Returning Volunteer Enrollment

Maryland 4-H enrollment follows the calendar year. 4-H youth members and adult volunteers must enroll in the Maryland 4-H program each year to participate in 4-H clubs, projects, programs, events, and activities.

Each year on January 1 the 4-H Online system "re-sets" all youth and adult membership records for the new year. Shortly after the system re-sets, 4-H Online will be open to accept enrollment for the new program year. To re-enroll in Maryland 4-H, each 4-H family must log in to their family profile and individually enroll each family member who wants to participate in 4-H. While new members and Volunteers can join 4-H at any time during the year, all certified UME 4-H Volunteers who are returning for another year of 4-H must **re-enroll by March 1**.

When re-enrolling, returning Volunteers complete their annual Volunteer Renewal Agreement and report the number of hours they spent performing volunteer work for the 4-H program in the previous year. Volunteers are also asked to report how many 4-Hers they worked with in the previous year. This self-reporting helps create a true picture of the time and energy Volunteers dedicate to 4-H and allows us to communicate their value to the public and program stakeholders.

When a certified UME Volunteer is initially onboarded, they are screened for suitability to work with youth. As part of the annual 4-H Online enrollment process, returning Volunteers are required to answer a few questions to update their screening information. The type and number of questions the Volunteer must answer are based on the role(s) they perform for the 4-H Program. Screening questions may cover personal information, previous screenings, transportation, and/or legal involvement. Returning Volunteers must also certify their answers and consent to re-screening as part of their terms of service.

Beginning in 2021, all certified UME 4-H Volunteers will be required to undergo a periodic UME Volunteer Background Check. This UME Background Check is not related to the 4-H Online enrollment screening. The UME Background Check is a separate process that is conducted by the office of the Extension Director. It is not facilitated by 4-H Online.

Adults who are **not** certified UME Volunteers and who are **not** applying to become one should **not** create an adult volunteer enrollment. They may create a **Participant** profile. See the **Participant Profile guide** for instructions.

To enroll as a returning 4-H Volunteer, follow these steps:

| |
|---|
| **Log in to 4-H Online**

• The e-mail address associated with the 4-H Online family profile is the login ID.

• Password can be re-set using the link below the sign-in fields.

DO NOT CREATE A NEW 4-H ONLINE FAMILY PROFILE IF ONE ALREADY EXISTS. Contact your local 4-H office if you need help locating or logging in to your 4-H Online family profile. |

UNIVERSITY OF
MARYLAND
EXTENSION
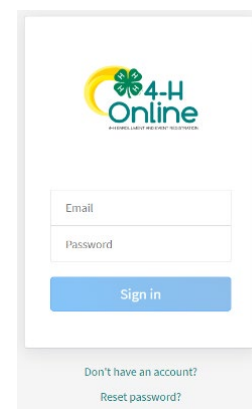
Locate your volunteer Member record

- Click the **Enroll Now** link next to your name
- If you do not have a Member record in 4-H Online, you were not enrolled last year and you may have to be re-certified as a UME Volunteer. Contact your local 4-H office for direction.

After you click **Enroll Now** you will be asked to verify that you want to enroll as a 4-H Volunteer. Click the blue **Enroll** button to proceed. You will see the instructions for the first enrollment screen (Volunteer Types).

TIP: Be sure to read each instruction screen before proceeding to the next enrollment step.
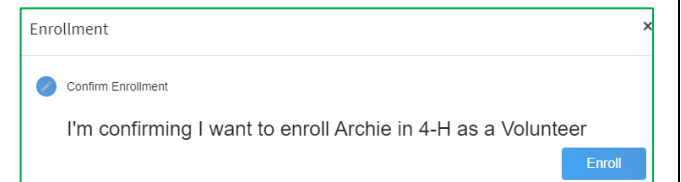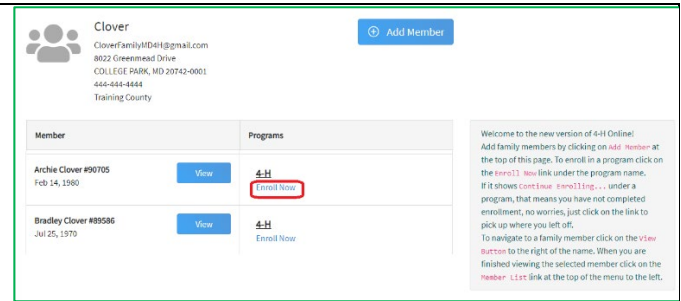
Adult Volunteer Enrollment Process

Unlike the youth enrollment process, the adult volunteer enrollment process requires **two steps** to submit a complete enrollment record:

- **Step 1 - Registration** collects personal, demographic, and involvement information about the returning Volunteer.
- **Step 2 - Screening** collects periodic review and screening information about the returning Volunteer.

Once the first step of enrollment (**Registration**) is completed and submitted, the second step (**Screening**) will automatically open.

