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 "resets" all youth and adult membership records for the new year. Shortly after the system resets, 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.

Returning certified UME 4-H Volunteers may not work with 4-H youth until they have submitted their enrollment for the current year. All 4-H volunteers who are returning for another year of 4-H must **re-enroll by March 1**.

- Once they have submitted their current year's enrollment, returning volunteers who had an **approved** enrollment in the previous 4-H year may continue to perform 4-H volunteer duties while their submitted enrollment is pending approval. If their enrollment is not approved by March 1, the volunteer must stop serving until their enrollment is approved.
- Volunteers who **did not** have an approved enrollment in the previous year have a lapse or break in service and may not assume or perform volunteer duties until their enrollment for the current 4-H year is approved.

The 4-H Online volunteer enrollment process requires completion of two steps:

- **Step 1: Registration** collects personal, demographic, and involvement information about the returning Volunteer.
- **Step 2: Screening** collects annual review and screening information about the returning Volunteer. The type and number of screening questions are based on the volunteer role(s) selected at enrollment. Enrollment screening is not the same as the UME Volunteer Background Check.

Once the Registration step is completed and submitted, the Screening step will automatically open. **Both steps must be completed and submitted before the 4-H program can review and approve your enrollment.**

When re-enrolling, returning Volunteers complete their annual Volunteer Renewal Appointment Agreement for each role in which they serve. They also report the number of hours and number of youth they worked with while performing 4-H volunteer work 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.

Starting in 2022, all 4-H volunteers must have current, approved UME Volunteer Background Check before their 4-H enrollment can be approved. Additionally, any 4-H Volunteer who has served for 5 or more years must also complete the Volunteer Refresher Training before their enrollment can be approved.

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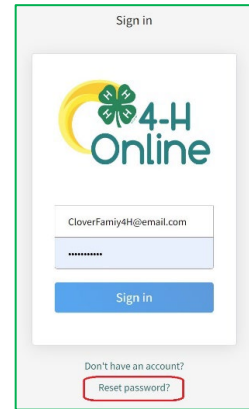
To enroll as a returning 4-H Volunteer, follow these steps:

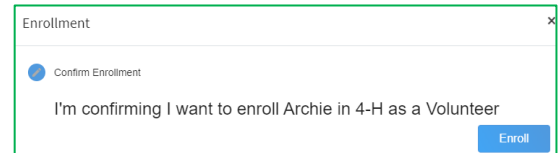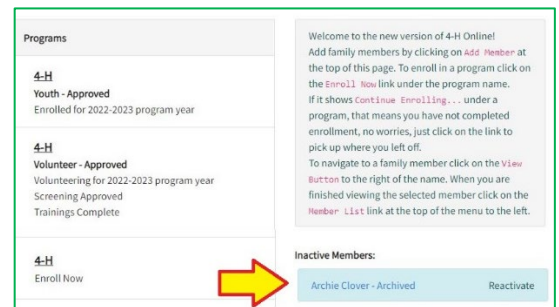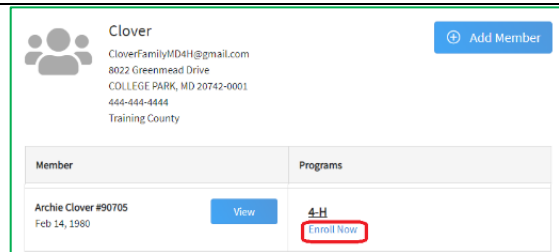|	
1. Log in to your 4-H Online family profile. • The e-mail address associated with your 4-H Online family profile is the login ID. • Password can be re-set using the link below the sign-in fields. **DO NOT CREATE A NEW 4-H ONLINE FAMILY PROFILE IF ONE ALREADY EXISTS.** Contact your local 4-H office if you need help locating or logging in to your 4-H Online family profile.	
2. Locate your volunteer Member profile. • Click the **Enroll Now** link next to your name • If your name appears under the list of **Inactive Members**, contact your local 4-H office for assistance. • If your name does not appear on the Member List, contact your local 4-H office for assistance. Your member profile may be located under a different family or you may not be a certified Volunteer. If you are enrolling as a 4-H volunteer for the first time, refer to the **New Volunteer Applicant** guide. This guide addresses re-enrollment of individuals who are already certified UME 4-H Volunteers. 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.**	
3. Select your volunteer roles. Select only the volunteer roles that match your signed 4-H volunteer position description(s). If you don't know what volunteer role(s) to choose in this section, contact your local 4-H office for assistance. **TIP: Use the chart on page 11 to help you select the correct volunteer roles for your enrollment.**	

Selection of a volunteer role is a two-step process. First, select a volunteer type from the dropdown menu. When you select the type, the roles within that type will display.

