

## NEW LEADER APPLICATION



Dear Interested Leader:

The Boundary County 4-H Office would like to take this opportunity to thank you for your interest in volunteering for 4-H. Please read through the documents carefully and fill out the attached forms completely.

Per Idaho State 4-H requirements volunteers who desire to participate as a 4-H leader must first complete a volunteer application complete with references. To become a volunteer with the University of Idaho Extension one must also submit a release for a background check through the ChoicePoint Services, Inc. All information is kept strictly confidential. After the initial application and background check have been reviewed the 4-H Office will conduct interviews of prospective leaders.

The following documents will need to be signed and returned to the Extension Office:

- Application For a Volunteer Position 4-H
- Project Leader Job Description
- 4-H Leader Enrollment Form
- Background Check Authorization

Again, thank you for your interest in volunteering for Boundary County 4-H. If you have additional questions regarding the application process please call the Extension Office at 267-3235.



The University of Idaho provides equal opportunity in education and employment on the basis of race, color, religion, national origin, gender, age, disability, or status as a Vietnam-era veteran, as required by state and federal laws. Anyone attending programs highlighted in this document that requires auxiliary aids or services should contact Erika Thiel at P.O. Box 267, Bonners Ferry, ID 83805 or by calling 208.267.3235 or via email at [ethiel@uidaho.edu](mailto:ethiel@uidaho.edu) at least two weeks prior to the event.

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## Basic 4-H Information

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The purpose of the Boundary County 4-H program is positive youth development. All program participants making decisions or carrying out actions on behalf of the 4-H program are mindful of this goal at all times. Educational programs provide – through youth and volunteer development – knowledge transfer, life skill development, and attitudes for positive development. Please take the time to read the 4-H Youth Development Policies and Procedures. This publication serves as the official source of procedures for the University of Idaho 4-H Youth Development program and is available at <http://www.4h.uidaho.edu> or you can obtain a hard copy at the Extension Office. Please note that Boundary County has additional county policies. Please feel free to call the Extension Office at 267-3235 or visit us on the web at <http://www.extension.uidaho.edu/boundary> if you have questions about the 4-H program.

### How it works

Traditional 4-H Clubs and programs are for youth ages 8 to 18 and still in high school (age as of January 1<sup>st</sup> of the current 4-H year). Cloverbuds is our non-competitive program for youth ages 5-7.

### Leaders

The success of 4-H programs relies on volunteer adult leaders, who are willing to help young people learn new skills and achieve their goals. Please let the 4-H program coordinator, Erika Thiel, know if you are interested in becoming a volunteer leader. All leaders must fill out an application that includes screening and supply at least two references, to ensure the safety and welfare of the members. New leaders are required to complete three hours of training. Returning leaders are required to complete two hours of training. There are several trainings held throughout the panhandle to help you fulfill this requirement.

### Organizational Clubs

There are several 4-H Clubs in Boundary County and each organizational club encompasses a geographical area. Volunteer adult leaders organize the Clubs, but the 4-H members serve as Club Officers and assist with running the meetings. Organizational clubs do a variety of work throughout the community and fundraising. Typically, organizational clubs hold monthly meetings. Members are required to attend 50% of these meetings.

### Projects & Project Requirements

The projects offered in 4-H depends if there is a leader available to lead the project. If you are interested in a project area that is not listed on the 4-H project list or would like to lead a project please contact the Extension Office. When selecting project/projects please keep in mind that organizational clubs typically have 6 meetings per year (one per month) and you will have project meetings. It varies per project on the number of project meetings held and when project meetings start – not all meetings will be held in the winter. Idaho requirements for completion of project work are: attend the majority of scheduled regular organizational club (50%) and project meetings (75%), give a demonstration, exhibit project work and record book in a public place, complete project record book and/or additional materials, and all animals must fit and show. These rules apply to each project a member enrolls in. Members who do not meet these requirements will not be able to complete the project and exhibit at the fair.

### The County Fair

The culmination of the 4-H year happens at the Boundary County Fair. Exhibiting a project or a livestock animal at the fair is an exciting and rewarding experience for young people. 4-H members receive blue, red or white ribbons and monetary compensation for their completed projects. Projects are considered complete if displayed at a public place. Ribbons and premiums are only awarded to projects at the fair.

