



4hOnline is an enrollment system that is designed for parents or legal guardians to access and create family enrollment profiles online. However, online enrollment is one portion of the enrollment process. There are required forms that must be submitted to the club leader along with payment. The role of a VEC1 provides extra support in making the enrollment process as efficient as possible at the club level.

**Purpose & General Guidelines:** These guidelines set forth the requirements and processes for utilizing volunteers to administer club-level functions for the 4hOnline Enrollment System. They should be used by the 4-H youth development staff to provide training to adult volunteers prior to granting access to 4hOnline with access to the records of others in their club.

For the purposes of these guidelines, 4hOnline Volunteer Enrollment Coordinator 1 (VEC1) will refer to anyone:

- Not considered a paid staff member assigned to the 4-H Youth Development Program who is granted access to the 4hOnline system beyond their own family level and not beyond their own club level.
- That is a 4-H Adult Volunteer who has enrolled in a specific 4-H club in the role of Enrollment Coordinator. Note: A club leader can serve as the Enrollment Coordinator as well.
- That supports the club's enrollment process by creating family and member profiles from paper enrollments and submitting the enrollment so member status is Pending. (*\*applies to families submitting paper enrollment packets.*)
- That supports the club's enrollment process, by confirming in the 4hOnline system, that the enrollment documentation and payments needed are verified and complete.
- That runs reports in 4hOnline for their designated 4-H club as needed.
- Acknowledges the sole purpose of collecting information on 4-H participants is to deliver educational programs. In accordance with UC policy, no 4-H YDP mailing list will be given to other non-UC organizations or individuals. The use of information collected in the 4hOnline system shall not be used for any non-4-H purpose.

### **Initial Enrollment or Re-enrollment Input Procedures**

This step in the 4hOnline Enrollment system refers to the initial enrollment or re-enrollment of persons at the family level. Submitting enrollments into 4hOnline will then move a member to Pending Status. VEC1s DO NOT approve or make enrollments Active in 4hOnline. The final step of making a profile Active is done by the County office and/or designated VEC2.

1. When enrolling or re-enrolling a 4-H member or adult volunteer, the person entering the information must have a paper enrollment form signed by the adult volunteer (in the case of adult enrollment) or the parent or guardian of the 4-H member (in the case of a youth enrollment) before checking the *Confirm* button at the bottom of the profile.
2. The Parent Consent for 4-H Online Evaluation and Research Surveys consent appears for youth member profiles. This is the only consent listed on the authorization screen that a parent/guardian may elect to mark Non-Consent. All other authorizations require consent.





3. When enrolling or re-enrolling a 4-H member or adult volunteer, the person entering the information must have a WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT form signed by the adult volunteer (in the case of adult enrollment) or the parent or guardian of the 4-H member (in the case of a youth enrollment) before checking the Waiver Confirmation Box.
4. The Volunteer Confidential Self-Disclosure Form (VCSF) can be completed online by the adult who enrolls on their own. The adult who submits a VCSF in hard copy with an enrollment packet must submit this to the county 4-H office; as only staff are permitted to view this information. If the VCSF is attached to the enrollment application and given to a club leader or VEC1, it must be immediately removed, secured in a confidential manner and given to the 4-H staff person authorized to review it. Volunteers should never review another volunteer's VCSF.
5. The medical release and health history forms are to be submitted to and kept with the club leader. The county office may also request a copy to be kept and those procedures will vary depending on county.
6. Indications of race and ethnicity are self-identified by the applicant. The selection in 4hOnline must match what is indicated on the application. The person entering data shall not change what is indicated on the form. If the race/ethnicity is not checked, *Prefer Not to State* will become the default.
7. Each unit or county should have in place a procedure for obtaining missing information which shall be given in writing to and followed by the VEC1.

### **Entering and Editing Club, Project and Group Information**

- The paper application shall be the primary source of information about club, project and group information.
- Requests for changes to clubs, projects and groups are to be expected after the initial enrollment period. Such requests should be made to the VEC or 4-H staff by the Community Club Leader or designee in order to ensure that the club management is aware of and has approved such changes in accordance with club and county policy. The requests should be documented in writing, via email or written and dated notes of telephone requests and placed in a club file at the UCCE office or attached to the original enrollment form for future reference.

### **Acceptance of policies & certification:**

Persons willfully violating any of the guidelines will be reviewed on a case-by-case basis. Consequences of violating the guidelines may include one or more of the following:





- Removal from VEC1 position
- Suspension of access to 4hOnline
- Review and limitation of volunteer appointment
- Termination of volunteer appointment

County 4-H Staff will provide a copy of the signed agreement to the 4-H Adult Volunteer, and keep a copy on file in the County 4-H Office.

\_\_\_\_\_  
Name of Staff Member Providing Training (print)

\_\_\_\_\_  
Name of 4-H Adult Volunteer

\_\_\_\_\_  
Signature of Staff Member

\_\_\_\_\_  
Signature of 4-H Adult Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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