



## How to Re-enroll in Maryland 4-H

### A Guide for Youth and Adults

Maryland 4-H enrollment follows the calendar year. 4-H youth members and adult volunteers must sign up to continue in the Maryland 4-H program each year. This process is called “re-enrollment” and is very similar for youth and adults.

At 12:01 am on January 1<sup>st</sup> of every year, the 4HOnline system “re-sets” all youth and adult membership records for the new year. Shortly after the system re-sets, 4HOnline will be open to accept re-enrollment by families who have existing 4HOnline profiles. To re-enroll in Maryland 4-H, each 4-H youth member must log in to the family profile, check and update personal information, and choose a 4-H club and projects for the year. **Families must NOT create a new 4HOnline profile for purposes of re-enrollment; they MUST use their existing profile.** Contact your county 4-H office if you need assistance accessing your family profile (*login e-mail, password re-set, etc*).

All Maryland 4-H youth members pay an annual state enrollment fee of \$10.00 per child. The enrollment fee is “capped” at \$30.00 for a family; if more than three children from a family are enrolled in 4-H the family will pay a maximum of \$30.00. The enrollment fee applies to 4-H members of all ages, including Cloverbuds. There is no enrollment fee for adults.

The annual enrollment fee must be paid online through the State 4-H Program’s payment portal. The link to the portal will be provided in the confirmation e-mail received by the family after the re-enrollment is submitted. Online payment requires a credit/debit card, a prepaid debit card, or a Paypal account linked to a method of payment. Families may (and should) pay the fees for all youth family members in one transaction; they do not have to pay individually per child. Each family that has a 4HOnline profile must pay the fee separately from other families. Multiple families may not pay on one transaction.

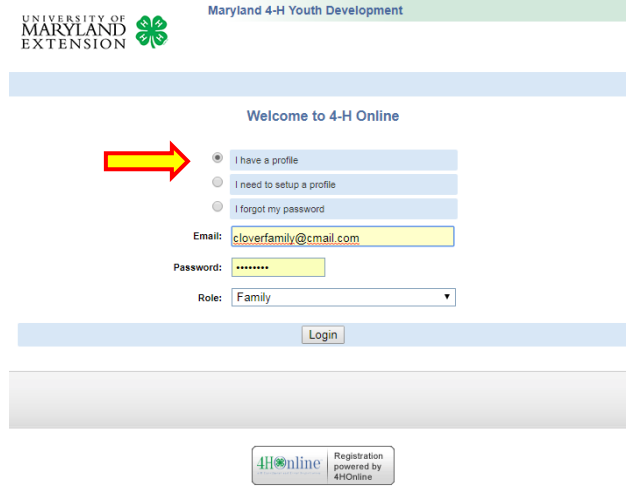
Some counties and/or clubs may charge additional enrollment fees to cover cost of supplies, materials, insurance, etc. Follow the instructions of the county or club regarding payment of those local fees. County/club fees should NOT be paid online at the same time as the state enrollment fee.

Individuals who were senior 4-H youth members last year and wish to continue their 4-H participation as an adult this year should create a new family profile for themselves, then create an adult member record. DO NOT change the status of your existing record from “youth” to “adult.” Doing so erases all records of your 4-H youth experience. Contact your county 4-H office if you need help creating a new family profile and adult member record.

The re-enrollment process is similar for adult 4-H Volunteers and non-volunteer family members who have profiles, except adults are not required to choose clubs or projects. Adult 4-H Volunteers will be asked to re-certify their Volunteer agreement and to provide information about work they completed in the previous year.

## To Re-Enroll in Maryland 4-H:

Go to <https://maryland.4honline.com> (note there is no “www” in the address) You will see this page:



Click the “**I have a profile**” button. Additional fields will appear. Enter the e-mail address associated with your family profile, your password, and choose “Family” as the “Role.” Click “Login” to continue to the family profile.

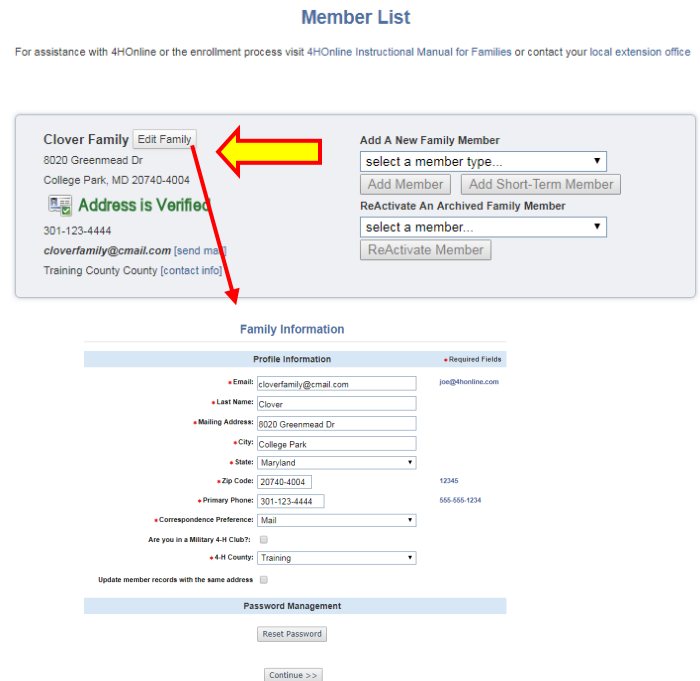
*NOTE: If you do not remember the e-mail or password associated with your family profile, contact your county 4-H office to obtain the e-mail and/or re-set the password. If you remember your e-mail but not your password, you can click the “I forgot my password” button on the home screen and re-set it yourself.*

### 1. Review & Update your Family Profile

From your home page, click on the large “Continue to Family” button to go to the family Member List page. Review the information in your family profile. If you need to change any of the information (address, e-mail, phone number, etc) click on the “Edit Family” button to open the profile screen. You can also re-set your password from the “Edit Family” screen.

