

Returning Adult 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 enroll in Maryland 4-H, each 4-H family must create or 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 Recertification Agreement, sign the Adult Code of Conduct 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 stakeholders.

All certified UME 4-H Volunteers undergo a background screening as part of their onboarding process. Volunteers are also periodically re-screened throughout their volunteer service career. 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 questions cover personal information, previous screenings, transportation, and legal involvement. Returning Volunteers must also certify their answers and consent to re-screening as part of their terms of service.

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

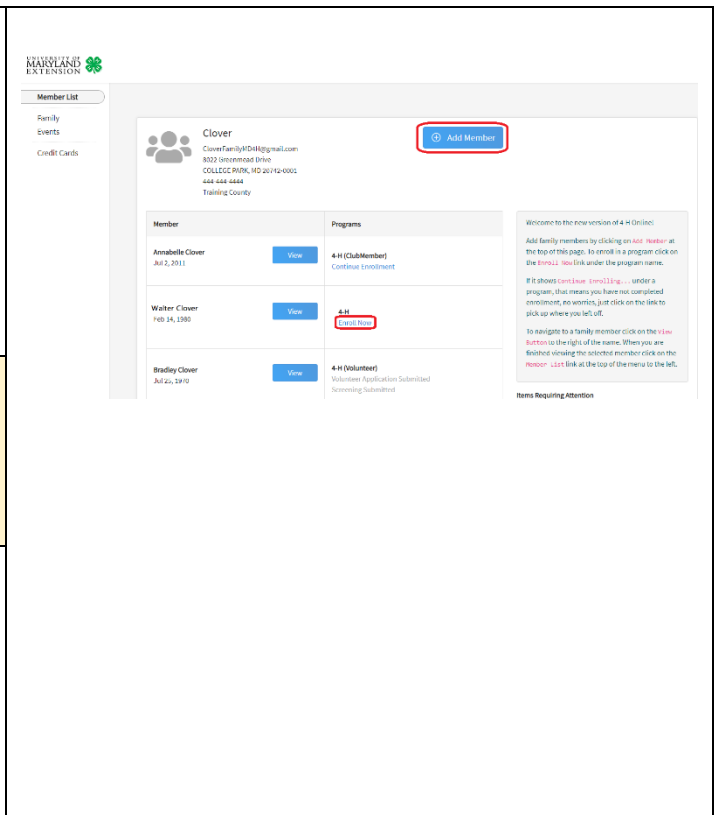
Locate or create the adult volunteer record

- If the returning Volunteer already has a Member record, click the “Enroll Now” link next to the name
- If the returning Volunteer does not have a Member record, click “Add Member” and create a new adult Volunteer profile
 - Refer to the Family Profile help guide for information on creating member profiles
 - Once the adult volunteer profile is created, you will see the first enrollment screen (Volunteer Types)

Note: A new adult volunteer record should be created for a returning certified UME Volunteer **ONLY** if s/he is currently in good standing and for some reason does not already have a 4-H Online member record in the family profile. **Do not complete a new adult volunteer record if one already exists.**

Adults who are **not** certified UME Volunteers but wish to become one should contact their local 4-H office to begin the process.

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.



Member	Programs
Annabelle Clover Jul 2, 2011	4-H (ClubMember) Continue Enrollment
Walter Clover Feb 14, 1980	4-H Enroll Now
Bradley Clover Jul 22, 1970	4-H (Volunteer) Volunteer Application Submitted Screening Submitted

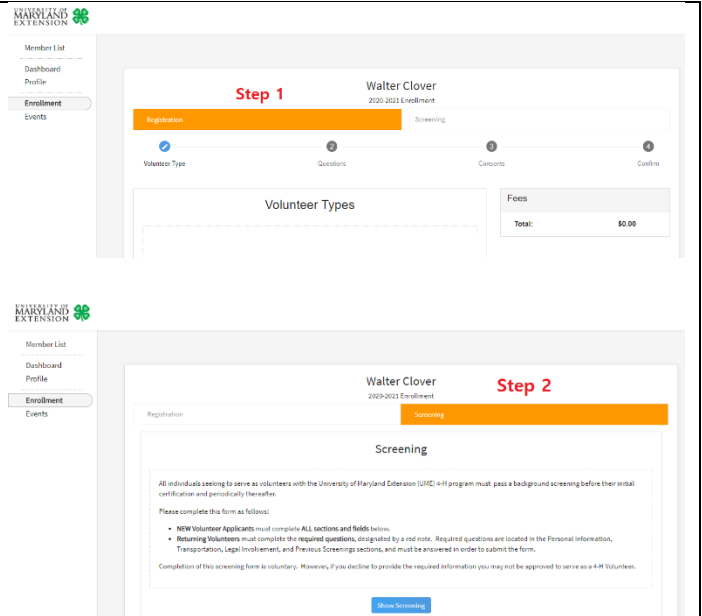
Adult Volunteer Enrollment Process

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 background 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 second step is completed and submitted, the enrollment record is complete and ready for local 4-H program review. The local 4-H program must approve a volunteer's record to be considered an "active" volunteer".

