



4-H Adult Volunteer Re-Appointment Process

Revised August 2023

Napa County 2023-2024 4-H Adult Volunteer (Returning) Re-Appointment Process

For 4-H Program Year: July 1, 2023 – June 30, 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. 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.

Re-Appointment Deadline: December 31, 2023

- 1. Submit 4-H adult volunteer re-application online in ZSuite at <https://4h.zsuite.org/>.**
Click *Forgot Password?* and complete process to reset account and select PIN. Login to *Primary* profile and click *Enroll Member/Volunteer Now* for the applicable member. Enter all required information and submit. The adult volunteer enrollment status will show as PENDING APPROVAL.
- 2. Complete required “2023-24 California Returning Volunteers Training” in eXtension.**
Go to <https://campus.extension.org/course/view.php?id=2380>.
Log into your existing account and click “2023-24 California Returning Volunteer Course” and enter the code “Napa”. Note: Every individual must use his or her own unique email address.
For technical support, please contact campushelp@extension.org.
- 3. Submit \$28 program enrollment fee to the UCCE Napa County 4-H Office.**
 - a. Credit Card:** Pay online at <http://ucanr.edu/napaenrollmentfee>; service fee added.
 - b. Check or Cash:** Make payable to **UC Regents** and drop-off or mail to:
UCCE Napa 4-H, 1710 Soscol Avenue, Suite 4, Napa, CA 94559
(no service fee charged for checks or cash).
 - c. Request Fee Waiver:** The 4-H Youth Development Program is open to participants, regardless of their ability to pay. To request a waiver or reduction of program enrollment fees, please submit your request in writing to the 4-H office.
- 4. The application is reviewed by the Approving Designee.**
If 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.

If your enrollment has not been submitted and approved before December 31, 2023, starting January 1, 2024 you are then not authorized to conduct any 4-H meetings or activities, transport 4-H members, or perform other 4-H adult volunteer duties, until you have been re-appointed and approved.

University of California Cooperative Extension, Napa County
(707) 253-4146 or suzanne.amaral@countyofnapa.org
<http://ucanr.edu/napa4H>

Volunteer policies: <http://4h.ucanr.edu/Resources/Policies/Chapter6/>

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