Click **Select Volunteer Types** to start.

Depending on your volunteer role, you will select one of 3 volunteer types:
- Unit Volunteer – Club, Camp and In School/After School Unit Leaders
- Project Volunteer – Project Leaders, Coaches, Shooting Sports Instructors
- Program Volunteer – All other volunteers who serve the local or State 4-H program
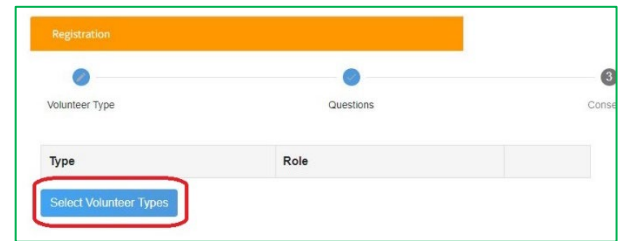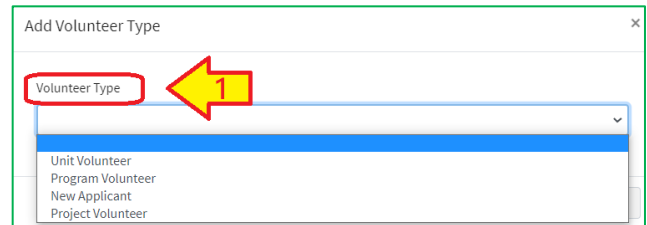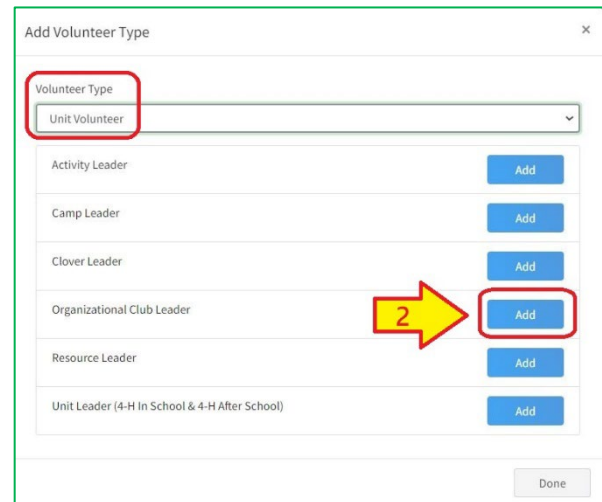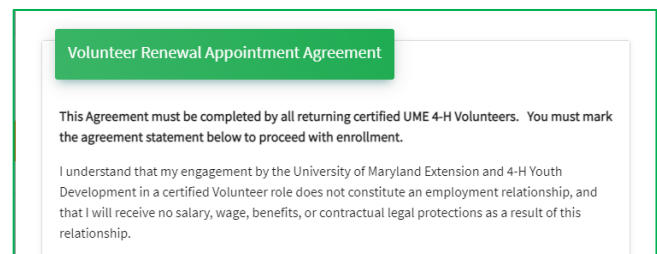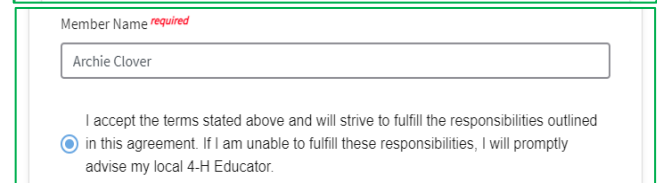
The New Applicant type is **only** for individuals who are applying to become 4-H volunteers for the first time or after a break in service.

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 Appointment Agreement** for that role will display. You must type your name as your signature, click the bubble next to the statement, and click the bubble next to the **Acceptance Statement** to add the role to your enrollment.

Repeat to select additional volunteer types and roles. You may select more than one role as long as you have a current, signed position description for **each** role you select.

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. Once you have added a volunteer role to your enrollment it will be removed from the dropdown menu.

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.

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.

