



Santa Clara County How to Enrollment Guide: New and Returning Youth and Volunteers

New Youth Members

- A laptop or desktop is recommended .
- Select a [local club](#) and connect with the community club leader(s) to learn more about the club and project offerings.
- Create a “Family” profile on [4-H Online](#) or join a “Family” that already exists if you are a younger sibling/family member.
- Sign-up for the project(s). You can add/update throughout the year.
- Pay annual 4-H [enrollment fee online](#) by credit card. Fill out the [fee waiver form](#).¹
- *Individual 4-H clubs, ranches and projects may collect an approved assessment for operating expenses. Fee waivers are available by request.*

Returning Youth Members

- Login to the “Family” profile on [4-H Online](#) using previous family profile email & password (do not create a new profile).
 - Teens who would like to receive 4-H emails directly are encouraged to add THEIR contact info on their individual profile in [4-H Online](#).
 - Sign-up for project(s). You can add & update throughout the year. Update any information that has changed (remove projects and clubs you are not part of this year) and re-enroll.
- Pay annual [enrollment fee online](#) by credit card or indicate if you are seeking a fee waiver on the payment survey.
- *Pay club directly for any additional fees.*

New Adult Volunteers

- A laptop or desktop is recommended.
- Complete [4-H Volunteer Interest Survey](#).
- Create an adult volunteer profile on [4-H Online](#) or join your “Family” that already exists if your family already has a profile.
- Complete eXtension training : [2022-2023 California New Volunteer Course \(Spanish version\)](#). Check your email from 4-H Online for Santa Clara County password.
- Complete fingerprint requirement by [scheduling an appointment](#) Complete “Applicant Information”, print and take to your appt. Here is an [example form](#).
- Pay the annual family [enrollment fee online](#) by credit card. If your children are enrolled, **do not** pay another family fee.

Returning Adult Volunteers

- A laptop or desktop is recommended
- Update the adult volunteer profile on [4-H Online](#) using previous family profile email & password (do not create a new profile). Re-enroll and remove projects & clubs you are not part of this year.
- Complete eXtension training [2022-2023 California Returning Volunteer Course](#) (20 mins). Check your email from 4-H Online for SCC password.
- Pay the annual family [enrollment fee online](#) by credit card. If your children are enrolled, **do not** pay another family fee.
- If you have not previously, please complete the [4-H Volunteer Interest Survey](#).

You will receive an automated email after you enroll in 4-H Online stating that “enrollment has been submitted” and “is not yet complete.”
You will become “ACTIVE” once all enrollment steps are completed.

Pro Tips

- *When completing your 4-H online screening ?’s, be sure to answer #4 with CA (or other state). DO NOT enter your whole driver’s license # or it will be returned to you.*
- Contact information in 4-H Online is how the county 4-H office knows how to reach you. Please make sure this information is accurate.
- Only one family member can use the same email as the family profile email (the one used to log into 4-H Online) – update all of your member’s email address.
- Volunteers should indicate if they are a project leader in 4-H Online. This is how the report is generated to communicate to project leaders & submitted to the Fair.
- Returning Volunteers are covered by UC insurance through Dec 31, 2022. After Jan 1, 2023, you are no longer protected by UC unless you re-enroll.

