

Youth Member 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 can join 4-H at any time during the year, youth members who are returning for another year of 4-H should re-enroll by **March 1**.

All Maryland 4-H youth members pay an annual state enrollment fee of \$10.00 per child. The enrollment fee is “capped” at \$30.00 for a family; if more than three children from a family are enrolled in 4-H the family will pay a maximum of \$30.00. The enrollment fee applies to 4-H members of all ages, including Cloverbuds. There is no enrollment fee for adults.

The annual enrollment fee must be paid through 4-H Online when the youth member is enrolled. 4-H Online payment requires a valid bank-issued credit/debit or a prepaid debit card. The credit/debit card number must be entered when the youth enrollment is submitted, but the fee is not charged to the card until the enrollment is approved by the county/city 4-H Online Manager. Each youth member’s enrollment fee is charged to the card in a separate transaction. The first three youth enrollments approved for a family are charged for the \$10.00 enrollment fee; any additional youth members of that family are not charged a fee because the family cap has been met.

After a card number has been entered for payment once, it remains linked to the family profile so it does not have to be entered again. Credit/debit card numbers are not stored in the 4-H Online; they are only processed through the system. 4-H Online is certified as a secure financial processor. Families can manage their linked payment methods in their 4-H Online family profile.

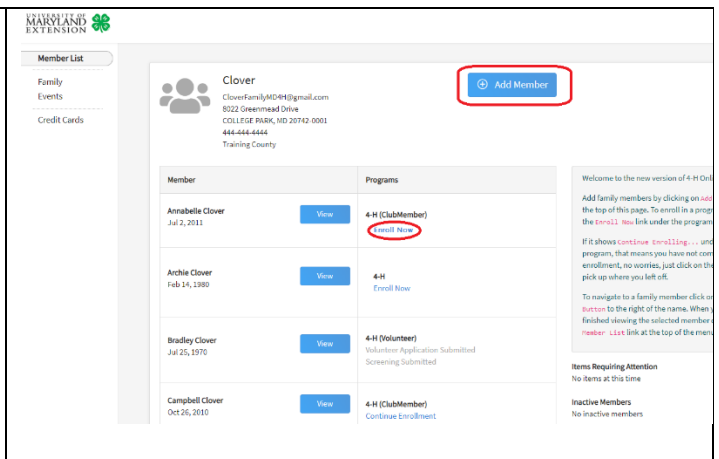
Some counties and/or clubs may charge additional enrollment fees to cover cost of supplies, materials, insurance, etc. Follow the instructions of the county or club regarding payment of those local fees. County/club fees are NOT paid through 4-H Online at this time.

To enroll a youth family member in 4-H, follow these steps:

Locate or create the youth member record

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

DO NOT create a new Member record if one already exists!



Member	Programs
Annabelle Clover Jul 2, 2012	4-H (ClubMember) Enroll Now
Archie Clover Feb 14, 1989	4-H Enroll Now
Bradley Clover Jul 25, 1970	4-H (Volunteer) Volunteer Application Submitted Screening Submitted
Campbell Clover Oct 26, 2010	4-H (ClubMember) Continue Enrollment

1. Clubs

Youth members must choose at least one Club to join 4-H. You can learn more about the clubs available in your county/city 4-H program by contacting your local 4-H office.