Once the **Screening** is completed and submitted, the enrollment record is complete and ready for local 4-H program review and approval.
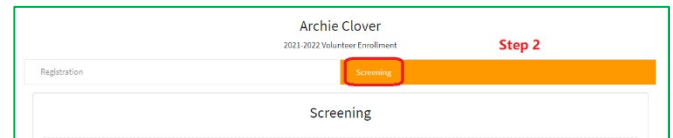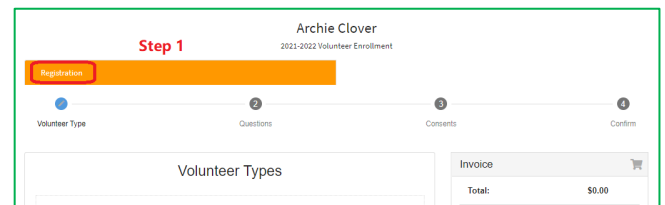
1. Volunteer Types and Roles

There are 3 **types** of Volunteers serving Maryland 4-H. Within each type are several **roles**:

- **Type** - **Unit Volunteer**
  Roles: Organizational Club Leader, Clover Leader, Activity Leader, Resource Leader, Unit Leader, Camp Leader
- **Type** - **Project Volunteer**
  Roles: Project Leader, Project Coach, Shooting Sports Certified Instructor
- **Type** - **Program Volunteer**
  Roles: Resource Volunteer, Activity Volunteer, Independent Learning Mentor, Fair Superintendent, Committee/Board Member, Judge, Episodic Volunteer

TIP: Before making your selections, review the chart on page 11 for definitions of each volunteer type and role. This will help you choose the correct roles.

View this chart on Page 11

Read the instructions for the Volunteer Types step, then click **Select Volunteer Types** at the bottom of the page to proceed.

Your 4-H Volunteer Position Description should identify the role you have agreed to perform for your 4-H program. Select the volunteer type and role that best matches your Position Description. You may select more than one role, as long as you have a current, signed Position Description for each one you select.

If you perform a listed role that is **NOT** part of your "official" 4-H Volunteer duties and for which you have **NOT** signed a 4-H Volunteer Position Description, do not select that volunteer role when you enroll in 4-H Online.

NOTE: You will see New Applicant on the Volunteer type menu. This option is only for adults who are applying to become a NEW certified UME 4-H Volunteer.

When you choose a volunteer type from the drop-down menu, the roles for that type will appear. Click **Add** to select a role. After you click **Add,** the **Volunteer Renewal Agreement** for that role will display. You must type your name as your signature, click the bubble next to the statement, and click **Accept** to add the role to your enrollment.

Repeat to select additional volunteer types and roles.

You may choose more than one role under a Volunteer Type. For instance, as a Unit Volunteer you could be both an Organizational Club Leader and a Camp Leader. You can add both roles to your enrollment by clicking **Select Volunteer Type** button and choosing Unit Volunteer from the dropdown menu, then the role. Once you have selected a role it will be removed from the dropdown menu.

If you are not sure what Position Descriptions you have signed, contact your local 4-H Office.
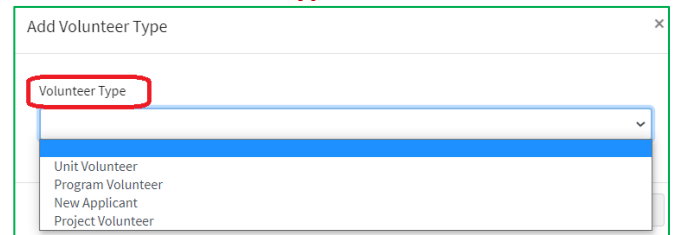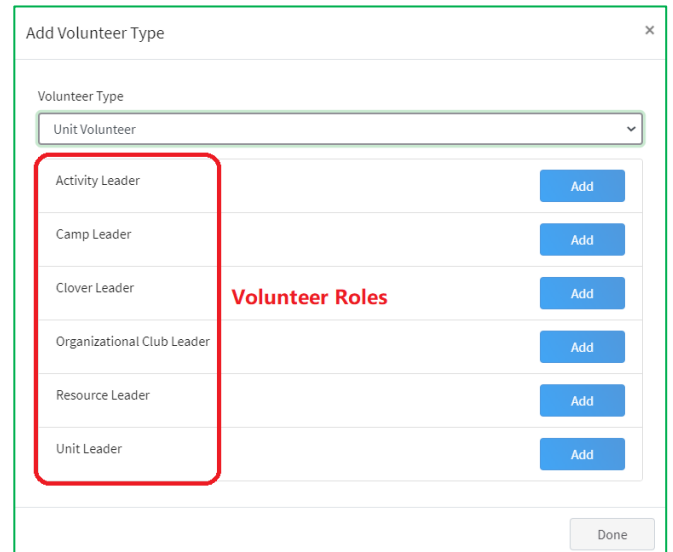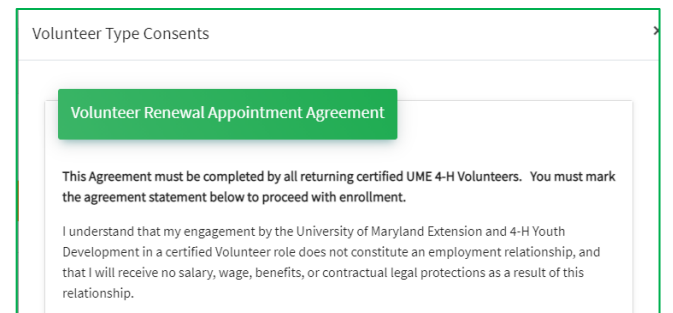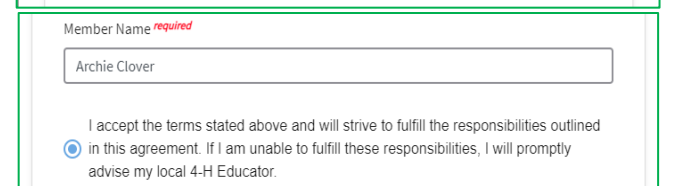
If you would like to serve in a different volunteer role than you have in the past, contact your local 4-H Office before completing and submitting your enrollment.

