

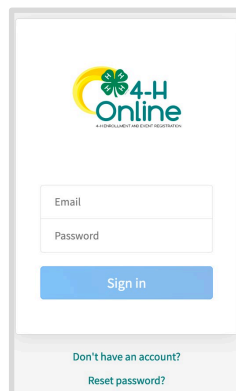


Enrolling in 4-H Online as a Returning Adult Volunteer

Logging in to an Existing 4-H Online Account

1. Go to <http://v2.4honline.com>.
2. Enter your email address and password.
3. Click Sign-In

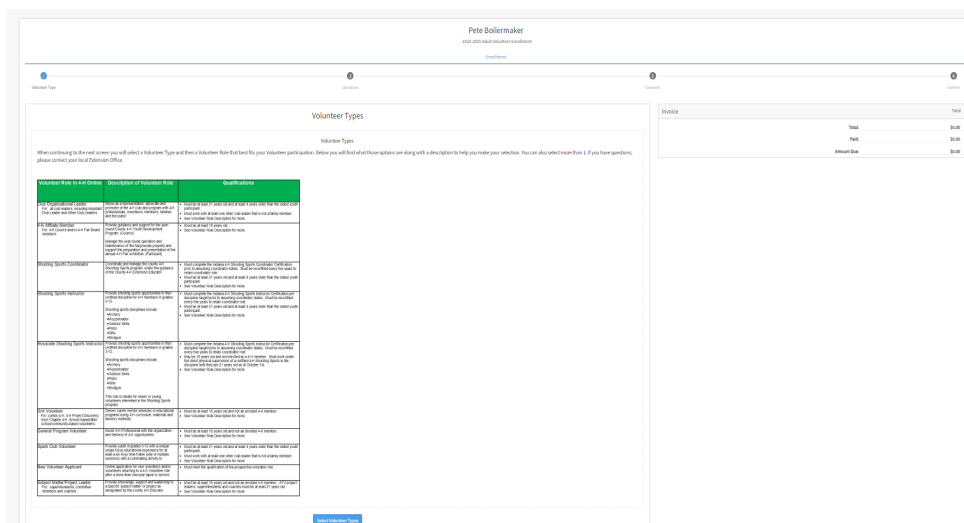
If you have forgotten your password, click “Reset Password?” to receive an email with a link to set a new password.

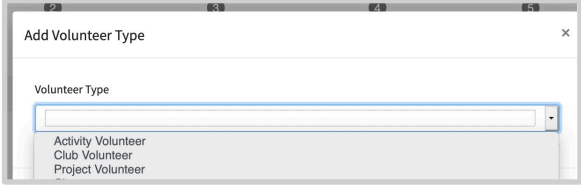
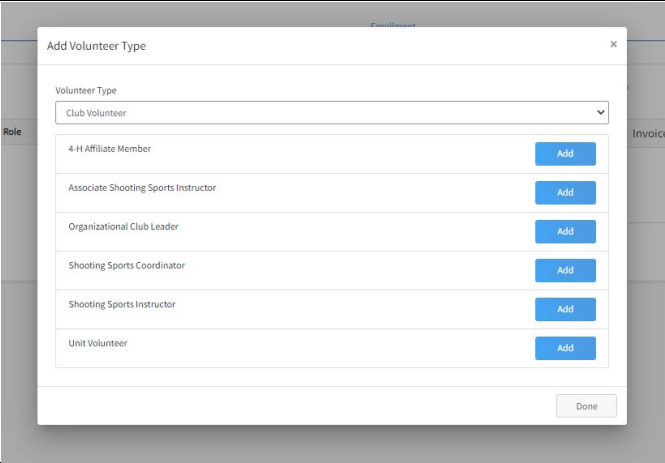
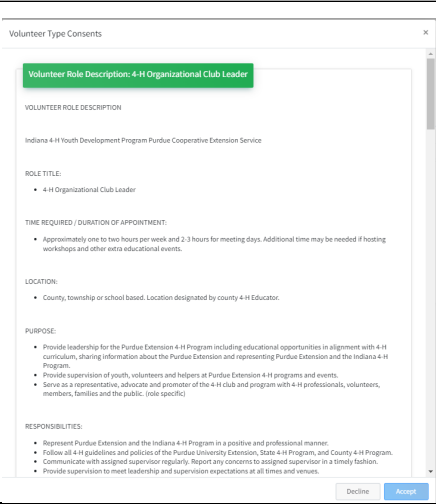
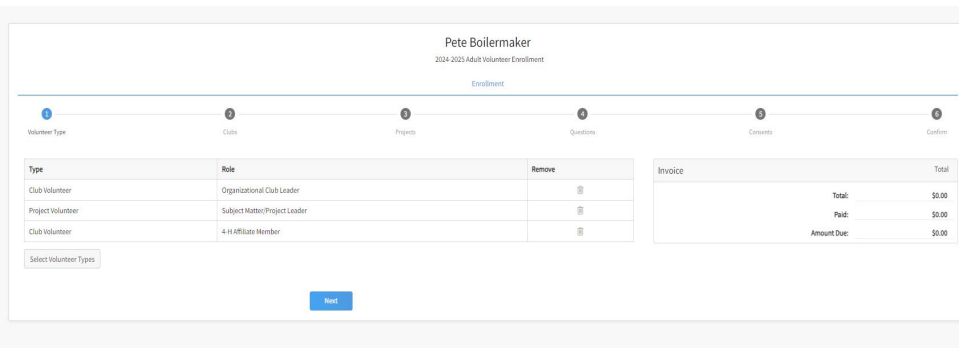


