



4-H Adult Volunteer Initial Appointment Process

Revised July 2025

Napa County 2025-2026 4-H Adult Volunteer Initial (New) Appointment Process

For 4-H Program Year: July 1, 2025 – June 30, 2026

Thank you for your interest in becoming a 4-H adult volunteer. We look forward to working with you as a valuable asset to the 4-H Youth Development Program! Volunteers must be at least 18 years old.

Instructions:

- ✓ **STEP 1: Contact the UCCE Napa County 4-H Office**
 - Let us know you are interested in volunteering 4-H. We can help you with the 4-H enrollment process and identifying a volunteer role, as well as answer any questions you may have.
 - Contact Suzanne (Amaral) Raudaskoski at suzanne.amaral@countyofnapa.org or (707) 253-4146.
- ✓ **STEP 2: Interest Survey**
 - Go to <https://forms.gle/dpNcdx5M31Rp4efe7>.
 - Complete and submit the 4-H Adult Volunteer Interest Survey.
- ✓ **STEP 3: Enroll Online (ZSuite)**
 - Go to <https://4h.zsuite.org>.
 - Complete and submit a 4-H adult volunteer enrollment application.
- ✓ **STEP 4: 2025-2026 California New Volunteer Course (Extension)**
 - Go to <https://campus.extension.org/enrol/index.php?id=2718> (English). **(Code: Napa)**
 - Go to <https://campus.extension.org/enrol/index.php?id=2719> (Spanish). **(Code: Napa)**
 - Create a new account, check your email and click on the confirmation link, log into Extension, click on the course, and enter the code "Napa". Note: Every individual must use his or her own unique email address.
- ✓ **STEP 5: Submit the Enrollment Fee (\$28/adult)**

Choose one of the following:

 - Online (Credit Card):** Pay at <https://bit.ly/napaenrollmentfee>; service fee added.
 - Check or Cash:** Payable to **UC Regents**
Drop off or mail to:
UCCE Napa 4-H, 1710 Soscol Avenue, Suite 4, Napa, CA 94559
 - Request Fee Waiver:** To request a waiver or reduction of program enrollment fees, please submit your request in writing to the 4-H office.
- ✓ **STEP 6: Fingerprint Background Check (Live Scan)**
 - Obtain a Live Scan form from county 4-H staff.
 - Complete a fingerprint background check (Live Scan) with the California Department of Justice at any location in California that provides Live Scan services
Napa County locations: <https://oag.ca.gov/fingerprints/locations?county=Napa>.
- ✓ **STEP 7: Wait for Approval**
 - Your application will be reviewed.
 - When approved, notification will be sent from ZSuite. If there are any limitations on the appointment, a subsequent letter will be sent. If not approved, a letter will be sent from the Approving Designee.

Until your enrollment is approved, you are not authorized to conduct any 4-H meetings or activities, transport 4-H members, or perform other 4-H adult volunteer duties.

University of California Cooperative Extension, Napa County
(707) 253-4146 or suzanne.amaral@countyofnapa.org
Volunteer policies: [Ch-06-4-H-Adult-Volunteers](#)