Click the “Continue” button at the bottom to save any changes.

**Remember:** Your family profile must be associated with a valid e-mail address. This will be your log-in and you will receive 4HOnline Communications at this address. It will also be the e-mail where a password re-set will be sent, if you ever forget your password



## 2. Review and Re-enroll Existing Family Members

Below your family profile information will be a list of all family members who have been enrolled in 4HOnline in the past. You will note the Enrollment Status for youth and adults is **“Inactive”** since the records have re-set for the new year. *(Contacts remain active from year to year and do not have to re-enroll)*

To re-enroll a family member, click on the **“Edit”** button on the right. This will open the member’s profile for you to review, edit, and submit for re-enrollment.

Once you have submitted a family member’s re-enrollment their status will change to **“Pending.”** Status will remain **“pending”** until the re-enrollment is approved by the county 4HOnline Manager. Once the re-enrollment is approved by the county manager, the status will change to **“Active”** and the member is enrolled in 4-H for the year.

If you start to re-enroll a family member in 4HOnline but do not submit the record for review, the Enrollment Status will change to **“Incomplete.”** You will be able to return to the record to complete and submit the re-enrollment.

If you do NOT want to re-enroll a family member, do nothing. The family member will remain in **“Inactive”** status and the record will be archived by the 4HOnline manager.

### Member List

For assistance with 4HOnline or the enrollment process visit 4HOnline Instructional Manual for Families or contact your local extension office

**Clover Family** [Edit Family](#)

8020 Greenmead Dr  
College Park, MD 20740-4004

**Address is Verified**

301-123-4444  
[cloverfamily@cmail.com](mailto:cloverfamily@cmail.com) [send mail]  
Training County County [contact info]

**Add A New Family Member**

select a member type... ▾

[Add Member](#) [Add Short-Term Member](#)

**ReActivate An Archived Family Member**

select a member... ▾

[ReActivate Member](#)

| Member/Volunteer List |                    |         |               |                   |                  |                      |
|-----------------------|--------------------|---------|---------------|-------------------|------------------|----------------------|
|                       | Name               | Role    | Membership ID | Enrollment Status | Last Active Year | Edit                 |
| 1)                    | Christopher Clover | Youth   | 2205449       | Inactive          | 2018-2019        | <a href="#">Edit</a> |
| 2)                    | Jack Clover        | Contact |               | Active            |                  | <a href="#">Edit</a> |
| 3)                    | John Clover        | Adult   | 2205451       | Inactive          | 2018-2019        | <a href="#">Edit</a> |
| 4)                    | Mary Clover        | Adult   | 2205452       | Inactive          | 2018-2019        | <a href="#">Edit</a> |

| Member/Volunteer List |                    |         |               |                   |                  |                      |
|-----------------------|--------------------|---------|---------------|-------------------|------------------|----------------------|
|                       | Name               | Role    | Membership ID | Enrollment Status | Last Active Year | Edit                 |
| 1)                    | Christopher Clover | Youth   | 2205449       | Pending           | 2018-2019        | <a href="#">Edit</a> |
| 2)                    | Jack Clover        | Contact |               | Active            |                  | <a href="#">Edit</a> |
| 3)                    | John Clover        | Adult   | 2205451       | Incomplete        | 2018-2019        | <a href="#">Edit</a> |
| 4)                    | Mary Clover        | Adult   | 2205452       | Inactive          | 2018-2019        | <a href="#">Edit</a> |

### 3. Add New Family Members (optional)

If you want to add a new family member to your profile, you can do it before re-enrolling existing members or after. Add members to your family profile one at a time.

For each person you want to add, select the appropriate type from the drop-down menu and click “**Add Member.**” Each time you add a member new screens will open, where you will fill out membership information for that person. When you finish adding a member’s information you will return to this screen and have the option to add another person.

Family member types are:

- **Youth** – 4-H members ages 5-18 on January 1 of the current year
- **Adults** – UME Volunteers and non-volunteer parents/guardians
- **Contacts** – Adults who are not volunteers or parents/guardians

The screenshot shows the 'Member List' interface. At the top, it says 'Member List' and provides a link for assistance. Below that, there is a section for 'Clover Family' with an 'Edit Family' link. To the right of this section is a red circle highlighting the 'Add A New Family Member' button and a dropdown menu labeled 'select a member type...'. Below the family information is a table titled 'Member/Volunteer List' with columns for Name, Role, Membership ID, Enrollment Status, Last Active Year, and Edit.

