Returning Volunteer Enrollment
4-H Camp Leaders

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, camps, and activities. All adults who work as 4-H Camp Leaders are required to be certified UME 4-H Volunteers who are enrolled in 4-H for the current year.

> This guide is to assist 4-H Volunteers who work as **4-H Camp Leaders** with re-enrolling using the 4-H Online system. It should be used **in addition to** the more general **Returning Volunteer Enrollment** guide. The steps outlined in this guide are specific to 4-H Camp Leader enrollment.

If you serve as a 4-H Camp Leader in addition to other 4-H Volunteer roles (Organizational Club Leader, Project Leader, Resource Volunteer, etc.) be sure to follow the instructions in the **Returning Volunteer Enrollment** guide regarding those other roles.

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, including 4-H Camp Leaders, 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 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.**

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.
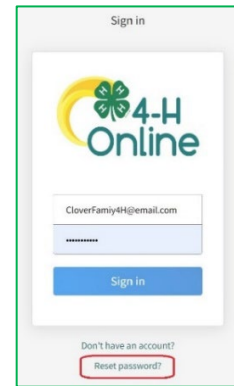
To enroll as a **returning 4-H Camp Leader**, follow these steps:

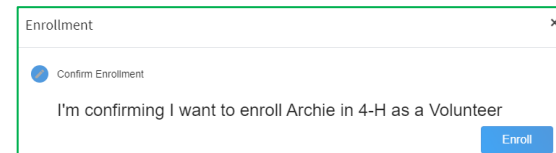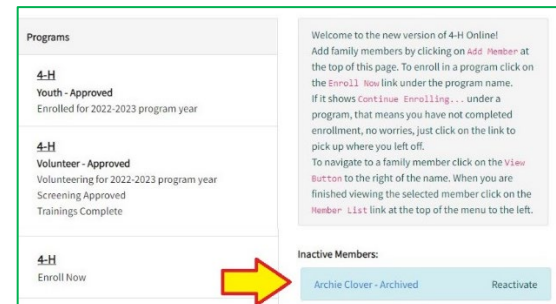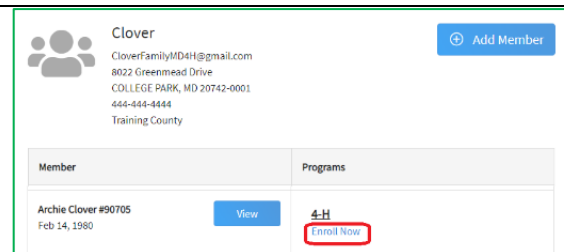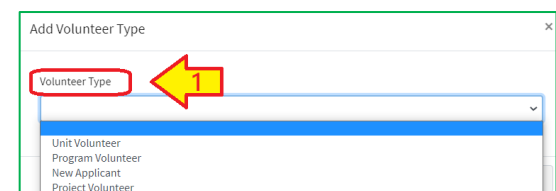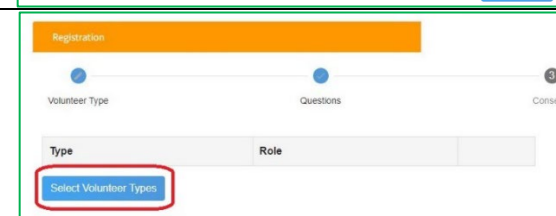|	
1. Log in to your 4-H Online family profile. • The e-mail address associated with your 4-H Online family profile is the login ID. • Password can be re-set using the link below the sign-in fields. **DO NOT CREATE A NEW 4-H ONLINE FAMILY PROFILE IF ONE ALREADY EXISTS.** Contact your local 4-H office if you need help locating or logging in to your 4-H Online family profile.	Sign in CloverFamiy4H@email.com Sign in Don't have an account? Reset password?
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. 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).	**Clover** CloverFamilyMD4H@gmail.com 8022 Greenmead Drive COLLEGE PARK, MD 20742-0001 444-444-4444 Training County ⊕ Add Member Member / Programs Archie Clover #90705 / Feb 14, 1980 / View / 4-H / Enroll Now Programs 4-H Youth - Approved Enrolled for 2022-2023 program year 4-H Volunteer - Approved Volunteering for 2022-2023 program year Screening Approved Trainings Complete 4-H Enroll Now Inactive Members: Archie Clover - Archived / Reactivate Enrollment ✕ ✓ Confirm Enrollment I'm confirming I want to enroll Archie in 4-H as a Volunteer Enroll
3. Select your 4-H Camp Leader volunteer role. 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. **Step 1:** Select **Unit Volunteer** from the dropdown menu.	Registration ● Volunteer Type ● Questions ③ Conse Type / Role Select Volunteer Types Add Volunteer Type ✕ Volunteer Type ← 1 Unit Volunteer Program Volunteer New Applicant Project Volunteer

Step 2: When you choose Unit Volunteer from the drop-down menu, a list of the different Unit Volunteer roles appears. Locate the **Camp Leader** role and click **Add**.

