UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources   ▌ 4-H Youth Development Program

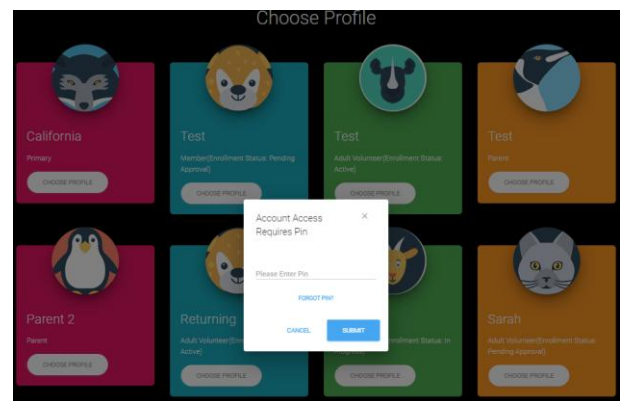# For Volunteers: Download Health Forms

Purpose:

2025-2026 health history and treatment authorization information is stored externally to the ZSuite enrollment system. Having the ability to export this information together is important for the safety of our youth members. This helpsheet will explain the Unit Leader process to download 25-26 Health History & Treatment Authorization report for youth members.
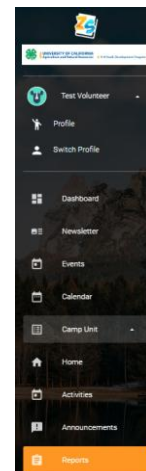
Before beginning make sure:
- Your unit volunteer role is one or more of the following:
  - Primary Community Leader
  - Assistant Community Leader
  - Co-Community Leader
  - Enrollment Coordinator
- Your enrollment has been approved and made Active in ZSuite.
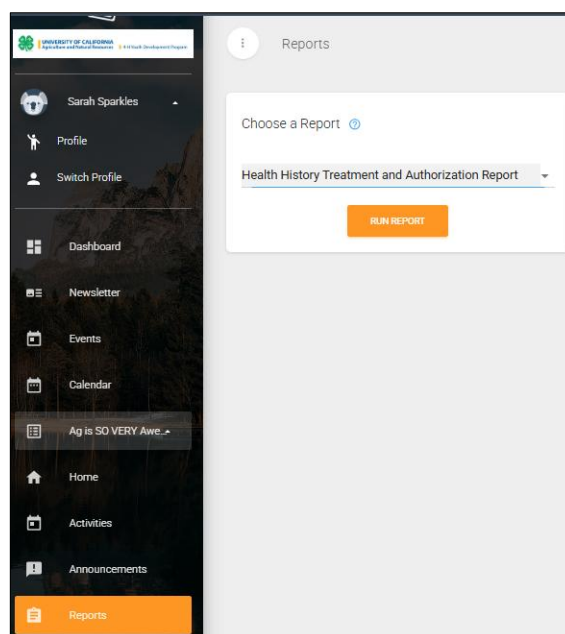
Download Health History & Treatment Information

1. Login to ZSuite and your Household account
2. Select your Household member profile by clicking *CHOOSE PROFILE*.
3. Enter your ZSuite PIN.

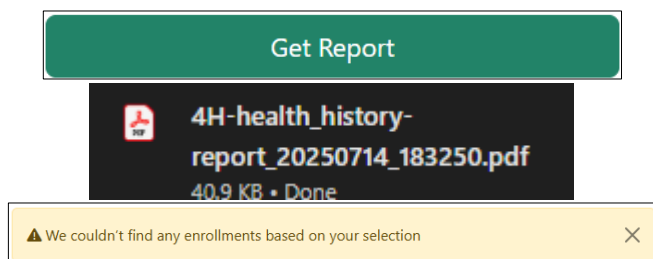4. In the Navigation Pane, click the sub-menu next to the name of the unit and select *Reports*.

1. In the Choose a Report section, select the *Health History Treatment and Authorization Report* from the drop-down menu.
2. Click *RUN REPORT* and a new browser tab will open in the UC ANR data portal.

3. Select the desired Year, County, Unit, and Project filters.
4. A message will appear in the report section if there are no results that match the selected filters.

> **We are working to add an "All Projects" option on the project filter. Until this work is done, volunteers may need to run multiple reports to get the desired data.**

5. Click *Get Report* and the system will automatically download a PDF file.
6. A message will appear if there are no results that match the selected filters.
7. Click to open the PDF file.

FAQ

1. **How can other volunteers download the Health History & Treatment Authorization report?**
   This, and other unit reports, are only available to unit leader with unit management permissions. Leaders with unit management permissions may download and provide the report to other appointed volunteers as needed (eg project leaders).

2. **Can families print out their own Health History & Treatment Authorization form?**
   Yes. Families can print out their 2025-2026 submitted Health History & Treatment Authorization form. Please see the [Member: Download Health Form helpsheet](#) for guidance.

For questions, please contact your [local county 4-H office](#).