After reading the instructions for the Clubs section, click **“Select Clubs.”**

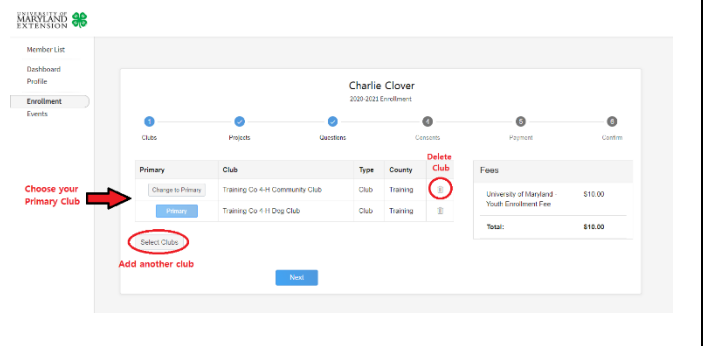
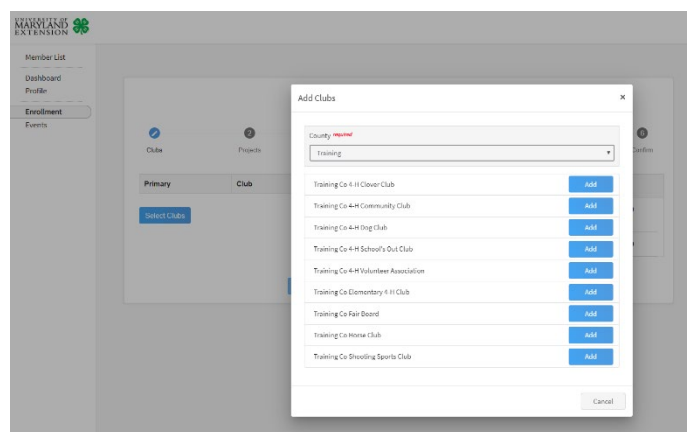
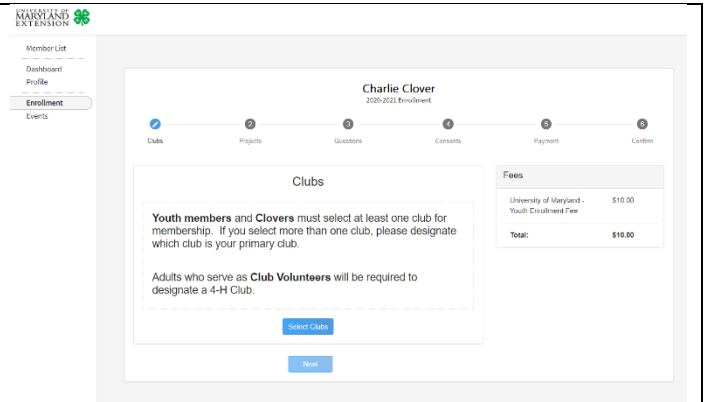
A window will open that displays all clubs in your county/city 4-H program that are accepting members. You will see only clubs that are located in your 4-H county/city. Click **“Add”** to select a club and add it to your enrollment. Click the **“Select Clubs”** button and repeat to add more clubs, if you like. There is no limit on the number of clubs a 4-H member may join, but 4-Hers are expected to actively participate in each club.

When enrolling in 4-H Online, 4-Hers may only choose clubs that are located in the county/city where they are a member. If you want to join a club that is located in a different 4-H county/city, contact your local 4-H office for assistance.

If you have chosen more than one club, you must designate one as your primary club. If necessary, click the **“Change to Primary”** button to mark the club you want to be your primary club.

To remove a club from your enrollment, click the trash can icon.

Once you have added all clubs you want to participate in for the 4-H year, click the **“Next”** button.



2. Projects

Youth must select at least one 4-H project. There is no limit to the number of projects a 4-Her can select, but s/he must be willing to complete project work in each of them. Project work may include attending meetings, giving talks, creating exhibits, entering contests or fairs, completing a 4-H Project Record Book, etc.

Cloverbud members (ages 5-7) may only enroll in the Cloverbuds project. The Cloverbuds project includes a variety of age-appropriate activities on different topics.

Youth new to 4-H who do not know what projects they want to pursue are encouraged to choose the “Exploring 4-H” project.

After reading the instructions for the Projects section, click **“Select Projects.”**

A window will open that displays 4-H projects the member may choose from. To select projects:

Select the Club with which you want your project to be associated. Only clubs you added to your enrollment in the previous step will be displayed.