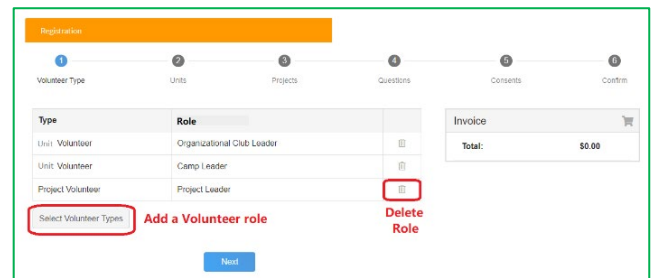Once you have selected your volunteer types and roles, review and make changes if needed. To remove a role, click the trash can icon next to the entry.

Click **Next** to continue your enrollment.

4. Select your 4-H units *(Unit Volunteers only)*.
Only volunteers who select Unit Volunteer roles can select 4-H clubs/units. If you did not add a Unit Volunteer role to your enrollment, you will not see the unit selection step on your screen. Continue to Step 5.

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. You will need to make two selections:
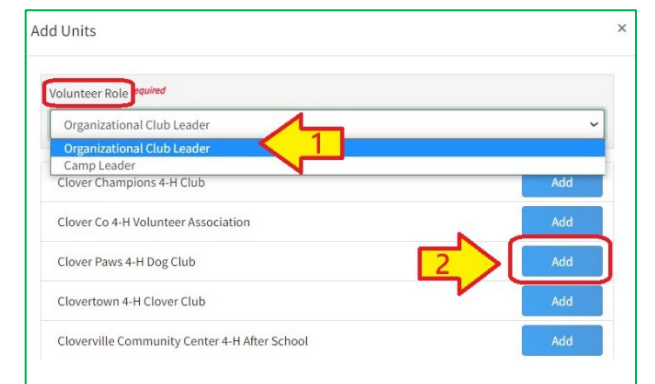
1. Select the volunteer role you perform for the club/unit. You will only be able to choose a **Unit Volunteer role** you added to your enrollment in the previous step.
2. Select the unit by clicking **Add**.

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 club/unit name does not appear on the unit list once it has been selected.
    o   If you serve in multiple roles for a unit, select the <u>most significant</u> role you perform for the unit, i.e. Organizational Club Leader over Activity Leader.

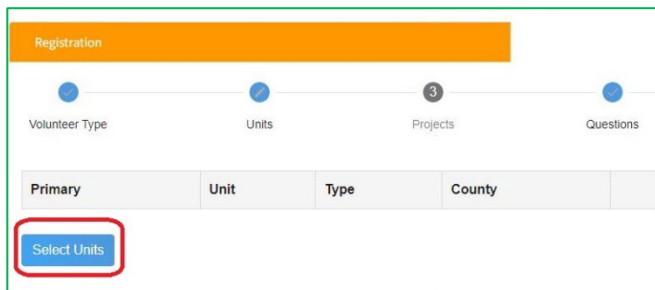|	
• You can hold the **same role with more than one unit**. For example, you can be the Organizational Club Leader for both the Sheep Club and for the Shooting Sports Club. Add each unit to your enrollment in a separate transaction by clicking the **Select Units** button. Review your selections and 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.	
5. Select your 4-H projects *(Project Volunteers only).* **Only volunteers who select Project Volunteer roles can select projects.** If you did not add a Project Volunteer role to your enrollment, you will not see the projects selection on your screen. Continue to Step 6. After reading the instructions, click the **Select Projects** button to continue. If you added a 4-H club/unit to your enrollment, you will be able to select whether you are a project leader for only your club/unit or for your 4-H county. Follow these steps: 1. Click the button to identify whether you lead the project for your club/unit or for the county. 2. If you selected unit, choose your unit. You will only see the clubs/units you added to your enrollment in the dropdown list. 3. Select the project by clicking **Add**. If you did **NOT** add a Unit Volunteer role to your enrollment, you will not have to select your level of project leadership. You are designated a project leader for your 4-H county. Simply select your project by clicking **Add**. When you click **Add**, a project detail screen will open. 1. Enter how many **years** you have volunteered in the project. 2. Select your **Project Volunteer role** for this project. You will only be able to choose a Project Volunteer role you added to your enrollment. 3. Click **Add** to continue. If you picked the wrong project and need to return to the menu, click **Deselect.**	
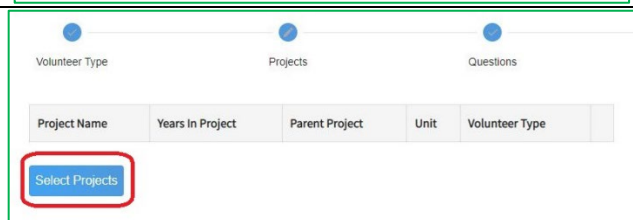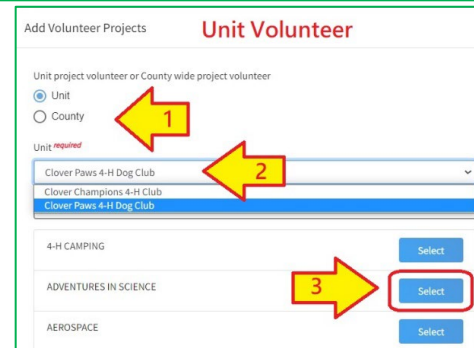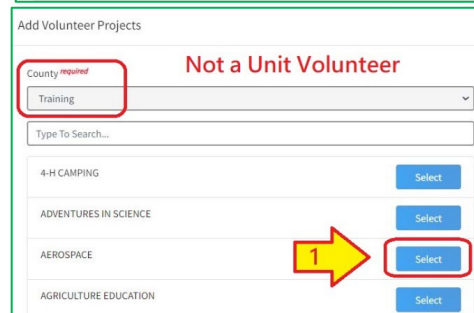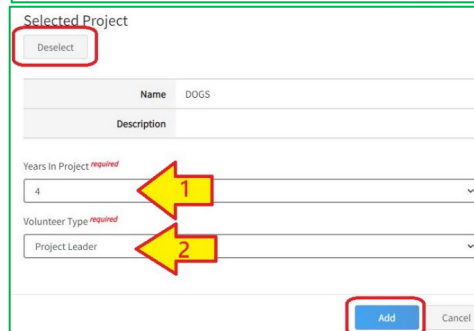
Certain projects have required agreements or acknowledgements that must be completed before the project can be added to the enrollment. The projects are:

