

NEW UME 4-H Volunteer Applicant Enrollment

Any adult who wishes to work with youth in the 4-H program must be certified as a University of Maryland Extension (UME) 4-H Volunteer. The volunteer certification process requires the following steps:

1. **Application** – completed by enrolling in 4-H Online as a New Volunteer Applicant.
2. **UME Background Check** – Commercial Criminal Background Check, conducted by the UME Director’s office.
3. **Reference Checks** – conducted by local 4-H team.
4. **Interview** – conducted by local 4-H team.
5. **Training** – Maryland 4-H Volunteer Orientation and local 4-H team training.
6. **Appointment** – Formal written agreement between the new volunteer and the 4-H program, including volunteer role(s) and position description(s).

The first step to becoming a certified UME 4-H Volunteer is submitting an enrollment in 4-H Online. Your enrollment will include your certified volunteer application form and will include your authorization to perform screening steps. It is strongly recommended that you contact your local 4-H office before you submit your enrollment and application in 4-H Online. Your local 4-H Educator and staff can help you determine what role(s) you can play as a 4-H volunteer, explain the onboarding process, and offer tips on completing your 4-H Online enrollment.

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

- **Step 1: Registration** collects personal and demographic information about the New Volunteer Applicant.
- **Step 2: Screening** collects information about the individual’s suitability to serve as a 4-H Volunteer. New Volunteer Applicants complete their Application Form when they answer the screening questions.

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.**

You may not assume or perform any 4-H Volunteer duties until your 4-H Online enrollment is approved.

The Maryland 4-H program operates on a calendar program year (January 1 – December 31). Adults and youth must enroll annually to participate in the 4-H program. Adults applying to be new certified UME 4-H Volunteers may submit their enrollment/application at any time during the year, between January 1 and November 30. New youth or adult enrollments are not accepted in the month of December.

To enroll as a **NEW Volunteer Applicant**, follow these steps:

1. Create or log in to your 4-H Online family profile.

- If your family already has a 4-H Online profile, log in to the profile.
- If your family does **NOT** have a 4-H Online profile, create a new one. Refer to the **Family Profile** guide for assistance.
- If you are not sure if you have a 4-H Online family profile, contact your local 4-H office. They can help you access or recover an existing profile.

DO NOT CREATE A NEW 4-H ONLINE FAMILY PROFILE IF ONE ALREADY EXISTS.



4-H Online Website Link
<https://v2.4honline.com/>

2. Locate or create your volunteer Member profile.

- If you already have a Member profile click the **Enroll Now** link next to your name.
 - If you were previously enrolled in 4-H as a youth member, you will use the same Member profile to enroll as an adult volunteer.
- 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 in the family profile, click **Add Member** to create a volunteer Member profile.
 - Select 4-H as the program you are joining
 - Add your profile and member information
 - Select "I want to join 4-H as a New or Returning 4-H Volunteer."
 - Click **Finish** to create your Member profile.

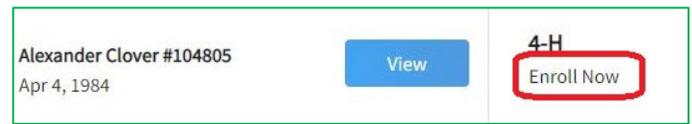
DO NOT CREATE A NEW MEMBER PROFILE IF ONE ALREADY EXISTS.

Once your Member profile is created or accessed, you will see the first enrollment screen (Volunteer Types).

3. Select your volunteer role.

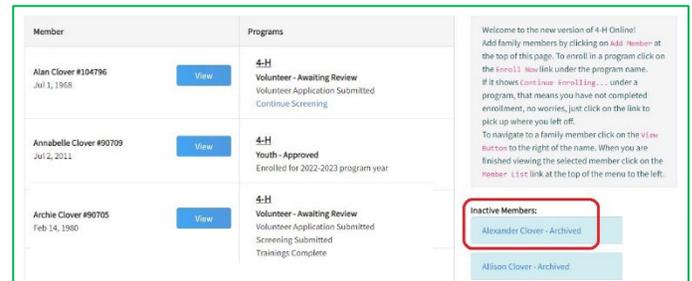
New Volunteer Applicants do not identify specific volunteer roles, 4-H clubs/units, or 4-H projects until after they have completed the onboarding process and been officially appointed as a Volunteer. To select the correct volunteer role for your enrollment:

- Click **Select Volunteer Types**
- Choose **New Applicant** from the Volunteer Type dropdown menu.
- Click the **Add** button next to the **New 4-H Volunteer Applicant** role. This is the only role you will select for your enrollment.



