

HOW TO ENROLL AS A SHOOTING SPORTS INSTRUCTOR

If you are new to Louisiana 4-H you should contact the 4-H Office in your area about receiving a volunteer orientation and learning about volunteer positions available. Next, you can follow these steps:



Step 1: Complete the Volunteer Enrollment Form

Register as a volunteer online by completing the Volunteer Online Enrollment at <http://bit.ly/LA4HVolForm> and the Adult Code of Conduct at <https://bit.ly/la4hforms>. Additionally, volunteers will need to complete the Online Enrollment and Adult Code of Conduct every program year.

Step 2: Complete a Volunteer Screening

Volunteers that work directly with youth will be required to complete a background screening every three years. The screening request can be completed online and will take three days to process results. If you are in need of a screening, or want to check on the status of your screening, contact the agent in your area.

Step 3: Complete the Required Online Training

The training is available online and can be completed from any computer with a stable internet connection. Access the training at <http://bit.ly/LA4HLeaderTraining> and select "Risk Management 1/Overnight Chaperone." Once you complete the training you can forward your certificate to your 4-H agent and to your instructor. The Risk Management Training will need to be completed every five years or whenever a significant program update is made.

ONBOARDING CHECKLIST:

- Complete the Volunteer Online Enrollment Form at <http://bit.ly/LA4HVolForm>
- Print and sign the LA 4-H Adult Code of Conduct at <https://bit.ly/la4hforms>
- Complete a Screening (contact the 4-H agent in your area for more info)
- Complete the Risk Management Training at <http://bit.ly/LA4HLeaderTraining>

This process should be completed before working directly with 4-H youth.
If you need additional assistance, contact Meggan Franks, mfranks@agcenter.lsu.edu,
or Lindsay Baker, lbaker@agcenter.lsu.edu.