If your 4-H Volunteer roles change during the year, your enrollment record can be updated by your county/city 4-H Online Manager.

Volunteer Type Instructions
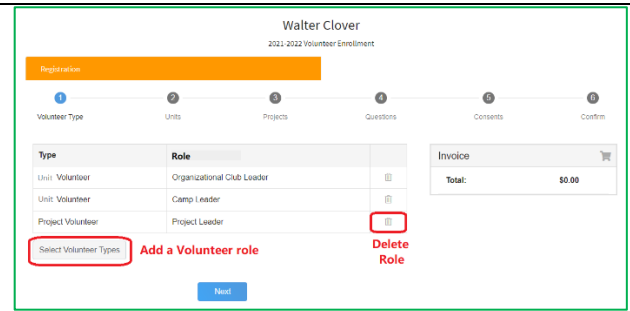
Volunteer Type & Role Menus

Once you have selected your volunteer types and roles, review and make changes if needed. To remove a role, click the trash can icon next to the entry.

Click **Next** to continue your enrollment.

2. Units

4-H units are how youth participate in 4-H. Volunteers who select **Unit Volunteer roles** can designate what 4-H unit they serve. There are several types of 4-H units to choose from:

- 4-H Clubs
- 4-H In School programs
- 4-H After School programs
- 4-H Camping programs

You will be able to identify the type of 4-H unit from its name in 4-H Online:

- Lucky Four **4-H Club**
- Clover Elementary **4-H In School**
- Cloverville Community Center **4-H After School**
- **4-H Camping** – Clover County

You can learn more about the 4-H units available in your county/city 4-H program by contacting your local 4-H office.

Only volunteers who select Unit Volunteer roles will be asked to choose which unit they serve. If you did not choose a Unit Volunteer role in the previous enrollment step, you will not see the units selection step.

After reading the page instructions, click the **Select Units** button to continue.

A screen will open showing 4-H units in your county/city program. Choose the role you perform for the unit from the second dropdown menu. The only options you will see there are the **Unit Volunteer roles** you chose in the previous enrollment step. After selecting your role, click **Add** to choose the unit in which you perform that role.

Keep these two things in mind as you select your 4-H units:
- You can choose **only one role for each unit.** You will notice the unit name does not appear on the list once it has been selected.

Units Instruction Page

Units Menu

o   If you serve in multiple roles for a unit, add the unit to the <u>most significant</u> role you perform, i.e. Organizational Club Leader over Activity Leader.

- You can hold the **same role with more than one unit**. For example, you can be the Organizational Club Leader for both the Sheep Club and for the Shooting Sports Club.

Add each unit to your enrollment in a separate transaction by clicking the **Select Units** button.

Review your selections and make changes as necessary. To remove a unit from the list, click the **trash can icon.** To change your primary unit affiliation, click the **Change to Primary** button to the left of the unit name.

Click **Next** to continue your enrollment.

3. Projects
Adults who select **Project Volunteer roles** will be asked to choose which project(s) they work with.
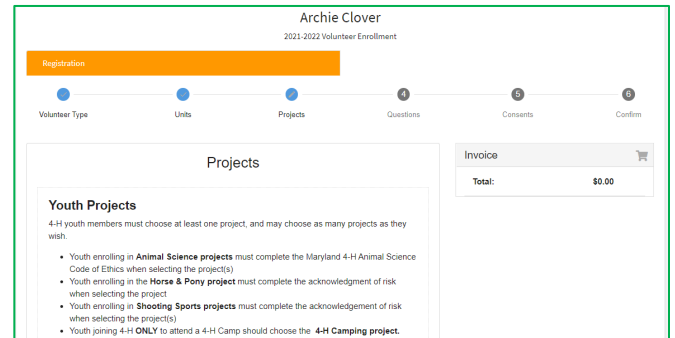
Only volunteers who select Project Volunteer roles will be asked to choose which project(s) they serve. If you did not choose a Project Volunteer role in the previous enrollment step, you will not see the projects selection step.

