

Emailed August 8, 2008

To: All County Extension Agents

Subject: Qualifications of Volunteers – Youth Protection Standards Annual Update

This letter serves as an update in regard to the Youth Protection Standards Program. Each year, my office is committed to providing an update letter with new tools and resources to support the Youth Protection Standards Program. All tools and resources are posted on the web at:

<http://texas4-h.tamu.edu/securedcea/#YPS> and <http://texasvolunteer.tamu.edu/yps.htm>.

Attached are the following YPS documents.

Rules and Guidelines: New to this document is a table of contents and several appendices, including:

- Who should be screened? Chart that easily provides a list of volunteers that need screening.
- Transmittal Form: Updated with the new logo. This form should be sent in with applications.
- Sample Letter: Volunteer Acceptance Letter for those screened through YPS
- Sample Letter: Letter for volunteers needing to be re-screened
- Sample Letter: Volunteer Acceptance Letter for those screened through an approved entity

Volunteer Handbook: This handbook is intended to be shared with volunteers during training and provides an overview of the Youth Protection Standards Program and abuse.

Volunteer Applications: It is imperative that all volunteers use the correct, updated volunteer forms. Changes are made to these forms on an annual basis.

- 2008-2009 Texas 4-H Volunteer Application (To be completed by all 4-H volunteers.)
- Volunteer Application Form (This form is for Master Volunteers, ENP and BLT volunteers, not 4-H volunteers!)

Screening Frequency: Counties and districts do not have a “screening year.” Every three years, a volunteer needs to be re-screened from their original date of screening. County screening spreadsheets indicate the date of screening for each volunteer. To get an updated copy of your county’s screening spreadsheet, please contact my office.

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Approved Prior Screening Entities: Suggestions are welcome on other screening entities to accept. Upon the suggestion being made, the screening entity will be studied to see if it meets the standards of the Youth Protection Standards Program.

Counties should not have county law enforcement (sheriff's department) screen volunteers for free or a minimal fee. This screening is a local, county search and does not search all records that the YPS search does. However, if a volunteer was screened through the county law enforcement for county employment purposes, that screening is accepted by Extension. Proof of screening within the past three years must be provided.

Updates: Updates and Frequently Asked Questions will continue to be addressed through a YPS News Update on as as-needed basis.

Thank you for your support and implementation of the Youth Protection Standards Program. Please let me know how my office can further assist you.

In Best Regards,



Courtney Dodd
Extension Program Specialist
Volunteer Development

Cc: Senior Administrative Leadership Team
Associate Department Heads
Texas 4-H Faculty
CEP 4-H Faculty
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