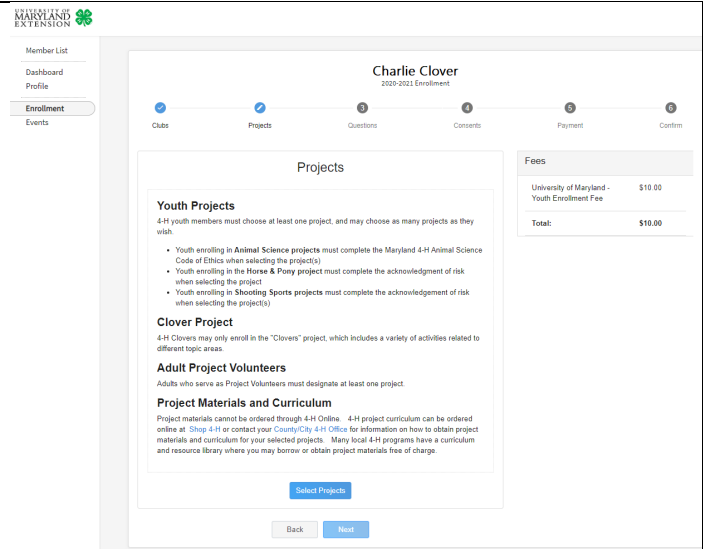
Click the “Add” button next to the project you want to add to your enrollment. Click the “Select Projects” button and repeat to add more projects, if you like.

Certain projects will have required agreements or acknowledgements that must be completed before the project can be added to the enrollment. The projects are:

Animal Science Projects:

The Maryland 4-H Code of Animal Science Ethics applies to all 4-H projects involving live animals. It will appear for each animal science project the 4-Her chooses. The 4-Her and a parent/guardian must read, agree to, and sign the agreement by typing their names in the required fields. The project may not be added to the enrollment unless agreement is documented.

The Code of Animal Science Ethics is required even if the 4-Her does not intend to show or interact with live animals as part of the project. Contact your local 4-H Educator if you have questions about the Code or how it applies to your project.



Charlie Clover
2020-2021 Enrollment

Member List
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Profile
Enrollment
Events

1 Clubs 2 **Projects** 3 Questions 4 Consents 5 Payment 6 Confirm

Projects

Youth Projects
4-H youth members must choose at least one project, and may choose as many projects as they wish.

- Youth enrolling in **Animal Science** projects must complete the Maryland 4-H Animal Science Code of Ethics when selecting the project(s).
- Youth enrolling in the **Horse & Pony** project must complete the acknowledgment of risk when selecting the project.
- Youth enrolling in **Shooting Sports** projects must complete the acknowledgment of risk when selecting the project(s).

Clover Project
4-H Clovers may only enroll in the “Clovers” project, which includes a variety of activities related to different topic areas.

Adult Project Volunteers
Adults who serve as Project Volunteers must designate at least one project.

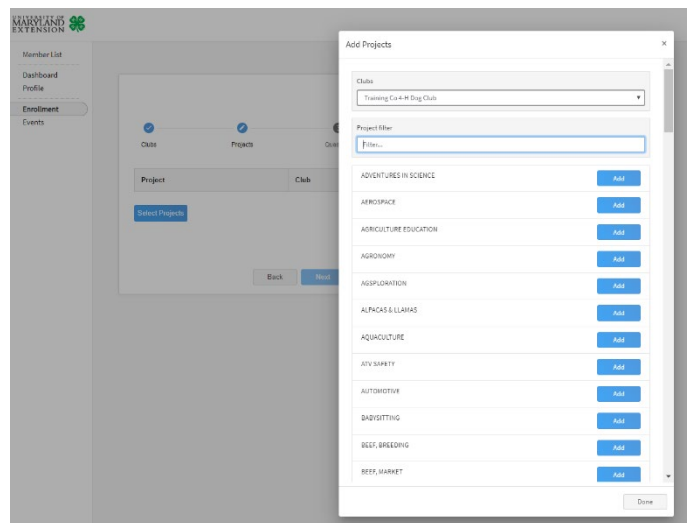
Project Materials and Curriculum
Project materials cannot be ordered through 4-H Online. 4-H project curriculum can be ordered online at Shop 4-H or contact your County/City 4-H Office for information on how to obtain project materials and curriculum for your selected projects. Many local 4-H programs have a curriculum and resource library where you may borrow or obtain project materials free of charge.

