



CANADA
4-H British Columbia


Online Screened Volunteer Applications

Leaders' User Guide







This guide will teach you about the steps an online Screened Volunteer Application Form will go through as it is submitted by an applicant, reviewed by a Club Registrar and Key Leader, and finally assessed by the 4-H BC Provincial Office.

1. The applicant will fill out an online Screened Volunteer Application Form. Note that renewing Screened Volunteers are not required to provide references/complete an interview, so those portions of their forms will be hidden.
2. The applicant will apply for a Criminal Record Check. Instructions for the applicant are included in the online Screened Volunteer Application Form.
3. Upon submission of the Screened Volunteer Application Form, automated emails will be sent by enrolment@bc4h.bc.ca to the references of first time applicants. The references will need to click a [link](#) in the email to fill out a Reference Form.


Reference Check Form



BC4H Enrolment
To Admin

 Reply Reply All Forward

Thu 2023-10-26 11:15 AM

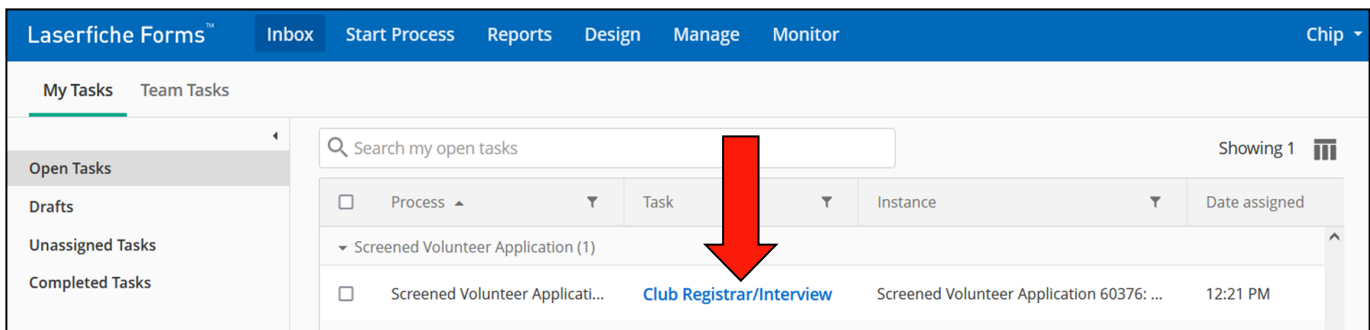
Start your reply all with: [Completed.](#) [I completed it.](#) [Just submit it!](#)  Feedback

Testname Surname has applied to be a Screened Volunteer with [4-H BC](#). If you are willing to provide a reference please use this link to complete a brief reference check form. Deadline to submit your reference is 14 days from today.

Thank you,

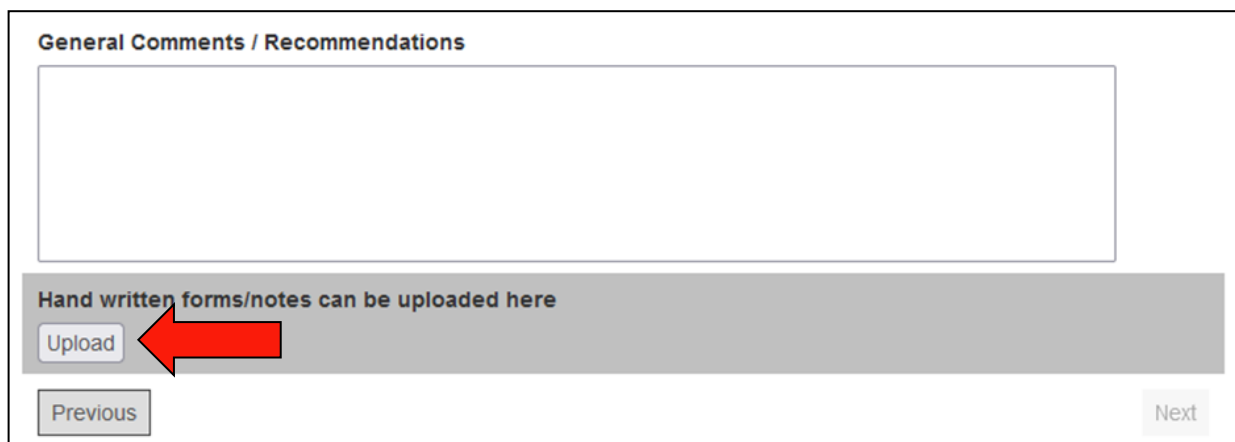
4-H BC

4. Since renewing Screened Volunteers do not need to provide references, their forms will bypass this step and go directly to their Club Registrar's Laserfiche inbox. New Screened Volunteers' Application Forms will remain pending in the system until either:
- The references submit their reference forms within two weeks. In this case, the reference forms will automatically be attached to the Screened Volunteer Application Form and the application process can proceed as normal.
 - Two weeks pass and the references have not submitted their reference forms. In this case, the Club Registrar will see that there are missing Reference Forms and will need to reach out to references manually. When the Reference Forms are complete, they can be uploaded to the form by the Club Registrar. The application process cannot proceed until at least two references have completed their Reference Forms.
5. The Club Registrar will receive an email notification when the **Screened Volunteer Application Form** has appeared in their Laserfiche inbox. They will need to open and review the form.



