



University of California

Agriculture and Natural Resources

UC Cooperative Extension-Glenn County

Dear 4-H Adult Volunteer Leader:

If you are receiving this letter, you have shown interest in becoming a 4-H Adult Volunteer Leader. As you are aware, each 4-H Adult Volunteer Leader must go through a screening process. Our #1 priority in 4-H is the safety of young people. The screening process and trainings to become a leader include: complete online 4-H Volunteer Interest Survey, complete profile in 4hOnline or paper enrollment packet, complete required online eXtension trainings, have your Live Scan background check and fingerprints taken with the California Department of Justice and clearance received and approved by the County Director before you can begin the 4-H year. **You will receive an appointment letter and volunteer appointment card from the County Director if approved, before you can hold any project meetings, chaperone any events, etc.**

Listed below are a few places and times that you can have your fingerprints taken. Enclosed for your convenience is the Request for Live Scan Service form that you will need to take with you when getting your fingerprints done. Please note: YOU MUST CALL AHEAD AND SET UP AN APPOINTMENT AND YOU MUST PROVIDE A PHOTO ID.

- GLENN COUNTY OFFICE OF EDUCATION (\$20, subject to change) – (530) 934-6575
311 South Villa Ave., Willows, CA 95988
Office Hours: Monday-Friday 8:00 a.m. – 4:30 p.m. and fingerprints are by appointment only and only on certain days of the week

If there is a fee charged, please submit the receipt to our office so we can reimburse you up to \$20.00. You can also email the receipt to glenncounty4h@ucanr.edu. Please allow two weeks for your request to be processed. Thank you in advance for your cooperation in this matter.

Sincerely,

Christine Kampmann
4-H Program Representative

Enclosure: Request for Live Scan Service Form
CK/le