### Clover Talk

Clover Talk is the 4-H section of the Extension Connections Newsletter. The newsletter is mailed on a bi-monthly basis to all families in the county and contains a 4-H calendar and important information about up-coming events. **It is very important to read this newsletter!** Prior publications are archived on the website.

### Website

If you have access to the internet please familiarize yourself with our website at <http://www.extension.uidaho.edu/boundary> as it has updated information that you can access anytime. If you have resources you would like to see added to the website do not hesitate to let the Extension Office know.

## Leader Expectations

A variety of leader roles are available within 4-H. Some volunteers are club leaders others function at the area or county level. Your expectations as an organizational or project leader are as follows:

- **HELP MEMBERS**
- **WORK WITH PARENTS**
- **HELP CLUB OFFICERS**
- **HELP TEEN LEADERS**
- **WORK WITH OTHER PROJECT LEADERS**
- **BE INVOLVED IN THE COMMUNITY**
- **BE INVOLVED IN THE COUNTY 4-H PROGRAM**
- **Helping Members**
  - Educate members about their project area. Make sure that work has been done on record books, the bulk of record book work should be done at home. Your job is to teach content related to the project.
  - Keep attendance records. You must communicate with parents and members if they are meeting attendance requirements – at the organizational club level and at the project level.
  - Establish a regular meeting schedule/calendar early (by 1<sup>st</sup> or 2<sup>nd</sup> meeting). Select a regular day (Monday or Friday) and regular time, put this calendar in a paper format (choose colored paper – white gets lost in the shuffle). Distribute a copy to the parent(s), keep a copy for your records, extras on hand  
**YOU MUST PROVIDE A COPY TO THE EXTENSION OFFICE.**
- **Work With Parents**
  - Involve parents and inform them of project expectations and opportunities.
  - Discuss the member's progress with them several times a year, not in July before the fair.
  - By setting a regular meeting schedule early parents can make this a part of their routine.
  - Talk to your parents – what interests and talents do they have and where they can help you out in your meetings.
- **Working With Club Officers and Teen Leaders**
  - Encourage your Club officers to take their role seriously and complete it as a 4-H project. They have to maintain records anyways if they complete it as a project they can get credit for the hard work they do
  - Involve your teens! They have enthusiasm and ideas. Provide challenges for experienced teens to share project knowledge and experiences beyond the club level.
  - Help teens develop goals and plans to teach a topic to other members.
  - Ask teens to demonstrate how to present demonstrations, prepare posters, and their tips for what to do for fair.
  - Ask teens to take responsibility to mentor first-year project members.
- **Work With Other Leaders**
  - Meet with other project leaders and organizational leaders, share information – tips, resources, and new ideas.
  - Do activities together – is there a project that groups can collaborate on.
- **Be Involved In The Community**
  - Keep the community informed about special events – advertise your events in the Clover Talk. The Extension Office can submit press releases to the Herald as well.
  - Ask for help when you need it.
  - Organizational clubs – prepare a community service poster for the Fair. Community service projects are done by every club in Boundary County very few clubs prepare a poster or press release to inform the community of the hard work that is done.
- **Be Involved In The County 4-H Program**
  - Attend council meetings (livestock, leaders, horse). These committees are formed to share information and to allow you to provide input on how we can make our 4-H program better. Enrollments close in December, the January meeting we review Fair book changes and enrollments. April is midway through the 4-H year and a good opportunity to notify the office of progress/concerns. July and August meetings are dedicated to Fair preparation. The September meeting is fair wrap-up and setting policies that affect the next 4-H program year.
  - Participate in educational sessions/training provided for leaders.
  - Communicate with Erika Thiel for project materials, project information, concerns, and member changes.
  - Use the website and if you want information posted to the website, let Erika know.
  - Advertise or report your club meetings and activities in the Clover Talk.

