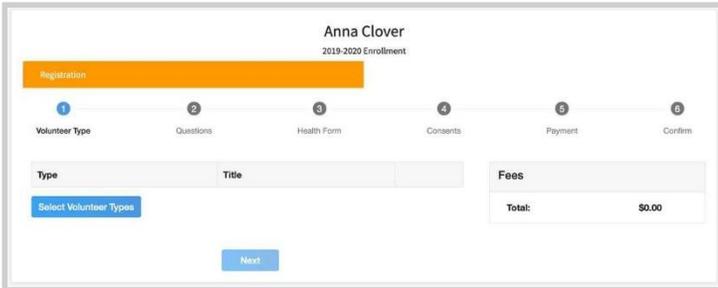
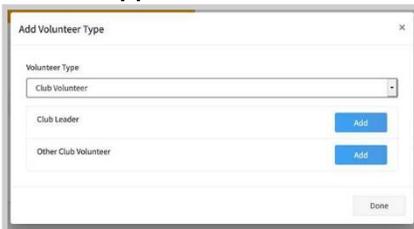


Adult Volunteer Enrollment

1. If you are returning to 4-H, your Volunteer record will be listed in the family Member List. Click "Enroll Now". If you are a new volunteer and your name is not yet listed, click "Add Member" and follow the steps for "Adding a New Member to the Family".
2. Click Select Volunteer Types to indicate your participation during the program year. At least one Volunteer Type is required during the enrollment process, and additional types can be added.

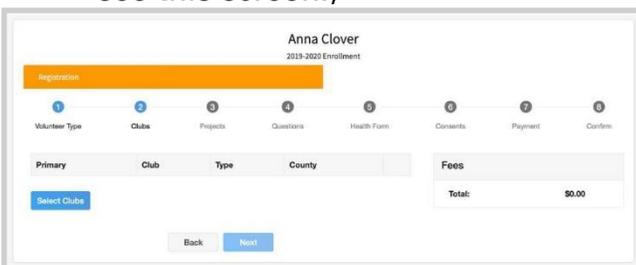


3. Select a Volunteer Type from the drop-down. Then, click Add next to your Volunteer Type Role.



NOTE: If you are a Project Leader for a specific Club, you will need to select a Club Volunteer Type and a Project Volunteer Type.

4. Some Volunteer Types require additional Consent forms. If additional forms are required, you will be prompted to sign the Consent before the Volunteer Type will be added to your record.
5. Repeat these steps for each Volunteer Type you choose to participate in.
6. Click the small trash can icon to remove any Volunteer Types.
7. Click Next.
8. If you selected a Club Volunteer Type, click "Select Clubs" to choose the clubs with which you would like to Volunteer. (If you didn't select a Club Volunteer Type, you won't see this screen.)



9. Select the County, Club, and Volunteer Type that corresponds with the desired Club. Click Add. Repeat these steps for each Club in which you would like to participate.

10. If you selected to participate as a Project Leader, you will be prompted to select a Project. Click Select Projects. (If you did not select a Project Volunteer Type, you will not see this screen.)

11. Select Club if you are a Project Leader for a specific club, then select the club. Select the Project Volunteer Type best describing your involvement.
12. If you are a Project Volunteer for the entire County, select County.
13. Click Add next to the Project that you will be working with.

14. Some projects require additional Consents in order to participate. If this is needed, you will be prompted to enter your signature and acceptance before it will be added to your record.
15. Click Show Questions and complete the Questions section. Red items are required. When finished, click the Next button.

NOTE: If you are required to upload documents with your enrollment, click the Upload button to select a file to upload.

16. Complete the Health Form and Consent, then click Next.

The screenshot shows a web form with a progress bar at the top containing steps: Volunteer Type, Clubs, Projects, Questions, Health Form, Consents, Payment, and Confirm. The 'Health Form' step is currently active. The form is divided into two main sections: 'Allergies' and 'Fees'. The 'Allergies' section contains two columns of checkboxes for various allergens: Aspirin, Dairy, Fish, Hay Fever, Nuts, Penicillin, Sulfas, Insect Stings, Eggs, Gluten, Ivy Oak Sumac, Peanuts, Shellfish, and Tetanus Vaccine. Below these is a text input field labeled 'List Any Allergies That Are Life-Threatening'. The 'Fees' section shows a 'Total' of '\$0.00'.

17. Complete the required Consents, then click Next.

18. Since payment is not necessary, click the Next button.

19. Click Submit.

The screenshot shows the final enrollment confirmation screen for 'Anna Clover' (2019-2020 Enrollment). The progress bar at the top is complete, with 'Confirm' highlighted. The main content area is titled 'Anna's Enrollment' and shows a 'Fees' section with a 'Total' of '\$0.00'. At the bottom, there are 'Back' and 'Submit' buttons.

NOTE: As an Adult Volunteer, you may be required to complete additional information for screenings and trainings. Click Confirm to continue any additional steps.

Volunteer Screening

Counties conduct volunteer screening as a separate process. Please talk with your County Extension Staff to move forward with this process.

Volunteer Training

Some volunteer training is available through 4-H Online. If so, you may see a Training Tab. To select a lesson, click the Title of the training. Then, click on the lesson title to open it and begin the training.