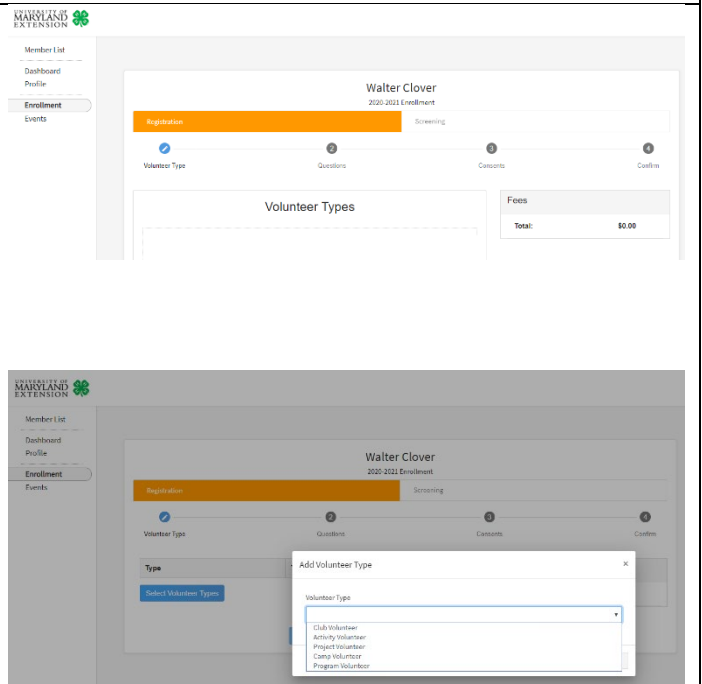


1. Volunteer Types & Roles

When you re-enroll for the current 4-H year, you will be asked to select your volunteer type and role. Read the instructions and click **"Select Volunteer Types"** to choose your volunteer type(s)/role(s).

The volunteer types you may choose from are:

- **Club Volunteer** -- You work with a specific 4-H club as an Organizational Club Leader, Club Project Leader, Club Activity Leader, Clover Leader, or Resource Volunteer
- **Project Volunteer** -- You lead project learning (knitting, gardening, sheep, robotics, etc) for your local 4-H program (not just one club)
 - Includes coaching teams for competitive events such as Skillathon, Bowl, Judging, Robotics, etc
 - Includes certified 4-H Shooting Sports Instructors
- **Activity Volunteer** -- You lead 4-H activities in your local 4-H program (not just one club)
- **Program Volunteer** - You serve the county/city 4-H program in a general or specific way
 - Includes committee/board service, judging, fair superintendent, etc
 - Episodic Volunteers
- **Camp Volunteer** - You work at a 4-H Camp as an Adult Staff Member



TIP: Use the chart on **page 11** of this guide to help you choose the volunteer types and roles for your enrollment

When you choose a volunteer type from the drop-down menu, the roles for that type will appear. Click the **“Add”** 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 Club Volunteer you could be both an Organizational Club Leader and Project Leader. You can add each role to your enrollment separately by clicking the **“Select Volunteer Type”** button and selecting the type and role.

Note: The Volunteer type(s) and role(s) you select should match the 4-H Volunteer Position Descriptions you signed with your local 4-H program. For instance, if you signed 3 Position Descriptions, you would choose 3 types/roles to match them.

If you serve in a 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 type/role when you enroll in 4-H Online. For instance, you may serve on the local Fair Board, but that position is not part of your “official” 4-H Volunteer duties and you do not have a 4-H Volunteer Position Description for “Fair Board Member.” Therefore, you would not select a volunteer type/role for that position.

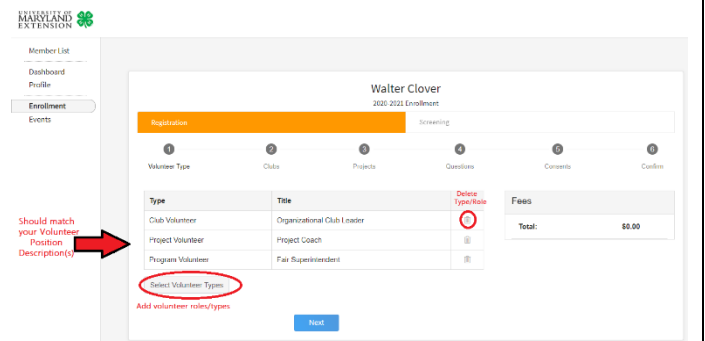
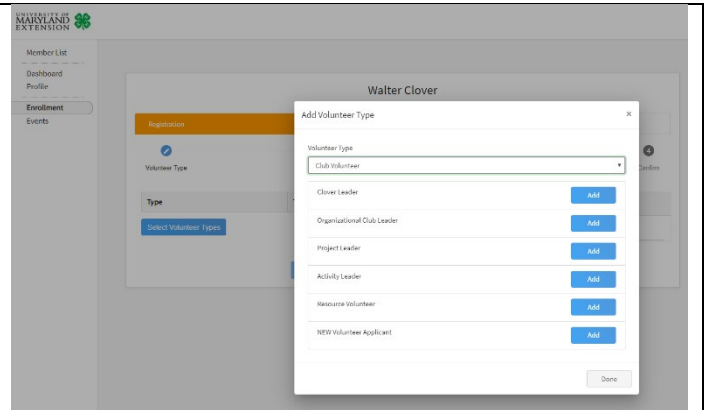
If you are not sure what Position Descriptions you have signed, contact your local 4-H Office.

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 duties or positions change during the year, your enrollment record can be updated accordingly.

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

Click **“Next”** to continue your enrollment.



2. Clubs

Adults who select the **Club Volunteer type** will be asked to choose which club they serve. If you do not choose Club Volunteer as your volunteer type, you will not see the Clubs page.

After reading the instructions, click the **“Select Clubs”** button to continue.

A screen will open showing 4-H clubs in your county. Choose the role from the second dropdown menu. The only options you will see there are those you previously chose as roles under Club Volunteer. After selecting your role, click **“Add”** to choose the club in which you perform that role.

Note: You can choose only **one** role for each club. You will notice the club name does not appear on the list once it has been attached to a role. If you serve in multiple roles within one club, choose the most significant volunteer role you perform for that club.