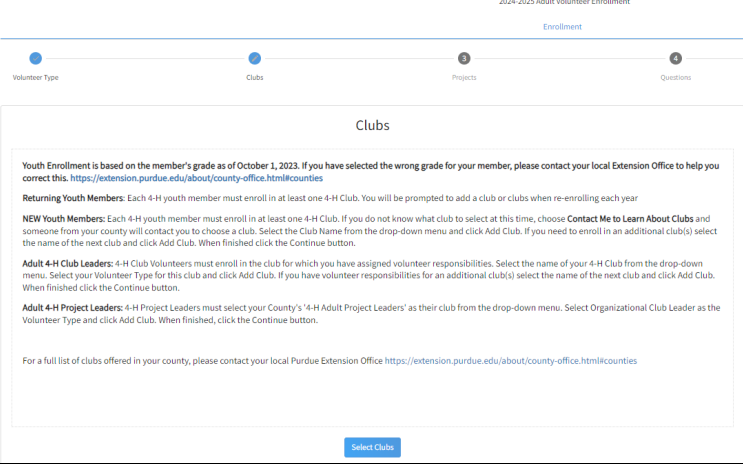
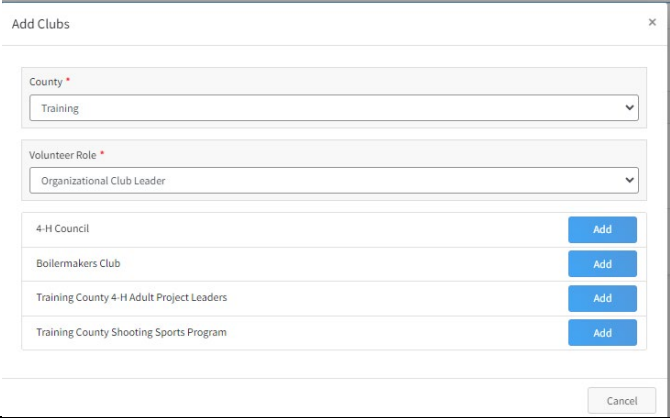
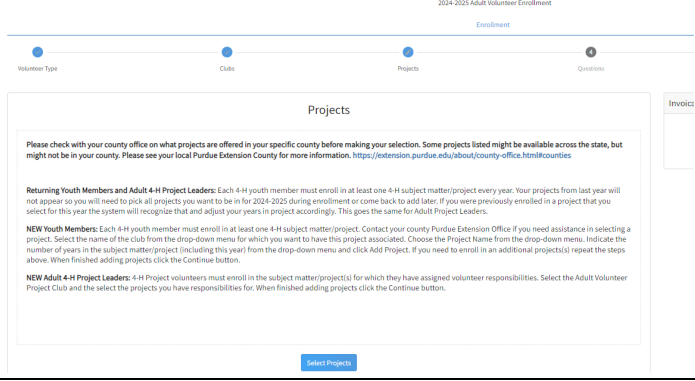
Adult Volunteer Enrollment

If you are returning to 4-H, your volunteer record will be listed on the family Member List. Click “Enroll Now” under “Purdue Extension/Indiana 4-H”.

