

Welcome to the 2016-2017 4-H Year!



University of California
Agriculture and Natural Resources

Dear Glenn County 4-H Families,

We hope you are ready for another exciting year in Glenn County 4-H. Please remember that all youth members and volunteers are required to enroll (or re-enroll) for the new 4-H year at 4HOnline, the online enrollment system of Glenn County 4-H. To help ensure your first time enrollment - to your re-enrollment, is as easy as possible, please read the information below and contact the UCCE Office if you have any questions prior to beginning the enrollment process. *If this is your first year in Glenn County 4-H, or it has been a few years since you have been involved with Glenn County 4-H, we recommend that you contact the Glenn County UCCE Office before enrolling in 4HOnline and let them know you would like to enroll and to receive your welcome packet.

Sincerely,

Sara van Tol
Glenn County 4-H Program Representative

4HONLINE ENROLLMENT OPENS JULY 1—DEADLINE TO ENROLL IS MONDAY, OCTOBER 10, 2016

Visit <https://california.4honline.com> to enroll for the new 4-H year!

Parents and Guardians are responsible for creating and maintaining family and member profiles.

FOR NEW YOUTH MEMBERS

- ◆ When you are ready to enroll in 4HOnline, you will create a new family profile
- ◆ Once your family profile is created, you may begin adding new youth member profiles to your family profile.
- ◆ For each youth profile you will complete the *Profile Information, Authorizations, Health Form and the Participation* sections of the enrollment.
- ◆ Each youth member must have a club and a project assigned to his or her profile in the Participation section. Some clubs have specific age and project requirements. Therefore, you should contact the UCCE Office to see what clubs are available for your youth before making a selection.
- ◆ When finished, click *Submit Enrollment*. You will need to turn in your signed *Code of Conduct Form* and *Health History Form* along with your \$40 enrollment fee to the UCCE Office before your enrollment is reviewed and made active for the new year!



FOR RETURNING YOUTH MEMBERS AND ADULT VOLUNTEERS

- ◆ DO NOT establish another family or member profile in 4HOnline if you are a returning 4-H member. Log into 4HOnline with your family e-mail address and password. ** Click *edit* next to the individuals you wish to re-enroll.
- ◆ Review profile information very carefully and update all required information in the *Profile Information, Authorizations, Health Form, and Participation* sections of the enrollment.
- ◆ When finished, click *Submit Enrollment*. You will need to turn in your signed *Code of Conduct Form* and *Health History Form* along with your \$40 enrollment fee for youth to the UCCE Office before your enrollment is reviewed and made active for the new year! (The volunteer enrollment fee is waived for the 2016-17.)

FOR NEW ADULTS WANTING TO VOLUNTEER

- ◆ All potential volunteers must complete an application. Your 4HOnline enrollment is considered your application. Create a new family profile, unless members of your household are already members.
- ◆ Once family profile is setup, you will then add individual adult profile. Complete all sections of the enrollment, including the Screening section.
- ◆ Make sure that you answer “yes” to the “are you a volunteer” question when completing the enrollment sections. This will allow you to see the enrollment fields that are relevant for volunteers.
- ◆ When finished, click *Submit Enrollment*. You will be contacted by the UCCE Office with further instructions for completing any required background screenings and volunteer trainings.

FOR ALL MEMBERS AND ADULT VOLUNTEERS

** At any time, if you lose your e-mail or password, contact the UCCE Office for assistance. DO NOT SET UP ANOTHER FAMILY and/or MEMBER PROFILE! Please write down your email address and password and place both in a secure location.

PLEASE MAKE YOUR CHECKS PAYABLE TO GLENN COUNTY 4-H COUNCIL

*Step-by-step instructions for enrollment in 4HOnline are available at the UCCE homepage:
http://ceglenn.ucanr.edu/Glenn_County_4-H_Program_286/Join_4-H/.