You can hold the same volunteer role with more than one club. For example, you can be the Organizational Club Leader for both the Sheep Club and for the Shooting Sports club. Add each club to your enrollment in a separate transaction by clicking the **“Select Clubs”** button.

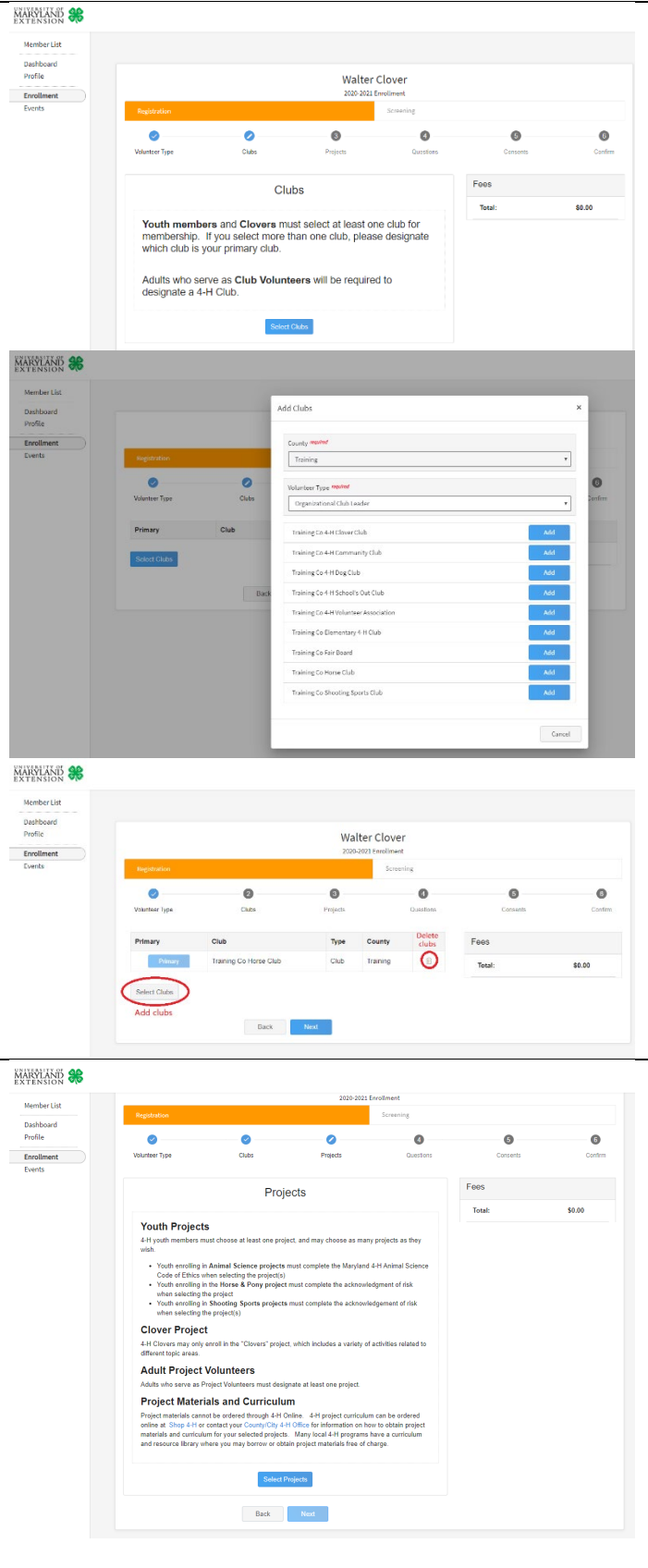
Review your selections and make changes as necessary. To remove a club from the list, click the trash can icon.

Click **“Next”** to continue your enrollment.

3. Projects

Adults who select the **Project Volunteer type** will be asked to choose which project(s) they work with. If you do not choose Project Volunteer as your volunteer type, you will not see the Projects page.

After reading the instructions, click the **“Select Projects”** button to continue.



The screenshots show the enrollment interface for a user named Walter Clover. The top screenshot shows the 'Clubs' selection screen with a list of clubs and an 'Add' button for each. The middle screenshot shows the 'Add Clubs' modal window with a list of clubs and 'Add' buttons. The bottom screenshot shows the 'Clubs' table with a 'Delete clubs' button and a 'Select Clubs' button circled in red.

Clubs Table:

Primary	Club	Type	County	Delete clubs	Fees
	Training Co Horse Club	CLUB	Training		Total: \$0.00

Projects Table:

Primary	Project	Type	County	Delete projects	Fees
	Training Co Horse Club	CLUB	Training		Total: \$0.00

A screen will open listing the 4-H projects. Choose whether you serve as a project leader for a specific club or the county, then select your role from the second dropdown menu. The only options you will see there are those you previously chose as roles under Project Volunteer. After selecting your role, click **“Add”** to choose the project in which you perform that role.