1. Click Select Volunteer Types to indicate how you are planning to participate in the program throughout the year. At least one Volunteer Type is required and a volunteer can select more than 1.

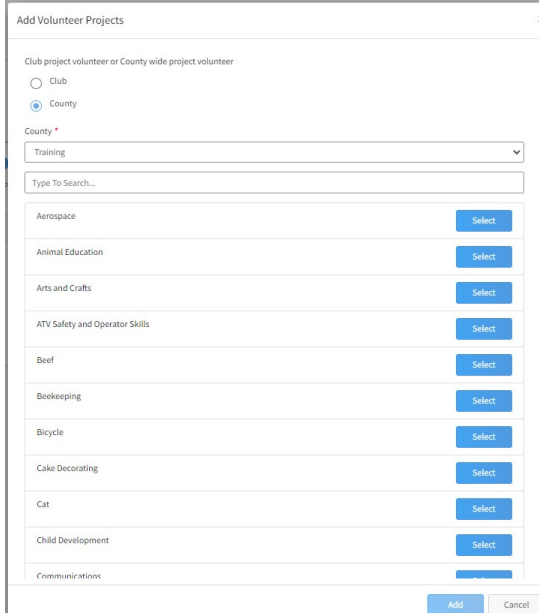


2. Select a Volunteer Type. A chart of these Types and Roles can be found at the end of these directions.	
3. Click Add next to your Volunteer Type Role.	
4. Sign the consents for your designated Volunteer Role.	
5. Repeat steps 1-4 for each Volunteer type that you would like to participate as. 6. Click the small trash can icon to remove any Volunteer Types. 7. Click Next. *Note if you did not select A Club or Project Volunteer type you can skip to step 16.*	

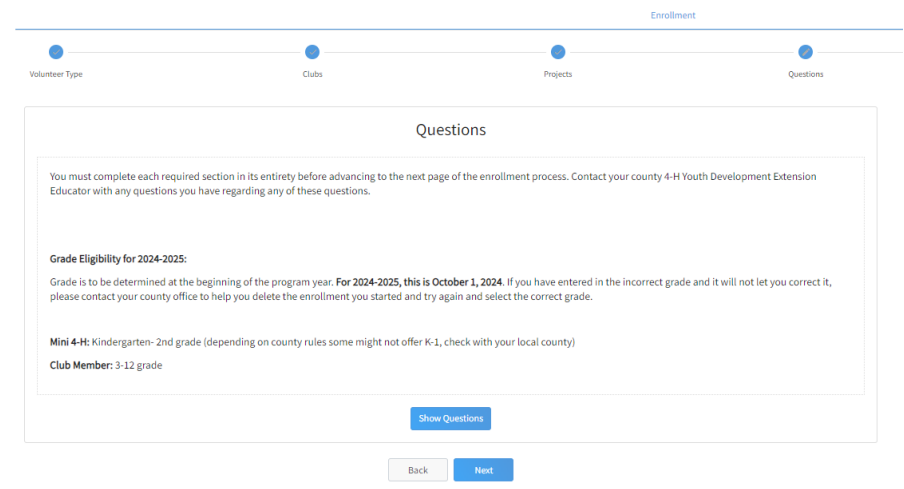
8. If you have selected a Club Volunteer Type, click “Select Clubs” to choose the Clubs with which you would like to Volunteer. NOTE: If you did not select a Club Volunteer Type, you will not see this screen.	
9. Select the County, Club and Volunteer type that corresponds with the Club in which you would like to participate. 10. Click Add next to the Club. 11. Repeat steps 8-10 for each Club in which you would like to participate.	
12. If you have selected to participate as a Project leader, you will be prompted to select a Project. Click “Select Projects”. NOTE: If you did not select a Project Volunteer Type, you will not see this screen.	
13. Select Club if you are a project leader for a specific Club, and select the Club. Then select the Project Volunteer Type that best describes your involvement. 14. If you are a Project Volunteer for the entire	

County associated with your Family Profile, select County.

