

September 26, 2024

Dear Extension 4-H Volunteer,

Thank you for all of your time, energy and support during the 2023-2024 program year. You were essential to creating a positive 4-H experience in Warrick County, and we literally could not have done it without you! As we wind down this program year and gear up for the next, I wanted to share some updates and reminders.

Reminders for all volunteers:

- 4-H Online was closed to families starting on September 3rd for system update work.
- 4-H Online will be open for enrollments on October 1st.
- Anyone who wishes to serve as a 4-H Volunteer must enroll as a volunteer in 4-H Online.
- Volunteers must be approved in 4-H Online before assuming volunteer duties including working with youth or making decisions for 4-H.
- Any volunteer with more than a one-year lapse in service must go through the initial volunteer process if they wish to return to active service.
- All Extension 4-H volunteers serve at the discretion and under the supervision of the county Extension 4-H Educator.

This fall, the Indiana State 4-H Office will update the volunteer enrollment process in 4-H Online to streamline, reduce physical paperwork, address risk management needs, and centralize document storage.

Updates to the system include:

- A New Volunteer Applicant role linked to an online volunteer application.
- New and redefined volunteer roles.
- Volunteer role descriptions to sign in 4-H Online linked to volunteer roles selected.
- Added role consents for specific volunteer roles.
- Age and training qualifications for specific volunteer roles.

When you log in to 4-H Online to enroll for the 2024-2025 program year, you will work through a three step process this year, with the enrollment and training steps being like the past. Below is a visual overview of the new process with items in green reflecting new items in the system.

2024 Volunteer Enrollment- A Three Step Process



I will have Stacey send additional enrollment instructions and resources next week, on October 1st. One of the things we are working on and will share is a list of all the volunteer roles you are currently assigned by Warrick County. With the changes to the volunteer roles in 4-H Online, we want to make sure you select all your assigned volunteer roles so you can sign all the correct role descriptions which provide you volunteer protections for the responsibilities assigned to you. Also, if you are aware of individuals who are interested in becoming a 4-H volunteer, please have them contact the office so we can begin the enrollment process.

Please let me know if you have any questions.

Sincerely,

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4-H Youth Development Extension Educator
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