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, as appropriate. You may select more than one role as long as you have a current, signed position description for **each** role you select. See the **Returning Volunteer Enrollment** guide for more information.
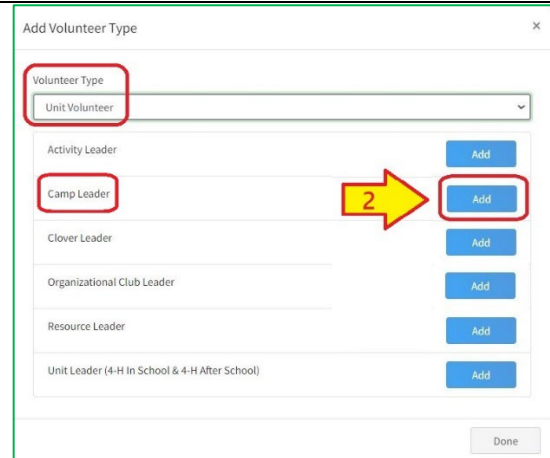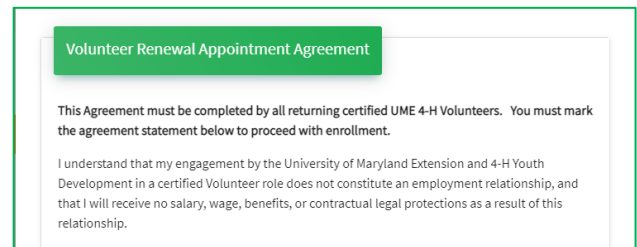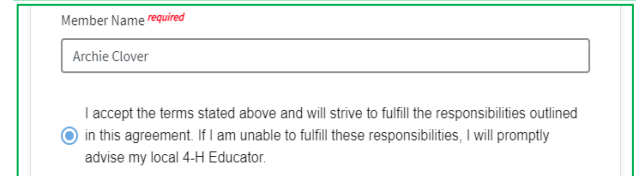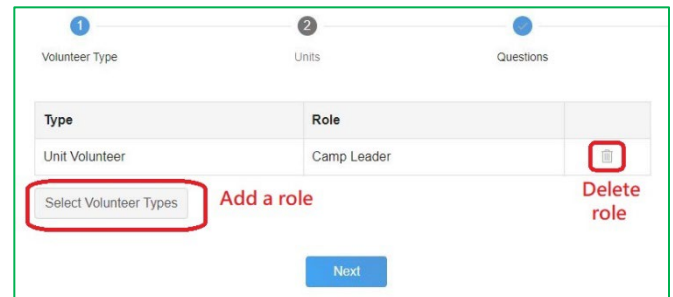
Once you have selected your Camp Leader role (and others if appropriate), review and make changes if needed. To remove a role, click the trash can icon next to the entry.

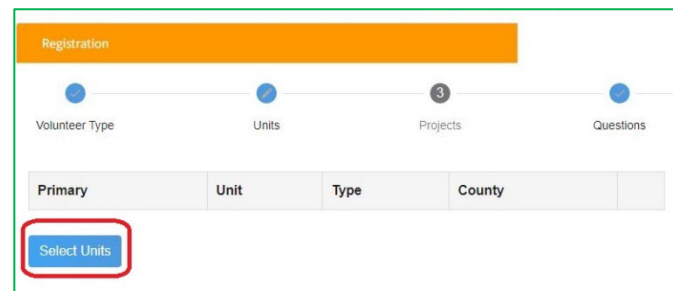Click **Next** to continue your enrollment.

4. Select your 4-H Camping unit.

4-H Camp Leaders must enroll in the **4-H Camping** unit in their **family county**, even if they work at 4-H camps in other counties. After your enrollment is **approved,** other 4-H Camping programs can be added by a 4-H Online Manager. See **Step 10** of this guide for more information.

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

A screen will open showing the 4-H clubs/units in your county/city program. You will need to make two selections:

Step 1: Select the volunteer role you perform for the club/unit (**Camp Leader**).
Step 2: Select the **4-H Camping unit** for your county/city program by clicking **Add**.
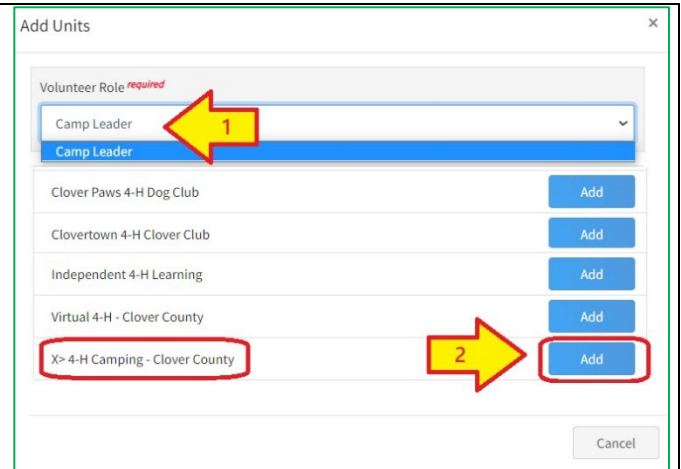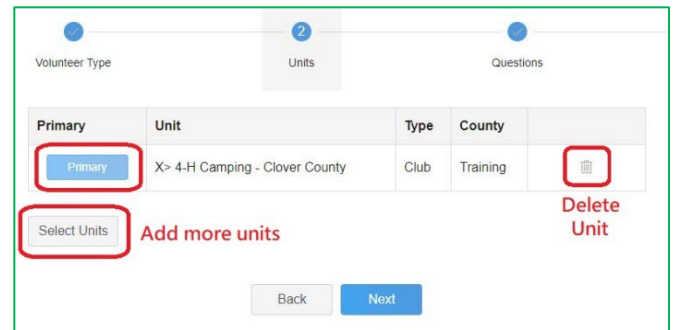
Note: The 4-H Camping unit is titled with an "X" in front of the unit name, to place it at the bottom of the unit list.

