

THE MSU EXTENSION VOLUNTEER SELECTION PROCESS

Initial contact is made with potential volunteer who receives copies of the following:

1. Cover Letter
2. New Leader Application Form
3. Ingham County 4-H Enrollment Form
4. Code of Conduct Form
5. MSU Extension Criminal History Check Form
6. 3 copies of Mail Reference Form
7. 4-H Project Codes

The potential volunteer completes the following forms and submits them to the local MSU Extension office:
The "MSU Extension Criminal History Permission Form" and Reference Check may be waived if the applicant had undergone

1. New Leader Application
 2. Ingham County 4-H Enrollment Form
 3. Code of Conduct
 4. MSU Extension Criminal History Check
- the check with another agency within the past year.

Criminal History Check

The Staff conducts a criminal history background check through the Michigan State Police. For purposes of confidentiality, this step is carried out only by staff and all results are kept in a locked file.

Reference Forms

Applicant delivers Reference Forms to their three references. The forms must be filled out by and mailed in by the people listed on the reference forms. All three forms must be returned to:

Ingham County MSU Extension
121 E. Maple St., P.O. Box 319, Mason, MI 48854

Review

The staff reviews application, criminal history and reference checks. Staff determines which applicants continue to interview or are denied. The staff and/or screening committee reviews the "MSU Extension Volunteer Application Form," conducts a reference check with the people the applicant listed as personal references and conducts an interview with the potential volunteer.

Approved

A "welcome" letter and a copy of the code of conduct will be sent to applicant.

Orientation: An orientation by MSU Extension staff will occur after the interview.

Denied

A denial letter will be mailed to applicant. Please contact the Extension office at 676-7207 if you have any questions about this letter.

**New MSU
Extension
Volunteer/Leader**