This is a close-up of the 'Add A New Family Member' dropdown menu. A red arrow points to the dropdown. The menu is open, showing the following options: 'select a member type...', 'select a member type...', 'Adult', 'Contact', and 'Youth'. The 'select a member type...' option is currently selected and highlighted in blue.

#### 4. Review & Update Youth Member Profile for Re-enrollment

When you click on the “Edit” button from the family member list, the profile record page will open. Scroll down to the bottom of the record page and click the “Enroll for (year)” button. The personal profile page will then open for review and update.

Family member record information carries over from year to year. Review the member profile information and make any necessary changes. Fields marked with a **red asterisk** are required.

Fields to pay particular attention to:

- **E-mail** – This is the e-mail address can be different from the family profile if you wish. Older 4-H youth members may wish to enter their personal e-mail address here.
- **Cell Phone** – You may provide the youth/teen’s cell phone number if you wish. This is an OPTIONAL field.
- **Second Household** – If the youth lives/spends time in two homes, you may provide information for a second residence. Check the “**Second Household Send Correspondence**” if you would like 4HOnline Communications to be sent to this household in addition to the Family Profile e-mail/address.
- **Emergency Contact Information** – Emergency Contact should be someone other than a listed parent/guardian. This contact should be a “backup” if parents cannot be reached. Please be sure this information is current and accurate
- **Volunteer** – Click “no” for youth members, even if they are a club officer or hold another youth leader role.
- **School Information** – Update school or grade information as needed.

Once you have completed all fields, click “**Continue**” to advance to the Additional Information screen.

**Youth Personal Information**

\* Required Fields

**Profile Information**

Email: cloverfamily@umd.edu joe@4honline.com

\* First Name: Christopher

\* Middle Name: Jay

\* Last Name: Clover

Preferred Name: Chris

\* Mailing Address: 1234 Greenmead Dr

Mailing Address 2:

\* City: College Park

\* State: Maryland

\* Zip Code: 20740 12345

\* Birth Date: 03/17/2005 mm/dd/yyyy

\* Gender: Male

\* Primary Phone: 301-123-4444 555-555-1234

Cell Phone: 301-444-1234 555-555-1234

You wish to receive notices via text message:   Select your provider ...

Years in 4-H: 1 #

\* Parent 1 First Name: Mary

\* Parent 1 Last Name: Clover

Parent 1 Cell Phone: 301-444-1234 555-555-1234

Parent 1 Work Phone: 301-222-1234 555-555-1234

Parent 1 Work Extension:

Parent 2 First Name: John

Parent 2 Last Name: Clover

Parent 2 Cell Phone: 410-111-2345 555-555-1234

Parent 2 Work Phone: 410-111-2345 555-555-1234

Parent 2 Work Extension:

Second Household Send Correspondence:

Second Household Family Name:

Second Household First Names:

Second Household Primary Phone: 555-555-1234

Second Household Address:

Second Household Address 2:

Second Household City:

Second Household State: Maryland

Second Household Zip Code: 12345

Second Household Email: joe@4honline.com

\* Emergency Contact Name: Lucy Clover 555-555-1234

\* Emergency Contact Phone: 301-333-4567 555-555-1234

Emergency Contact Cell Phone: 301-333-4567

\* Emergency Contact Relationship: Grandmother

\* 4-H County: Training

Second 4-H County: Select a county ...

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**Volunteer**

Select "Yes" if you serve in a leadership capacity in 4-H.  
Examples for youth: Junior Leader, Club Officer, etc.  
Examples for adult: Chaperone, Community Club Leader, Project Leader, etc.

Are you a Volunteer?: No  Yes

**Ethnicity**

Are you of Hispanic or Latino ethnicity?  No  Yes  Prefer not to state  Need help?

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**School Information**

Please select your school from the list below, by selecting your school's county, then district and then your school

School County: Training

School District:

School Name: Select a school name ...

If you are unable to locate your school in the list above, please enter the school name and type, in the fields below

School Name: Clover Academy

School Type: Private School

Select school grade

Grade: 8

## 5. Review & Update Adult Profile for Re-enrollment

When you click on the “Edit” button from the family member list, the profile record page will open. Scroll down to the bottom of the record page and click the “Enroll for (year)” button. The personal profile page will then open for review and update.

Family member record information carries over from year to year. Review the member profile information and make any necessary changes. Fields marked with a **red asterisk** are required.

Fields to pay particular attention to:

- **E-mail** – This field defaults to the e-mail address associated with your family profile. If the adult would like to receive communications at a different or additional e-mail address, provide it in this space. *NOTE: Providing a different e-mail address in this field does not change the e-mail address associated with the family profile, which is your login ID.*
- **Last Name** – If the adult member’s last name is different than the Family Profile name, be sure it is correctly reflected here.
- **Cell Phone** – It is strongly recommended you provide a cell phone number if you have one. Your primary phone number will be used first for contacts but a cell phone can be a valuable back-up.
- **Emergency Contact Information** - Emergency Contact should be someone in the local area who can respond promptly in case of an emergency (spouse, extended family member, neighbor, friend).

Once you have completed all fields, click “**Continue**” to advance to the Additional Information screen.

