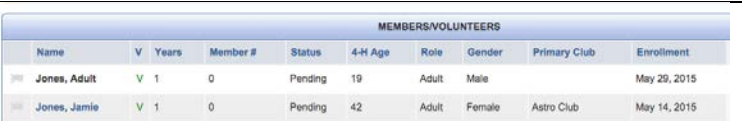


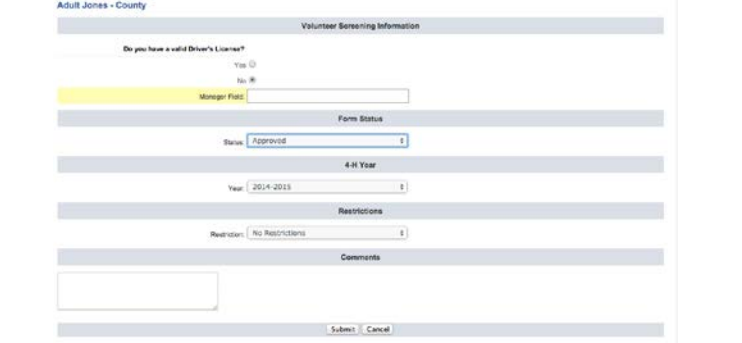


Volunteer Screening Approval																															
<p>1. From the Member Search screen, click on the Member's Name.</p>	 <table border="1"> <thead> <tr> <th>Name</th> <th>V</th> <th>Years</th> <th>Member #</th> <th>Status</th> <th>4-H Age</th> <th>Role</th> <th>Gender</th> <th>Primary Club</th> <th>Enrollment</th> </tr> </thead> <tbody> <tr> <td>Jones, Adult</td> <td><input checked="" type="checkbox"/></td> <td>1</td> <td>0</td> <td>Pending</td> <td>19</td> <td>Adult</td> <td>Male</td> <td></td> <td>May 29, 2015</td> </tr> <tr> <td>Jones, Jamie</td> <td><input checked="" type="checkbox"/></td> <td>1</td> <td>0</td> <td>Pending</td> <td>42</td> <td>Adult</td> <td>Female</td> <td>Astro Club</td> <td>May 14, 2015</td> </tr> </tbody> </table>	Name	V	Years	Member #	Status	4-H Age	Role	Gender	Primary Club	Enrollment	Jones, Adult	<input checked="" type="checkbox"/>	1	0	Pending	19	Adult	Male		May 29, 2015	Jones, Jamie	<input checked="" type="checkbox"/>	1	0	Pending	42	Adult	Female	Astro Club	May 14, 2015
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<p>2. Click "Profile" from the Member Options popup window</p>	 <p>Member Options [close]</p> <p>Adult Jones 15233 46th Ave Dallas, TX 75248 County County</p> <p>555-555-5555 555-555-5555 (Family) jones@4honline.com (Family)</p> <p>Profile</p> <p>Notes</p>																														
<p>3. Click the 'Edit' button, next to the Volunteer Screening list at the bottom of the page.</p>	 <table border="1"> <thead> <tr> <th>Year</th> <th>Form Number</th> <th>Screening Status</th> <th>File</th> <th>Bill</th> <th>Export</th> <th>Export Date</th> <th>Comment</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>2014-2015</td> <td>18</td> <td>Pending</td> <td>N/A</td> <td>N/A</td> <td>N/A</td> <td></td> <td></td> <td><input type="button" value="Edit"/></td> </tr> </tbody> </table>	Year	Form Number	Screening Status	File	Bill	Export	Export Date	Comment	Edit	2014-2015	18	Pending	N/A	N/A	N/A			<input type="button" value="Edit"/>												
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<p>4. Enter the date the Public Record Review was completed/cleared, verify that the Protecting Minors Training has been completed. Lastly, select Approved in the dropdown menu under "Form Status" and click submit</p>	 <p>Adult Jones - County</p> <p>Do you have a valid Driver's License? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Manager File: <input type="text"/></p> <p>Form Status: <input type="text" value="Approved"/></p> <p>4-H Year: <input type="text" value="2014-2015"/></p> <p>Restrictions: <input type="text" value="No Restrictions"/></p> <p>Comments: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>																														
<p>5. The volunteer record will appear in your normal approval queue.</p>																															