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 volunteer selects. The volunteer must read, agree to, and sign the agreement by typing their name in the required field. The project cannot be added to the enrollment unless agreement is documented. Contact your local 4-H Educator if you have questions about the Code of Animal Science Ethics.

Horse & Pony Project
The **Horse & Pony Project Acknowledgement of Risk** notifies members of the potential risks of participating in Horse & Pony project activities. The volunteer must read and sign the acknowledgement by typing their name in the required field. The project cannot be added to the enrollment unless agreement is documented.

Shooting Sports Projects
The **Shooting Sports Project Acknowledgement of Risk** notifies members of the potential risks of participating in 4-H Shooting Sports project activities. It will appear for each Shooting Sports discipline project the volunteer chooses. The volunteer must read and sign the acknowledgement by typing their name in the required field. The project cannot be added to the enrollment unless agreement is documented.

Keep several 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 select **either** unit or county as your volunteer level for a project, **not both.** You will notice the project does not appear on the list once it has been selected.
  - If you are <u>both</u> a county and unit leader for a project, choose the <u>higher</u> 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 add the beef, sheep, swine, and meat goat projects to their enrollment.

Maryland 4-H Code of Animal Science Ethics

4-H members enrolled in animal science projects (e.g., beef, camelids, 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, UME 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.

Horse & Project Pony Consent

While participating in the Maryland 4-H Horse and Pony project, youth and adults may come into close contact with horses, ponies, and other equines. Activities involving equines carry inherent risks and can be potentially dangerous despite all safety precautions. The intrinsic dangers of equine activities include but are not limited to:

- The propensity of equines to behave in ways that may result in injury, harm, or death to persons on or around them
- The unpredictability of an equine's reaction to such things as sounds, sudden movement, and unfamiliar objects, persons, or other animals.
- Certain hazards such as surface and subsurface conditions

Shooting Sports Project Consent
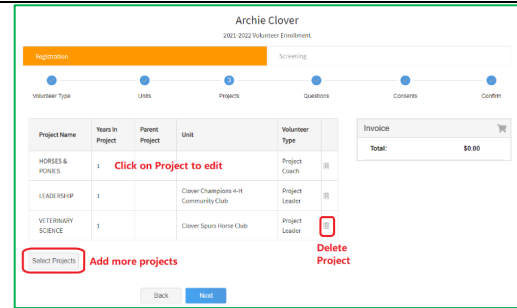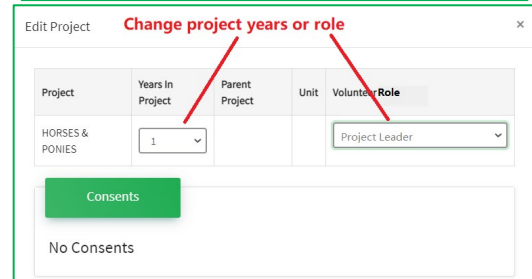
While participating in the Maryland 4-H Shooting Sports project, youth and adults will come into contact with sporting equipment of the appropriate shooting sports discipline, and with participants and instructors handling that equipment. Shooting Sports activities carry inherent risks and can be potentially dangerous despite all safety precautions. The intrinsic dangers of 4-H Shooting Sports activities include but are not limited to:

