



Glenn County 4-H Adult Volunteer Initial Appointment Process 2024-2025

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. Below are the steps to becoming a new volunteer. We look forward to working with you as an asset to the 4-H Youth Development Program. Please contact the Glenn County UCCE Office for questions or more information.

STEP #1	<p>Fill out the 4-H Adult Volunteer Interest Survey online at: https://forms.gle/hwYWcAb9fzfQHJuK7. *Note: One-on-one interview may be required (will be notified by county-based staff or volunteers). **After reviewing the Interest Survey, the 4-H CES will contact you and send you the DOJ and FBI Live Scan Request Application. Do not complete the Livescan without receiving the proper documentation from the UCCE Office. Doing so may require additional Livescan appointments.</p>
STEP #2	<p>Submit the 4-H Adult Volunteer application packet to UCCE Office or process online enrollment at: https://4h.zsuite.org/. Create a profile, enter all required information, and submit. Adult Volunteer enrollment status will show as pending until all steps listed below are completed. See ZSuite Enrollment Tip Sheet on the back of the document.</p>
STEP #3	<p>Complete the required “2024-25 California New Volunteer Course” in Campus Extension. * Go to: https://campus.extension.org/enrol/index.php?id=2381 and create an account. (Approximately 1.5 hours) (Can be done in multiple sessions.)</p> <ol style="list-style-type: none"> 1. 4-H Orientation - 40 minutes 2. CANRA for Volunteers - 30 minutes 3. 4-H Thriving Model of PYD - 15 minutes 4. 2-Deep Policy Short - 5 minutes 5. 4-H Vision Impact - 5 minutes <p>* Note: The Glenn County Volunteer Enrollment Key is “Glenn” * For all Campus Extension help & support, visit: campushelp@extension.org.</p>
STEP #4	<p>Complete your DOJ/FBI Live Scan Request with the State Department of Justice. You will need to bring the “Glenn County 4-H Request for Live Scan Service” form with you. The form can be obtained at the UCCE Office or via email.</p> <p>GLENN COUNTY OFFICE OF EDUCATION 311 South Villa Avenue, Willows, CA 95988 Office Hours: Monday-Friday 8:00 a.m. – 4:30 p.m. and fingerprints are by appointment only and only on certain days of the week. Call (530) 934-6575.</p> <p>Please note: YOU MUST CALL AHEAD AND SET UP AN APPOINTMENT AND PROVIDE A PHOTO ID. There is a fee \$35.00 fee (subject to change), Glenn County 4-H will reimburse you up to \$35.00. Please bring your receipt to the UCCE Office or email glenncounty4h@ucanr.edu, and allow four weeks for your request to be processed.</p>
STEP #5	<p>The application is reviewed by the County Director or designee.</p> <ol style="list-style-type: none"> a. If approved, notification of your 4-H Adult Volunteer appointment will be sent from 4-H ZSuite enrollment system, and you will receive a letter of approval from the County Director/designee along with your 2024-2025 Adult Volunteer Appointment Card. b. If there are any limitations on the appointment, they will be included in a letter sent from the County Director or designee. c. If not approved, a letter will be sent to the applicant from the County Director or designee.

For more information, contact the Glenn County UCCE Office at 530-865-1107 or email: glenncounty4h@ucanr.edu.



ZSuite Enrollment Tip-Sheet

Enrollment is completed online at <https://4h.zsuite.org/>

Enrollment Process:

Enrolled in 4-H the past 6 years	New to 4-H or enrolled before 2018-2019
1. Go to https://4h.zsuite.org	1. Go to https://4h.zsuite.org
2. Enter account email and password. Click <i>Forgot Password?</i> and complete process to reset account and select PIN	2. Click <i>Sign Up</i>
3. Login to <i>Primary</i> profile and update household and profile information. Click Household Profile from the left menu to update your mailing address. Click pencil icon next to the household member to update profile information (name, birthday, role).	3. Create a Household
4. Click ' <i>Enroll Member/Volunteer Now</i> ' for the applicable member	4. Click '+ Household' member' to add individuals to the household
5. Complete 4-H enrollment including units/projects and waivers	5. Complete 4-H enrollment including units/ projects and waivers
6. Click <i>Submit</i>	6. Click <i>Submit</i>
7. Pay enrollment fees to your local county 4-H office or unit leader	7. Pay enrollment fees to your local county 4-H office or unit leader
For Adult Volunteers:	
8. Complete additional volunteer requirements	8. Complete additional volunteer requirements

Contact your [local county 4-H office](#) for questions and support

The University of California Division of Agriculture & Natural Resources (UCANR) is an equal opportunity provider. (Complete nondiscrimination policy statement can be found at <http://ucanr.edu/sites/anrstaff/files/215244.pdf>)

Inquiries regarding ANR's nondiscrimination policies may be directed to UCANR, Affirmative Action Compliance Officer, University of California, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1343.