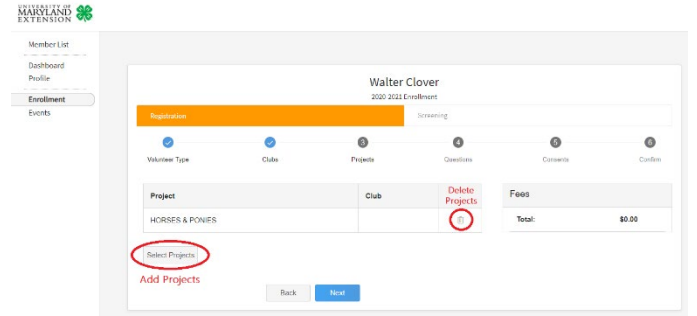
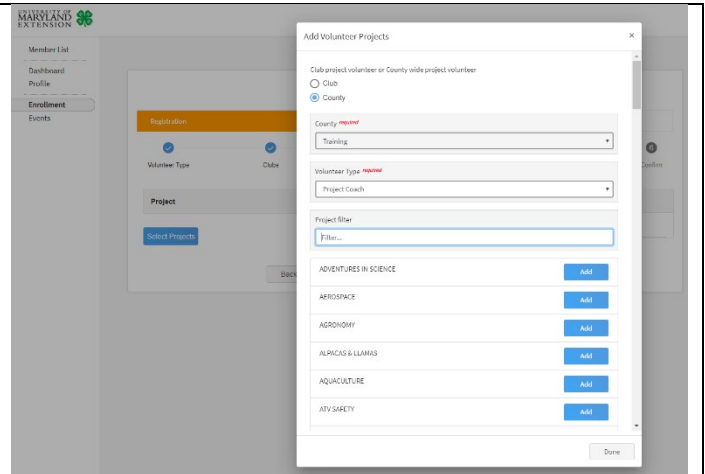
Note: You can select more than one project for each role. For example, you can be a county Project Leader for the Foods project, the Crafts project, and the Small Pets project. Add each project to your enrollment in a separate transaction by clicking the **“Select Projects”** button.

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 chosen a project for each role, click **“Next.”**

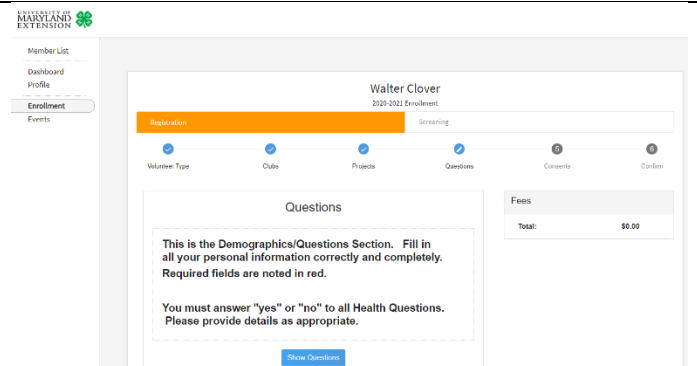
Review your selections and make changes as necessary. To remove a project from the list, click the trash can icon.

Click **“Next”** to continue your enrollment.



4. Questions

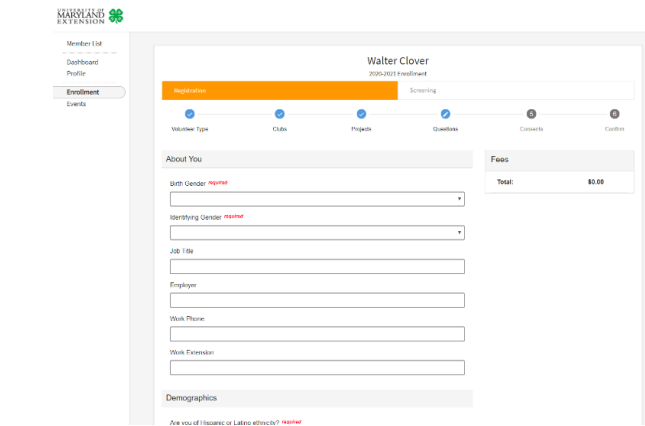
After reading the instructions, click **“Next”** to go to the Questions page. Complete the enrollment questions.



About You

Some questions already be filled in based on information you entered when you created your record. Questions with a red note are required and must be completed before you can move to the next step.

Questions include demographic data that is collected by the national 4-H program. Please choose the best answer to describe yourself.



Military:

Choose the appropriate statement. If you are serving in the military, choose the branch and component from the drop-down menus below.

Other Questions:

Answer questions related to your preferences. This information will be used by your local 4-H office.

Health Information:

Volunteers are asked to provide information related to their member's physical, social, and emotional health as it may affect their participation in 4-H programs, activities and events. Questions relate to allergies, dietary restrictions, physical limitations, etc. A yes or no answer is **required** for all questions; details are encouraged for all "yes" answers.

This 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 access it.

Military

Family Member Military Service **required**

No One In My Family Is Serving In The Military

Branch of Service

Branch Component



Member List

Dashboard

Profile

Enrollment

Events

Correspondence

Choose your preferred method of correspondence below. Correspondence will be sent to the address/e-mail address listed in your 4-H Online membership profile. Please note your selection here does NOT limit the correspondence you receive to one method or the other; you will receive information by both e-mail and mail. However, your selection here will help your local 4-H Office determine the best way to share important program information with you.

Preferred Method of Correspondence **required**

- Mail
- Email

Control Text

T-Shirt Size

If your county provides t-shirts for activities, they will use this information.

Select T-Shirt Size for Volunteer

- Small
- Medium
- Large
- X-Large
- XX-Large
- XXX-Large



Member List

Dashboard

Profile

Enrollment

Events

Health Information - 4-H Volunteer

Please answer the following questions regarding your general health. You are encouraged to provide information that may be helpful to 4-H staff in case of emergency. You are also encouraged to discuss any health concerns that might affect your participation in certain activities with the 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.

Do you have any food allergies? **required**

- Yes (Describe below)
- No

Food Allergies: What are they and what reaction do they cause?

Do you have any environmental allergies? **required**

- Yes (Describe below)
- No

Environmental Allergies: What are they and what reaction do they cause?

Do you have any medication allergies? **required**

- Yes (Describe below)
- No

Medication Allergies: What are they and what reaction do they cause?