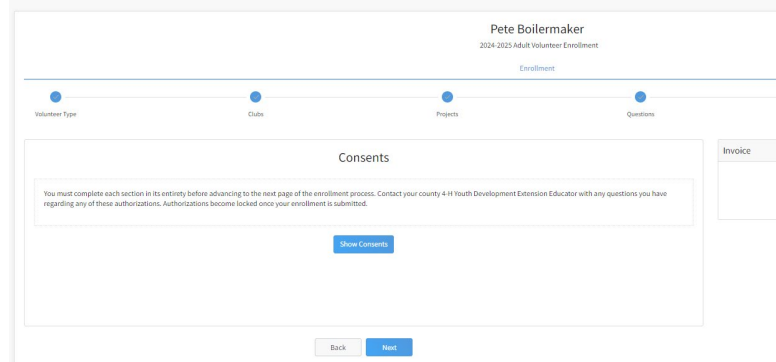
15. Click Add next to the Project that you will be working with. Repeat steps 13-15 to add more projects.



16. Click “Show Questions”.
17. Complete the Questions section.
18. When you are finished, click the Next button.



19. Click on “Show Consents” to complete the Consents.
20. Click Next at the bottom of the page when finished.



21. Click Submit.

The screenshot shows the 'Enrollment' page for Pete Boilemaker, titled '2024-2025 Adult Volunteer Enrollment'. A progress bar at the top indicates steps: Volunteer Type, Clubs, Projects, Questions, Comments, and Confirm. The 'Clubs' step is currently active. Below the progress bar, the page is titled 'Pete's Enrollment'. It features a profile section with a placeholder icon, birth date (7/1/1966), age (58), and role (Volunteer). To the right is an 'Invoice' table showing a total of \$0.00, with paid and amount due also at \$0.00. Below the profile, there are two sections: 'Selected Units' and 'Selected Projects'. 'Selected Units' lists '4-H Council, Training' and 'Boilemakers Club, Training - Primary'. 'Selected Projects' lists 'Beef' and 'Lawn and Garden Tractor Safety and Operator Skills - Boilemakers Club'. At the bottom, there are 'Back' and 'Submit' buttons.

Invoice		Total
Total:		\$0.00
Paid:		\$0.00
Amount Due:		\$0.00

Selected Units	
4-H Council, Training	
Boilemakers Club, Training - Primary	

Selected Projects	
Beef	
Lawn and Garden Tractor Safety and Operator Skills - Boilemakers Club	

Volunteer Screening

1. This is a new step for 2024**. Please select "Show Screening" to complete the questions and then "Submit".

The screenshot shows the 'Screening' page for Pete Boilemaker, titled '2024-2025 Adult Volunteer Enrollment'. A progress bar at the top indicates steps: Enrollment and Screening. The 'Screening' step is currently active. The page contains a welcome message, a disclaimer about the enrollment process, and instructions for new volunteer applicants. At the bottom, there are 'Show Screening', 'Save', and 'Submit' buttons.

Thank you for submitting your volunteer enrollment and welcome to the screening step!

This is step two of your enrollment process which will be followed by the required annual trainings. If you do not complete this step, your enrollment cannot move forward, and it cannot be reviewed/approved. If you log out now, you will be able to log back in and complete any remaining steps from the Member List, look for the link next to your name.

If you are a New Volunteer Applicant, remember to have your three references contact information handy before you proceed.

Remember that only volunteers with an approved enrollment in 4-H Online are protected and may assume volunteer duties including interacting with youth and making decisions on behalf of the 4-H Program.

If you need assistance, contact your local Extension office and/or 4-H Educator: <https://extension.oregonstate.edu/about/county-office.html#requirements>

Volunteer Training

1. You will now complete your trainings. For returning Volunteers there should be one to complete. Select the name of the training to begin.

The screenshot shows the 'Trainings' page. A green header bar says 'Trainings'. Below it, a blue message box states: 'You have incomplete trainings that must be completed before your enrollment can be approved.' Underneath, it lists 'Youth Protection Program Training (4-H Online) - Incomplete Required' with '1 Lessons'. A box below explains: 'Displayed are the trainings for this program. Click on a training to view and launch the lessons. Trainings marked **Required** are a required step to complete your enrollment.'

