



## 4-H Adult Volunteer Initial Appointment Process

Revised August 2023

# Napa County 2023-2024 4-H Adult Volunteer Initial (New) Appointment Process

For 4-H Program Year: July 1, 2023 – June 30, 2024

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. 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.

- 1. Find a local 4-H Club at <http://ucanr.edu/napa4hclubs>.**  
Contact the 4-H Club Leader before enrolling.
- 2. Complete the interest survey at <https://forms.gle/NDzfnU1MxRxqJ5AP7>.**
- 3. Submit 4-H adult volunteer application online in ZSuite at <https://4h.zsuite.org/>.**  
If you do not already have a primary profile, click *Sign Up* and create a household. Click + *Household member* to add individuals to the household. Enter all required information and submit. The adult volunteer enrollment status will show as PENDING APPROVAL.
- 4. Complete required “2023-24 California New Volunteer Training” in eXtension.**  
Go to <https://campus.extension.org/course/view.php?id=2381> (English).  
Go to <https://campus.extension.org/course/view.php?id=2382> (Spanish).  
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. For technical support, please contact [campushelp@extension.org](mailto:campushelp@extension.org).
- 5. 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.
- 6. Complete fingerprint background check – Live Scan – with the California Department of Justice.**  
**\*County 4-H staff will provide you with the Live Scan form and instructions.**  
Complete at any location that provides Live Scan. Fees vary between \$20 and \$75 depending on the provider. Napa County locations: <https://oag.ca.gov/fingerprints/locations?county=Napa>
- 7. 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.

**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.**

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<http://ucanr.edu/napa4H>

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

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