**Adult Personal Information**

**Profile Information** \* Required Fields

Email: cloverfamily@umd.edu joe@4honline.com

\* First Name: John

\* Middle Name: Michael

\* Last Name: Clover

Preferred Name: John

Mailing Address: 1234 Greenmead Dr

Mailing Address 2:

\* City: College Park

\* State: Maryland

\* Zip Code: 20740 12345

\* Birth Date: 12/01/1980 mm/dd/yyyy

\* Gender: Male

\* Primary Phone: 301-123-4444 555-555-1234

Cell Phone: 301-123-4567 555-555-1234

You wish to receive notices via text message:  @  Select your provider ... 555-555-1234

Work Phone: 301-999-8765 #

Work Extension: #

Years in 4-H: 1

\* Emergency Contact Name: Mary Clover 555-555-1234

\* Emergency Contact Phone: 301-222-3456 555-555-1234

Emergency Contact Cell Phone:

\* Emergency Contact Relationship: Wife

\* 4-H County: Training

Second 4-H County: Select a county ...

**Volunteer**

Select "Yes" if you serve in a leadership capacity in 4-H.  
Examples for youth: Junior Leader, Club Officer, etc.  
Examples for adult: Chaperone, Community Club Leader, Project Leader, etc.

Are you a Volunteer?: No:  Yes:

**Ethnicity**

Are you of Hispanic or Latino ethnicity? No:  Yes:  Prefer not to state:  Need help?

**Race**

Check all the races that apply to you. If you selected "Not Hispanic", you must select at least one option. Need help?

White:

Black or African American:

American Indian or Alaskan Native:

Native Hawaiian or Pacific Islander:

Asian:

Balance (other combinations):

Prefer Not to State:



**6. Additional Information**

Both youth and adult family members will be asked to read and sign agreement and release forms and provide additional information. Electronic signatures are provided by youth and adults by typing their names into the designated fields (required). Screens are similar for youth and adult pages.

**Youth Releases & Agreements:**

- Maryland 4-H Youth Code of Conduct
- Maryland 4-H Publicity Release
- Animal Science Code of Ethics

**Adult Releases & Agreements:**

- Maryland 4-H Adult Code of Conduct
- Maryland 4-H Publicity Release

Both youth and adults are required to agree to the Maryland 4-H Code of Conduct to re-enroll in Maryland 4-H.

★*NOTE: Due to 4HOnline coding format, there are two “Yes” options for the Code of Conduct agreement. You may choose either, but you must choose one.*

Youth and adults may choose to agree or not agree with the Publicity Release.

Youth enrolled in Animal Science Projects must read and sign the Maryland 4-H Animal Science Code of Ethics.

Click “**Continue**” when all information for this page is provided.

**Maryland 4-H Youth Code of Conduct**

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**MARYLAND 4-H YOUTH CODE OF CONDUCT**



A goal of the Maryland 4-H program is to provide opportunities for children and youth to build character. Maryland 4-H supports the CHARACTER COUNTS!™ six pillars of character: TRUSTWORTHINESS, RESPECT, RESPONSIBILITY, FAIRNESS, CARING AND CITIZENSHIP. In order to ensure that Maryland 4-H programs provide positive environments for all individuals to learn and grow, 4-H participants agree to abide by these expectations of behavior:

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**Behavior Pledge**

I have read the Maryland 4-H Code of Conduct and the Maryland 4-H Disciplinary Policy and Procedures. I am aware that my actions and decisions affect me and others and that poor actions or decisions may result in my loss of privileges for current and future 4-H programs. I will accept the appropriate and logical consequences of my actions, as determined by Maryland 4-H.

As the parent/guardian, I have read the Maryland 4-H Code of Conduct and the Maryland 4-H Disciplinary Policy and Procedures. I will support and uphold these principles, and will model positive behavior for my child and other 4-H youth and families. I will support the individual in charge of maintaining appropriate behavior at 4-H programs, events, and activities. I agree to accept the appropriate and logical consequences of my child's actions as determined by Maryland 4-H and the University of Maryland Extension.

Yes   

Yes

Member Signature  **REQUIRED**

Parent/Guardian Signature  **REQUIRED**

**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 youth will not be publicized without permission of a parent/guardian, which must be indicated in the 4-Her's current year 4-H Online record. This permission must be renewed annually, at member re-enrollment.

In publicly sharing photographs and video of 4-H events, Maryland 4-H takes reasonable steps to protect youth's privacy and safety. Such actions may include identifying 4-Hers only by first name and county or club affiliation, or by not specifically naming photo/video subjects. In some cases older 4-Hers who have earned high awards or recognition may be identified by full name such as for a press release or interview. Photos or video of 4-H youth will be posted by Maryland 4-H ONLY to official 4-H, UME, and University websites or social media accounts. Images will not be sold.

If you choose to decline use of your child's image for promotional purposes Maryland 4-H, UME, and the University of Maryland will not share photos or video featuring your child. Your child's image may still appear in group or action/activity photos, but s/he will not be specifically identified or named.

I give my permission to Maryland 4-H, University of Maryland Extension (UME), and the University of Maryland College of Agriculture and Natural Resources (AGNR) to create, use, and publish photographic or video images of my child for educational and promotional purposes. These images may be exhibited publicly or privately, including posting to official 4-H and University of Maryland websites and social media accounts. I understand I will receive no compensation for use of these images.