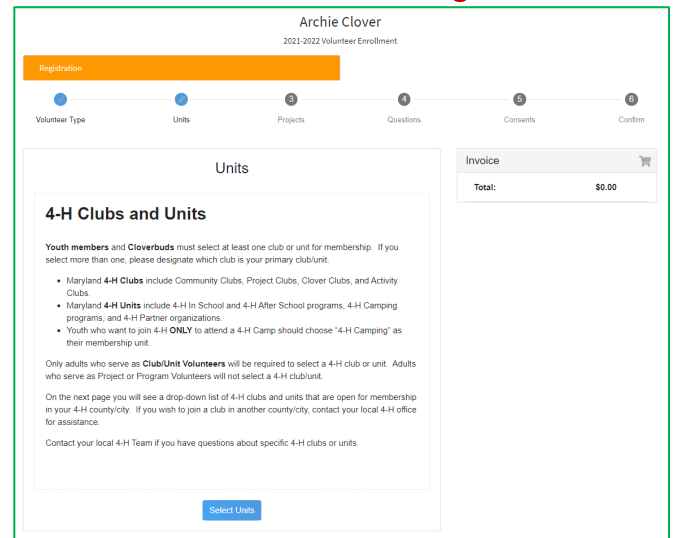After reading the instructions, click the **Select Projects** button to continue.
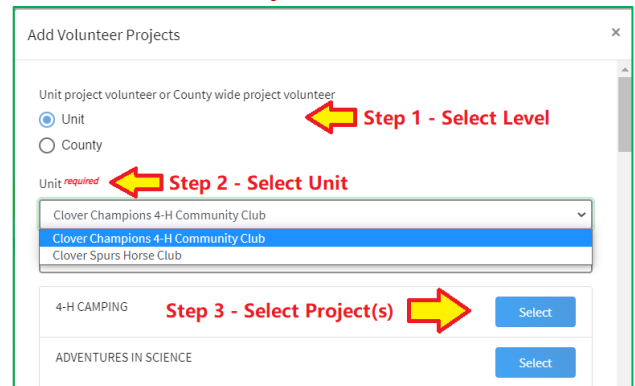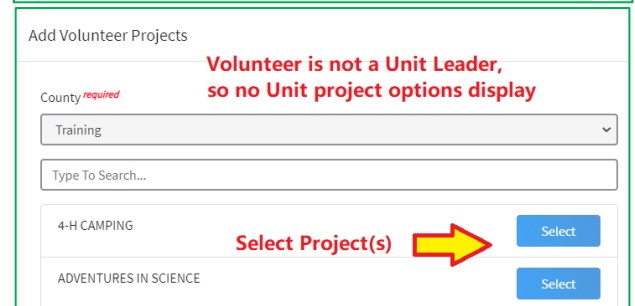
A screen will open listing the 4-H projects. Follow these steps:
- Choose whether you serve as a project leader for a specific unit or for your county/city program.
  - If you **did not** select a 4-H unit in a previous enrollment step, you will not see an option to select unit or county. You will only see your county name.
- Select your role from the second dropdown menu. The only options you will see there are the Project Volunteer role(s) you selected in the previous enrollment step.
- After selecting your role, click **Add** to choose the project in which you perform that role.

Projects Instruction Page

Projects Menu

When you click **Add**, a project detail screen will open. On this screen you must enter how many **years** you have volunteered in the project and select the **Project Volunteer role** you serve for that project. You will only be able to choose from the Project Volunteer roles you selected in the previous enrollment step. Click **Add** to continue. If you picked the wrong project and need to return to the menu, click **Deselect.**

Keep these three things in mind as you select your projects:
- You can select **more than one project for each role**. For example, you can be a Project Leader for the Foods project, the Crafts project, and the Small Pets project. Add each project to your enrollment in a separate transaction by clicking the **Select Projects** button.
- You can serve as volunteer for a project **either at the county level OR the unit level, not both.** You will notice the project does not appear on the list once it has been selected.
    - If you are both a county and unit leader for a project, choose the higher level (county).
- If you serve in a role that covers multiple projects, you may select **all projects that apply**. For example, a Livestock Judging Team Coach may choose the beef, sheep, swine, and meat goat projects.
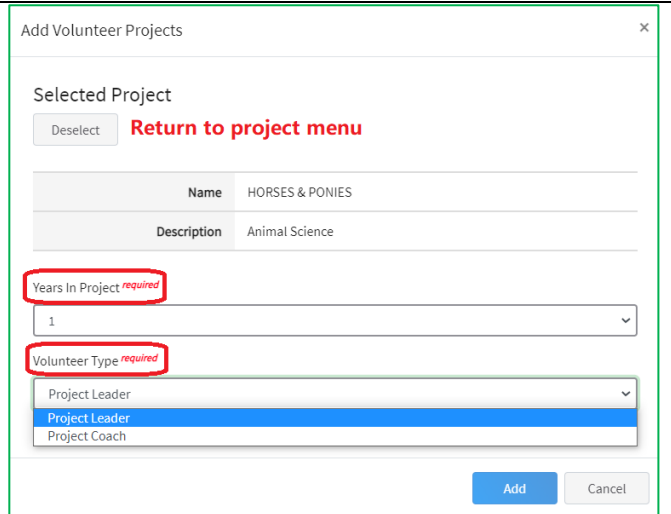
After you have added projects, review your selections and make changes as necessary.
- To **edit** the number of years or role associated with a project, click on the project name. An edit screen will open and you can make necessary changes.
- To **add** another project, click **Select Projects.**
- To **remove** a project click the **trash can icon.**
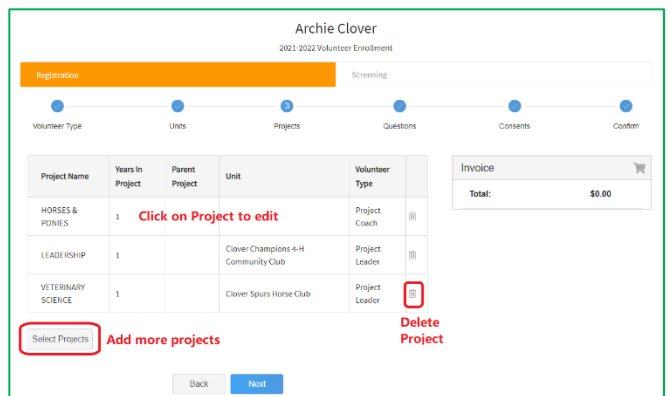
Click **Next** to continue your enrollment.

