

# Steps for Returning as a 4-H Volunteer

- Contact your community club leader and let them know you will be returning and the projects you will be leading or assisting
- Update your adult volunteer profile in the online system and submit it\*\* (your project may not be in the system yet).  
<https://ca.4honline.com>
- Complete the returning volunteer online training (each year), information was emailed out when you completed your adult volunteer profile (please contact your community club leader if you cannot find the email).  
Password: SanDiego
- If you will be leading a project, plan out your project and write your syllabus.
- Take a moment and check out the county website at [sandiego4h.com](http://sandiego4h.com) and familiarize yourself with 4-H in the county and any changes that may have occurred since the last time you visited, including the calendar of events.
- Check the 4honline system to see the status of your registration\*. Once your volunteer profile says approved, you are now covered by the insurance and can lead your project.
- When reviewing your status, if your project is not in the online system for you to choose, check in with your community club leader to make sure the club project list has been submitted. Make sure to update your profile with the correct projects as soon as you can.

**\*\*DO NOT CREATE A SECOND PROFILE FOR ANY REASON\*\***

**\*IT IS YOUR RESPONSIBILITY TO CHECK YOUR REGISTRATION STATUS  
AND MAKE SURE YOU ARE FULLY ENROLLED BY DEC 31<sup>ST</sup>\***

## Resources:

Club Leader: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Your community club leader is your main point of contact for any issues you may have and to help you find resources you may need.

## County

Program Rep: Debbie McAdams  
Email: [DAMcAdams@ucanr.edu](mailto:DAMcAdams@ucanr.edu)

Phone Number: (858) 822-7735  
Website: [SanDiego4H.com](http://SanDiego4H.com)

The county website has the forms, information on different events and advisory boards we have, contact information for all the clubs, and a calendar of events.

## State

Website: <http://4h.ucanr.edu>