I agree

I do not agree

Member Signature  **REQUIRED**

Parent/Guardian Signature  **REQUIRED**

**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 project s 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. This Code of Ethics applies to all 4-H members who are enrolled in animal science projects, and to others (4-Hers, parents, volunteers, owners, etc.) who participate in the animal science program. It covers daily animal care as well as participation in competition and other 4-H animal activities and events. 4-H members and others who violate this Code of Ethics demean the integrity of 4-H and its animal science program. 4-H members who violate the code of animal science ethics are subject to sanctions including, but not limited to, forfeiture of premiums, awards, and/or auction proceeds and may be prohibited from participation in 4-H or 4-H/UME events or activities. Other violators may also be subject to sanction, as appropriate. Infractions may be reviewed by 4-H and/or UME (on the local or state level, as appropriate to the infraction and to the event and/or activity in question), and/or may be subject to a fair oversight committee or other entity that oversees an activity or event. In addition, some acts may also be subject to review based upon the 4-H Youth or Adult Code of Conduct and/or other UME policies.

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Note: By signing this form the 4-H member, and his/her parent or guardian, each verify that he or she has read and understands the UME 4-H Code of Animal Science Ethics and the consequences of and penalties provided for violations of the Code.

**4-H ANIMAL SCIENCE PROJECT ENROLLMENT STATEMENT**

I have read and understand the UME 4-H Code of Animal Science Ethics, and, in consideration of being permitted to enroll in a 4-H animal science project and/or participate in Maryland 4-H animal events or activities, I consent to and agree to abide by the UME 4-H Code of Animal Science Ethics. I understand this Statement must be signed by the 4-H member and his/her parent or guardian and will be on file in the local 4-H office and will apply to all 4-H animal science activities and events. By not signing, I may not receive all associated materials and will not be eligible to enroll in an animal science project or to exhibit or participate in covered activities.

4-Her's Name/Signature:

Parent/Guardian's Name/Signature:

Date:   mm/dd/yyyy

**7. Adult Skills & Volunteer Interest –**

Adults are asked to list hobbies, skills, and abilities they may be willing to share with/teach to 4-H youth or put to use in helping manage 4-H clubs, programs, or events. Adults are also asked to indicate their interest in becoming or serving as a certified UME/4-H Volunteer.

Click “**Continue**” when all information for this page is provided.

**Adult Skills & Volunteer Interest**

**Are you a certified UME/4-H volunteer?**

Yes  
 No

If yes, when did you start?:  mm/dd/yyyy

If no, would you like to become a certified UME/4-H Volunteer?

None  
 Yes, I am interested in becoming a certified UME Volunteer  
 No, I am not interested in becoming a UME Volunteer at this time.

Maryland 4-H would like to know more about any interests, skills, or talents you might be willing to share with 4-Hers. Completing the interest survey below does NOT obligate you to participate in ANY 4-H activity, program, or event. It also does NOT certify or re-certify you as a UME/4-H Volunteer. This information will be used by 4-H staff when searching for qualified, interested adults to help with county or state 4-H activities.

**List Skills, Interests, or Hobbies you would be willing to share with 4-H youth or clubs.**

Animals - Beef cattle:  
 Animals - Dairy cattle:  
 Animals - Sheep:  
 Animals - Swine:  
 Animals - Meat goats:  
 Animals - Dairy goats:  
 Animals - Horses:  
 Animals - Alpacas or Llamas:

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**Are you fluent in a language other than English?**

Spanish:  
 French:  
 German:  
 Other:

Specify "other" Language::

List other (non-4-H) clubs, organizations, or activities you are active in:

Comments or Additional Information:



### 8. Volunteer Reporting & Recertification

If the adult member is a UME Volunteer (“Yes” box marked in Volunteer question on member profile page), s/he will be asked to complete an additional section during re-enrollment. This section asks the Volunteer to report work completed in the previous year and whether the adult would like to continue to serve as a Volunteer in the current 4-H year.

If the Volunteer intends to continue service, s/he is required to complete the recertification agreement to complete re-enrollment. If the Volunteer does NOT want to continue to serve, s/he should contact the county 4-H Educator before re-enrolling for the year. Volunteers who become inactive or resign must have the Volunteer designation removed from their 4HOnline member profile to avoid the reporting & recertification screens during re-enrollment.

Click “Continue” when all information for this page is provided.

**UME/4-H Volunteer Reporting & Recertification**

**REPORTING OF VOLUNTEER WORK**

How many hours did you volunteer for the Maryland 4-H program in the past year?:

How many TOTAL youth did you work with at 4-H activities, club meetings, contests, and events during the past year?:

**How did you assist Maryland 4-H in the past year? (check all that apply)**

- County - Club/organizational leader:
- County - Project Leader (specify project below):
- County - Activity Leader (specify activity below):
- County - Youth Mentor:
- County - Team Coach:
- County - Contest or Fair Judge:
- County - Contest, Event, or Fair Helper:
- County - Fair Superintendent:
- County - Camp Staff:
- County - Trip/Event Chaperone:
- State - Event/Contest Helper (specify event below):
- State - Trip/Event Chaperone:
- State - Team Coach:
- Other (specify below):

