

Dear Prospective 4-H Volunteer,

Thank you for your interest in applying to be a 4-H Volunteer for the University of California 4-H Youth Development Program in San Benito County. In order to provide a safe environment and enjoyable experience for all 4-H members, the 4-H Youth Development Program requires that adults complete a three-step process:

**1. Application**

Complete the enclosed application and pay appropriate insurance fees and return it to your community club leader for processing. Since adult volunteers are renewed on an annual basis, this step will need to be completed yearly.

**2. Live Scan Fingerprinting**

Complete the enclosed “*Request For Live Scan Service*” form and take it to any live scan provider and have your fingerprints taken. The scan can be done anywhere, but in San Benito County we recommend the following locations:

- a. San Benito County Office of Education: 460 5<sup>th</sup> Street, Hollister. 637-5393 x 11. An appointment is required and the cost is \$15.00.
- b. Mariposa Tax Service: 411 San Benito Street, Hollister. 636-5210. Please call for hours. The cost is \$18.00.

Adult volunteers can request reimbursement of their live scan fees via the San Benito County 4-H Council. See attachments.

**3. Volunteer Orientation**

Complete the online orientation by visiting our county website at [cesanbenito.ucanr.edu](http://cesanbenito.ucanr.edu). Once there you will navigate to the Adult Volunteer Orientation webpage and complete the following:

- a. Watch the orientation video on the webpage (approx.. 30 minutes)
- b. Follow the link on the webpage to complete the orientation survey. Once the survey is complete the office will be sent an email notification.
- c. Call or email the office to schedule an in-person visit with the 4-H Program Rep to complete the orientation.

Thank you once again for your interest. Please feel to contact us if you have any questions.

Interim 4-H Program Representative

Emily Whiteley

[emcwhiteley@ucanr.edu](mailto:emcwhiteley@ucanr.edu)

(831)637-5346 ext. 13

**REQUEST FOR LIVE SCAN SERVICE**

BCII 8016 (3/07)

**Clear Form**

**Applicant Submission**

ORI: A9312 Type of Application: Volunteer  
Code assigned by DOJ  
 Job Title or Type of License, Certification or Permit: 4-H Volunteer

Agency Address Set Contributing Agency:  
California Youth San Benito 4-H 05215  
Agency authorized to receive criminal history information Mail Code (five-digit code assigned by DOJ)  
3228 Southside Road Linda Schmitt-McQuitty  
Street No. Street or PO Box Contact Name (Mandatory for all school submissions)  
Hollister CA 95023 ( 831 ) 637-5346  
City State Zip Code Contact Telephone No.

Name of Applicant: \_\_\_\_\_  
(Please print) Last First MI  
 Alias: \_\_\_\_\_ Driver's License No: \_\_\_\_\_  
Last First  
 Date of Birth: \_\_\_\_\_ Sex:  Male  Female Misc. No. BIL - \_\_\_\_\_  
Agency Billing Number  
 Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Misc. Number: \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_  
Street No. Street or PO Box  
 Place of Birth: \_\_\_\_\_  
City, State and Zip Code  
 Social Security Number: \_\_\_\_\_

Your Number: \_\_\_\_\_  
OCA No. (Agency Identifying No.)  
 Level of Service:  DOJ  FBI  
 If resubmission, list Original ATI Number: \_\_\_\_\_

Employer: (Additional response for agencies specified by statute)  
 Employer Name \_\_\_\_\_  
 Street No. \_\_\_\_\_ Street or PO Box \_\_\_\_\_ Mail Code (five digit code assigned by DOJ) \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ ( ) \_\_\_\_\_  
Agency Telephone No. (optional)

Live Scan Transaction Completed By: \_\_\_\_\_  
Name of Operator Date  
 Transmitting Agency \_\_\_\_\_ ATI No. \_\_\_\_\_ Amount Collected/Billed \_\_\_\_\_



University of California  
Agriculture and Natural Resources  
4-H Youth Development Program

## San Benito County 4-H Youth Development Program Volunteer Fingerprint Reimbursement Form

The University of California Cooperative Extension 4-H Program requires that all adults interested in serving as a 4-H Volunteer must:

1. Complete a 4-H Volunteer Application
2. Secure fingerprint clearance from the California Department of Justice (LiveScan)
3. Attend a 4-H Volunteer Orientation

In support of the U.C. policy, the San Benito County 4-H Council will reimburse all 4-H Volunteer applications the LiveScan fingerprints fee after the applicant has successfully completed the University of California Cooperative Extension/4-H enrollment process.

Adults who do not complete the entire process or who do not re-enroll on an annual basis will be responsible for payment of the LiveScan fingerprint fee.

**Volunteer Section:** *complete and attach "Request for LiveScan Service Application Submission Form" and submit to the Cooperative Extension Office*

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Club: \_\_\_\_\_

Date: \_\_\_\_\_ Reimbursement amount: \_\_\_\_\_

**4-H Youth Development Office Section:**

\_\_\_\_\_ Date Reimbursement request received

\_\_\_\_\_ Date completed application including confidential page submitted

\_\_\_\_\_ Date orientation completed

\_\_\_\_\_ Date reimbursement approved: \_\_\_\_\_  
4-H YDP signature

\_\_\_\_\_ Date request sent 4-H Council Treasurer for payment  
(retain copy for records)

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Inquiries regarding ANR's equal employment opportunity policies may be directed to Linda Marie Manton, Affirmative Action Contact, University of California, Davis, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 752-0495.