



Glenn County 4-H Adult Volunteer Initial Appointment Process 2025-2026

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	<p>Fill out the 4-H Adult Volunteer Interest Survey online at: https://forms.gle/ps1jddBhU33E4QVd8 .</p> <p>*Note: One-on-one interview may be required (will be notified by county-based staff or volunteers).</p> <p>**After reviewing the Interest Survey, the 4-H CES will contact you and send you the DOJ/FBI Live Scan Request Application. Do not complete the Live Scan without receiving the proper documentation from the UCCE Office. Doing so may require additional Livescan appointments.</p>
STEP #2	<p>Submit the 4-H Adult Volunteer application packet to the UCCE Office or process online enrollment at https://4h.zsuite.org/ . The ZSuite system recommends using Chrome or Firefox browsers. Create a profile, enter all required information, and submit. Adult Volunteer enrollment status will show as pending until all steps listed below are completed and approved by office staff.</p> <p>*Note: When enrolling under unit roles, please review the following:</p> <p>Club Enrollment: Select Club</p> <ul style="list-style-type: none"> • Project Leader or Resource Leader- Other Volunteer • When selecting project type, you can add project leader, assistant project leader, or a resource leader • Key Leader of a Club- Primary Community Leader, Co-Community Leader, Assistant Community Leader <p>Attending 4-H Camp- Select Unit: Glenn County 4-H Camp</p> <ul style="list-style-type: none"> • Adult Volunteers at least 21 years of Age- Adult Chaperone • Adult Volunteers Ages 18-29- Camp Staff <p>When entering your project, if you do not see it as an option, please call the UCCE Office at 530-865-1107. Be sure to complete all the waivers and self-disclosure and press the red submit button at the bottom of the screen.</p>
STEP #3	<p>Complete the required “2025-2026 California New Volunteer Course” in Campus Extension. * Go to: https://campus.extension.org/course/view.php?id=2718 and create an account. (Approximately 1.5 hours) (Can be done in multiple sessions.)</p> <ol style="list-style-type: none"> 1. 4-H Volunteer Orientation Course- 40 minutes 2. 2-Deep Supervision Policy - 5 minutes 3. CANRA for Volunteers - 30 minutes 4. 4-H Thriving Model of PYD - 15 minutes 5. 4-H Vision and Impact - 5 minutes <p>* Note: The Glenn County Volunteer Enrollment Key is “Glenn”</p> <p>* For all Campus Extension help & support, visit: campushelp@extension.org. Once complete email your completion certificate to jmarron@ucanr.edu or ckampmann@ucanr.edu .</p>
STEP #4	<p>Complete your DOJ/FBI Live Scan Request with the State Department of Justice. You will need to bring the “Glenn County 4-H Request for Live Scan Service” form with you. Once you complete the 4-H Adult Volunteer Interest Survey Online, you can obtain the detailed letter and form by email or in person.</p> <p>Please note: YOU MUST CALL AHEAD AND SET UP AN APPOINTMENT AND PROVIDE A PHOTO ID. Please bring your receipt to the UCCE Office, or email ckampmann@ucanr.edu and/or jmarron@ucanr.edu with your receipt for the Glenn County 4-H program to reimburse you up to \$35.00. Please allow four weeks for your request to be processed.</p>
STEP #5	<p>The Community Education Specialist and the Regional Program Coordinator review the application. A letter will be sent from the Community Education Specialist with approval status and appointment card, limitations of the appointment, or a letter of non-approval.</p>

For more information, contact the Glenn County UCCE Office at 530-865-1107.

Updated 7.23.2025