**Would you like to continue to serve as a UME/4-H Volunteer this year?**

Yes, I would like to continue as a UME/4-H Volunteer:

No, I do not wish to remain a UME/4-H Volunteer:

Comments or Additional information:

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**Would you like to continue the same Volunteer role(s) you held in the past year?**

Yes, I would like to remain in the same Volunteer role(s):

No, I would like to hold a different role(s):

I would like to keep one role but not another (one or more):

**If you would like to hold a DIFFERENT Volunteer role, what role would you like to fill? (check all that apply)**

- Club Leader (specify club below):
- Project Leader (specify project below):
- Activity Leader (specify activity below):
- Team Coach (specify team or project below):
- Fair or Project Superintendent (specify project or department below):
- Other (specify below):

Additional information (specify club, project, activity, role, etc):

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To renew your certification as a UME 4-H Youth Development Volunteer, you must read and agree with the policy below:

**VOLUNTEER RECERTIFICATION**

I understand that my engagement by the University of Maryland Extension and 4-H Youth Development in a certified Volunteer role does not constitute an employment relationship, and that I will receive no salary, wage, benefits, or contractual legal protections as a result of this relationship.

I also understand that my service to the Maryland 4-H program and University of Maryland Extension may be terminated at any time by me or by the county/city 4-H Educator based on the needs and interests of the 4-H Program. The term of this Volunteer appointment is one calendar year and expires on December 31 of this year unless terminated by either party prior to that date.

I acknowledge that, in addition to this agreement, I will be provided a Position Description for each role I fulfill as a UME/4-H Volunteer. The Position Description(s) will be provided by the county/city 4-H Educator and will remain in effect for the duration of this appointment. I understand that UME is not responsible for any activities I engage in or responsibilities I assume other than those listed in the Position Description(s). Any activities other than those detailed in the Position Description(s) will be taken at my own personal risk. If I am unable to fulfill these responsibilities, I will promptly advise the county/city 4-H Educator.

I accept and agree to the terms stated in the Volunteer Agreement I signed upon my original appointment as a UME Volunteer, including the following:

**COMPLIANCE AND PROFESSIONALISM:** I will follow and uphold all policies, rules, regulations, and laws of Maryland 4-H Youth Development, University of Maryland Extension, the University of Maryland, and the State of Maryland. I agree to exercise good faith and integrity in performance of my responsibilities and duties as a UME Volunteer. I further agree to follow and uphold the Maryland 4-H Adult Code of Conduct.

**CONFIDENTIALITY:** I understand that I may have access to certain sensitive information about other individuals in performing my duties as a UME Volunteer. I agree not to use or share personal information about others outside the requirements of my duties as a UME Volunteer. I understand that I will be held personally liable for failure to protect or unauthorized use of personal information, to include medical, financial, insurance, and other personal and confidential information.

**NONCONFLICT OF INTEREST:** I will not promote private or personal interests in conjunction with performance of my duties as a UME Volunteer. I will not do anything that could be reasonably construed as a conflict of interest with University of Maryland Extension programs.

**TERMINATION OF VOLUNTEER STATUS:** Should my status as a certified UME Volunteer expire or be terminated by voluntary or involuntary means, I agree to return all equipment, supplies, information, and other materials provided to or developed by me as part of my Volunteer role to the county/city 4-H Educator within three (3) days.

Full Name/Signature of UME Volunteer:

## 9. Health Information

Youth and adults are asked to provide information related to their physical, social, and emotional health. The questions relate to allergies, dietary restrictions, physical or educational limitations, special needs, etc.

Both youth and adults are strongly encouraged to complete the Health Information section so 4-H professionals are able to help your family fully participate in 4-H activities.

This information is used for program planning purposes ONLY. Additional health forms may be required for 4-H events or activities such as camps, overnight trips, contests, etc. Any additional health information will be collected as part of the registration process for the event.

As with all information you provide to the 4HOnline registration system, your health information will be protected as confidential. Only 4-H professionals with administrative access to your county's records will be able to access it.

Click "**Continue**" when all information for this page is provided.

### Health Form

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**Health Information**

Please answer the following questions regarding the 4-Her's general health. Completion of this section is OPTIONAL, but parents/guardians are strongly encouraged to provide the requested information so that Maryland 4-H faculty, staff, and volunteers can best meet your child's needs. Parents/guardians are also encouraged to discuss any health concerns that might affect a 4-Her's participation in certain activities with the club or program leader. In many cases, accommodation or assistance can be given to help the 4-Her have a full, positive experience.

Adult Volunteers are encouraged to provide information that may be helpful to 4-H staff in case of emergency.

This information will be used for program planning purposes ONLY. Youth and adults who attend certain 4-H events and activities (including camps) will be required to complete and sign a comprehensive 4-H Health Form as part of the registration process.

Please answer these questions for the Youth or Adult enrolling:

Do you have any food allergies? If yes, what are they and what reaction do they cause?:

Do you have any environmental allergies? If yes, what are they and what reaction do they cause?:

Do you have any medication allergies? If yes, what are they and what reaction do they cause?:

Do you carry an Epi-Pen, inhaler or other emergency rescue device? If yes, what device and for what is it used?:

## 10. Club and Project Selection

Youth must select at least one **club** from the dropdown menu. The menu will list all clubs that are accepting members.

