



# How to Enrollment Guide: New and Returning Youth and Volunteers

## New Youth

- Choose a club (see [map](#) or contact our 4-H Office 650-276-7422 for suggestions).
- Create a “Family” in [4-H Online](#) or join a “Family” that already exists if you are a younger sibling/family member.
  - Sign-up for the project(s) that interests you. You can add/update throughout the year.
- Pay \$80 [enrollment fee online](#) by credit card, check or [sponsorship](#).<sup>1</sup>

## Returning Youth

- Login to the “Family” in [4-H Online](#) using previous family profile email address (do not create a new profile).
  - Teens who will be camp director, asst director, and managers are asked to put THEIR contact info in [4-H Online](#).
  - Sign-up for the project(s) that interests you. 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 \$80 [enrollment fee online](#) by credit card, check or [sponsorship](#).<sup>1</sup>

## New Volunteers

- Complete [4-H Volunteer Interest Survey](#).
- Create a “Family” in [4-H Online](#) or join a “Family” that already exists if your family already has a profile.<sup>1</sup>
- Take eXtension training [2021-22 California New Volunteer Course](#) (~3 hrs).
- Take additional county-led 4-H training (dependent on your role).
- Complete fingerprint requirement using this [LiveScan form](#).
- Pay \$28 [enrollment fee online](#) by credit card, check or club sponsorship.

## Returning Volunteers

- Login to the “Family” in [4-H Online](#) using previous family profile email address (do not create a new profile).
  - Update any information that has changed (remove projects and clubs you are not part of this year) and re-enroll.
- Take eXtension training [2021-22 California 4-H Returning Volunteers Course](#) (20 mins).<sup>2</sup>
- Take additional county-led 4-H training (dependent on your role).
- Pay \$28 [enrollment fee online](#) by credit card, check or club sponsorship.

You will receive an automated email after you enroll in 4-H Online stating that you are “PENDING.” You will become “ACTIVE” once all enrollment steps are completed.

## Pro Tips

- 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. Note: Only one family member can use the same email as the family profile email (the one used to log into 4-H Online) – update 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 and submitted to the San Mateo County Fair for your fair passes.
- Returning Volunteers are covered by UC insurance through Dec 31, 2021. After Jan 1, 2022, you are no longer protected by UC unless you re-enroll.



<sup>1</sup> For reduction or waiver of youth enrollment fees, please fill out the [2020-2021 San Mateo/San Francisco Counties Request for 4-H Program Fee Waiver/Reduction application](#).

<sup>2</sup> If you had a 2019-2020 and/or 2020-2021 break in service (policy exception), you will also be required to take the standalone course, “[Reporting Child Abuse and Neglect](#).”