

Dear Prospective 4-H Leader:

We are delighted to hear that you are interested in joining the 4-H Youth Development Program as a volunteer leader. 4-H is part of the University of California Cooperative Extension, which takes UC research-based knowledge to local communities throughout the State. For more than 100 years, 4-H has offered quality hands-on learning opportunities for youth in California and throughout the nation.

The steps in becoming a 4-H Leader are as follows:

1. Prospective volunteer is sent the link to the application on-line, or applies on-line through the website or on his/her own. The link for the on-line application is:
<https://ucce.ucdavis.edu/survey/survey.cfm?surveynumber=5149>
2. Prospective volunteer completes application on-line.
3. 4-H Staff will review the application.
4. 4-H Staff will contact prospective volunteer regarding orientation.
5. Volunteer enrolls online: <https://california.4honline.com>
6. Prospective volunteer attends orientation.
7. Following the orientation, prospective volunteers are sent a fingerprinting packet in which they have 60 days to complete. Please refer to the *Volunteer Live Scan Instructions*.
8. Volunteer submits fingerprinting receipt for reimbursement to: Roy Hillstock, UCCE-Los Angeles, 700 W. Main Street, Alhambra, CA 91801, rlhillstock@ucanr.edu, Fax: 626-943-3840.
9. When cleared, the prospective volunteer is notified and is able to begin volunteering

Questions can be addressed to me at 626-586-1972 or via email at rlhillstock@ucanr.edu.

There are many opportunities to make a difference in your communities through the 4-H Program. Volunteer leaders make the 4-H Program possible, and we look forward to having you as a member of our team.

Sincerely,

Roy Hillstock
UC Cooperative Extension, Los Angeles County
700 West Main Street
Alhambra, CA 91801

4-H Youth Development Program Volunteer Live Scan Instructions

Per University of California 4-H Youth Development Program policy, your acceptance is conditional upon successful clearance of a finger print background check conducted by the California Department of Justice before volunteering. There can be delays with clearances, so we recommend you do this as soon as possible. Please read these instructions before going to get fingerprinted.

1. **Print and fill out three copies** of the attached “Request for Live Scan Services” form, adding your personal information on the lines marked with an “X”. Do not change the items we have already filled in for you.
2. Choose one of the Live Scan Service providers in Los Angeles County from this link to have your fingerprints scanned: <http://ag.ca.gov/fingerprints/publications/contact.php#losangeles>
3. Please note each list on the site charges a Finger Print Rolling Fee, which varies by site. You should not pay a CA Department of Justice Fee, as you are volunteering for a non-profit agency/youth organization. You can take the attached *Applicant Fingerprint Processing Fees Chart* with you and refer them to the appropriate section, which has been marked (See DOJ Applicant Fingerprint Processing Fee). Do not request FBI clearance; it is not necessary.
4. Email, fax or mail, one copy of the Request for Live Scan Service Forms that have been completed by the Live Scan Service Operator to:

Email: rlhillstock@ucanr.edu

Fax: (626) 943-3840

Mail: UC Cooperative Extension-Los Angeles,
Attn: Roy Hillstock
700 W. Main St.
Alhambra, CA 91801

It's very important for you to keep the other copy for your own records. It is recommended that you white out confidential personal information, such as social security number before mailing, faxing, or emailing back to me.

**APPLICANT FINGERPRINT PROCESSING FEES**

(As of August 17, 2012 - Subject to Change)

Print Form

Purpose of Fingerprint Submission	State CORI Fee	Federal CORI Fee	CACI Fee	Firearms Eligibility	Application Fee	
					Initial	Renewal
Employment						
General	\$32	\$17	N/A	N/A	N/A	N/A
Criminal Justice Agency (non-sworn/vendor access)	\$32	\$0	N/A	N/A	N/A	N/A
Peace Officer Auxiliary	\$32	\$0	N/A	\$19	N/A	N/A
Peace Officer Firearms with CACI	\$32	\$0	\$15	\$19	N/A	N/A
Human Resource Agency Employee (non-profit)	\$0	\$17	N/A	N/A	N/A	N/A
In-Home Support Services	\$32	N/A	N/A	N/A	N/A	N/A
Trustline Registry/CASA* Employee with CACI	\$32	\$17	\$15	N/A	N/A	N/A
All other employees are charged the "General" fee						
Volunteer						
Human Resource Agency/Youth Org. (non-profit)	\$0	\$15	N/A	N/A	N/A	N/A
Human Resource Agency/Youth Org. (for profit)	\$32	\$15	N/A	N/A	N/A	N/A
Trustline Registry/CASA* Volunteer with CACI	\$32	\$15	\$15	N/A	N/A	N/A
Child Day Care Volunteer (small/home)	\$0	\$15	\$0	N/A	N/A	N/A
Child Day Care Volunteer (large/facility)	\$42	\$15	\$15	N/A	N/A	N/A
Foster Care Mentor Volunteer	\$0	\$15	\$15	N/A	N/A	N/A
All other volunteers use the "Employment" fee schedule						
Certificates/Licenses/Permits						
General	\$32	\$17	N/A	N/A	N/A	N/A
Check Casher	\$32	N/A	N/A	N/A	\$50	\$50
Child Day/Residential Care (small/home)	\$0	\$17	\$15	N/A	N/A	N/A
Child Day/Residential Care (large/facility)	\$42	\$17	\$15	N/A	N/A	N/A
Adult Day/Residential Care	\$42	\$17	N/A	N/A	N/A	N/A
Custodian of Records	\$32	\$17	N/A	N/A	\$30	N/A
Fingerprint Roller	\$32	\$17	N/A	N/A	\$25	N/A
Certificate/License/Permit with Firearm	\$32	\$17	N/A	\$38	N/A	N/A
Secondhand Dealer/Pawnbroker	\$32	N/A	N/A	N/A	\$300	\$300
All other certificates/licenses/permits are charged the "General" fee						
Other						
Application for Visa/Immigration	\$32	N/A	N/A	N/A	N/A	N/A
Emergency Child Placement	\$0	\$17	\$0	N/A	N/A	N/A
Petition for Adoption	\$32	\$17	\$15	N/A	N/A	N/A
Record Review	\$25	N/A	N/A	N/A	N/A	N/A
POST Training Certificate	\$32	N/A	N/A	\$19	N/A	N/A

N/A - Not Applicable

CACI - Child Abuse Central Index

CASA - Court Appointed Special Advocate

* CASA CACI checks available 1/1/08 and are permissive, not mandatory