Volunteer Reporting

Returning Volunteers are asked to report how they helped the Maryland 4-H program in the previous 4-H year. Volunteers should enter:

- How many hours they spent volunteering for 4-H
- How many individual youth they worked with in 4-H

Volunteers may **estimate** these numbers. When reporting youth numbers, count each individual 4-Her only once though you may have worked with them multiple times in different activities.

Volunteer reporting questions are **required** fields. An answer must be provided to move to the next screen.

Document Uploads

Volunteers may choose to upload certain documents to their profile. Documents must be scanned or converted to electronic format and uploaded in the required format, which is displayed on the gray box icon (PDF, JPEG, etc).

To upload a document, scan or convert it to the required format, then click the blue "Upload" button and follow the instructions.

Uploading documents to your enrollment profile is optional. No uploads are required at this time.

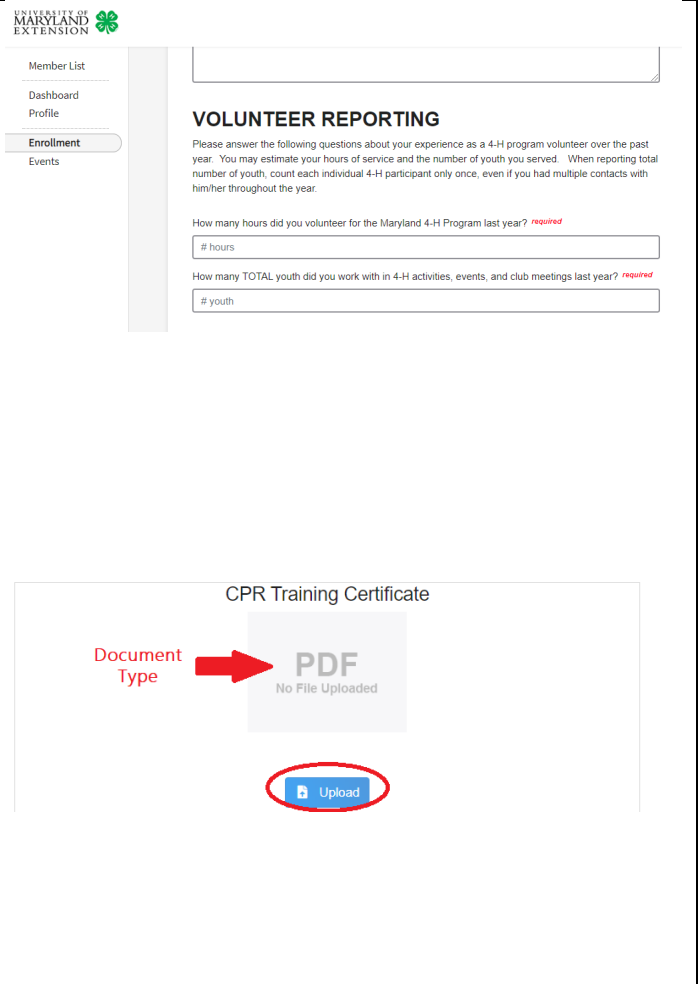
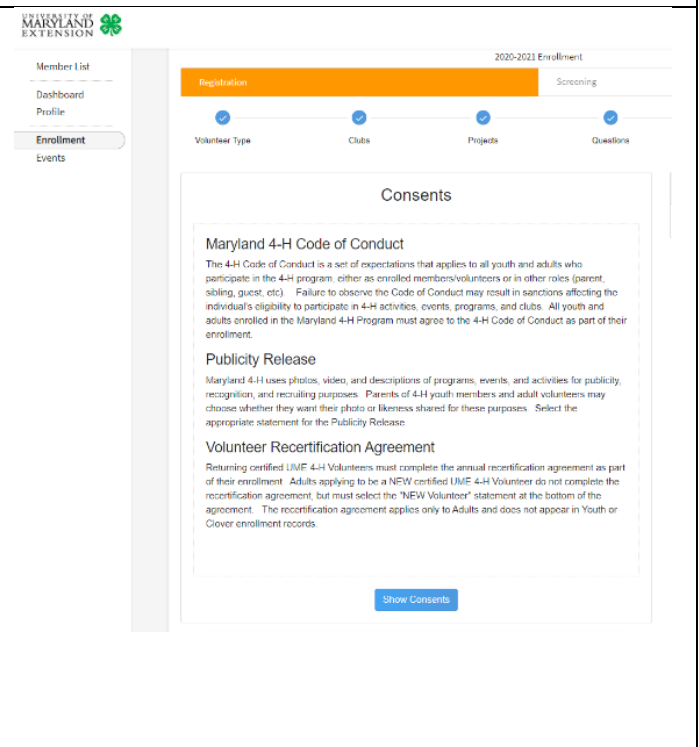
Click the **"Next"** button at the bottom of the screen to move to the next section.

5. Consents

Three consents/agreements are required for returning Volunteers enrolling in the Maryland 4-H program:

- Maryland 4-H Code of Conduct
- Maryland 4-H Publicity Release
- Maryland 4-H Volunteer Recertification Agreement.

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

Code of Conduct

The Maryland 4-H Adult Code of Conduct outlines behavior expected of adults participating in the 4-H program. It applies to all adults, Volunteer and non-Volunteer alike. You should read the Code of Conduct in full before signing the agreement. You must electronically sign by typing your name in the field and clicking the “I agree” statement to proceed with the enrollment.

Publicity Release

Maryland 4-H uses photos and video of 4-H programs, activities, and events for recognition and publicity purposes. Volunteers may choose whether 4-H can use their images or likenesses for these purposes. After reading the Publicity Release document, select the appropriate option and electronically sign by typing your name in the field. An “agree” or “disagree” option must be chosen to proceed with the enrollment.