Alexander Clover #104805
Apr 4, 1984

4-H
Enroll Now



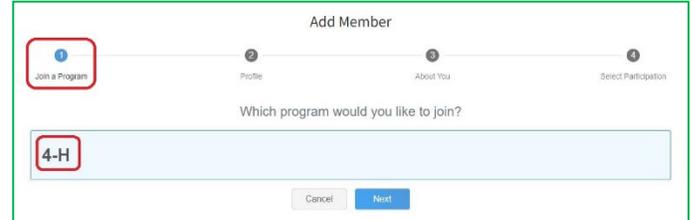
| Member | Programs |
|--|--|
| Alan Clover #104796 Jul 1, 1958 | 4-H Volunteer - Awaiting Review Volunteer Application Submitted Continue Screening |
| Annabelle Clover #90709 Jul 2, 2011 | 4-H Youth - Approved Enrolled for 2022-2023 program year |
| Archie Clover #96705 Feb 14, 1960 | 4-H Volunteer - Awaiting Review Volunteer Application Submitted Screening Submitted Trainings Complete |

Inactive Members:
Alexander Clover - Archived
Allison Clover - Archived



Clover
CloverFamilyMD4H@gmail.com
8022 Greenmead Drive
COLLEGE PARK, MD 20742-0001
444-444-4444
Training County

Add Member

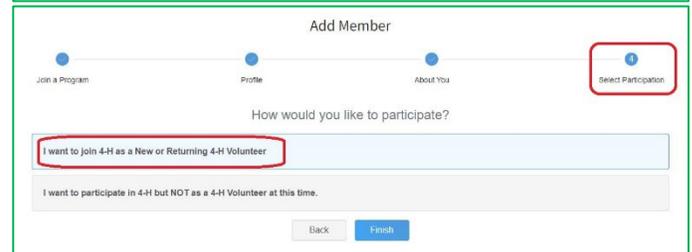


1 Join a Program 2 Profile 3 About You 4 Select Participation

Which program would you like to join?

4-H

Cancel Next



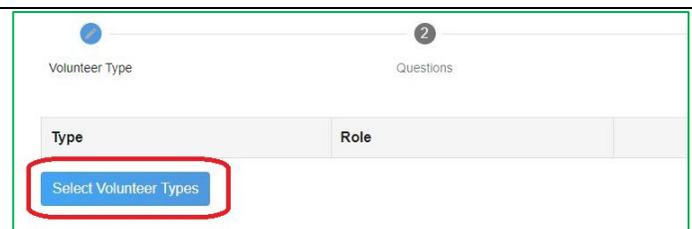
1 Join a Program 2 Profile 3 About You 4 Select Participation

How would you like to participate?

I want to join 4-H as a New or Returning 4-H Volunteer

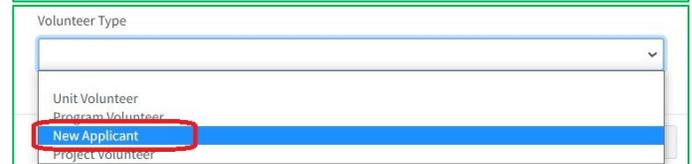
I want to participate in 4-H but NOT as a 4-H Volunteer at this time.

Back Finish



1 Volunteer Type 2 Questions

| Type | Role |
|------------------------|------|
| Select Volunteer Types | |



Volunteer Type

- Unit Volunteer
- Program Volunteer
- New Applicant**
- Project Volunteer



Volunteer Type

New Applicant

New 4-H Volunteer Applicant

Add

When you select the role, you will be required to sign the New Volunteer Applicant Acknowledgement. Click the bubble next to the agreement statement and type your name as your signature.

Click **Next** to proceed.



New Volunteer Applicant Acknowledgement

I acknowledge that I am applying to become a **Certified UME 4-H Volunteer**.

I understand that I must pass a UME Tier 2 or 3 Background Check, complete all onboarding tasks, and sign a Volunteer Appointment Agreement with my local 4-H program before I can serve.

I understand that I cannot assume volunteer duties until my volunteer enrollment is **approved**.

I acknowledge that I have read and understand this agreement. I will not perform any service as a 4-H Volunteer until my appointment process has been completed and my volunteer enrollment has been approved.