Fees

University of Maryland - Youth Enrollment Fee	\$10.00
Total:	\$10.00

Select Projects

Back Next



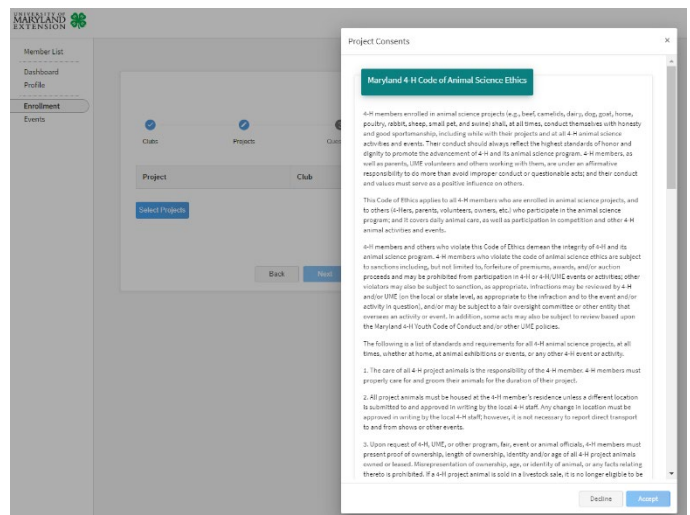
Add Projects

Clubs
Training Co-4-H Dog Clubs

Project Filter
Filter...

- ADVENTURES IN SCIENCE Add
- AEROSPACE Add
- AGRICULTURE EDUCATION Add
- AGRONOMY Add
- ASPIRATION Add
- ALPACAS & LLAMAS Add
- AQUACULTURE Add
- ARTS CRAFTS Add
- AUTOMOTIVE Add
- BAKING Add
- BEEF BREEDING Add
- BEEF MARKET Add

Done



Project Consents

Maryland 4-H Code of Animal Science Ethics

4-H members enrolled in animal science projects (e.g., beef, cow/calf, dairy, dog, goat, horse, poultry, rabbit, sheep, small pet, and swine) shall, at all times, conduct themselves with honesty and good sportsmanship, including while with their projects and at all 4-H animal science activities and events. Their conduct should always reflect the highest standards of honor and dignity to promote the advancement of 4-H and its animal science program. 4-H members, as well as parents, UNH volunteers and others working with them, are under an affirmative responsibility to do more than avoid improper conduct or questionable acts; and their conduct and values must serve as a positive influence on others.

This Code of Ethics applies to all 4-H members who are enrolled in animal science projects, and to other 4-Hers, parents, volunteers, members, etc. who participate in the animal science program, and it covers daily animal care, as well as participation in competition and other 4-H animal activities and events.

All members and others who violate this Code of Ethics breach the integrity of 4-H and its animal science program. 4-H members who violate the code of animal science ethics are subject to sanctions including, but not limited to, forfeiture of membership, events, and/or sanction proceeds and may be prohibited from participation in 4-H or 4-H UNH events or activities; other violators may also be subject to sanctions, as appropriate. Infractions may be reviewed by a 4-H and/or UNH (on the local or state level), as appropriate to the infraction and to the event and/or activity in question, and/or may be subject to the oversight committee or other entity that oversees an activity or event. In addition, some acts may also be subject to review based upon the Maryland 4-H Youth Code of Conduct and/or other UNH policies.

The following is a list of standards and requirements for all 4-H animal science projects, at all times, whether online, at animal exhibitions or events, or any other 4-H event or activity.

- The care of all 4-H project animals is the responsibility of that 4-H member. 4-H members must properly care for and groom their animals for the duration of their project.
- All project animals must be housed at the 4-H member's residence unless a different location is submitted to and approved in writing by the local 4-H staff. Any change in location must be approved in writing by the local 4-H staff; however, it is not necessary to report closed, transient and from above or other events.
- Upon request of 4-H, UNH, or other program, fair event or animal officials, 4-H members must present proof of ownership, length of ownership, identity and/or age of all 4-H project animals owned or leased. Misrepresentation of ownership, age, or identity of animal, or any facts relating thereto is prohibited. If a 4-H project animal is sold in a livestock sale, it is no longer eligible to be

Details Next

Shooting Sports Projects:

The Shooting Sports Project Consent notifies 4-Hers of the potential risks of participating in Shooting Sports project activities. It will appear for each Shooting Sports discipline project the 4-Her chooses. The 4-Her and a parent/guardian must read and sign the acknowledgement by typing their names in the required fields. The project may not be added to the enrollment unless agreement is documented.