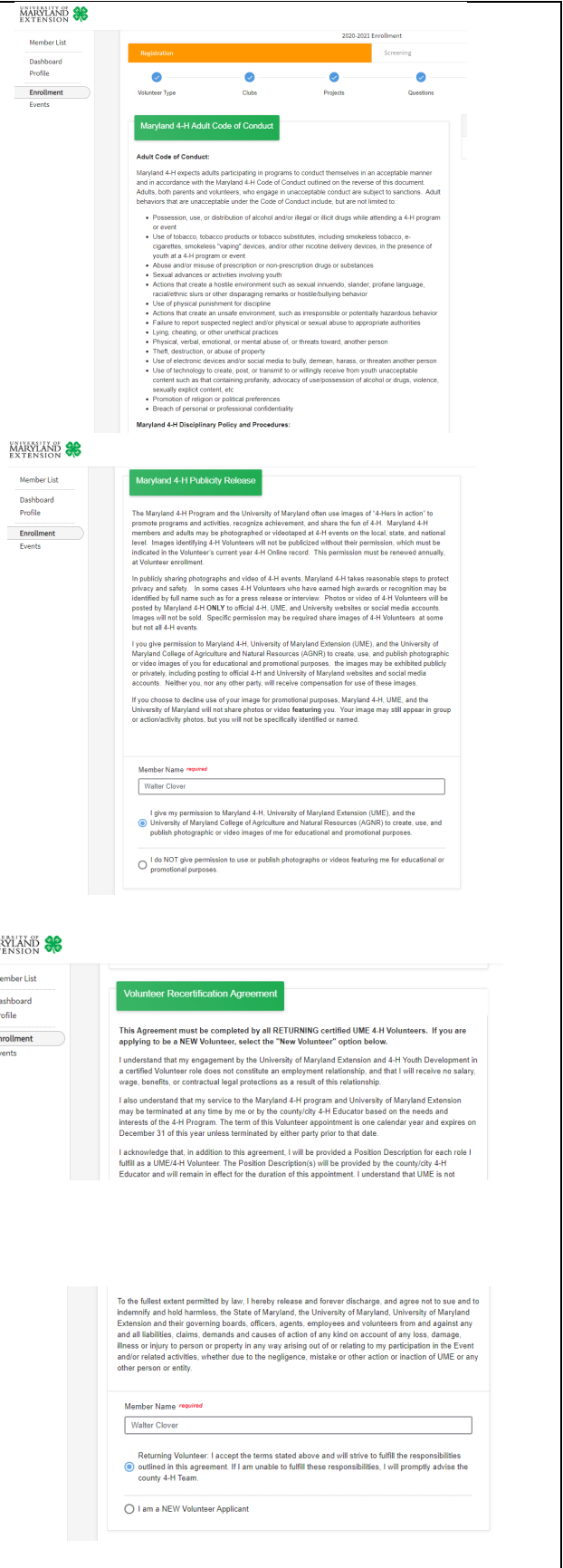
Volunteer Recertification Agreement

Certified UME Volunteers must complete an annual Recertification Agreement. The Recertification Agreement is part of the enrollment process in 4-H Online.

The Recertification Agreement reaffirms the Volunteers understanding and commitment to upholding the standards of the 4-H Volunteer program. It also confirms the Volunteer’s status as engaged and active in the 4-H program for the current program year.

Returning Volunteers should read the Agreement in full. After reading, you must electronically sign the agreement by typing your name in the field and selecting the “Returning Volunteer” agreement block. You must sign and select agreement to continue to the next page.

Click “Next” to continue to the next screen.



The screenshots show the enrollment interface for Maryland 4-H Online. The top navigation bar includes links for Member List, Dashboard, Profile, Enrollment, and Events. The main content area displays the 2020-2021 Enrollment progress, with steps for Registration, Screening, and a final step. The first screenshot shows the "Maryland 4-H Adult Code of Conduct" document, which outlines the expected behavior for participants. The second screenshot shows the "Maryland 4-H Publicity Release" document, which details the use of photos and video for promotional purposes. The third screenshot shows the "Volunteer Recertification Agreement" document, which requires returning volunteers to complete an annual agreement. Each document is followed by a form where the user can type their name (e.g., "Walter Clover") and select their agreement option (e.g., "I give my permission to Maryland 4-H...").

6. Submitting Your Enrollment

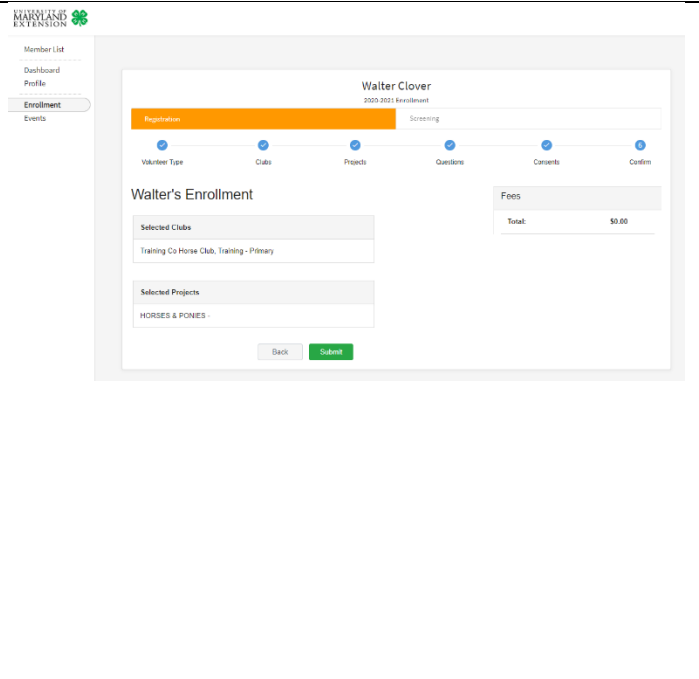
Review the enrollment information. If you want to make changes, use the **“Back”** button at the bottom of the screen to return to the page you wish to update. Make the necessary changes then proceed again to the Confirmation screen.