# **Boundary County 4-H Project List**

## **Personal Development/Management Skills**

- 10502 Citizenship, KYG
- 63538 Teen Leadership
- 27531 Public Speaking

## **Arts & Crafts**

- 20531 ABCs of Art 1
- 20532 ABCs of Art 2
- 20533 ABCs of Art 3
- 26533 Pottery \*\$20.00 additional fee
- 26001 Photography A
- 26002 Photography B
- 22049 Scrapbooking I
- 22051 Scrapbooking II
- 22052 Scrapbooking III

## **Handwork From Our Heritage**

- 23505 Quilting

## **Clothing & Textiles**

- 32001 Ready, Set, Sew - 1<sup>st</sup> year sewing
- 32002 Ready, Set, Sew Some More - 2<sup>nd</sup> year sewing
- 32003 Seams Sew Easy - 3<sup>rd</sup> year sewing
- 32004 Sew What - 4<sup>th</sup> year sewing
- 32005 Sew Wow - 5<sup>th</sup> year sewing
- 33501 Crochet
- 35002 Knitting

## **Outdoor Education/Recreation**

- 47001 Fishing
- 41007 Hiking/Backpacking
- 41039 Survival
- 46002 Hunting
- 46001 Archery
- 46004 Pistol
- 46007 Shotgun
- 46006 Rifle \*\*must be 10 as of 1/1/09 and completed Idaho Hunter Education\*\*
- 46003 Muzzleloader \*\* must be 12 as of 1/1/09, taken 1yr of Rifle, max number is six\*\*
- 83201 Entomology 1, Creepy Crawlies
- 83202 Entomology 2, What's Buggin' You
- 83203 Entomology 3, Dragons, Houses, & Other Flies

## **Mechanical Projects**

- 88531 Woodworking 1, Working with wood & tools
- 88532 Woodworking 2, World of Wood
- 88533 Woodworking 3, Building Bigger Things

## **Aerospace**

- 80232 Model Rocketry

**\*\*This is not the enrollment form\*\*** Use this form to help choose projects. Write project selections on the 4-H Member Enrollment form. **All** projects offered depend on the availability of a volunteer leader. Call the Extension Office, 267-3235 for more information.

## **Foods & Nutrition**

- 53567 Let's Begin Cooking
- 53519 It's Time for Breakfast
- 53521 It's Time for Lunch
- 53522 It's Time for Dinner
- 53601 Baking 1
- 53602 Baking 2
- 53603 Baking 3
- 53604 Baking 4
  
- 53503 Cake Decorating 1
- 53504 Cake Decorating 2
- 53505 Cake Decorating 3
- 53506 Cake Decorating 4
- 53507 Cake Decorating 5
  
- 53559 International Foods – Advanced

## **Animal Projects**

- 71002 Market Beef
- 71001 Breeding Beef
- 77502 Market Sheep
- 77501 Breeding Sheep
- 79002 Market Swine
- 79001 Breeding Swine
- 77004 Pet Rabbit
- 77001 Breeding Rabbit
- 77002 Market Rabbit
- 71501 Poultry
- 74043 Dog
- 75501 Horse
- 75503 Green Horse
- 75502 Horses Are Fun (non-animal)
- 76531 Llama
- 70031 Alpaca
- 75002 Dairy Goat
  
- 87401 Vet. Science 1, The Normal Animal
- 87402 Vet. Science 2, Animal Diseases
- 87403 Vet. Science 3, Animal Health & Our World

## **Garden & Flowers**

- 74538 Vegetable Gardening
- 76033 Flower Garden
- 74535 Herb Gardening

## **Cloverbuds (Ages 5-7)**

- 60501 Cloverbuds project

## APPLICATION FOR A VOLUNTEER POSITION IN 4-H Mission Statement

The Mission of 4-H is to help youth require knowledge, develop life skills, and form attitudes that will enable them to become self-directing, productive and contributing members of society.

Name

\_\_\_\_\_

First

Middle

Last

Mailing Address:

\_\_\_\_\_

Street

City

State

Zip Code

Length of time at above address \_\_\_\_\_ County \_\_\_\_\_ Date of Birth \_\_\_\_\_

Social Sec. Number \_\_\_\_\_ Drivers' License #/State \_\_\_\_\_

Phone: Home \_\_\_\_\_ Best Time to Call \_\_\_\_\_ / Business \_\_\_\_\_ Best Time To Call \_\_\_\_\_

Were you ever in 4-H?    yes   no                      Where/when were you in 4-H? \_\_\_\_\_

Have you previously been a 4-H leader? yes   no   If yes, how many years? \_\_\_\_\_

Where? \_\_\_\_\_

City

County

State

Why are you interested in a 4-H Volunteer position? \_\_\_\_\_

\_\_\_\_\_

Do you prefer to work directly with youth? If yes, what age level(s) do you prefer?