4. Questions
After reading the instructions, click **Show Questions** to go to the Questions page. Complete the enrollment questions. If you were enrolled in 4-H last year, some of the question fields will already be filled with your information. Questions with a red *required* note must be completed before you can move to the next step.
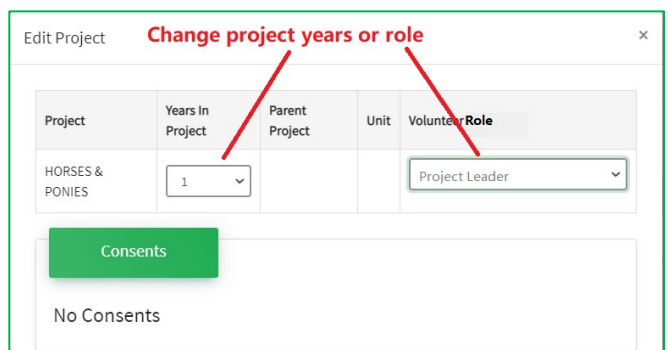
Add Volunteer Projects

Selected Project
[Deselect] **Return to project menu**

Name	HORSES & PONIES
Description	Animal Science

Years In Project *required*
[1 ⌄]

Volunteer Type *required*
[Project Leader ⌄]
Project Leader
Project Coach

[Add] [Cancel]

Archie Clover
2021-2022 Volunteer Enrollment

Registration ——————— Screening

Volunteer Type — Units — Projects — Questions — Consents — Confirm
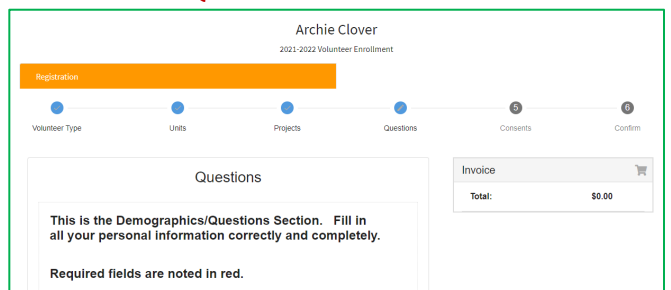
Project Name	Years In Project	Parent Project	Unit	Volunteer Type
HORSES & PONIES	1			Project Coach
LEADERSHIP	1		Clover Champions 4-H Community Club	Project Leader
VETERINARY SCIENCE	1		Clover Spurs Horse Club	Project Leader

Click on Project to edit

Invoice
Total: $0.00

[Select Projects] **Add more projects**   **Delete Project**

[Back] [Next]

Edit Project   **Change project years or role**

Project	Years In Project	Parent Project	Unit	Volunteer Role
HORSES & PONIES	1 ⌄			Project Leader ⌄

[**Consents**]

No Consents

Questions Instructions

Archie Clover
2021-2022 Volunteer Enrollment

Registration

Volunteer Type — Units — Projects — Questions — ⑤ Consents — ⑥ Confirm

Questions

Invoice
Total: $0.00

This is the Demographics/Questions Section. Fill in all your personal information correctly and completely.

Required fields are noted in red.

You will be asked to provide information in the following sections:

- **About You** – Gender and employment
- **Demographics** – Race, ethnicity, and residence
- **Emergency Contact** – 1 or 2 adults
- **Military** – Service by your family
- **Other questions** – information for your local 4-H program
  - **Communications** – family preference
  - **Languages** – any languages other than English you speak fluently
  - **T-Shirt size** – adult sizes
  - **Health Information** – information about health or wellness issues that may affect your participation in 4-H programs, activities, and events. A yes/no answer is required for the basic question; details are optional but encouraged.
  - **Volunteer Reporting** – how many hours you served Maryland 4-H last year, and how many youth you worked with.

Health information is used for program planning purposes only. Additional, more detailed health forms and releases may be required for 4-H events or activities such as camps, overnight trips, contests, etc. Any additional health forms will be collected as part of the registration process for the specific activity or event.
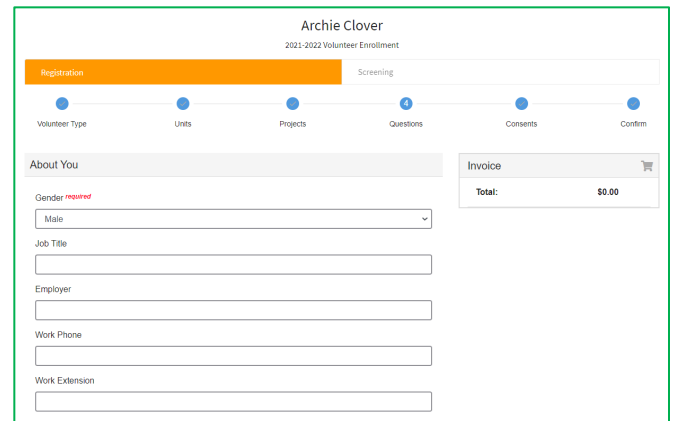
As with all information in the 4-H Online system, health information will be protected as **confidential.** Only 4-H professionals with administrative access to your record will be able to view it. 4-H Online is a certified secure data management system.

Document uploads – you may upload documents you wish to share with your local 4-H team. Documents must be in PDF format. Document uploads are optional.

- If you uploaded a document last year, it is attached to that year's enrollment. It can be accessed through your previous enrollment record.
- You may see documents that have been uploaded by your 4-H Online Manager in these portals.

Click the **Next** button at the bottom of the screen to move to the next section.

Questions Sections & Fields

VOLUNTEER REPORTING

Please answer the following questions about your experience as a 4-H program volunteer over the past year. You may estimate your hours of service and the number of youth you served. When reporting total number of youth, count each individual 4-H participant only once, even if you had multiple contacts with him/her throughout the year.