To select a club, highlight the club name and click the “Add Club” button. The club will then show under the “Club List” banner. Youth may join more than one club, but they must designate which one will be their Primary club of membership by filling the dot to the left of the club name.

Adults are not required to select a club, but they choose one if they wish. If the adult chooses a club, their profile will then be associated with that club and their name will appear on the club leader’s roster as either an adult Volunteer or non-Volunteer adult (parent/guardian).

Youth must also select at least one 4-H **project**. There is no limit to the number of projects a 4-Her can carry, but s/he must be willing to complete project work in each of the selected projects. Project work may include attending meetings, completing exhibits, giving talks, etc.

Projects open to Clover members (ages 5-7) are limited. Youth new to 4-H who do not know what projects they want to pursue are encouraged to select the “Exploring 4-H” project.

To select a project, choose one from the dropdown list, indicate how many years you have participated in that project (“1” for first year), and click “Add Project.”

When you finish adding your 4-H project(s), click the “**Submit Enrollment**” button at the bottom of the screen.

Clubs Projects Activities Awards Groups

Youth members must select at least one club for membership. Club selection by adults is optional but encouraged.

Select a minimum of 1 club(s)

Add a Club

Select a Club: Select a club ...

Add Club

| Primary                          | Club                 | [New Look] |
|----------------------------------|----------------------|------------|
| <input checked="" type="radio"/> | Cat's Clovers        | Delete     |
| <input type="radio"/>            | Special Project Club | Delete     |

<< Previous Return to Member List Continue >>

Clubs Projects Activities Awards Groups

Contact your county 4-H Office for information on how to obtain project materials for your selected projects. Materials cannot be ordered through 4HOnline.

Select a minimum of 1 project(s)

Add a Project

Select a Club: Cat's Clovers

Select a Project: Select a project ...

Years in Project: 1

Add Project

| Club | Project | Years in Project | Edit |
|------|---------|------------------|------|
|------|---------|------------------|------|

<< Previous Return to Member List Continue >>

Submit Enrollment

**11. Member Status & Enrollment Fee(s)**

Once the re-enrollment has been submitted the family profile’s Member List will display a “**Pending**” enrollment status for the family member who has re-enrolled. The member’s status will remain “pending” until approved by the county 4HOnline manager. The 4-H family/member must pay the state enrollment fee (and county fee, if there is one) before the re-enrollment request will be approved.

When the re-enrollment request is submitted, you will receive an e-mail from 4HOnline (to the family profile e-mail address) confirming that the member’s re-enrollment request was received. The e-mail will also provide a weblink to the online payment portal for the annual state enrollment fee (see page 1).

Click on the link in the e-mail to access the fee payment portal. Complete the payment form and submit the information, then you will be directed to a Paypal page to complete your transaction. Payment must be made by credit/debit card, pre-paid debit card, or from a Paypal account linked to a payment method. Families may (and should) pay for all youth 4-H members’ state enrollment fees in one transaction. There is no enrollment fee for adults.

Some counties and clubs have additional fees to help cover the cost of materials, supplies, insurance, etc. County/club membership fees (if any) should be paid separately from the state enrollment fee, according to local instructions.

Once the state enrollment fee is paid via the online portal, the county 4HOnline manager will receive notification and can approve the member’s re-enrollment. Once approved, the family member’s status in 4HOnline changes to “**Active.**” Adult re-enrollments may be approved as soon as the 4HOnline manager reviews them, since no payment is required.

**Member List**

For assistance with 4HOnline or the enrollment process visit 4HOnline Instructional Manual for Families or contact your local extension office

| Member/Volunteer List |                    |         |               |                   |                  |                      |
|-----------------------|--------------------|---------|---------------|-------------------|------------------|----------------------|
|                       | Name               | Role    | Membership ID | Enrollment Status | Last Active Year | Edit                 |
| 1)                    | Christopher Clover | Youth   | 2205449       | Pending           | 2018-2019        | <a href="#">Edit</a> |
| 2)                    | Jack Clover        | Contact |               | Active            |                  | <a href="#">Edit</a> |
| 3)                    | John Clover        | Adult   | 2205451       | Incomplete        | 2018-2019        | <a href="#">Edit</a> |
| 4)                    | Mary Clover        | Adult   | 2205452       | Inactive          | 2018-2019        | <a href="#">Edit</a> |

4HOnline -- Maryland 4-H md-4-H@4honline.com  
to me

Sun, Jan 5, 2019 5:00 PM

Dear Chris Clover -

We are happy to have received your request for re-enrollment in Maryland 4-H for the coming year. Your request is currently pending review and approval.

Before your county 4HOnline manager can approve your re-enrollment request, any required annual Enrollment Fees must be paid. All Maryland 4-H youth members (including Clovers) must pay a \$10.00 State Enrollment fee. The fee is "capped" at \$30.00 for multiple children from one family. This enrollment fee helps fund events, programs, and materials for 4-H members and families across the state of Maryland. There is no state enrollment fee for adult Volunteers or family members.