- Clover Bud    pre 4-H age
- Junior            9--11 years

- Intermediate    12--14 years
- Senior            15--19 years

What time commitment do you desire initially?    1-3 months     3--6 months     6--12 months

When are you available to volunteer?    \_\_\_\_\_ Evenings    \_\_\_\_\_ Mornings    \_\_\_\_\_ Afternoons    \_\_\_\_\_  
Weekends \_\_\_\_\_

How long have you been a resident of Idaho? \_\_\_\_\_ Previous addresses within last 5 Years:

\_\_\_\_\_

Street

City

State

Zip Code

Dates Resided

\_\_\_\_\_

Street

City

State

Zip Code

Dates Resided

\_\_\_\_\_

Street

City

State

Zip Code

Dates Resided

\_\_\_\_\_

Street

City

State

Zip Code

Dates Resided

\_\_\_\_\_

Street

City

State

Zip Code

Dates Resided

The University of Idaho provides equal opportunity in education and employment on the basis of race, color, religion, national origin, gender, age, disability, or status as a Vietnam-era veteran, as required by state and federal laws.

Describe your experience, training, or education related to working with youth: \_\_\_\_\_

\_\_\_\_\_

List community organizations/activities you have experience with: \_\_\_\_\_

\_\_\_\_\_

List your hobbies, skills, and interests that can be shared with youth in 4-H: \_\_\_\_\_

\_\_\_\_\_

**Idaho Cooperative Extension takes seriously its' obligation to provide a safe atmosphere for all persons involved in youth activities. Child abuse and neglect is of increasing concern to everyone. The purpose of this disclosure is to protect the children we work with. It is not our intent to discourage volunteers—CES depends on your support. We do wish, however to assure the well-being of youth participants**

1. Have you or anyone living at your current or previous residence ever been convicted of any crime against any person, child, or vulnerable adult? Such crimes include but are not limited to: assault, aggravated assault, battery, hazing, injury to children, sexual exploitation, lewd conduct, sexual battery, disseminating obscene material to or about minors, murder, manslaughter, kidnapping, rape, sex crimes, all as currently or later defined by Title 18 of the Idaho Code.  
( ) NO ( ) YES. If yes explain.

\_\_\_\_\_

2. Have you ever been found in any dependency action to have sexually assaulted or exploited any minor or to have physically abused any minor?  
( ) NO ( ) YES. If so explain, include when and where.

\_\_\_\_\_

3. Have you ever been found by a court, in a domestic relations proceeding, to have sexually abused or exploited any minor or to have physically abused any minor?  
( ) NO ( ) YES. If yes explain.

\_\_\_\_\_

4. Have you ever been denied the opportunity to work with minors or vulnerable adults?  
( ) NO ( ) YES. If yes explain.

\_\_\_\_\_

If yes to any of the above, please give date, nature of the offence, disposition, and any further explanation you would like to provide on an attached sheet of paper

**References: List three persons, not related to you, who have a definite knowledge of your qualifications.  
Please provide complete addresses.**

- 1) Name \_\_\_\_\_ Phone \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_
- 2) Name \_\_\_\_\_ Phone \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_
- 3) Name \_\_\_\_\_ Phone \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Previous volunteer/employment experience: (List current and most recent experience first).

<b>Organization/Employer Mo/Yr</b>	<b>Position Title/Major Responsibilities</b>	<b>From Mo/Yr to</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

### **Insurance**

4-H leaders are insured while participating or leading regularly approved 4-H events or project meetings.

**Cost per year** - \$1.00 per leader, \$2.00 per Horse leader.

**NOTE:** (Insurance payment is currently being paid by the Leaders Association for all 4-H Leaders 2006/2007).

Do you need an accommodation due to a disability to participate as a leader in 4-H programs? (Y/N)

If you need an accommodation, please contact the Extension Office about your needs at (267-3235).

