First, run your county report / mailing labels:

**Report / Mailing Labels for Your Program Year 2019 List of Volunteers to be Rescreened**

The list of volunteers for your county is available in 4HOnline:
- go to Shared Reports (it doesn’t matter if you choose previous or current year)
- scroll down to ‘Volunteer Screening Management’
- for mailing labels: right click ‘Volunteers to be Screened in Program Year 2019’ then select ‘Member Labels’

There are several yellow-highlighted items in the documents you need to replace with your local county information:

**Cover Letter**
Replace/add:
- the date
- your county name and phone number
- your signature as the county 4-H educator or county 4-H program coordinator
- other than those highlighted items, do not change any other information on the cover letter
- printing the cover letter in color is preferred to black and white (b/w is acceptable if you do not have color printing available)

**Instruction Page/Request Form**
Copy on your county letterhead. Remember to delete the highlighted instructions at the top before printing.
Replace/add:
- your county name
- the name and address of at least one BCI approved background fingerprint check agency
- please be sure to communicate with personnel at the agency so they are aware you will have many volunteers coming in to have a fingerprint background check run and that 2151.86 is the correct “reason code” for OSU
- the amount the volunteer will have to pay to the agency for their background check
- indicate the forms of payment the agency accepts
- your county name (again)
- other than those highlighted items, do not change any other information

NOTE: this is the form you will also give to:
1. any individuals applying to be new 4-H adult volunteers – ensure they have a profile entered in 4HOnline so OHR can locate their record and enter the approved screening date (or not approved if there are any disqualifying criminal convictions) after the results are received from BCI
2. camp counselors who are/will turn 18 years old at least two months prior to the start of your camp – ensure they have been added to the “Group: 18 Yr. Old Camp Counselor” and tagged as youth volunteers.