If you need to add other clubs or units to your enrollment for other Volunteer roles you perform, follow the instructions in the **Returning Volunteer Enrollment** guide.

If 4-H Camping is the <u>only</u> unit you selected, it will be your Primary Unit.

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

Click **Next** to continue your enrollment.
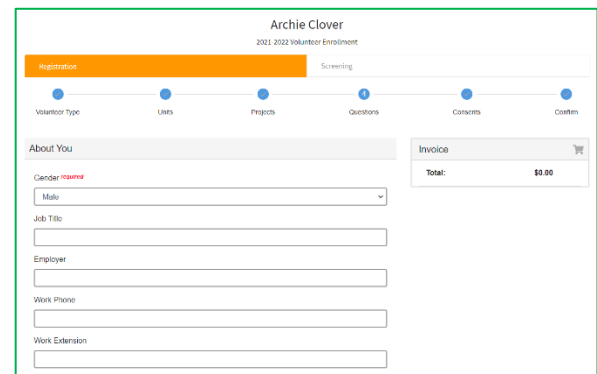

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5. Answer the enrollment questions.
After reading the instructions, click **Show Questions** to go to the Questions page. Complete the enrollment questions.

You will not that some of the question fields will already be pre-filled with information from your previous year's enrollment. 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.

Refer to the **Returning Volunteer Enrollment** guide for more information about the questions in this section.

Please note that health information provided at enrollment is used only for program planning purposes. Additional, more detailed health forms and releases will be required for your participation in a 4-H camp. As with all information in the 4-H Online system, health information is 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.

6. 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.

Refer to the **Returning Volunteer Enrollment** guide for more information about the required consents.

After you have signed both consents, 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.

7. 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.

Archie's Enrollment

Birth Date: 2/14/1980, **Age:** 41
Role: Volunteer

Selected Units

X> 4-H Camping - Clover County - Primary

Back   Submit

8. Answer the screening questions.

As part of annual enrollment, each Volunteer must update certain screening questions. For your role as a 4-H Camp Leader, you will be asked questions about transportation and legal involvement.

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.

Registration / Screening

Screening

Part 2 - Enrollment Screening Section

All adults who enroll in Maryland 4-H must answer designated screening questions as part of their enrollment. Screening is the second, required step of the enrollment process. Completion of this screening form is voluntary. However, if you decline to provide the required information your enrollment cannot be approved.

The screening questions you must answer are based on the Volunteer type(s) and role(s) you selected in the first part of your enrollment:

- New Volunteer Applicants must complete all sections of the Screening section, which serves as your UME 4-H Certified Volunteer Application.
- Episodic Volunteers must complete all sections of the Screening section, which serves as your current year's 4-H Episodic Volunteer Application.
- All other Returning Volunteers must complete all designated questions. The number and type of questions you must answer are determined by the Volunteer type(s) and role(s) in which you serve.

All questions designated with a red "required" note must be answered to submit your screening form. Additionally, you must agree to the Volunteer Screening Consent at the bottom of the page and type your name as a signature.

Archie Clover
2021-2022 Volunteer Enrollment

Registration / Screening

Personal Information

First Name
Archie

Middle Name
Henry

Last Name
Clover

Transportation

Do you currently hold a valid Drivers License? *required*
○ Yes
○ No

9. 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.

Archie Clover #90705
Feb 14, 1980
View
4-H
Volunteer - Awaiting Review
Volunteer Application Submitted
Screening Submitted
Trainings Complete

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

10. Adding a different county's 4-H Camping unit to your enrollment.

Many 4-H volunteers serve as Camp Leaders for 4-H camps in counties other than their own. If you serve as a Camp Leader for other county/city 4-H programs, contact your local 4-H office and ask that those 4-H Camping units be added to your enrollment.

Only a 4-H Online Manager can add clubs/units from another county to your **approved** enrollment. If your enrollment has not been approved, work with your local 4-H Online Manager to complete it so additional 4-H Camping units can be added.

For your personal risk and liability protection as a 4-H Camp Leader, it is very important that <u>ALL</u> 4-H Camping units where you volunteer are added to your enrollment. Please work with your local 4-H program to ensure your enrollment accurately reflects all 4-H camps you serve.

Units

Primary	Unit Name	County	Volunteer Type
Primary	X> 4-H Camping - Clover County	Clover	Camp Leader
	X> 4-H Camping - Green County	Green	Camp Leader
	X> 4-H Camping - White County	White	Camp Leader