



For Unit Leaders: Identifying Volunteers that were Active Last Year

Purpose:

Starting July 1st, volunteers that previously had an Active enrollment may continue to serve as an Adult Volunteer until December 1st. This is the grace period that allows Adult Volunteers that were enrolled in the previous year to continue to serve the program without an approved and Active enrollment. This period expires on December 1st. This helpsheet provides adult volunteers with unit management permissions with guidance on how to identify volunteers that had an Active enrollment the previous year and may continue to serve as a 4-H Adult Volunteer until December 1st of the current program year.

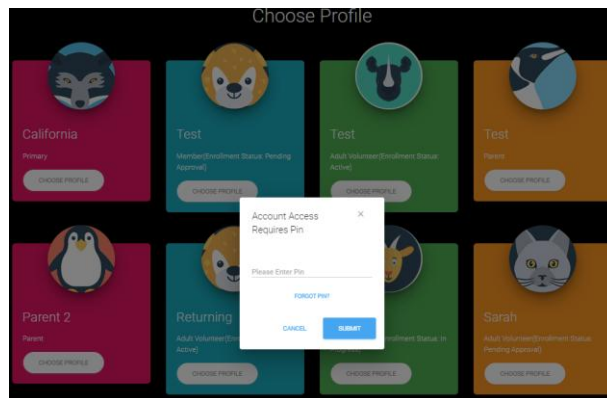
Before beginning make sure:

- Your unit volunteer role is one or more of the following:
 - Primary Community Leader
 - Assistant Community Leader
 - Co-Community Leader
 - Enrollment Coordinator

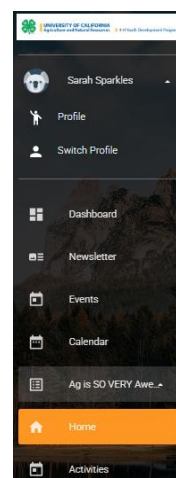
Your enrollment has been approved and made Active in ZSuite.

Steps to Identify Volunteers that were Active the Previous Year

1. Login to [ZSuite](#) and your Household account
2. Select your Household member profile by clicking **CHOOSE PROFILE**.
1. Enter your ZSuite PIN.



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



- Scroll to the Volunteers section and select the previous enrollment year.
- Click EXPORT TO CSV if you would like to print or view the information as a CSV file.

Volunteers listed on this screen had an approved and Active status in the previous enrollment year and are eligible to continue to serve as a 4-H Adult Volunteer during the 6 Month Overlap period from July 1 – December 1.

Name	Role	Is Club Primary	Email	Phone	Enrollment Status	Enrollment Comments	State Comments
Danon Holmes	ADULT YOUTH COMMUNITY LEADER	✓	rosehopes@att.net	530-574-7929	ACTIVE		
Happy Sparkle	COCOMMUNITY LEADER	✓	cathycountymanager@gmail.com	555-555-5555	ACTIVE		
Jessica Sparkles	ENROLLMENT COORDINATOR	✓	cathycountymanager@gmail.com	555-555-5555	ACTIVE		
Sarah Sparkles	COCOMMUNITY LEADER	✓	cathycountymanager@gmail.com	555-555-5555	ACTIVE		
Christine Training	ENROLLMENT COORDINATOR	✓	sassylonglegs@gmail.com	333-444-2222	ACTIVE		

FAQ

- Do volunteers, Active in the previous year, need to wait until December 1st to re-enroll?**
No. Volunteers are encouraged to re-enroll earlier if possible.

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

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