Procedures for Collecting Monies for Alaska 4-H Volunteer Service Background Checks and Processing of Background Checks

1. For the background check, the volunteer applicant would write a check for $6.50 payable to: University of Alaska Fairbanks, CES or (UAF, CES). (The university name must be on the check, but CES is optional.)

   **NOTE:** If there are other fees that go to a different source, then an additional check will need to be written to that source. (Whatever the outcome of the background checks, CES is charged $6.50.)

2. Issue a UAF receipt for the $6.50 for the background check to the volunteer applicant and keep the check and yellow receipt for submission with monthly district publication deposit.

3. In the right corner of the background check form in the box labeled “For District Office Use Only”: record the District Name, UAF Receipt No., and Receipt Date. (An additional line for any other notes/comments you may want to add has been included in this box.)

4. Mail (do not fax, or scan and email) the background check form to:

   Sara Marshall, Alaska 4-H  
   Phone: 907-474-7180  
   University of Alaska Fairbanks  
   308 Tanana Loop  
   PO Box 756180  
   Fairbanks, AK 99775-6180

   The request will be processed and contact will be made with the District agent and Deb Jones as to the clearance status of each applicant.

5. Submit the applicant’s check and yellow UAF receipt copy to the district administrative staff to be included in the district deposits to the CES Business Office.

   **NOTE:** For now, please write "4-H Background Checks" on a blank line under "Other Revenue" on the CES District Deposit form. A new CES District Deposit form is being developed and will have a line for 4-H Background Checks on the new form.

   The CES Business Office Fiscal Technician will then deposit the background check funds received in the district deposit into the correct account.