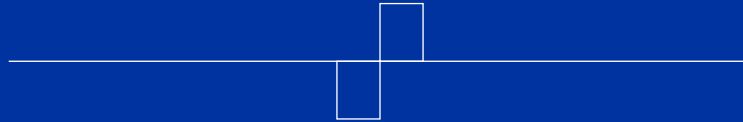


Encrypted File for Volunteer Processing



Encrypted File Overview

- Once an application is dropped off, a digital file is created
- File location: encrypted file, Category 1 or pending folder
 - Category 1 applications do not need to start in the pending folder
 - Once application process for category 2 volunteers is over, the volunteer file will be moved into the appropriate folder (category 2- approved, rejected, etc.)
- All volunteer folders will be titled LastName,FirstName,Month/Year
 - Ex. Wildcat,Wally09-25
- The Volunteer Application Packet will be scanned into the folder
- For Category 2 Volunteers:
 - The checklist will be copied into every Category 2 Volunteer file
 - All completed checks will be saved into the folder as separate files
 - Criminal Record Check and Sex Offender Registry (Sterling background check)
 - CAN
 - Reference

Encrypted File Folder Options

 Category 1 Volunteers	9/23/2025 8:48 AM	File folder
 Category 2 Volunteers-Approved	4/14/2025 9:51 AM	File folder
 Category 2 Volunteers-Pending	9/23/2025 8:48 AM	File folder
 Client Protection Committee Information	9/23/2025 1:56 PM	File folder
 Disengaged Volunteers	4/14/2025 9:50 AM	File folder
 Inactive Volunteers	8/19/2025 9:19 AM	File folder
 Rejected Applications	8/15/2025 3:08 PM	File folder

Category 1: Under continual guidance by Extension staff or approved category 2 volunteer, only needs an application and volunteer position description

Category 2 Approved: Completed folders that have been approved by the Client Protection Committee

Category 2 Pending: In the process of being approved

Client Protection Committee Information: Where CPC agendas, minutes, and membership rosters are kept

Disengaged: Previously approved volunteer that is no longer eligible to volunteer

Inactive: Still eligible but not volunteering

Rejected: Not approved to volunteer by Client Protection Committee

Category 1 Volunteers Folder

 4-H Youth Development	9/19/2025 9:35 AM	File folder	
 Agriculture and Natural Resources	4/14/2025 9:51 AM	File folder	
 Community Arts	4/14/2025 9:51 AM	File folder	
 Family and Consumer Sciences	4/14/2025 9:51 AM	File folder	
  Wildcat, Wally 09-25	9/22/2025 4:07 PM	File folder	
  Application	9/22/2025 11:21 AM	Adobe Acrobat D...	2,784 KB
 Volunteer Position Description	9/22/2025 11:19 AM	Adobe Acrobat D...	2,359 KB

Category 2 Volunteers - Pending Folder

New –Pending: First time applying to be a volunteer

Re-Check –Pending: Current volunteer that needs re-screening

- Every 4 years: Criminal Record Check and Sex Offender Registry (Sterling background check), CAN Check

 New-Pending	9/23/2025 8:47 AM	File folder
 Re-check-Pending	9/23/2025 8:47 AM	File folder
  Wildcat, Wally 09-25	9/22/2025 4:07 PM	File folder

Completed Pending Folder

📁 Wildcat, Wally 09-25

9/22/2025 4:07 PM

File folder

As items are scanned in or returned, they will be placed in the folder. A complete folder will have all components noted on checklist

📄 Background Check Report (Criminal Record Check and Sex Offender Registry)	8/15/2025 2:39 PM	Adobe Acrobat D...
📄 CAN Check - Completed	8/15/2025 2:40 PM	Adobe Acrobat D...
📄 CAN Check	8/15/2025 2:39 PM	Adobe Acrobat D...
📄 Checklist	8/15/2025 2:38 PM	Adobe Acrobat D...
📄 MVR (Motor Vehicle Record)	8/15/2025 2:38 PM	Adobe Acrobat D...
📄 Reference #1	8/15/2025 2:39 PM	Adobe Acrobat D...
📄 Reference #2	8/15/2025 2:39 PM	Adobe Acrobat D...
📄 Volunteer and Leader Application	8/15/2025 2:40 PM	Adobe Acrobat D...
📄 Volunteer Position Description	8/15/2025 2:39 PM	Adobe Acrobat D...

Completed Folder

A completed volunteer file will be moved into one of the following folders:

 Category 2 Volunteers-Approved	4/14/2025 9:51 AM	File folder
 Disengaged Volunteers	4/14/2025 9:50 AM	File folder
 Inactive Volunteers	8/19/2025 9:19 AM	File folder
 Rejected Applications	8/15/2025 3:08 PM	File folder

- A folder is completed when all files are collected, and the Client protection Committee has decided on volunteer status (approved, rejected, etc.)
- It is up to the staff assistant in charge of the encrypted file to ensure that volunteer folders are moved into the correct folder, along with ensuring that they are re-screened when needed
 - Every 4 years for Criminal Record Check and Sex Offender Registry (Sterling background check), CAN check

Category 2 Volunteers – Approved

 Category 2 Volunteers-Approved	4/14/2025 9:51 AM	File folder
 4-H Youth Development	9/19/2025 9:35 AM	File folder
 Agriculture and Natural Resources	4/14/2025 9:51 AM	File folder
 Community Arts	4/14/2025 9:51 AM	File folder
 Family and Consumer Sciences	4/14/2025 9:51 AM	File folder
 Wildcat, Wally 09-25	9/22/2025 4:07 PM	File folder
 Background Check Report (Criminal Record Check and Sex Offender Registry)	8/15/2025 2:39 PM	Adobe Acrobat D...
 CAN Check - Completed	8/15/2025 2:40 PM	Adobe Acrobat D...
 CAN Check	8/15/2025 2:39 PM	Adobe Acrobat D...
 Checklist	8/15/2025 2:38 PM	Adobe Acrobat D...
 MVR (Motor Vehicle Record)	8/15/2025 2:38 PM	Adobe Acrobat D...
 Reference #1	8/15/2025 2:39 PM	Adobe Acrobat D...
 Reference #2	8/15/2025 2:39 PM	Adobe Acrobat D...
 Volunteer and Leader Application	8/15/2025 2:40 PM	Adobe Acrobat D...
 Volunteer Position Description	8/15/2025 2:39 PM	Adobe Acrobat D...

All other folders will have the same format

Recap

- Volunteer folder will be categorized as Category 1 or 2
- In every encrypted folder, will be another folder with the Volunteer's naming convention
 - Last,First Month-Year
 - Within that folder is where all files for that volunteer will be stored
- Staff Assistant Responsibility:
 - Ensure that volunteer folders are moved into the correct folder
 - Ex. From the pending to approved folder
 - Ensure that volunteers are re-screened when needed
 - Every 4 years for Criminal Record Check and Sex Offender Registry (Sterling Background Check), CAN check
- Once everything is completed and the Client protection committee has taken action, volunteer folder is moved to either Category 2 Volunteers - Approved, or Rejected