If you are a New Volunteer Applicant, please type "0" (zero) into the fields to proceed with your enrollment.

How many hours did you volunteer for the Maryland 4-H Program last year? *required*

[100]

How many TOTAL youth did you work with in 4-H activities, events, and club meetings last year? *required*

[25]

Health Information - 4-H Volunteer
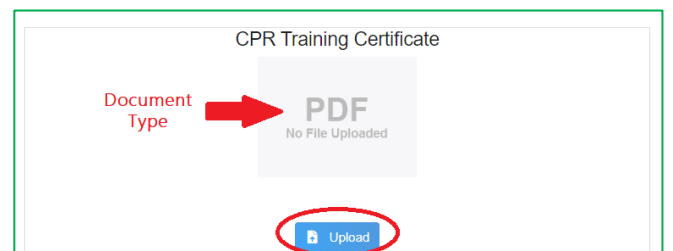
Please answer the following question regarding your general health. You are **strongly encouraged,** but not required, to provide information that may be helpful to 4-H staff in case of emergency. You are also encouraged to discuss any health matters or concerns that might affect your 4-H participation with your 4-H Educator or club/program leader.

This information will be used for program planning purposes ONLY. Volunteers who attend certain 4-H events and activities will be required to complete and sign a comprehensive 4-H Health Form as part of the registration process.

You must answer the Yes/No question to proceed with enrollment, but it is your choice what detailed information you want to disclose in the fields that follow.

Do you have any health conditions or concerns that may affect your participation in 4-H programs or activities? *required*

○ Yes
◉ No   ⬅ **Required Response**

CPR Training Certificate

Document Type ➡ PDF No File Uploaded

[🗎 Upload]

5. Consents

Two consents are required for Volunteer enrollment in the Maryland 4-H program:

- Maryland 4-H Code of Conduct
- Maryland 4-H Publicity Release

After reading the instructions for the Consents section click **Show Consents** to continue.

Consents Instructions

Consents

Code of Conduct

The Code of Conduct outlines behavior expected of 4-H Volunteers and non-Volunteer adults. You must electronically sign the Code of Conduct by typing your name in the signature field and clicking the "I agree" statement to proceed with the enrollment.

Maryland 4-H Adult Code of Conduct

Adult Code of Conduct:

Maryland 4-H expects adults participating in programs to conduct themselves in an acceptable manner and in accordance with the Maryland 4-H Code of Conduct outlined on the reverse of this document. Adults, both parents and volunteers, who engage in unacceptable conduct are subject to sanctions. Adult behaviors that are unacceptable under the Code of Conduct include, but are not limited to:

- Possession, use, or distribution of alcohol and/or illegal or illicit drugs while attending a 4-H program or event
- Use of tobacco, tobacco products or tobacco substitutes, including smokeless tobacco, e-cigarettes, smokeless "vaping" devices, and/or other nicotine delivery devices, in the presence of youth at a 4-H program or event
- Abuse and/or misuse of prescription or non-prescription drugs or substances
- Sexual advances or activities involving youth
- Actions that create a hostile environment such as sexual innuendo, slander, profane language, racial/ethnic slurs or other disparaging remarks or hostile/bullying behavior
- Use of physical punishment for discipline
- Actions that create an unsafe environment, such as irresponsible or potentially hazardous behavior
- Failure to report suspected neglect and/or physical or sexual abuse to appropriate authorities
- Lying, cheating, or other unethical practices
- Physical, verbal, emotional, or mental abuse of, or threats toward, another person
- Theft, destruction, or abuse of property
- Use of electronic devices and/or social media to bully, demean, harass, or threaten another person
- Use of technology to create, post, or transmit to or willingly receive from youth unacceptable content such as that containing profanity, advocacy of use/possession of alcohol or drugs, violence, sexually explicit content, etc
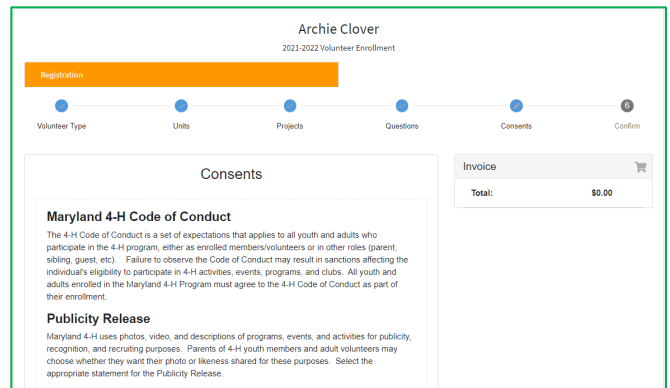- Promotion of religion or political preferences

Publicity Release

Maryland 4-H uses photos and video of 4-H programs, activities, and events for recognition and publicity purposes. After reading the Publicity Release document, select the appropriate option and electronically sign by typing the your in the signature field. You must also select an "agree" or "disagree" option to proceed with the enrollment.

If you change your mind later in the year about whether you want to allow 4-H to use your image, contact your local 4-H office. They can help you change your selection on this consent.

Click **Next** to continue your enrollment.

Maryland 4-H Publicity Release

The Maryland 4-H Program and the University of Maryland often use images of "4-Hers in action" to promote programs and activities, recognize achievement, and share the fun of 4-H. Maryland 4-H members and adults may be photographed or videotaped at 4-H events on the local, state, and national level. Images identifying 4-H Volunteers will not be publicized without their permission, which must be indicated in the Volunteer's current year 4-H Online record. This permission must be renewed annually, at Volunteer enrollment.