I authorize contact of the above listed references. I understand that misrepresentation or omission of facts requested is cause for non-appointment or dismissal as a 4-H volunteer. If appointed as a 4-H volunteer; I agree to abide by the philosophies and code of conduct of 4-H and to fulfill the volunteer responsibilities to the best of my ability.

Signature

\_\_\_\_\_ Date \_\_\_\_\_

Please return this completed application at your earliest convenience to assure prompt processing.

Please contact the Boundary County Extension Office if you have questions or wish further information.

## **PANHANDLE AREA 4-H PROJECT LEADER JOB DESCRIPTION**

### **Description:**

Coordinate and conduct a series of educational experiences, within the authorized project area(s), which will enable the 4-H member to complete the requirements for their chosen project. At the conclusion of the project, sign the record book of those members who have completed all project requirements. Encourage parents to take an interest in the member's project and be supportive, but allow the member to do their own work. Emphasize that while quality of work is always desirable, the personal growth of the member is more important than the final exhibit.

### **Duties:**

The Project Leader is responsible for insuring that the following items are completed within their designated project area(s):

- Conduct at least 6 project meetings, guiding members in skill development. You must provide the Extension Office a copy of your meeting schedule.
- Develop a project meeting schedule with members, encourage project completion, submit copy to Extension Office by January 1<sup>st</sup> of the current 4-H year
- Recruit resource leaders to assist with the project, as needed
- Encourage member participation in all meetings and parental support
- Acquire, distribute, and teach members using approved 4-H materials
- Plan special events (tours, shows, social activities, etc.) related to the project
- Insure that proper safety precautions are followed at all times
- Be knowledgeable of all requirements needed to successfully complete the project
- Evaluate member's progress; recognize individual accomplishments on a regular basis
- Read and follow the *Idaho 4-H Youth Development Policies and Procedures (#91605)* available at <http://www.4h.uidaho.edu> and the Boundary County Extension Office

### **Qualifications:**

Enthusiasm, dedication, and commitment  
basis  
Ability to motivate, direct, and evaluate youth  
Knowledge of resource people and materials  
and/or  
Ability to organize meetings and delegate tasks

### **Length of Commitment**

One year: October 1 to September 30  
leaders,

### **Training Required**

- Participate in at least 2 hours of leader education sessions  
3 hours minimum for new leaders
- Review and understand the responsibilities of this position
- Be familiar with 4-H project materials utilized for each project  
area you are leading

### **Acknowledgement:**

I accept the duties and responsibilities of Project Leader for the current program year and will work with the members, parents, and leaders within this project area(s) to create a positive learning experience for all parties concerned. I understand that the University of Idaho volunteer liability coverage will be granted as long as I operate within the responsibilities set for in this job description.

The 4-H/Youth Program is based upon helping youth to learn and discover their potential. I realize that it is essential for members to do their own work and participate fully in both project and Club meetings/activities. Leaders, parents, and other adults are encouraged to provide support, but are not allowed to do the member's work.

As Project Leader, I will not take part in or condone unethical behavior within our 4-H Club by any member, parent, leader, or other adult. If any instance should occur and cannot be resolved at the Club level, I will immediately report it to my respective County Extension Office. Furthermore, I understand that failure on my part to follow State and County policies or violation of the Code of Conduct may result in my immediate termination as a 4-H volunteer leader.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_, 20\_\_\_\_\_

List Project(s) you will be leading: \_\_\_\_\_

### **Time Required:**

Conduct at least six (6) project meetings on a regular

Attend project leader education programs  
Assist 4-H members in completing projects for exhibit

completion, as appropriate

### **Resources Available:**

Project materials, Audio/visual supplies, Fellow 4-H

County/Area Extension Staff

### **Supervisor:**

Organizational Club Leader  
Boundary County 4-H Program Coordinator  
Boundary County Extension Educators  
Area 4-H/Youth Extension Educator



## **CODE OF CONDUCT FOR VOLUNTEERS WORKING IN 4-H YOUTH DEVELOPMENT PROGRAMS IN IDAHO**

Idaho families and youth trust the University of Idaho Extension System to provide educational programs in a safe environment for all participants. The opportunity to participate in and/or work with Extension's Idaho 4-H Youth Development program is a privilege and honor, not a right. Volunteers are to be positive role models. Youth and parents/guardians are expected to demonstrate appropriate behavior at all times. The following Code of Conduct has been established as the foundation for all individuals participating in University of Idaho Extension programs. All 4-H Youth Development program participants are expected to:

- Work with youth, families, volunteers and Extension personnel in a cooperative, courteous, respectful manner demonstrating good sportsmanship and behaviors appropriate for a positive role model.
- Accept supervision from Extension personnel and cooperate with others. In addition, parents and youth will accept supervision from certified organizational and project leaders.
- Maintain open, honest communication with members, leaders, parents and Extension personnel.
- Uphold every individual's right to dignity, appropriate self-expression and individual development.
- Refrain from verbal or physical abuse of others and report such abuse if observed. Such actions as conviction for child abuse or neglect, violent crimes, unethical behavior, substance abuse, verbal abuse, physical abuse, mismanagement of 4-H funds, or other serious offenses, will not be tolerated.
- Respect, adhere to, and enforce the rules, policies and guidelines established at the local and state levels for the 4-H Youth Development program.
- Promote the spirit of inclusion and welcome participation of other individuals from all backgrounds. Comply with equal opportunity and anti-discrimination laws.
- Refrain from consuming alcoholic beverages, use of tobacco products and/or a controlled substance at 4-H events and activities. Being under the influence of alcohol or illegal drugs while in the presence of 4-H members at or during 4-H programs or activities is not acceptable.
- Inform Extension personnel of any incidents that may violate 4-H policies.
- Treat animals humanely and encourage youth and adults to provide appropriate and ethical animal care.
- Operate machinery, vehicles, and other equipment in a safe and responsible manner when working with youth and adults participating in 4-H Youth Development Programs.
- Comply with all applicable laws of the city, county, and state of residence and/or location of 4-H activity.
- Handle all concerns regarding local/area 4-H program management internally within the University of Idaho Extension system.

Violating the Code of Conduct shall be grounds for action up to or including immediate removal from the 4-H activity/program and termination. Decisions regarding immediate removal, suspension or termination will be made by local Extension office personnel with subsequent notification of and consultation with the District Director and State 4-H Director. Volunteers who wish to appeal a decision may do so through the Appeal Process.

I have read, understand, and agree to abide by this Code of Conduct.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The University of Idaho provides equal opportunity in education and employment on the basis of race, color, religion, national origin, gender, age, disability, or status as a Vietnam-era veteran, as required by state and federal laws.

## BACKGROUND CHECK AUTHORIZATION/CONSENT

During the application process and at any time during the tenure of my employment/service with The Company, I hereby authorize ChoicePoint Services Inc., on behalf of The Company to procure a consumer report (known as an investigative consumer report in California) which I understand may include information regarding my character, general reputation, or personal characteristics. This report may be compiled with information from courts record repositories, departments of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references, and any other source required to verify information that I have voluntarily supplied. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification, to the extent such investigation includes information bearing on my character, general reputation, or personal characteristics.

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security Number \*

\_\_\_\_\_  
Date of Birth \*

**\* For identification purposes only**

Printed Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

### BACKGROUND VERIFICATION DISCLOSURE

This is used to inform you that a consumer report is being obtained from a consumer reporting agency for the purpose of evaluating you for employment, volunteer service or a contracted position, including retention as an employee, volunteer or independent contractor.

This report may contain information bearing on your character, general reputation, and personal characteristics from public or private record sources.

#### California Notice:

You have the right under Section 1786.22 of the California Civil Code to contact ChoicePoint during normal business hours to obtain your file for your review. You may obtain such information as follows:

1. In person at ChoicePoint's office at the address listed above. You will need to furnish proper identification prior to receiving your file. You may have someone accompany you and should inform such person that they will also have to present reasonable identification. If you want ChoicePoint to disclose to or discuss your information with this third party, you may be required to provide a written statement granting ChoicePoint permission to do so.
2. By certified mail, if you make a written request (and provide proper identification) to have your file sent to a specified addressee.
3. By telephone, if you have previously made a written request and provided proper identification.

ChoicePoint has trained personnel to explain any information that is furnished to you and to explain any information that is coded. Employer please note: If consumer checks "YES" regarding the full consumer report, and consumer resides in California, you will need to provide the individual with a copy of their consumer report.