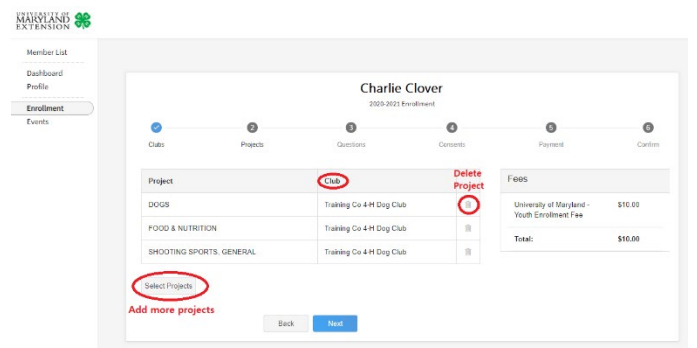
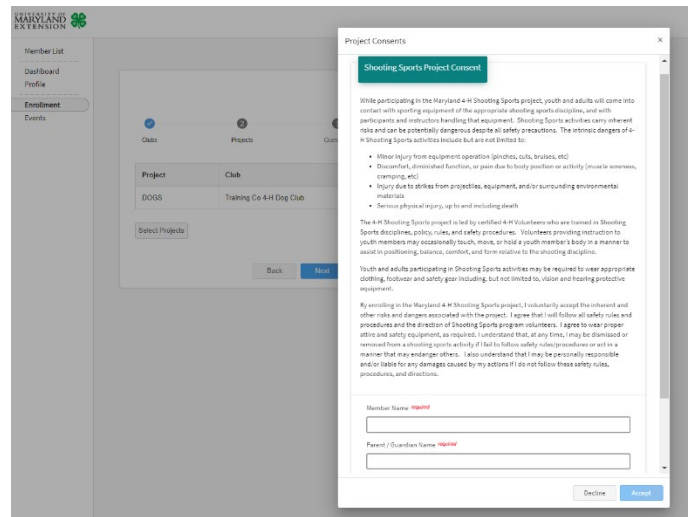
Horse & Pony Project:

The Horse & Pony Project Consent notifies 4-Hers of the potential risks of participating in Horse & Pony project activities. The 4-Her and a parent/guardian must read and sign the acknowledgement by typing their names in the required fields. The project may not be added to the enrollment unless agreement is documented.

Review your project list before continuing to the next step.

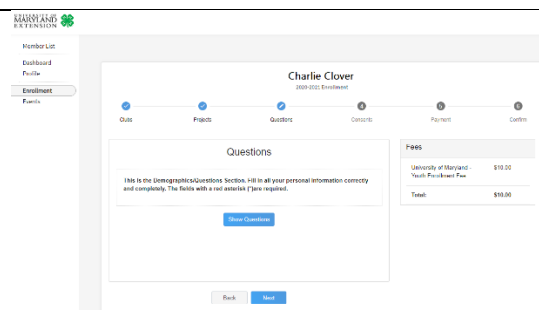
To remove a club from your enrollment, click the trash can icon. If you want to change which club your project is associated with, delete the project, click the **“Select Projects”** button, choose the correct club and project, then add the project back to your enrollment.

Once you have added all projects you want to participate in for the 4-H year, click the **“Next”** button.



3. Questions

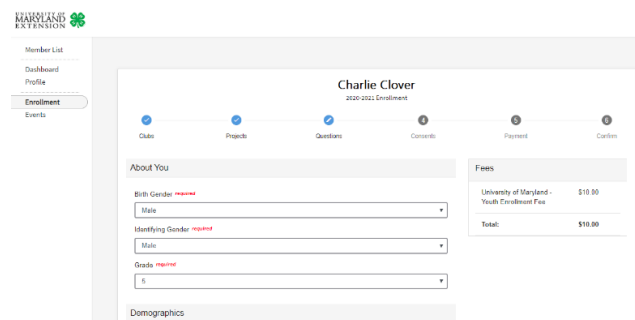
After reading the instructions, click **“Next”** to go to the Questions page. Complete the enrollment questions.