In publicly sharing photographs and video of 4-H events, Maryland 4-H takes reasonable steps to protect privacy and safety. In some cases 4-H Volunteers who have earned high awards or recognition may be identified by full name such as for a press release or interview. Photos or video of 4-H Volunteers will be posted by Maryland 4-H **ONLY** to official 4-H, UME, and University websites or social media accounts. Images will not be sold. Specific permission may be required share images of 4-H Volunteers at some but not all 4-H events.

I you give permission to Maryland 4-H, University of Maryland Extension (UME), and the University of Maryland College of Agriculture and Natural Resources (AGNR) to create, use, and publish photographic or video images of you for educational and promotional purposes, the images may be exhibited publicly or privately, including posting to official 4-H and University of Maryland websites and social media accounts. Neither you, nor any other party, will receive compensation for use of these images.

If you choose to decline use of your image for promotional purposes, Maryland 4-H, UME, and the University of Maryland will not share photos or video **featuring** you. Your image may still appear in group or action/activity photos, but you will not be specifically identified or named.
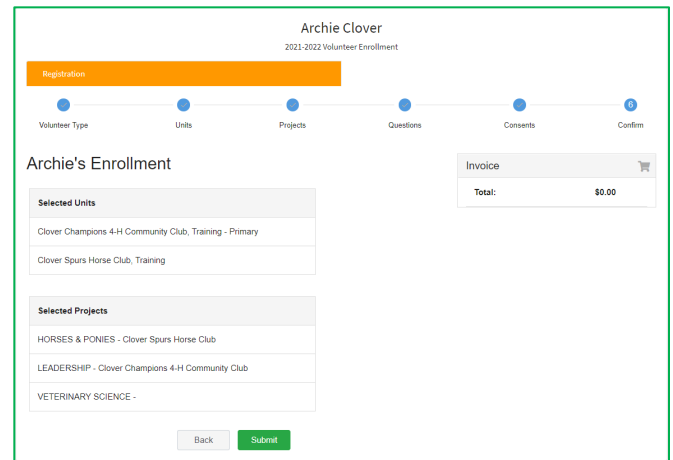
6. Submitting Your Enrollment

Review the enrollment information. If you want to make changes, use the **Back** button at the bottom of the screen to return to the page you wish to update. Make the necessary changes then proceed again to the Confirmation screen.

There is no enrollment fee required for adult Volunteers.

If the information is correct, click the green **Submit** button to complete your enrollment.

When you submit the enrollment, you will no longer be able to edit or change the record. The record will then be reviewed and approved by your 4-H Online Manager.

After you submit this Registration (Step 1) portion of your enrollment, the Screenings page (Step 2) will automatically open. You must complete and submit the Screening to complete your enrollment.

7. Screening

Every certified UME 4-H Volunteer was screened as part of their onboarding process, and periodically thereafter. As part of the annual enrollment, each Volunteer must update certain screening questions.
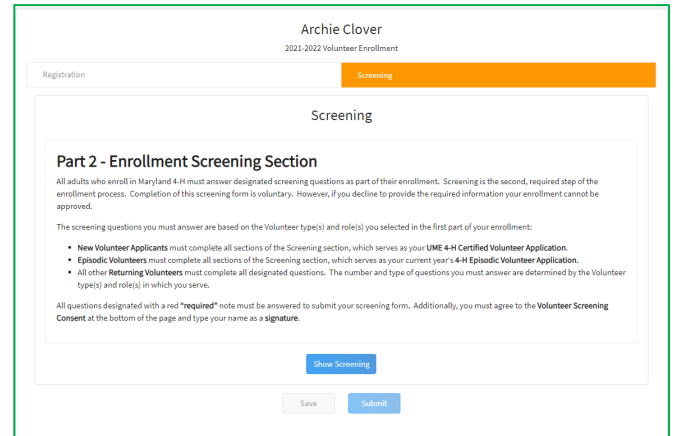
What questions you must answer are determined by the volunteer roles you selected in the Registration portion of your enrollment. Most returning Volunteers will be asked to answer questions about transportation, previous screenings, and/or legal involvement. You will see only the questions that apply to your enrollment.

You must answer all questions designated as *required*. You must also agree to the **Authorization for Volunteer Screening** statement at the end of the screening questionnaire and electronically sign the form by typing your name in the designated field.
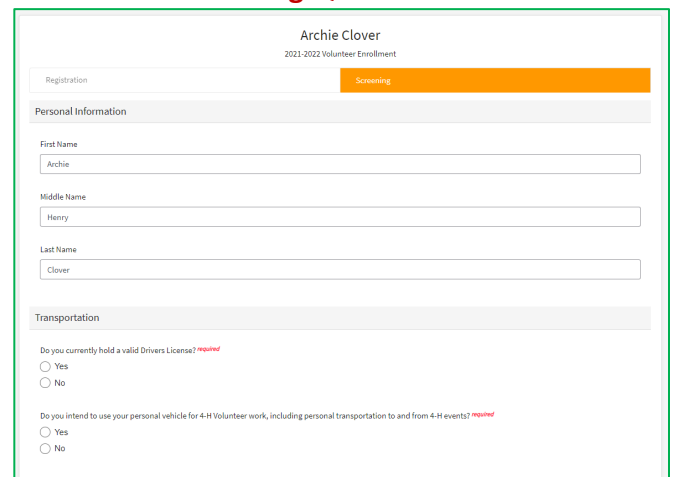
Click **Submit** to complete your enrollment.