- Minor injury from equipment operation (pinches, cuts, bruises, etc)
- Discomfort, diminished function, or pain due to body position or activity (muscle soreness, cramping, etc)

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.
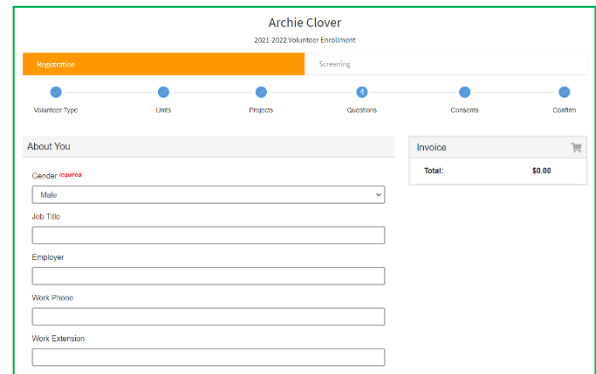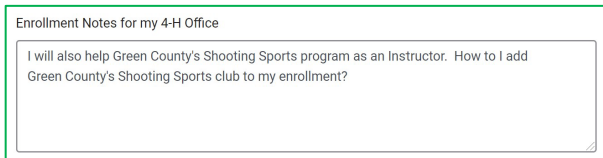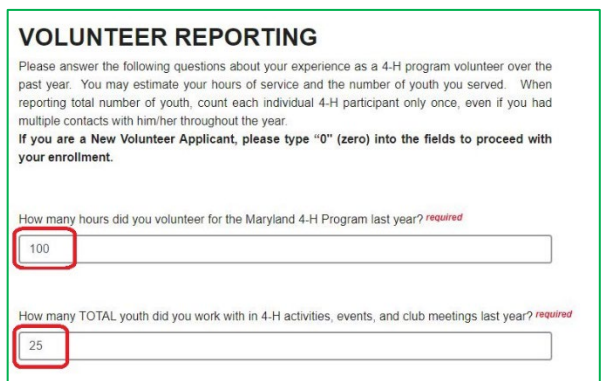
6. Answer the enrollment questions.

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 pre-filled with your information. Please carefully review any pre-filled fields and update them as needed.   Questions with a red *required* note must be completed before you can move to the next step.

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

- **About You** – Gender and employment
- **Demographics** – Residence, ethnicity, and race
- **Emergency Contact** – 1 or 2 adults
- **Military** – Service by you or your family member
- **Other questions** – information for your local 4-H program
    - o **Enrollment Notes** – anything about this enrollment you want your local 4-H office to know
    - o **Correspondence** – family preference
    - o **Languages** – any languages other than English you speak fluently
    - o **T-Shirt size** – select your size
    - o **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 general question; details are optional but encouraged for a "yes" answer.
    - o **Volunteer Reporting** – report the hours you spent working with 4-H youth last year.

Health information is used only for program planning purposes. 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 4-H 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.

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**

7. Sign the required 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.

Code of Conduct
The **Adult 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.

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 your name 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.

Consents

Maryland 4-H Code of Conduct

The 4-H Code of Conduct is a set of expectations that applies to all youth and adults who participate in the 4-H program, either as enrolled members/volunteers or in other roles (parent, sibling, guest, etc). Failure to observe the Code of Conduct may result in sanctions affecting the individual's eligibility to participate in 4-H activities, events, programs, and clubs. All youth and adults enrolled in the Maryland 4-H Program must agree to the 4-H Code of Conduct as part of their enrollment.

Publicity Release

Maryland 4-H uses photos, video, and descriptions of programs, events, and activities for publicity, recognition, and recruiting purposes. Parents of 4-H youth members and adult volunteers may choose whether they want their photo or likeness shared for these purposes. Select the appropriate statement for the Publicity Release.