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.



School:

Choose the county/city where the 4-Her attends school. Once the county is selected you can choose the school district (public or private) and name from the following two drop-down menus.

If your school is not listed in the district and/or name fields, click the button beside the next statement and enter the school name. You can then choose the type of school from the drop-down menu. School types include home school, charter school, magnet school, special education, vocational education, and more.

Military:

Choose the appropriate statement. If a family member is serving in the military, choose the branch and component from the drop-down menus below. If more than one family member is serving in the military, report information for the one most closely related to the 4-Her.

Other Questions:

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

Health Information:

Parents are asked to provide information related to the youth 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, special needs, 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 view it.

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

School

* Please select your school from the list below, by selecting your school's county, then district and then your school

School County *required*

School District *required*

School Name *required*

If you are unable to locate your school in the list above, please enter the school name and type, in the fields below

School Name

School Type

Military

Family Member Military Service *required*

Branch of Service

Branch Component

Other

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

Health Information - 4-H Member

Please answer the following questions regarding the 4-Her's general health and wellness. Parents/guardians are strongly encouraged to provide the requested information so that Maryland 4-H faculty, staff, and volunteers can best meet your child's needs. Parents/guardians are also encouraged to discuss any health concerns that might affect a 4-Her's participation in certain activities with the club or program leader. In many cases, accommodation or assistance can be given to help the 4-Her have a full, positive experience.

This information will be used for program planning purposes ONLY. Youth and adults who attend certain 4-H events and activities (including camps) 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

4. Consents

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

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

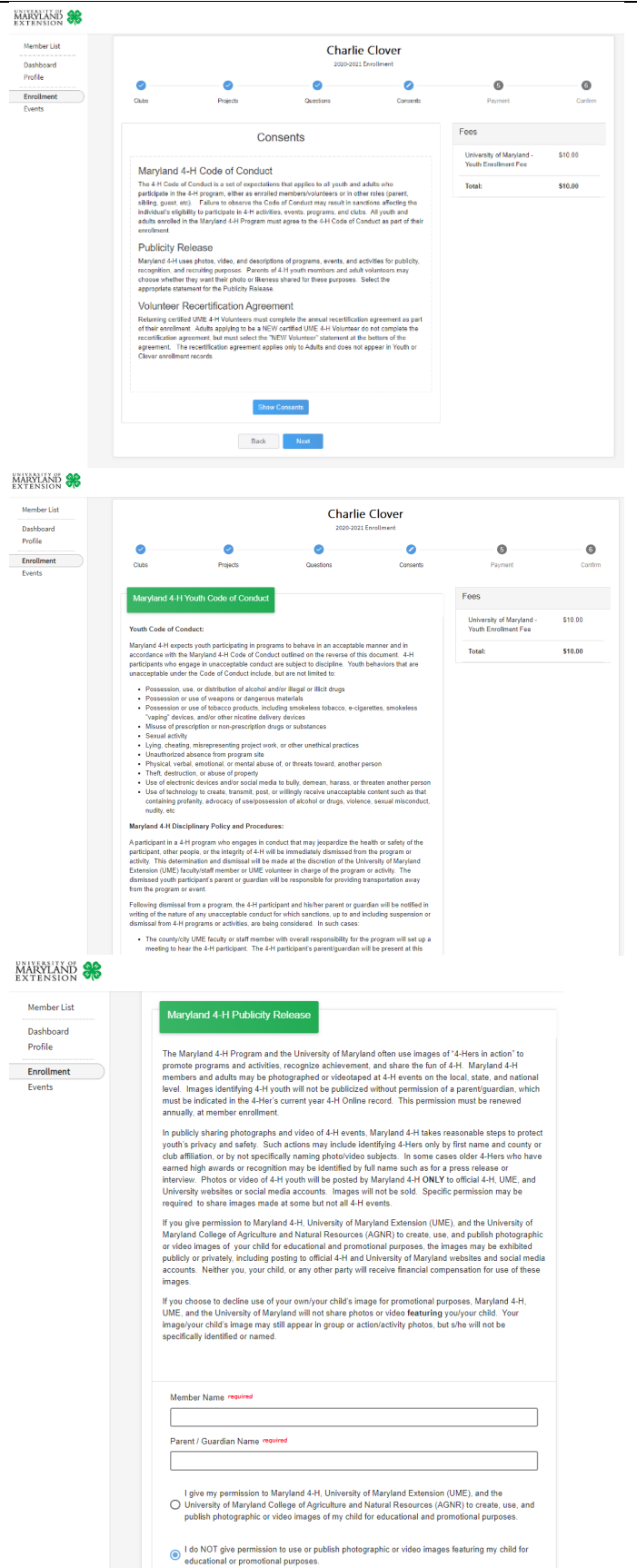
After reading the instructions for the Consents section click **“Show Consents”** to continue.