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 local 4-H program’s 4-H Online Manager.

After you submit this portion of your enrollment, the Screenings page (step 2) will open. You must complete and submit the Screenings page to complete your enrollment.



7. Screening

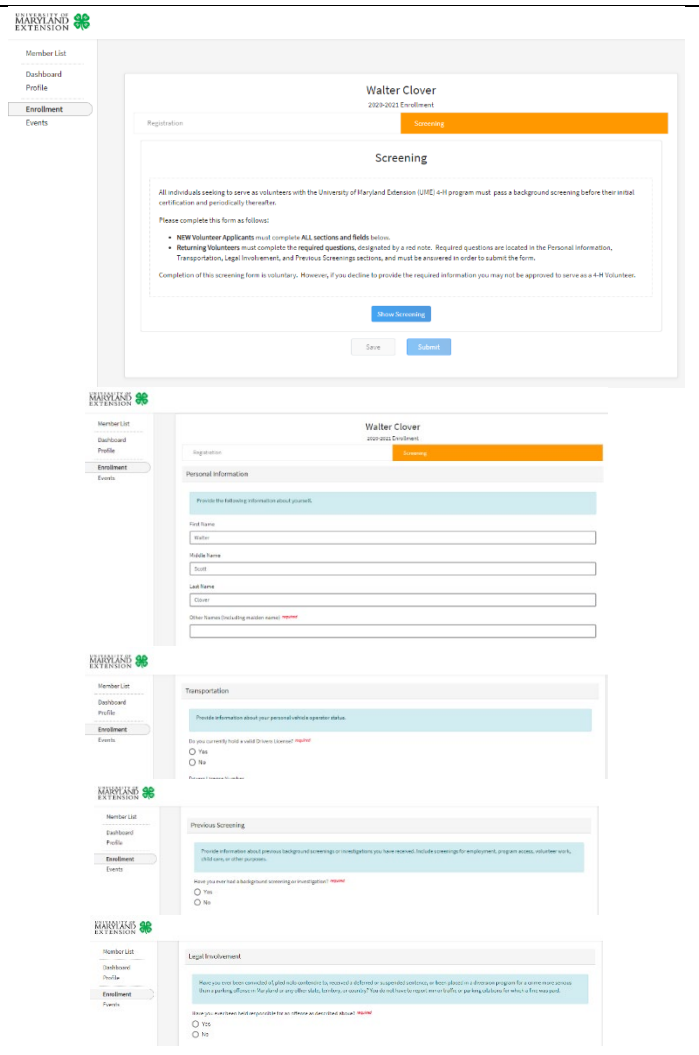
Returning Volunteers have successfully completed a background screening as part of their initial UME 4-H onboarding process. Therefore, Returning Volunteers do **not** have to fill out the entire Screening questionnaire when enrolling for the current program year.

However, Returning Volunteers must answer **10 required questions**, which are noted in **red**. They must also electronically sign the Screening page and agree to periodic background screening as terms of their Volunteer Recertification.

The required questions that must be completed by Returning Volunteers are located in the following sections:

- **Personal Information – Other Names Used.**
 - Report any other name you have used for legal documents or official business. This includes maiden names, aliases, nicknames, etc.
 - If you have not used a name other than your legal name, type “None” in the field
- **Transportation – 3 yes/no questions**
- **Previous Screening – 1 yes/no question**
 - Details are optional
- **Legal Involvement – 5 yes/no questions**
 - If answering “yes” to any question, provide details as appropriate
 - “Nolo contendere” = “No contest”

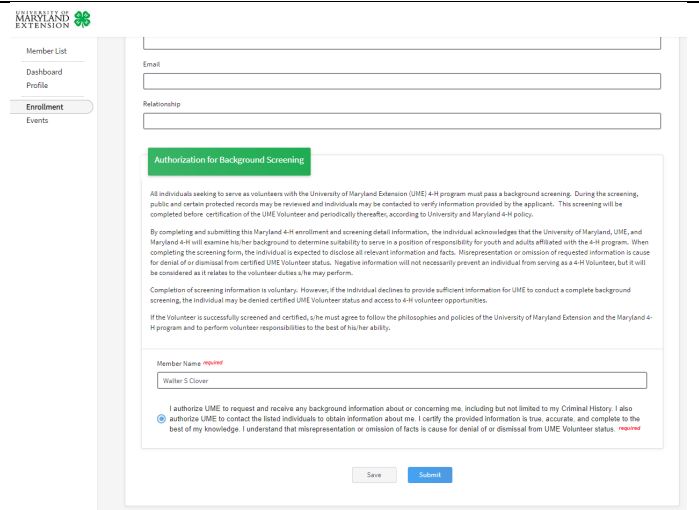
Returning Volunteers may skip the Volunteer Experience, Employment, and References sections of the Screening page. These sections contain no required fields.



Authorization for Background Screening

You must sign the authorization by typing your name in the field and clicking the agreement statement.

When you have completed all required questions and signed the authorization, click **“Submit”** to complete the Screening portion of enrollment.