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:

Maryland 4-H Publicity Release
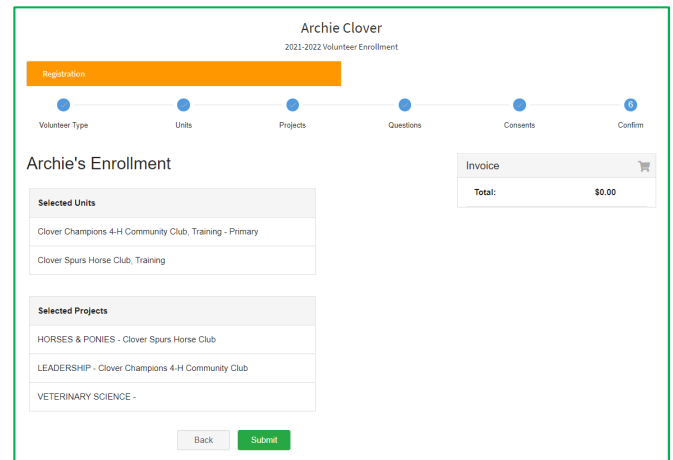
The Maryland 4-H Program and the University of Maryland often use images of "4-Hers in action" to promote programs and activities, recognize achievement, and share the fun of 4-H. Maryland 4-H members and adults may be photographed or videotaped at 4-H events on the local, state, and national level. 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.

8. Submit the first step of 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. If the information is correct, click the **Submit** button to complete Step 1 of your enrollment. When you submit the enrollment, you will no longer be able to edit or change the record. **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.**	

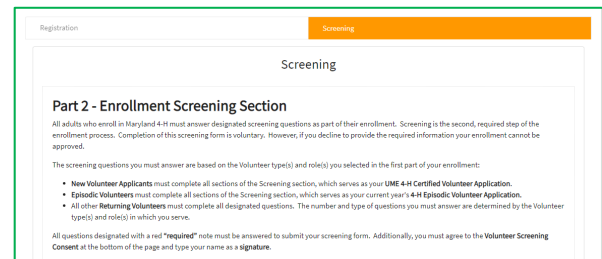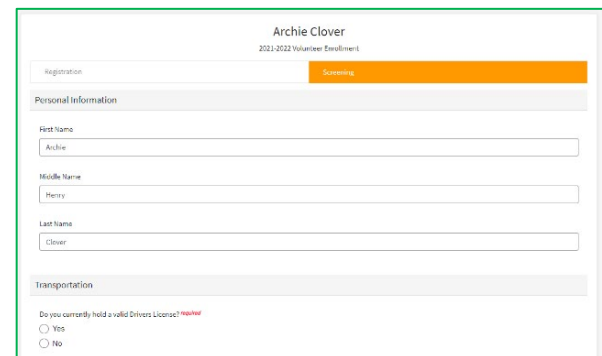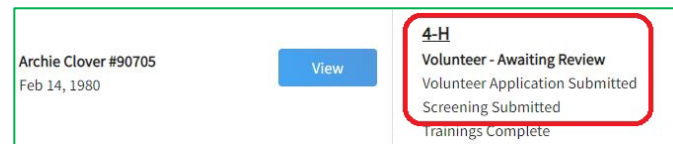|	
9. Answer the screening questions. As part of annual enrollment, each Volunteer must update certain screening questions. What questions you must answer are determined by the volunteer roles you selected in your enrollment. Most returning Volunteers will be asked to answer questions about transportation and legal involvement. You will see only the questions that apply to your enrollment. You must answer all questions designated as *required*. If you have no information to provide for a required field, enter "None" or "N/A." 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.	

10. View your enrollment confirmation. After you have submitted both portions of your enrollment you will see your enrollment status on your family profile Member List has changed to **Submitted** for both portions of the enrollment. You will also receive an email confirmation that your submitted enrollment has been received. Your county/city's 4-H Online Manager will review your submitted enrollment. Your screening will be reviewed by the State 4-H Office. 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**. You will also receive email notification that your enrollment has been approved.

Remember: Your enrollment cannot be approved until you have a current, approved UME Volunteer Background Check and have completed all other applicable requirements.

If the 4-H Online Manager has a question about or finds an error in your submitted enrollment or screening, it will be returned with instructions to correct the discrepancy and re-submit. You can access incomplete or returned portions of your enrollment by clicking on the **Continue** link next to your name.

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

Archie Clover #90705 Feb 14, 1980	View	**4-H** Volunteer - Approved Volunteering for 2022-2023 program year Screening Approved Trainings Complete
Archie Clover #90705 Feb 14, 1980	View	**4-H** Volunteer - Incomplete Continue Volunteer Application
Archie Clover #90705 Feb 14, 1980	View	**4-H** Volunteer - Awaiting Review Volunteer Application Submitted Continue Screening Trainings Complete