

Background Check Process for Volunteers

1. Enroll/Re-Enroll in 4HOnline

You will (or did) see a special screen “Volunteer Screening.” On this screen you will need to:

- Provide a unique e-mail address (one that no one else is currently using for a background check)
- You must check the box at the bottom of the page (before hitting ‘Continue’) “I am applying to be a UW-Extension volunteer...”

(4HOnline Screenshot – Volunteer Screening” - <http://counties.uwex.edu/winnebago/files/2010/09/EXAMPLE-4HOnline-Screenshot-Volunteer-Screening.pdf>)



2. Within 15 Days you will receive 2 emails:

a. First e-mail: Angela Schultz/UW-Extension

From: angela.schultz@uwex.uwc.edu

Subject: Cooperative Extension Volunteer Background Check

Explains process of submitting your information for a background check through GIS – our third party vendor.

(Background Check Email from Angela” - <http://counties.uwex.edu/winnebago/files/2010/09/EXAMPLE-Background-Check-email-from-Angela.pdf>)



b. Second e-mail: “GIS” (General Information Services, Inc.)

From: eServices@geninfo.com

To: ADM-Volunteer Checks Current (*and Volunteer’s Name*)

Subject: “Action needed in connection with your current volunteer status with University of Wisconsin-Extension”



THIS IS THE EMAIL YOU NEED TO SUBMIT YOUR INFORMATION

- The e-mail/link **expires within 5 days** of receiving it
- Check your junk mail if you do not see it

(Background Check email from GIS” - <http://counties.uwex.edu/winnebago/files/2010/09/EXAMPLE-Background-Check-email-from-GIS.pdf>)

3. Complete your Information at the GIS website

Use link provided in above email. This is where you will provide your confidential information for the background check. This is a secure, encrypted site.

(GIS Website – Entering your Information” - <http://counties.uwex.edu/winnebago/files/2010/09/EXAMPLE-GIS-Website-Entering-your-information.pdf>)



What If....?

- ...you are not able to use this process (no e-mail, multiple people sharing an e-mail, etc).
- ...you have questions, you do not receive a GIS email or some other part of the process does not work as expected

Please contact us! We will help you come up with a solution for completing your background check. The process described above is the *recommended* process. However, while this process is necessary for the ongoing safety of our youth, it is not always convenient for the volunteer. Please know that we value your time as a volunteer and want to make this process as simple as possible within the guidelines we are given.

Winnebago County 4-H: 920-232-1974

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