Code of Conduct

The Code of Conduct outlines behavior expected of 4-H members and families. Youth and parents/guardians should review the Maryland 4-H Code of Conduct together when enrolling. Both the 4-Her and a parent/guardian must electronically sign the Code of Conduct by typing their names in the fields 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. Parents/guardians may choose whether 4-H can use images or likenesses of their child for these purposes. After reading the Publicity Release document, select the appropriate option and electronically sign by typing the 4-Her’s name and parent/guardian’s name in the fields. Both names must be typed and an “agree” or “disagree” option must be chosen to proceed with the enrollment.



The screenshots show the following content:

- Consents:** A progress bar at the top shows 'Consents' as the current step. Below it, the 'Maryland 4-H Code of Conduct' and 'Publicity Release' sections are visible. A 'Show Consents' button is highlighted.
- Code of Conduct:** A section titled 'Maryland 4-H Youth Code of Conduct' with a list of rules including:
 - Possession, use, or distribution of alcohol and/or illegal or illicit drugs
 - Possession or use of weapons or dangerous materials
 - Possession or use of tobacco products, including smokeless tobacco, e-cigarettes, smokeless "vaping" devices, and/or other nicotine delivery devices
 - Misuse of prescription or non-prescription drugs or substances
 - Sexual activity
 - Lying, cheating, misrepresenting project/work, or other unethical practices
 - Unauthorized absence from program site
 - 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, transmit, post, or willfully receive unacceptable content such as that containing profanity, advocacy of unwise possession of alcohol or drugs, violence, sexual misconduct, nudity, etc.
- Publicity Release:** A section titled 'Maryland 4-H Publicity Release' with text explaining that the program uses photos and video for publicity. It includes a form with fields for 'Member Name' and 'Parent / Guardian Name', both marked as 'required'. Below the form are two radio button options:
 - I give my 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 my child for educational and promotional purposes.
 - I do NOT give permission to use or publish photographic or video images featuring my child for educational or promotional purposes.

5. Payment

Maryland 4-H charges a \$10.00 enrollment fee for each youth member. You will see the fee reflected on the record.

Note: If you enroll more than 3 youth members of your family, you will see the \$10.00 fee on each individual enrollment record event though the \$30.00 family fee cap will be applied.

A payment method must be selected for the enrollment fee before the enrollment record can be submitted. Payment must be a valid bank-issued debit/credit card or a prepaid debit card with sufficient funds available.

If you do not already have a payment method saved in your family profile, add card information in the fields and click **“Add Credit Card.”**

Note: Once you add a card, it will be available for you to select when enrolling additional 4-H members.

If you already have a payment method saved in your family profile, you may select the existing card or add a new card.

Note: Card information can only be viewed and edited by a family member in the family profile. 4-H Online Managers cannot access or edit card information.

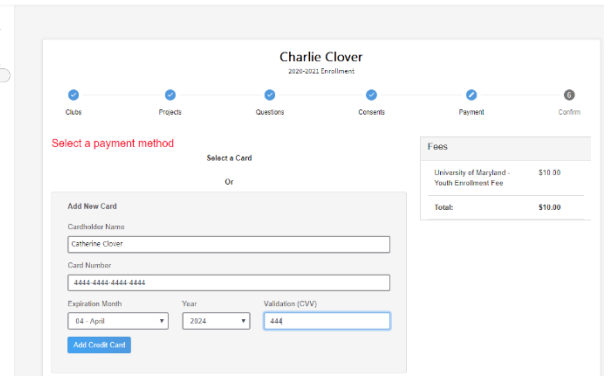
Review the Terms of Payment and click the agreement button.

