long as you remain a volunteer.
- You can only use one unique email address per check (so a family sharing an email for 4-H Online would need to use separate emails for each volunteer completing this check).
- If you have previously completed your background check at this site and have forgotten your password please use the "forgot password" feature to have it reset. MSU Extension staff cannot reset your password for this site.
- If the system tells you that you need to contact the company to reactivate an account previously used or set up, you will need to contact the company directly. MSU Extension staff cannot reactivate or reset any features.

If you need any assistance with 4-H Online or completing the background check, please contact the MSU Extension Office (734-240-3170) ASAP so that we can work with you to complete this requirement.