The screenshot shows the 'Authorization for Background Screening' form. It includes a navigation menu on the left with options: Member List, Dashboard, Profile, Enrollment, and Events. The main content area has a title 'Authorization for Background Screening' and a green header. Below the header is a paragraph of text explaining the screening process. At the bottom, there is a 'Member Name' field with 'Walker S Clover' entered, a radio button for authorization, and 'Save' and 'Submit' buttons.

8. Confirmation

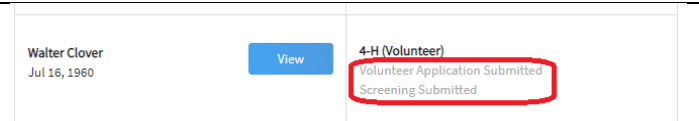
After you have submitted both portions of your enrollment you will be returned to the Member List of your family profile. You will see your enrollment status has changed to “Submitted” for both portions of the enrollment.

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.

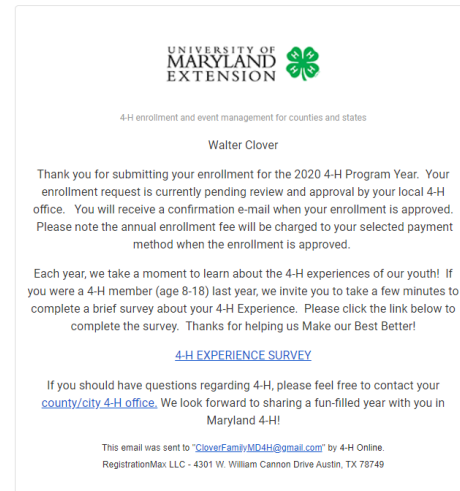
The local 4-H program's 4-H Online Manager will review the enrollment record. If both sections complete, s/he will approve the record and the Volunteer “officially” enrolled! You will see in your Member Profile that your status has changed to “Volunteering for (current) program year” and “Screening Approved.”

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

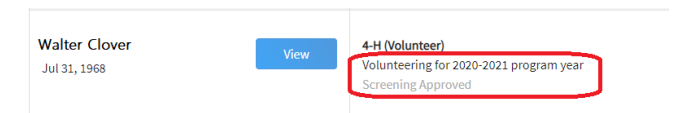
If you have questions about the Adult Volunteer Enrollment process, contact your local 4-H office. They will be happy to help!



The screenshot shows a table entry for 'Walter Clover' with the date 'Jul 16, 1960'. To the right of the name is a 'View' button. Further right, the status is '4-H (Volunteer)' with a red box around 'Volunteer Application Submitted' and 'Screening Submitted'.



The screenshot shows an email confirmation from the University of Maryland Extension. The email is addressed to 'Walter Clover' and thanks him for submitting his enrollment for the 2020 4-H Program Year. It mentions that the request is currently pending review and approval by the local 4-H office. It also includes a link to a '4-H EXPERIENCE SURVEY' and contact information for the county/city 4-H office.



The screenshot shows a table entry for 'Walter Clover' with the date 'Jul 31, 1968'. To the right of the name is a 'View' button. Further right, the status is '4-H (Volunteer)' with a red box around 'Volunteering for 2020-2021 program year' and 'Screening Approved'.

Volunteer Types & Roles

Choose from these options in the 4-H Online drop-down menus when you enroll.

Remember: Choose types/roles that match your 4-H Volunteer Position Description(s)

Volunteer Type	Volunteer Role options	Choose this role if:
Club Volunteer	Organizational Club Leader	You are one of the club's Organizational Club Leaders
	Clover Leader	You are a club Clover Leader, but NOT the Organizational Club Leader
	Project Leader	You lead project learning for youth in a specific 4-H club
	Activity Leader	You lead 4-H activities for youth in a specific 4-H club
	Resource Volunteer	You help the club by providing knowledge, materials, access, or other resources, but you don't lead projects or activities
	NEW Volunteer Applicant	You are applying to be a 4-H Volunteer
<i>Club Volunteers will choose a club or county for each volunteer role. Only one role can be associated with a club. If you hold more than one role with the same club, attach the club to the role you perform MOST OFTEN for that club.</i>		
Project Volunteer	Project Leader	You lead project learning in your local 4-H program (not just one club)
	Project Coach	You teach and coach a competitive project team
	Shooting Sports Certified Instructor	You are certified as a 4-H Shooting Sports Instructor
	NEW Volunteer Applicant	You are applying to be a 4-H Volunteer
<i>Project Volunteers will choose a project for each volunteer role, and will be asked whether they perform that project role for the county or club. Designate a project and level (county or club) to each Project Volunteer role you hold. If you are a Project Volunteer for multiple 4-H projects, choose the project you spend MOST of your time volunteering with.</i>		
Activity Volunteer	Activity Volunteer	You lead 4-H activities in your local 4-H program (not just one club)
	NEW Volunteer Applicant	You are applying to be a 4-H Volunteer
Program Volunteer	Resource Volunteer	You help the 4-H program by providing knowledge, materials, access or other resources, but you don't lead projects or activities.
	Fair Superintendent	You serve as Superintendent for a 4-H exhibit, division, or contest at the fair
	Committee/Board Member	You officially represent 4-H on a committee or board, AND your position/duties are covered in a 4-H Volunteer Position Description
	Judge	You repeatedly 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
	NEW Volunteer Applicant	You are applying to be a 4-H Volunteer
Camp Volunteer	Adult Camp Volunteer	You serve as Adult Staff at a 4-H Camp
	NEW Volunteer Applicant	You are applying to be a 4-H Volunteer

Note: Adults interested in becoming a 4-H volunteer should contact their local 4-H office to discuss the certified UME 4-H Volunteer process.