



## Glenn County 4-H Adult Volunteer Re-Appointment Process 2023-2024

Thank you for your interest in continuing as 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 returning volunteer. We look forward to working with you as a valuable asset to the 4-H Youth Development Program. Please contact the Glenn County UCCE Office for questions or more information.

<b>STEP #1</b>	Submit the 4-H adult volunteer application packet to UCCE Office or process online enrollment at: <a href="https://4h.zsuite.org/">https://4h.zsuite.org/</a> . Click forgot password, enter all required information to complete, and select pin. 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.
<b>STEP #2</b>	Complete required "2023-24 4-H California Returning Volunteer Course" in eXtension* Go to: <a href="https://campus.extension.org/course/view.php?id=2380">https://campus.extension.org/course/view.php?id=2380</a> . (1 hour & 15 minutes) <ol style="list-style-type: none"><li>1. Level 2 Reporting Child Abuse &amp; Neglect for UC Volunteers - 15 minutes (in-course title is Abuse Prevention for UC Volunteers)</li><li>2. Abuse Risk Management for Volunteers - 15 minutes</li><li>3. 4-H Orientation - 40 minutes</li><li>4. 2 Deep Supervision Policy -5 minutes</li></ol> * Note: The Glenn County Volunteer Enrollment Key is "Glenn" * For all eXtension help & support, visit: <a href="https://ucanr.edu/sites/extensionsupport/Tutorials/createaccount/">https://ucanr.edu/sites/extensionsupport/Tutorials/createaccount/</a> .
<b>STEP #3</b>	The application is reviewed by the County Director or designee. <ol style="list-style-type: none"><li>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.</li><li>b. If there are any limitations on the appointment, they will be included in a letter sent from the County Director or designee.</li><li>c. If not approved, a letter will be sent to the applicant from the County Director or designee.</li></ol>

For more information, contact the Glenn County UCCE Office at: 530-865-1107 or email: [glenncounty4h@ucanr.edu](mailto: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 <a href="https://4h.zsuite.org">https://4h.zsuite.org</a>	1. Go to <a href="https://4h.zsuite.org">https://4h.zsuite.org</a>
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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