The screenshot shows the Laserfiche Forms interface. The top navigation bar includes 'Laserfiche Forms™', 'Inbox', 'Start Process', 'Reports', 'Design', 'Manage', 'Monitor', and a 'Chip' dropdown. The 'My Tasks' tab is selected, showing a list of tasks. A red arrow points to the 'Screened Volunteer Application' task in the 'Open Tasks' list. The task details show 'Screened Volunteer Application 60376: ...' with a 'Club Registrar/Interview' link and a 'Date assigned' of '12:21 PM'.


6. After reviewing the part of the form filled in by the applicant and their references, the Club Registrar can fill in the "Interview Form" tab with one of two methods: Type the interview answers directly into the form **OR** Attach a scanned copy or legible photograph of the interview form using the **"Upload" button** at the bottom of the screen. Mandatory text fields marked with red asterisks can be filled with "n/a" if handwritten documents have been uploaded. The Interview Form Tab will **not** appear on applications from renewing applicants.



The screenshot shows the 'General Comments / Recommendations' section of the form. It features a large text area for comments. Below the text area, there is a grey bar with the text 'Hand written forms/notes can be uploaded here'. A red arrow points to the 'Upload' button in this bar. At the bottom of the section, there are 'Previous' and 'Next' buttons.

7. When the Club Registrar is ready to give the form to the Key Leader to review, they can scroll to the bottom of the Interview Form tab and click “Submit”. If the Club Registrar wishes to reject the applicant, they must enter a **note for the Key Leader** in the “General Comments / Recommendations” box stating their intention and the reason why.

General Comments / Recommendations

John Doe should be approved/declined because [reason] and [reason]. 

Hand written forms/notes can be uploaded here

8. The Key Leader will now receive an email notification stating that the screened volunteer application has appeared in their Laserfiche inbox. Like the Club Registrar, they will need to open and review the form.

Laserfiche Forms™ **Inbox** Start Process Reports Design Manage Monitor Chip ▾

My Tasks Team Tasks

Open Tasks

Drafts

Unassigned Tasks

Completed Tasks

Search my open tasks


Showing 1

<input type="checkbox"/>	Process ▴ ▾	Task ▾	Instance ▾	Date assigned
▼ Screened Volunteer Application (1)				
<input type="checkbox"/>	Screened Volunteer Applicati...	Key Leader	Screened Volunteer Application 60376: ...	12:21 PM



9. On the bottom of the Interview Form tab, Key Leaders can see any **comments left by the Club Registrar**.

General Comments / Recommendations


John Doe should be approved/declined because [reason] and [reason]. 

Hand written forms/notes can be uploaded here

Upload

Previous Next

10. To approve or reject the form, the Key Leader can click the Review tab and indicate their decision. Clicking the “Approve” radio button will cause a larger “Approve” button to appear and clicking the “Reject” radio button will cause a text box and a larger “Reject” button to appear. If the Key Leader rejects the application, they must include an explanation in the text box for 4-H BC staff.

 4-H BC Screened Volunteer Application Form


Introduction Volunteer Information Screening References Policies
Code of Conduct Consent Reference Forms Interview Form Review

Form Decision*

☒ Approve ☐ Reject

Previous

Approve

 4-H BC Screened Volunteer Application Form

Introduction Volunteer Information Screening References Policies
Code of Conduct Consent Reference Forms Interview Form Review

Form Decision*

☐ Approve ☒ Reject

Key Leader Rejection Comments*

Previous

Reject

11. The Screened Volunteer Application Form is sent to the 4-H BC Provincial Office for final review. 4-H BC staff will upload the completed CRC and approve or reject the form based on the decision made by the Key Leader. The 4-H BC staff person may follow up with the Key Leader and/or club for further details if the application is to be rejected.
12. The applicant will receive an automated email from enrolment@bc4h.bc.ca informing them whether they have been approved or rejected by the 4-H BC Provincial Office. Club Registrars and Key Leaders will receive emails from mail@4hbc.ca as notification of approval or decline. If the applicant was approved, they are now allowed to act as a Screened Volunteer.