



NEW 4-H Volunteer Enrollment

Quick Click Guide

4-H Volunteer Enrollment includes **3 steps**.

- After you submit one step, the next step will appear
- Steps must be completed in order.
- All 3 steps must be completed before your local 4-H Office can approve your enrollment.

Step 1 – Enrollment Information

About you and how you serve 4-H

Step 2 – Enrollment Screening

Confirm your continued eligibility to serve

Step 3 – Enrollment Refresher Training

Watch the video

Starting your Enrollment

Contact your local office to help guide you through this process at <https://extension.umd.edu/locations>.

Go to <https://4honline.com>

There is a new welcome page that will include new items over time.

- Select **Sign Up** or **Get Started** (both are light blue buttons)
- Follow the screen prompts and select your State, your institution (University of Maryland), your county, your family information, your address, etc.

Create a 4-H Online family profile

Initiate your enrollment

- Click the **Enroll Now** link next to your name
- Click **Enroll** after the confirmation statement

Step 1 – Enrollment Information

Stop here and contact your local office.

This page describes each volunteer type to help you choose the most suitable option. **Consult your local educator** they will provide the relevant training link to help new volunteers get started. <https://youtu.be/hqSORQ6jBvU>

Before you

Add your Volunteer Role(s).

- Select a Volunteer Type, then roles will appear.
- Add a role, then electronically sign the Volunteer Renewal Appointment Agreement and Volunteer Service Description for that role.

Select your club(s). (*Club volunteers only*)

- Select your volunteer role, then add your club.
- You can only add one role to each club.

Select your project(s). *(Project volunteers only)*

- Select whether you are a club or a county project leader.
- Select your club, if applicable.
- Add the project(s) you lead. You can add more than one.
- Electronically sign project agreements as prompted.

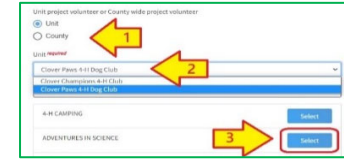
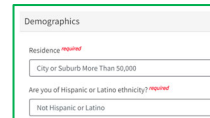
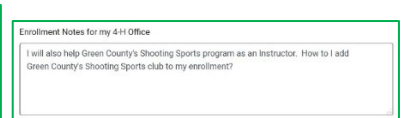
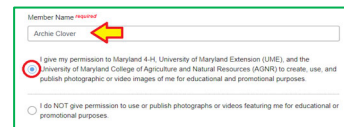
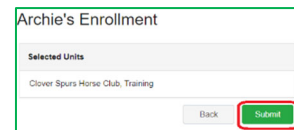
Review and update your personal information.

- Previous answers will display.
- All **required** questions must be answered.
- Add a note to your local 4-H office *(optional)*

Electronically sign enrollment agreements.

- Click the agreement bubble & type your signature.

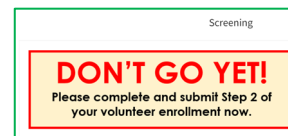
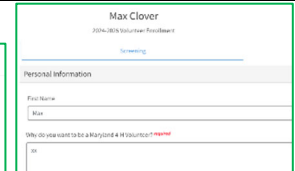
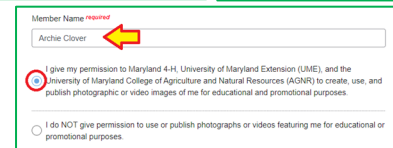
Submit Step 1 of your enrollment.

Step 2 – Enrollment Screening

Complete and submit your screening.

- Questions are based on your volunteer role(s).
- All **required** questions must be answered.
- Click the agreement bubble and type your signature.
- Click **Submit**.

Step 3 – Enrollment New Volunteer Orientation

Watch the NEW Volunteer enrollment orientation video.

- Your 4-H educator will provide the **video link** for you to watch. It is located on YouTube.
- You must watch the video all the way through and then conduct the **Qualtrics Survey** at the end for this training to be complete. The URL for the Qualtrics Survey is <https://tinyurl.com/2n7pkjsb>. The video contains important information for you as a volunteer, as well as what is needed to complete the volunteer process.

