

**Meadowlark  
Extension District**

meadowlark.k-state.edu

**Holton Office**

114 W. 5th St.  
Holton, KS 66436-1778  
785-364-4125  
fax: 785-364-4775

**Oskaloosa Office**

100 E. Washington St.  
P.O. Box 326  
Oskaloosa, KS 66060-0326  
785-863-2212  
fax: 785-863-3511

**Seneca Office**

1500 Community Drive  
Seneca, KS 66538-9786  
785-336-2184  
fax: 785-336-6060

**Background Check Information and Procedure Letter**

Thank you for your interest in volunteering to work with 4-H members. Our 4-H program relies on volunteers to accomplish our Positive Youth Development goals. A part of our commitment to these goals is the desire to provide a safe environment for learning. To help accomplish our goals, Kansas 4-H screens volunteers who work directly with youth.

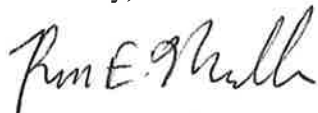
Thank you for completing 4HOnline enrollment, Orientation and an Interview. The next step in the process is the background check. The background check is part of the process assuring we have appropriate volunteers working with Kansas 4-H members. The background check consists of a National Criminal Background check through an outside vendor called Validity Screening. Validity Screening Solutions is a Kansas Company who provides background checks to the State of Kansas and Kansas State University and many volunteer organizations.

You must first create an account with Validity Screening. To complete the National Criminal Background check information and permission form at either of these links: <http://tinyurl.com/cbc-Kansas4H> or [https://www.ejobapp-validityscreening.com/applicant/companies/28337/accounts/40651/open\\_positions\\_list](https://www.ejobapp-validityscreening.com/applicant/companies/28337/accounts/40651/open_positions_list) The process is all online using a commercial vendor and their secure website and server. Please do this as soon as possible, it comes with no cost to you. You may have had a CBC done with another organization, but we ask that you do this again for Kansas 4-H.

The online form will start with selecting your local Extension Unit which is **Meadowlark Extension District**. The next page will be "application" asking for contact information. There will then be several pages of statements and disclosures, some of which will require you a check a box at the end of the page. At the end you will be asked for your Birthdate and Social Security Number and to grant permission for the background check by electronically signing the form. The check cannot be run without this information and signature. Upon completion of the application, an email will be sent to the address you provided, confirming creation of your profile.

For your convenience, we invite you to use a computer at the Extension office and fill out the form today. The results will be sent to our State 4-H Office and communicated to our local office. Thank you for the timely completion of these steps which are all necessary for our screening process. If you have any questions, please contact me at 785-336-2184 or [rmostell@ksu.edu](mailto:rmostell@ksu.edu) OR any one of our District Extension offices.

Sincerely,



Ross E. Mosteller  
District Extension Agent  
4-H Youth Development

**Kansas State University  
Agricultural Experiment  
Station and Cooperative  
Extension Service**

Kansas State University, County Extension  
Councils, Extension Districts, and U.S.  
Department of Agriculture Cooperating.

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