



Glenn County 4-H Adult Volunteer Initial Appointment Process 2023-2024

Thank you for your interest in becoming a 4-H Adult Volunteer. As a volunteer, you will play an important role in the development of young people, helping them to identify their spark and develop the skills and positive outcomes that lead to thriving. Below are the steps to becoming a new volunteer. We look forward to working with you as an asset to the 4-H Youth Development Program. Please contact the Glenn County UCCE Office for questions or more information.

STEP #1	Fill out the 4-H Adult Volunteer Interest Survey online at: https://forms.gle/hwYWcAb9zfzQHJuK7 . *Note: One-on-one interview may be required (will be notified by county-based staff or volunteers).
STEP #2	Submit the 4-H Adult Volunteer application packet to UCCE Office or process online enrollment at: https://4h.zsuite.org/ . Create a profile, enter all required information, and submit. Adult Volunteer enrollment status will show as pending until all steps listed below are completed. See ZSuite Enrollment Tip Sheet on the back of the document.
STEP #3	Complete the required “2023-24 California New Volunteer Course” in eXtension.* Go to: https://campus.extension.org/enrol/index.php?id=2380), and create an account. (Approximately two hours) <ol style="list-style-type: none">1. 4-H Orientation - 40 minutes2. Foundations of Positive Youth Development - 20 minutes3. Abuse Risk Management for Volunteers - 15 minutes4. Level 1 Reporting Child & Abuse Neglect for UC Volunteers - 45 minutes5. 2-Deep Policy Short - 5 minutes * Note: The Glenn County Volunteer Enrollment Key is “Glenn” * For all eXtension help & support, visit: https://ucanr.edu/sites/extensionsupport/Tutorials/createaccount/ .
STEP #4	Complete your fingerprints (live-scan clearance) with the State Department of Justice. You will need to bring the “Glenn County 4-H Request for Live Scan Service” form with you. The forms can be obtained at the UCCE Office or online at: https://ucanr.edu/sites/glenn/files/386511.pdf . GLENN COUNTY OFFICE OF EDUCATION (\$20, subject to change) – (530) 934-6575 311 South Villa Avenue, Willows, CA 95988 Office Hours: Monday-Friday 8:00 a.m. – 4:30 p.m. and fingerprints are by appointment only and only on certain days of the week. Please note: YOU MUST CALL AHEAD AND SET UP AN APPOINTMENT AND PROVIDE A PHOTO ID. If there is a fee charged, we will reimburse you. Please bring your receipt to the UCCE Office or email glenncounty4h@ucanr.edu and allow two weeks for your request to be processed.
STEP #5	The application is reviewed by the County Director or designee. <ol style="list-style-type: none">a. If approved, notification of your 4-H Adult Volunteer appointment will be sent from 4-H ZSuite enrollment system, and you will receive a letter of approval from the County Director/designee along with your 2023-2024 Adult Volunteer Appointment Card.b. If there are any limitations on the appointment, they will be included in a letter sent from the County Director or designee.c. If not approved, a letter will be sent to the applicant from the County Director or designee.

For more information, contact the Glenn County UCCE Office at: 530-865-1107 or email: glenncounty4h@ucanr.edu.



ZSuite Enrollment Tip-Sheet

Enrollment is completed online at <https://4h.zsuite.org/>

Enrollment Process:

Enrolled in 4-H the past 5 years	New to 4-H or enrolled before 2018-2019
1. Go to https://4h.zsuite.org	1. Go to https://4h.zsuite.org
2. Click <i>Forgot Password?</i> and complete process to reset account and select PIN	2. Click <i>Sign Up</i>
3. Login to <i>Primary</i> profile	3. Create a Household
4. Click ' <i>Enroll Member/Volunteer Now</i> ' for the applicable member	4. Click '+ <i>Household</i> ' member' to add individuals to the household
5. Complete 4-H enrollment including units/projects and waivers	5. Complete 4-H enrollment including units/ projects and waivers
6. Click <i>Submit</i>	6. Click <i>Submit</i>
7. Pay enrollment fees to your local county 4-H office or unit leader	7. Pay enrollment fees to your local county 4-H office or unit leader
For Adult Volunteers:	
8. Complete additional volunteer requirements	8. Complete additional volunteer requirements

Contact your [local county 4-H office](#) for questions and support

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Inquiries regarding ANR's nondiscrimination policies may be directed to UCANR, Affirmative Action Compliance Officer, University of California, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1343.