2. Launch the course and allow each training to completely run through all slides before exiting.

****Note**** These trainings are best completed on a computer and using Mozilla Firefox or Google Chrome web browsers. These can be completed on your phone if a computer is not available, but know sometimes there are complications. If you complete your training and it is not marking you "Passed", take a screenshot of your completion page in the training and contact your county office to have you marked as passed. These trainings also require pop-up blockers to be enabled.

[Click here to launch the course.](#)

[Return to 4-H Online](#)

Volunteer Type in 4-H Online	Volunteer Role in 4-H Online	Description of Volunteer Role	Qualifications
Club Volunteer	Club Organizational Leader For: all club leaders, including Assistant Club Leader and Other Club Leaders.	Serve as a representative, advocate and promoter of the 4-H club and program with 4-H professionals, volunteers, members, families and the public.	- Must be at least 21 years old and at least 4 years older than the oldest youth participant. - Must work with at least one other club leader that is not a family member. - See Volunteer Role Description for more.
Club Volunteer	4-H Affiliate Member For: 4-H Council and/or 4-H Fair Board members	Provide guidance and support for the year-round County 4-H Youth Development Program. (Council)	- Must be at least 18 years old. - See Volunteer Role Description for more.
Club Volunteer	Shooting Sports Coordinator	Coordinate and manage the county 4-H Shooting Sports program, under the guidance of the County 4-H Extension Educator.	- Must complete the Indiana 4-H Shooting Sports Coordinator Certification prior to assuming coordinator duties. Must be recertified every five years to retain coordinator role. - Must be at least 21 years old and at least 4 years older than the oldest youth participant. - See Volunteer Role Description for more.
Club Volunteer	Shooting Sports Instructor	Provide shooting sports opportunities in their certified discipline for 4-H members in grades 3-12. Shooting sports disciplines include: •Archery •Muzzleloader	- Must complete the Indiana 4-H Shooting Sports Instructor Certification per discipline taught prior to assuming instructor duties. - Must be at least 21 years old and at least 4 years older than the oldest youth participant. - See Volunteer Role Description for more.
Club Volunteer	Associate Shooting Sports Instructor	Provide shooting sports opportunities in their certified discipline for 4-H members in grades 3-12. Shooting sports disciplines include: •Archery •Muzzleloader •Outdoor Skills	- Must complete the Indiana 4-H Shooting Sports Instructor Certification per discipline taught prior to assuming instructor duties. - May be 18 years old and not enrolled as a 4-H member. Must work under the direct physical supervision of a certified 4-H Shooting Sports in the discipline until they are 21 years old as of October 1st. - See Volunteer Role Description for more.
Club Volunteer	Unit Volunteer For: Juntos 4-H, 4-H Project Discovery, Next Chapter 4-H, School based/after school/community-based volunteers	Deliver career mentor sessions or educational programs using 4-H curriculum, materials and delivery methods.	- Must be at least 18 years old and not an enrolled 4-H member. - See Volunteer Role Description for more.
Program Volunteer	General Program Volunteer	Assist 4-H Professional with the organization and delivery of 4-H opportunities.	- Must be at least 18 years old and not an enrolled 4-H member. - See Volunteer Role Description for more.
Program Volunteer	Spark Club Volunteer	Provide youth in grades 3-12 with a unique single focus educational experience for at least a six-hour time frame (one or multiple sessions) with a culminating activity to showcase what was learned.	- Must be at least 21 years old and at least 4 years older than the oldest youth participant. - Must work with at least one other club leader that is not a family member. - See Volunteer Role Description for more.
Project Volunteer	Subject Matter/Project Leader For: superintendents, committee members and coaches	Provide knowledge, support and leadership to a specific subject matter or project as designated by the county 4-H Educator.	- Must be at least 18 years old and not an enrolled 4-H member. ATV project leaders, superintendents and coaches must be at least 21 years old. - See Volunteer Role Description for more.
New Volunteer	New Volunteer Applicant	Online application for new volunteers and/or volunteers returning to a 4-H Volunteer role after a more than one-year lapse in service.	Must meet the qualification of the prospective volunteer role.