State enrollment (youth) fees must be paid online via the Maryland 4-H payment portal. To access the portal, click on the link below. You will need a credit or debit card, a pre-paid card, or an active [Paypal](#) account linked to a payment method to use the portal. Payment by other methods (cash, check, money order, direct credit card) will not be accepted. Families should pay for all youth members in one transaction, rather than in individual transactions for each member.

[Maryland 4-H Enrollment Fee Online Payment Portal](#)



Contact your Club Leader or County 4-H Educator if you have questions about payment of the state enrollment fee via the online payment portal.\* If your county or club has additional fees, those should be paid according to local instructions. Please do NOT pay county/club fees through the state enrollment fee portal.

Your re-enrollment will remain in pending status until your information has been reviewed and your enrollment fee has been received (if applicable). You will receive another e-mail when your re-enrollment is approved.

*If you have questions about the enrollment fee or wish to request assistance with paying the fee, contact your 4-H Club Leader or County 4-H Educator. Assistance is available to families facing financial hardship. Maryland 4-H is committed to helping youth stay involved in our programs, regardless of family financial status.*

If you have questions or encounter difficulty in re-enrolling in Maryland 4-H using 4HOnline, please contact your county Extension Office for assistance. You can find your county office's phone number by looking in the phone listing or online for "University of Maryland Extension (your county's name) County."

*NOTE: Baltimore City has a 4-H program that is separate and independent from the Baltimore County 4-H Program. If you are enrolling in the Baltimore City 4-H Program, contact the Baltimore City 4-H Office rather than the Baltimore County office.*

## Maryland 4-H Re-Enrollment Process

January 1 – 4HOnline re-sets data for new 4-H Year

| Youth Re-Enrollment   | Adult Re-Enrollment  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Log in to existing 4HOnline family profile               <ul style="list-style-type: none"> <li>• Don't create a new profile!</li> </ul> </li> <li>2. Review family profile information and make changes as needed</li> <li>3. In family member list, click "Edit" button next to youth member's name</li> <li>4. Scroll to bottom of profile summary page and click "Re-enroll for 20XX" button</li> <li>5. Review profile, make changes, complete fields:               <ul style="list-style-type: none"> <li>• Personal data</li> <li>• Additional Items                   <ul style="list-style-type: none"> <li>• 4-H Youth Code of Conduct (<i>required</i>)</li> <li>• 4-H Publicity Release (<i>agree or disagree</i>)</li> <li>• 4-H Code of Animal Science Ethics (<i>if enrolled in animal science project</i>)</li> </ul> </li> <li>• Health Information</li> <li>• Participation                   <ul style="list-style-type: none"> <li>• Club selection</li> <li>• Project selection</li> </ul> </li> </ul> </li> <li>6. Submit re-enrollment by clicking button.               <ul style="list-style-type: none"> <li>• Receive confirmation e-mail</li> <li>• Enrollment is "pending" until approved</li> </ul> </li> <li>7. Pay state Enrollment Fee via the online portal               <ul style="list-style-type: none"> <li>• \$10.00 per youth/\$30.00 cap per family</li> <li>• Pay county/club fee(s) locally</li> </ul> </li> <li>8. County 4HOnline Manager review:               <ul style="list-style-type: none"> <li>• Issues – returns or works with family to correct</li> <li>• Verifies enrollment fee(s) are paid</li> <li>• Approves enrollment</li> </ul> </li> <li>9. 4-H Member is "Active" for year               <ul style="list-style-type: none"> <li>• Contact county 4-H Office for project materials</li> <li>• Use 4HOnline for event registration and other functions throughout year</li> </ul> </li> </ol> | <ol style="list-style-type: none"> <li>1. Log in to existing 4HOnline family profile               <ul style="list-style-type: none"> <li>• Don't create a new profile UNLESS you were a youth member last year</li> </ul> </li> <li>2. Review family profile information and make changes as needed</li> <li>3. In family member list, click "Edit" button next to adult member's name</li> <li>4. Scroll to bottom of profile summary page and click "Re-enroll for 20XX" button</li> <li>5. Review profile, make changes, complete fields:               <ul style="list-style-type: none"> <li>• Personal data</li> <li>• Additional Items                   <ul style="list-style-type: none"> <li>• 4-H Adult Code of Conduct (<i>required</i>)</li> <li>• 4-H Publicity Release (<i>agree or disagree</i>)</li> <li>• Adult Interest survey (<i>optional</i>)</li> <li>• Volunteer Reporting &amp; Recertification (<i>required for Volunteers</i>)</li> </ul> </li> <li>• Health Information</li> <li>• Participation                   <ul style="list-style-type: none"> <li>• Club selection (<i>Optional</i>)</li> </ul> </li> </ul> </li> <li>6. Submit re-enrollment by clicking button.               <ul style="list-style-type: none"> <li>• Receive confirmation e-mail</li> <li>• Enrollment is "pending" until approved</li> </ul> </li> <li>7. County 4HOnline Manager review:               <ul style="list-style-type: none"> <li>• Issues – returns or works with adult to correct</li> <li>• Verifies Volunteer status (<i>if applicable</i>)</li> <li>• Approves enrollment</li> </ul> </li> <li>8. 4-H Adult is "Active" for year               <ul style="list-style-type: none"> <li>• Use 4HOnline for event registration and other functions throughout year</li> </ul> </li> </ol> |