

Check Sheet for Implementation of the NDSU Extension Service Youth Protection Policy



Please Note: A log form (Form K) has been developed to help manage the screening process.
All Youth Protection Policy forms can be found on the Forms Page of the Youth Protection Policy section the website.

Prospective Volunteers Who Will Work Directly With Youth

(check mark the following)

- 1. Potential volunteer(s) receive letter (*Sample Letter 3*) and complete the Adult Behavioral Expectation Form (*Form A*) and the Application to Volunteer in Youth Programs (*Form B*).
- 2. A staff member (or designated volunteer/committee) submits the name for clearance through the North Dakota Child Abuse Information Index (*Sample Letter 1*).
- 3. A staff member (or designated volunteer/committee) submits the name in writing to the office manager of the Center for 4-H Youth Development to check against the North Dakota Office of Attorney General Convicted Sex Offenders and Offenders Against Children – Public List (*Sample Letter 2*).
- 4. Two reference checks for each volunteer applicant (*Form E* or *Form F*).
- 5. Applicant(s) interviewed by Extension staff (or designated volunteer/committee). An interview is recommended, but optional.
- 6. On the basis of information obtained (*in steps 2, 3, 4, 5*), the Extension staff (*or designated volunteer/committee*) determines whether or not to accept the applicant. Potential volunteer is notified by letter regarding status (*Sample Letters 4 and 5*). A copy of the applicant's Adult Behavior Expectations Form (*Form A*) is returned to them for their records upon acceptance as a new volunteer.
- 7. Information compiled during the screening process is documented and filed prior to assigning the volunteer to work with youth.
- 8. If new staff member will have access to confidential information contained in the records of volunteers and paid staff, they are required to complete a Confidentiality Statement (*Form H*).
- 9. Enter certification in Blue Ribbon Enrollment Program.

Current Volunteer Re-Screening and to Reactivate a Volunteer

- 1. Secure leader's certification report from Blue Ribbon Enrollment database.
- 2. Every six (6) years, current program volunteer(s) read and sign an Adult Behavior Expectations Form (*Form A*), and complete the Volunteer Information Form (*Form C*) authorizing release of information from the North Dakota Child Abuse Information Index (*Sample Letter 6*).
- 3. Extension staff (or designated volunteer/committee) submits the volunteer name(s) for clearance through the North Dakota Child Abuse Information Index (*Sample Letter 1*).
- 4. A staff member (or designated volunteer/committee) submits the name(s) in writing to the office manager of the Center for 4-H Youth Development to check against the Convicted Sex Offenders and Offenders Against Children – Public List (*Sample Letter 2*).
- 5. If name(s) **do not** clear the Index or the Convicted Offenders List, volunteer is removed from any direct contact with youth, until the situation is reviewed.

- ___ 6. If names(s) clear the Index and Convicted Sex Offenders List, volunteer receives a letter for continuation (*Sample Letter 7*).
- ___ 7. Enter certification in Blue Ribbon Enrollment Program.

- ___ 2. Finalist for an extension staff position completes (*Form M*) if county-paid; (*Form N*), if state-paid.
- ___ 3. Name(s) are submitted for clearance through the Child Abuse Information Index (*Sample Letter 1*).
- ___ 4. Names(s) are submitted for clearance against the North Dakota Attorney General Convicted Sex Offenders and Offenders Against Children – Public List (*Sample Letter 2*).
- ___ 5. Applications are reviewed to include information obtained in steps 1, 3 and 4 above.
- ___ 6. Use this information, and other applicant information, to determine if an offer of employment will be made.
- ___ 7. Information learned is documented and filed prior to assigning the candidate a position to work with children.
- ___ 8. New staff member completes Confidentiality Statement (*Form H*). Appropriate orientation and educational and training is provided to the staff member.

Applicant Previously Selected by Another Organization

- ___ 1. Applicant signs a release form (*Form G*) to obtain screening information from another youth program.
- ___ 2. Review information. If screening is as thorough as NDSU, the volunteer need not be screened.
- ___ 3. Information compiled during this process is documented and filed prior to assigning the volunteer to work with youth.
- ___ 4. If information is more than six (6) years old, applicant must complete Volunteer Application Form (*Form B*) and the Behavior Expectations (*Form A*).

Teens

All 4-H youth members who turn 18 during the year are required to complete the adult volunteer selection process because they will be interacting with youth on a regular basis. *Follow the Prospective Volunteers Checklist.*

Teen Employees

Youth seeking employment in programs that include overnight camping/chaperoning or ongoing child care services will follow prospective employee hiring procedures.

Prospective Paid Staff

- ___ 1. Search committee chair (or designee):
 - identifies interview questions relating to work with children
 - contacts at least two references and includes inquiry about suitability of candidate to work with children

Current Paid Staff Re-Screening

- ___ 1. Every six (6) years staff complete Information Form (*Form O or P*).
- ___ 2. Name(s) submitted for clearance through the North Dakota Child Abuse Information Index (*Sample Letter 1*).
- ___ 3. Name checked against the North Dakota Attorney General Convicted Sex Offenders and Offenders Against Children – Public List (*Sample Letter 2*).
- ___ 4. If name does not clear the Index or Convicted Sex Offenders List, the individual is removed from any direct contact with youth, until situation is reviewed by a supervisor.

