



UC ANR 4-H Online Enrollment Process – Adult Volunteer

Review Chapter 6 Policy and Resources before processing enrollment:

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

Policy Resources: http://4h.ucanr.edu/Resources/Policies/Staff_Resources/

Adult Volunteer Steps

- Go to <https://v2.4honline.com/>
- Enter all Volunteer Application/Enrollment & Screening information required online and submit.
- Family profile email confirmation of submitted enrollment with a reminder to pay program fees and complete required volunteer trainings.
- Submit program fee payment to Unit Leader/Organization Unit Volunteer or County 4-H Office.
 - 4-H Online enrollment status and Volunteer Screening status will show as Submitted at this point.
- Complete all required Volunteer orientations and trainings.
- For New Adult Volunteers or Adult Volunteers who have had a break in service, contact the Unit Leader or County 4-H Office for information, additional requirements as identified by the County 4-H Office and forms to complete a live-scan clearance with the Department of Justice.*

Unit Leader Steps

Currently enrollments can be approved by County staff only.

Registration Max, the vendor of 4-H Online 2.0, is currently working on adding features that would allow Volunteer Enrollment Coordinators to confirm members before they are made active in the system.

When this feature is built out, this process will be updated, and additional resources will be released by the State 4-H Office.

- Work with County staff to confirm members prior to Approving the enrollment. See the [For Volunteers: Unit Leaders Confirming Members](#) helpsheet.
ONLY confirm Adult Volunteers if payment & all completed forms are received.
NO EXCEPTIONS.
 - At this point, the unit status is confirmed but the enrollment and Volunteer Screening statuses are still Submitted.
- Submits payments for County and State program fees for adult enrolled via 4-H Online to the County 4-H Office.

County 4-H Office Steps

- For New Adult Volunteers or Adult Volunteers who have had a break in service, verify all Livescan DOJ clearance information received, and any additional requirements as identified by the County 4-H Office are met.*
- Verifies all required trainings are completed.
- Verifies all payments are received from Unit Leader for adult volunteer.
- Verifies there are no red-flag responses to the Confidential Self-Disclosure form/Volunteer

County Director Steps

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- Reviews volunteer application. County Director either approves (with or without condition) or denies enrollment.
 - Gives Volunteer application and appointment decisions to County 4-H Office staff.
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County 4-H Office Steps

- Arranges for approved Adult Volunteer to participate in a required 4-H Adult Volunteer orientation (if appropriate) and make sure required trainings are completed.
 - If Volunteer is approved County Staff will:
 - Confirm all required Volunteer trainings are completed.
 - Login to 4-H Online and approve the Volunteer Confidential Self-Disclosure/Screening form.
 - The screening status will change from Submitted to Approved.
 - Approve the Volunteer Enrollment.
 - Enrollment status will change from Submitted to Approved.
 - Approved Adult Volunteer's status will then show as Active in 4hOnline. If there is a Conditional Appointment, a letter is sent and a Note is entered into 4-H Online.
 - If Volunteer is not approved County Staff will:
 - Login to 4-H Online and Reject the Volunteer Confidential Self-Disclosure/Screening form.
 - The screening status will change from Submitted to Rejected.
 - Click to Send Back the enrollment.
 - Enrollment status will change from Submitted to Resubmit.
 - Login to the Family Profile and go to the Member List.
 - The Volunteer will have a Resubmit Enrollment link.
 - Click Resubmit Enrollment and click Delete to delete the enrollment.
 - No profiles should remain as Submitted or Resubmit at this point in the process.
 - Prepares and send out Adult Volunteer Appointment cards for Unit Leaders (optional).
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For more information on self-enrolling in [4-H Online](#) please see the [Family Enrollment Guide](#).

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