

Guide for New 4-H adult volunteers to enroll

1. Go to v2.4honline.com
2. If you are new to 4-H, create select “don’t have an account” (at bottom)
3. Follow directions
4. Once logged in, click add member.
5. There are 2 parts. Part 1 is an enrollment, part 2 is a screening. Once Part 1 is submitted you’re still not done. You have to do the screening, so a background check can be done by the State office in College Park.
6. Part 1: Follow prompt. Complete Adult Personal Information, fill in required fields, click next.
7. “Select I want to join 4-H as a new/returning volunteer.” Select Finish. Your profile is created but you’re not done. This is the application.
8. Registration collects personal, demographic, and involvement information about the returning Volunteer.
9. When you choose a volunteer type from the drop-down menu, the roles for that type will appear. Select New applicant option comes up. click done.

*If you were not notified by the 4-H Educator that you were accepted as a 4-H volunteer in the previous year by the system, or have had a 3-year break in service, then you must register as a new volunteer.

Contact the Educator with any questions.

10. On the right there’s an invoice, ignore, it will always be \$0 for adults, if enrolling a youth, it’ll populate \$10 for each youth.
11. Select volunteer type. Click and add New Applicant
12. Questions, come up, click show questions, fill in required fields, click next.
13. Click show consents. It is a required field.
14. Click “yes” to Maryland 4-H Adult Code of Conduct, enter name (signature).
15. Click “yes” (optional) to Maryland 4-H Publicity Release. If “no” adults cannot participate in any 4-H photo opportunities, enter name (signature).
16. Submit. Part 1 is done.
17. Part 2: Screening. Click show screening. Follow prompt, fill in required fields, click next. Submit.

18. You will get an email from College Park (umd.edu or sterling) to complete a background check. Complete within 30 days. You will have to pay for the background check. About \$15 for tier 2. \$60 for tier 3 (holding overnight camps). Tier 1 is not relevant for a Certified UME volunteer.

19. Part 2 - Screening collects periodic review and background screening information about the new/returning Volunteer.

20. Once done you'll know your status.

21. The 4-H Educator will approve you on 4honline, give you a position description and appointment agreement to sign and fill out if all goes well. Then you're done. Congrats! You're a Certified UME volunteer.