Click **“Next”** to proceed.

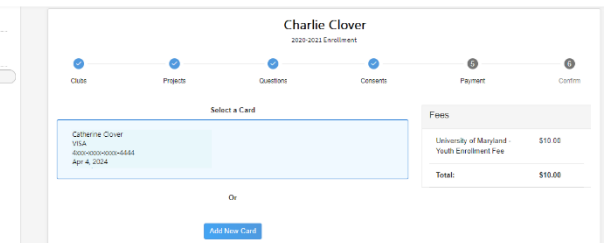
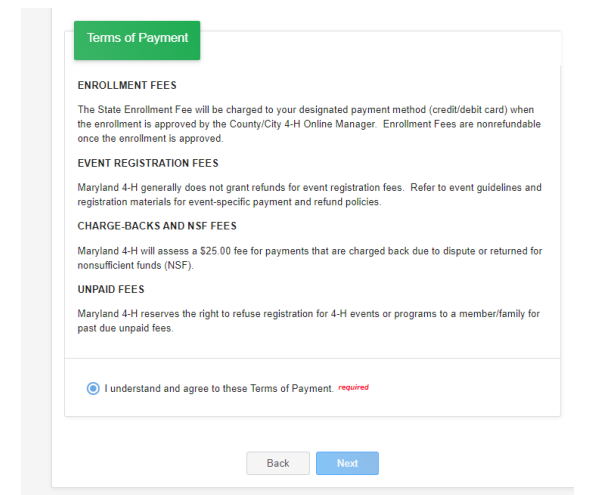
Note: A valid credit/debit card number must be entered or selected to move to the next step. If you cannot proceed to the next screen, be sure you have entered a valid card and checked the Terms of Payment Agreement.



- Member List
- Dashboard
- Profile
- Enrollment**
- Events




- Member List
- Dashboard
- Profile
- Enrollment**
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6. Submitting Your Enrollment

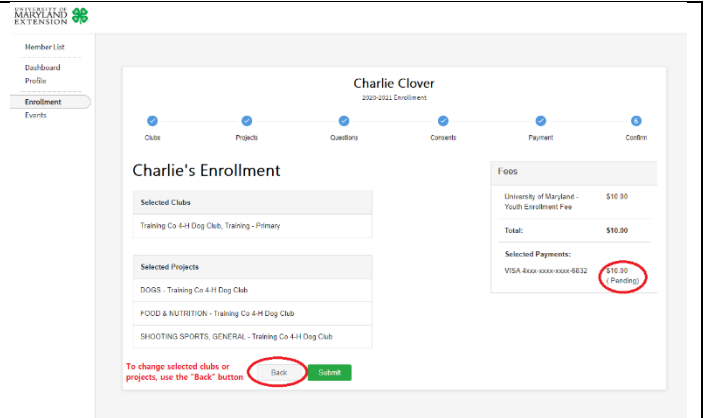
Review the enrollment and fee information. You will see that payment status is “Pending.”

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.

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. The enrollment fee will be charged to your payment method when the record is **approved** by the 4-H Online Manager.

If your family enrolls more than 3 youth members, your payment method will be charged for the **first 3 members approved** (\$10.00 per member x 3 = \$30.00 family cap) Family youth members approved after the family fee cap is reached will not be charged the enrollment fee. The “family discount” will be reflected on the youth member’s enrollment fee invoice.



7. Confirmation

After you submit your enrollment, you will be returned to the Member List of your family profile. You will see the youth’s Enrollment Status has changed to “Submitted.”

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 it is complete, s/he will approve the record and the 4-Her is “officially” enrolled! You will receive an email confirming the approval and reminding you that the enrollment fee was charged to your payment method.

If the 4-H Online 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 Youth Enrollment process, contact your local 4-H office. They will be happy to help!

