



## San Mateo / SF County

### NEWLY Enrolling Adult 4-H Volunteer Requirements, updated 9/1/25

- ☐ **FIRST - Complete the [4-H Volunteer Interest Survey](#).** Once you complete the interest survey and it has been reviewed, information for completing the remaining steps in the application process will be emailed to you. Please follow the instructions in the email to continue.

#### The remaining steps will include:

- ☐ **Complete a Live Scan fingerprinting appointment.** The REQUIRED form to complete the DOJ & FBI Live Scan will be provided to you via email once your Volunteer Interest Survey has been received and reviewed. You may schedule an [appointment for yourself](#).
- ☐ **(Beginning July 15) Submit your ZSuite enrollment.** New Adult Volunteers (never enrolled in 4-H) will create a new household profile in the [ZSuite system](#). **If your family has a ZSuite profile**, please add your new adult profile to the existing ZSuite household account.(click on **+ household member**) [Basic ZSuite guidelines](#).
- ☐ **(now open) Complete the required courses for NEW volunteers.** You can find these courses on the [CA 4-H Learning Center website](#). [Create an eXtension Account](#) and complete the [25-26 CA New Vol course](#). The enrollment key is: **SanFranSanMateo**

The course includes essential parts of 4-H service, such as orientation, CANRA guidelines, and the 4-H Thriving Model for Positive Youth Development. Individuals will also learn about 2-Deep Supervision and how to create a safe and welcoming environment for all youth. Course length: 1 hour and 35 minutes (can be done in multiple sessions).

- ☐ Complete payment of the annual \$30. adult volunteer enrollment fee. For the San Mateo/San Francisco County Payment Survey, [use this link](#).

For any additional questions, please contact [tnypham@ucanr.edu](mailto:tnypham@ucanr.edu)



## Volunteer Live Scan Fingerprinting Information & Guidance

1. All ANR volunteers are **REQUIRED** to complete a California Department of Justice (DOJ) Live Scan Criminal History Records check. Every person who completes Live Scan fingerprinting must receive all (4) pages of the "Request for Live Scan Service" form and privacy rights, per the DOJ. The ANR Custodian of Records in the ANR Risk Services Unit creates the form specifically for each county and program. The form is maintained and available through the ANR Custodian of Records (see contact information below).
2. The following link leads to the DOJ website, which provides a list of recommended Live Scan agencies by location. This listing may include rolling fees, hours of operations, and appointment information; however, this information is subject to change at any time. Volunteer applicants are encouraged to contact the Live Scan agency directly to verify hours & pricing: <https://oag.ca.gov/fingerprints/locations>.
3. Volunteer applicants may complete Live Scan fingerprinting in any county within California provided they use only the Live Scan form supplied by ANR Program Coordinator or the Custodian of Records at ANR Risk Services. The DOJ routes criminal record reports based on the ORI number and Mail Code identified on the correlating county's Request for Live Scan Service form. **Do not change or modify any pre-filled data on the Live Scan form; doing so may cause the DOJ to reject the transmission.**
4. **All Master Gardener and Master Food Preserver Program volunteer applicants are required to have at minimum, "DOJ" Level of Service** (*DOJ=California records search*). **FBI Level of Service** (*FBI=National records search*) is also required when a MGP volunteer applicant has been a resident of a state other than California, within the past 10 consecutive years, (the FBI box will need to be manually checked when FBI is required).
5. **All 4-H, CalFresh, and EFNEP Program volunteer applicants are required to have the "DOJ" Level of Service as well as FBI Level of Service**; (*DOJ=California search, FBI=National search*). Please verify that BOTH the DOJ & FBI boxes are selected on the Live Scan form. **FBI, as well as DOJ Level of Service is required for any volunteer who may encounter youth within the scope of program duties, program events, and/or activities.**
6. Volunteers must pay the agency's rolling fee at the time of service (ANR does NOT have a "billing number" for fingerprinting). Rolling fees are established by the agency providing Live Scan service and are variable. The DOJ does not charge a separate fee for volunteers; however, the FBI imposes a \$15 fee for volunteers requiring FBI-level service, which is in addition to the Live Scan agency's "rolling fee".
7. It is important for volunteers to **(personally)** keep a copy of their completed Live Scan form, (*County offices nor ANR Risk Services, are responsible for maintaining a copy of this confidential record*).
8. Authorized county program staff should not wait more than two weeks to contact Risk Services if they have not received the Live Scan report notification from Risk Services for a volunteer after they have confirmed completion of the fingerprinting service. Typically, Live Scan responses are completed within two weeks of completing fingerprinting but also can be delayed for a variety of reasons.
9. It is important for volunteer applicants to complete the Live Scan process 3-4 weeks before the ANR program start and end dates. Please note that processing times can be significantly longer during peak periods, such as open enrollment and holidays, particularly January, April, June, October, and December.

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