

UCANR 4-H Online Enrollment Process – Adult Volunteer

Review Chapter 6 Policy and Resources before processing enrollment:

Policy: <http://4h.ucanr.edu/Resources/Policies/Chapter6/>

Policy Resources: http://4h.ucanr.edu/Resources/Policies/Staff_Resources/

Adult Volunteer Steps

- Go to <https://v2.4honline.com/>
- Enter all Volunteer Application/Enrollment & Screening information required online and submit.
- Submit fee payment to Unit Leader/Organization Unit Volunteer.
- Family profile email will receive a reminder email to submit payment, complete required volunteer trainings.
- 4-H Online enrollment status and Volunteer Screening status will show as Submitted at this point.
- For New Adult Volunteers or Adult Volunteers who have had a break in service, contact the Unit Leader or County 4-H Office for information, additional requirements as identified by the County 4-H Office and forms to complete a live-scan clearance with the Department of Justice.
- Complete all required Volunteer orientations and trainings.

Unit Leader Steps

- County staff and Unit leaders will work together to confirm members prior to Approving the enrollment. See the [For Volunteers: Unit Leaders Confirming Members](#) and [For Staff: Unit Leaders Confirming Members](#) helpsheets.
ONLY confirm Adult Volunteers if payment & all completed forms are received. NO EXCEPTIONS.
- At this point, the unit status is confirmed but the enrollment and Volunteer Screening statuses are still Submitted.
- The Unit Leader submits payments for County and State fees for adult enrolled via 4-H Online to the County 4-H Office.

County 4-H Office Steps

- For New Adult Volunteers or Adult Volunteers who have had a break in service, verify all Livescan DOJ clearance information received, and any additional requirements as identified by the County 4-H Office are met.
- Verifies all required trainings are completed.
- Verifies all payments are received from Unit Leader for adult volunteer.
- Verifies there are no red-flag responses to the Confidential Self-Disclosure form/Volunteer Screening.
- Enrollment and Volunteer Screening statuses are still Submitted at this point.
- Notify County Director Adult Volunteer application is ready for an appointment decision.

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County Director Steps

- Will review volunteer application. County Director either approves (with or without condition) or denies enrollment.
- Volunteer appointment decisions are given to County 4-H Office staff.

County 4-H Office Steps

- Will arrange for approved Adult Volunteer to participate in a required 4-H Adult Volunteer orientation and make sure required trainings are completed before County Staff will arrange for approved Adult Volunteer to participate in a required 4-H Adult Volunteer orientation (if appropriate) and make sure required trainings are completed.
- If Volunteer is approved County Staff will:
 - o Confirm all required Volunteer trainings are completed.
 - o Login to 4-H Online and approve the Volunteer Confidential Self-Disclosure/Screening form.
The screening status will change from Submitted to Approved.
 - o Approve the Volunteer Enrollment.
Enrollment status will change from Submitted to Approved.
- Approved Adult Volunteer's status will then show as Active in 4hOnline. If there is a Conditional Appointment, a letter is sent and a [Note](#) is entered into 4-H Online.
- If Volunteer is **not** approved County Staff will:
 - o Login to 4-H Online and Reject the Volunteer Confidential Self-Disclosure/Screening form.
The screening status will change from Submitted to Rejected.
 - o Click to Send Back the enrollment.
Enrollment status will change from Submitted to Resubmit.
 - o Login to the Family Profile and go to the Member List.
The Volunteer will have a Resubmit Enrollment link.
 - o Click Resubmit Enrollment and click Delete to delete the enrollment.
 - o No profiles should remain as Submitted or Resubmit at this point in the process.
- Will prepare and send out Adult Volunteer Appointment cards for Unit Leaders (optional).

For additional information please refer to the [Family Enrollment Guide](#).

FAQ –

1. Does the Adult Volunteer need to submit a hard copy of the Self-Disclosure form?

No, if the Adult is enrolling in 4-H Online, they will complete this form online and provide electronic authorization.

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