NOTE: In 2021 all certified UME 4-H Volunteers will be required to undergo a UME Volunteer Background Check. This background check is separate from the 4-H Online enrollment screening, and is not managed by the 4-H program. When it is your turn to undergo the UME Volunteer Background Check, you will be provided instructions directly from the Extension Director's Office.

Screening Instructions

Screening Questionnaire

Equal Access Programs

8. Confirmation

After you have submitted both portions of your enrollment you will be returned to the Member List of your family profile. You will see your enrollment status has changed to **Submitted** for both portions of the enrollment.

You will also receive an email confirmation that the submitted record has been received. The email will be sent to the email address listed in your family profile. If you don't see the email within 15 minutes of submitting your enrollment, check your email filters and spam folders.

Your county/city's 4-H Online Manager will review your submitted enrollment record. If both sections are complete and accepted, the Manager will approve your enrollment. You will see in your Member Profile that your status has changed to **Volunteer - Approved** for the current year.

If the 4-H Online Manager has a question about or finds an error in your submitted enrollment, it will be returned with instructions to correct the discrepancy and re-submit.

If you need to make changes to your enrollment once it has been approved, contact your local 4-H office.

If you have questions about the Volunteer enrollment process or need assistance in completing your enrollment, contact your local 4-H office. They will be happy to help!

Archie Clover #90705
Feb 14, 1980

View

4-H
Volunteer - Awaiting Review
Volunteer Application Submitted
Screening Submitted

UNIVERSITY OF
MARYLAND
EXTENSION

Archie Clover

Thank you for submitting your enrollment for the 2021 4-H Program Year. Your enrollment request is currently pending review and approval by your local 4-H office. You will receive a confirmation e-mail when your enrollment is approved. For youth enrollments, please note the annual enrollment fee will be charged to your selected payment method when the enrollment is approved.

Each year, we take a moment to learn about the 4-H experiences of our youth. If you were a 4-H member (age 8-18) last year, we invite you to take a few minutes to complete a brief survey about your 4-H Experience. Please click the link below to complete the survey. Thanks for helping us Make our Best Better!

4-H EXPERIENCE SURVEY

If you should have questions regarding 4-H, please feel free to contact your county/city 4-H office. We look forward to sharing a fun-filled year with you in Maryland 4-H!

This email was sent to CloverFamilyMD4H@gmail.com by 4-H Online.
RegistrationMax LLC - 4301 W. William Cannon Drive Austin, TX 78749

Archie Clover #90705
Feb 14, 1980

View

4-H
Volunteer - Approved
Volunteering for 2021-2022 program year
Screening Approved

Maryland 4-H Volunteer Types & Roles

Choose from the options below when enrolling in 4-H Online
Remember: Choose roles that match your 4-H Volunteer Position Description

Volunteer Type	Volunteer Role options	Choose this role if:
New Applicant	NEW 4-H Volunteer Applicant	You are applying to be a 4-H Volunteer for the first time or after a break in service.
	Once a new Volunteer applicant has completed their certification, their assigned Volunteer role will be documented in 4-H Online.	

Volunteer Type	Volunteer Role options	Choose this role if:
Unit Volunteer	Organizational Club Leader	You are one of a 4-H club's Organizational Club Leaders.
	Clover Leader	You are a 4-H club's Clover Leader, but NOT the Organizational Club Leader.
	Activity Leader	You lead 4-H activities or project learning in your 4-H club.
	Resource Leader	You help a 4-H club by providing knowledge, materials, access, or other resources.
	Unit Leader	You are a leader for a 4-H In School or 4-H After School Unit.
	Camp Leader	You are an adult staff member at a Maryland 4-H Camp
	Unit Volunteers will be prompted to designate what 4-H clubs or units they serve, and their <u>primary</u> role for each.	

Volunteer Type	Volunteer Role options	Choose this role if:
Project Volunteer	Project Leader	You lead project-based learning and experiences for either a 4-H club/unit **or** your county/city 4-H program.
	Project Coach	You coach a competitive 4-H project-based team at the club, county/city, or state level.
	Shooting Sports Certified Instructor	You are certified as a 4-H Shooting Sports Instructor.
	Project Volunteers will be prompted to select the projects they lead. Multiple projects can be selected for each role. *If the Volunteer is <u>also</u> a Unit Volunteer, they may associate their Project Volunteer role with one of their selected units.*	

Volunteer Type	Volunteer Role options	Choose this role if:
Program Volunteer	Resource Volunteer	You help the county/city or state 4-H program by providing knowledge, materials, access, or other resources.
	Activity Volunteer	You help conduct activities or events for your county/city or state 4-H program
	Fair Superintendent	You serve as Superintendent of a 4-H exhibit, division, or contest at a fair
	Committee/Board Member	You officially represent 4-H on a committee or board, **<u>and</u>** your duties are covered in a 4-H Volunteer Position Description
	Judge	You repeatedly or routinely serve as a Judge for 4-H events, exhibits, or activities
	Episodic Volunteer	You are designated an Episodic Volunteer and provide one-time, short-term volunteer service to the local 4-H program
	Independent Learning mentor	You are an adult mentor for a 4-Her participating in 4-H Independent Learning
	Chaperone	*This role may be assigned only by a 4-H Online Manager, to appointed Volunteers.*
	Program Volunteers do not designate a unit or project. They serve the county/city or state 4-H program.	

UNIVERSITY OF MARYLAND EXTENSION