Member Name (Full Legal): *required*

4. Answer the enrollment questions.

After reading the instructions, click **Show Questions** to go to the Questions page. Answer the questions in each section. Questions with a red **required** note must be completed before you can move to the next step.

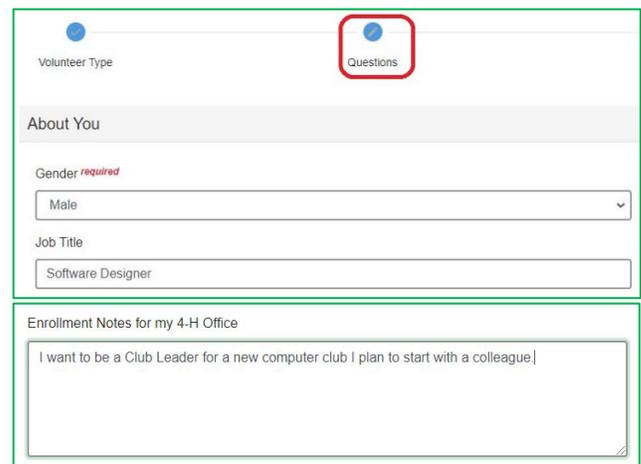
You will be asked to provide information in the following sections:

- **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
 - **Enrollment Notes** – anything about this enrollment you want your local 4-H office to know
 - **Correspondence** – family preference
 - **Languages** – any languages other than English you speak fluently
 - **T-Shirt size** – select your size
 - **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.
 - **Volunteer Reporting** – enter zeroes in both fields since you were not a 4-H volunteer last year.

Health information is used only for program planning purposes. 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.

You will notice several document upload portals at the bottom of the page. No uploads are required at this time.

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



Volunteer Type: Questions:

About You

Gender *required*: Male

Job Title: Software Designer

Enrollment Notes for my 4-H Office: I want to be a Club Leader for a new computer club I plan to start with a colleague.

VOLUNTEER REPORTING

Please answer the following questions about your experience as a 4-H program volunteer over the past year. You may estimate your hours of service and the number of youth you served. When reporting total number of youth, count each individual 4-H participant only once, even if you had multiple contacts with him/her throughout the year.

If you are a New Volunteer Applicant, please type “0” (zero) into the fields to proceed with your enrollment.

How many hours did you volunteer for the Maryland 4-H Program last year? *required*

How many TOTAL youth did you work with in 4-H activities, events, and club meetings last year? *required*

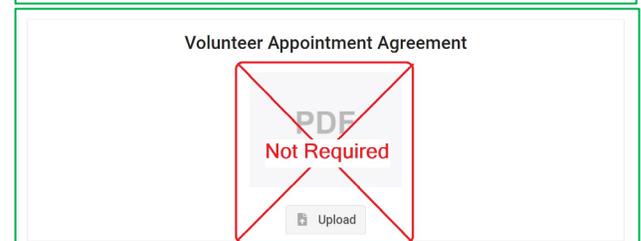
Health Information - 4-H Volunteer

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.

Do you have any health conditions or concerns that may affect your participation in 4-H programs or activities? *required*

Yes No

If yes, please share below any information you would like your local 4-H team to know.



Volunteer Appointment Agreement

PDF Not Required

5. 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.

6. Submit the first step of your enrollment.

Review the enrollment information and 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.

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.

Alexander's Enrollment

Birth Date: 4/4/1984, **Age:** 37

Role: Volunteer

7. Complete your Volunteer Application (screening).

All 4-H volunteers and applicants must answer the enrollment screening questions. For New Volunteer Applicants, the screening questions serves as their application to serve as a certified UME 4-H Volunteer. **You must complete all sections and relevant fields.**

Fields marked with the red **required** note must be filled before you can submit your screening/application. If a required field doesn't apply to you, enter "N/A" or "None."

The screening page/application contains the following sections:

- **Personal Information** – why and how you want to volunteer with 4-H
- **Volunteer Experience*** – up to 4 other organizations you have volunteered with in the past 5 years
- **Employment*** – up to 4 employers you have worked for in the past 5 years
- **Transportation** – your licensing and intention to operate motor vehicles related to your 4-H volunteer work
- **Legal Involvement**** – any legal matters involving or a household member
- **References** - 3 people who know you well, and are not family members or UME employees.

**When entering data in volunteer and employment sections, enter the most recent information first and work chronologically backwards from the current entry.*

***In the Legal Involvement section, the term **nolo contendere** means "no contest."*

Authorization for Volunteer Enrollment Screening

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

When you have completed all sections and questions and signed the authorization, click **Submit** to complete the Screening portion your enrollment.

Alexander Clover
 2022-2023 Volunteer Enrollment

Registration Screening

Personal Information

First Name

Middle Name

Volunteer Experience

Volunteer Experience 1

Name of Organization

What Volunteer role or duties did you perform?

Employment

Most Recent Employment

Name of Employer (List most recent employment first. If you have not had a job in the past 5 years list your status, i.e. retired, homemaker, student, not employed, etc.) required

What position or title did you hold? required

What were your main duties? required

Transportation

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

Legal Involvement

Have you ever been convicted of, pled nolo contendere (no contest) to, received a deferred or suspended sentence, or been placed in a diversion program for a crime more serious than a traffic offense in Maryland or any other state, territory, or country? required
 Yes
 No

Have you ever been accused of or charged with an offense involving a minor (child or juvenile)? required
 Yes
 No

References

Reference 1

Name (Do not list family members or Extension staff) required

Address

City

Authorization for Volunteer Enrollment Screening

Adults who wish to serve as a volunteer for the University of Maryland Extension (UME) 4-H Youth Development Program volunteer must pass two types of evaluations:

- Background Check** - To become a **Certified UME 4-H Volunteer**, the individual must pass an initial background check administered by the office of the UME Director through a contract background check agency. After the initial background check is completed, the volunteer must be re-checked every 3 years to continue to serve as a 4-H Volunteer. To become an **Episodic 4-H Volunteer**, the individual must pass a local background check administered by the office of the UME Director. Episodic Volunteers must pass a local background check each year they serve. The background check is a separate process that is conducted outside the 4-H Online system.
- Enrollment Screening** - To enroll as a 4-H Volunteer in 4-H Online, the adult must answer the enrollment screening questions that are presented based on the volunteer role(s) they have selected. This screening is part of the 4-H Online enrollment process and is required each year.

I authorize UME to request and receive any information about or concerning me, for purposes of conducting 4-H Volunteer Enrollment Screening. I also authorize UME to contact the listed individuals to obtain information about me. I certify the provided information is true, accurate, and complete to the best of my knowledge. I understand that misrepresentation or omission of facts is cause for denial of or dismissal from UME Volunteer status.

Member Name (full legal) required

8. View your enrollment confirmation.

After you have submitted both portions of your enrollment you will see your enrollment status in the 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 and the person who manages 4-H volunteers for your local 4-H program will contact you regarding the next steps in your 4-H volunteer onboarding process. **Remember, you cannot assume any volunteer duties until you have been appointed and your 4-H Online enrollment has been approved.**

Your screening will be reviewed by the State 4-H Office. This portion of your enrollment can be approved once you successfully complete the UME background check and favorable results have been returned. However, your enrollment cannot not be fully approved until you have successfully completed **all** steps of your 4-H volunteer onboarding.

If a 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 resubmit. You can access returned portions of your enrollment by clicking on the **Resubmit** link next to your name.

Likewise, if you do not complete a part of your enrollment, you can return to your incomplete record by clicking on the **Continue** link next to your name.

You can view your enrollment's current status on the Member List of your 4-H Online family profile. Once the enrollment is approved, you will also receive email notification of the approval. Likewise, if your enrollment is sent back for correction you will receive an email notification. New Volunteer Applicants are strongly encouraged to keep in close contact with their local 4-H team as their enrollment and onboarding proceed.

Once your enrollment is approved and you have been appointed a certified UME 4-H Volunteer, your local 4-H Online Manager can change your volunteer role(s) in your 4-H Online profile to reflect your volunteer service and associate you with 4-H club/units and projects.

| | | |
|---|----------------------|--|
| Alexander Clover #104805 Apr 4, 1984 | View | 4-H Volunteer - Awaiting Review Volunteer Application Submitted Screening Submitted |
|---|----------------------|--|

| | | |
|---|----------------------|---|
| Alexander Clover #104805 Apr 4, 1984 | View | 4-H Volunteer - Resubmit Resubmit Volunteer Application Continue Screening |
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| Alexander Clover #104805 Apr 4, 1984 | View | 4-H Volunteer - Incomplete Continue Volunteer Application |
|---|----------------------|---|

| | | |
|---|----------------------|--|
| Alexander Clover #104805 Apr 4, 1984 | View | 4-H Volunteer - Approved Volunteering for 2022-2023 program year Screening Approved Trainings Complete |
|---|----------------------|--|