

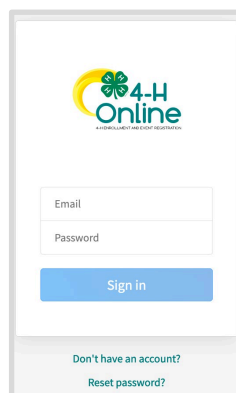


Enrolling in 4-H Online as a Returning Adult Volunteer

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

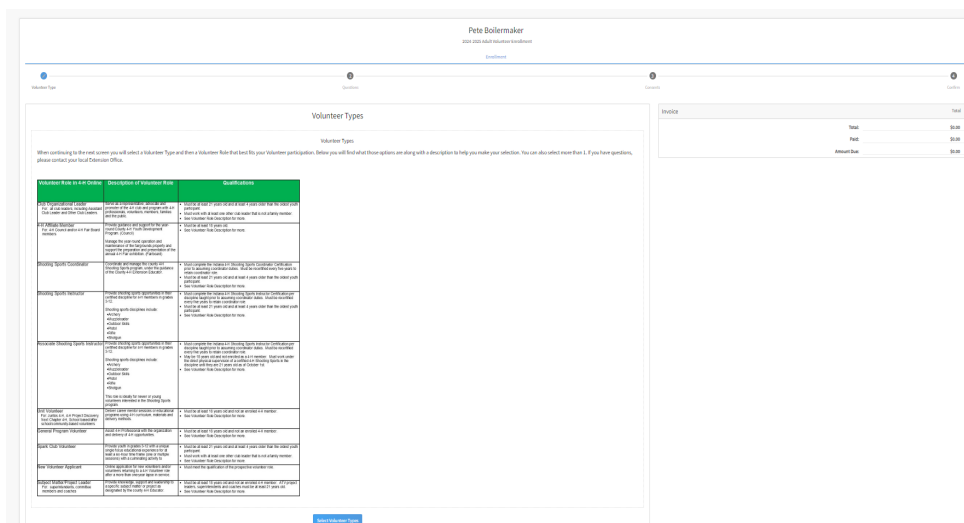
If you have forgotten your password, click “Reset Password?” to receive an email with a link to set a new password.

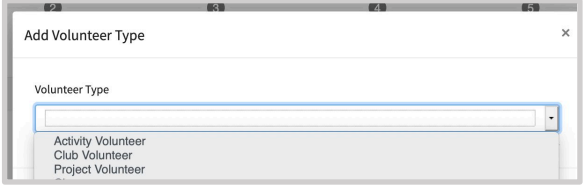
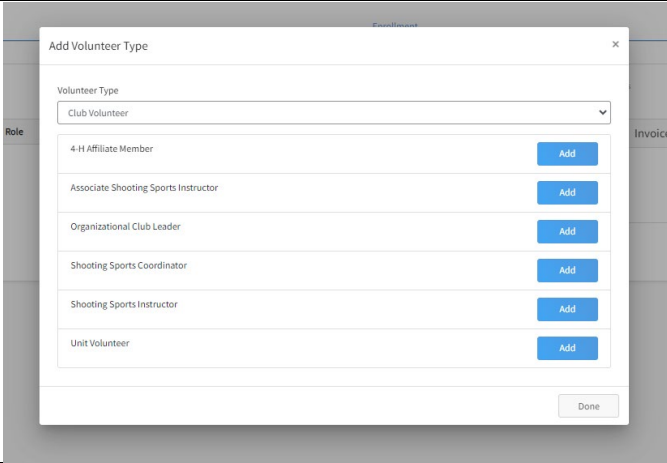
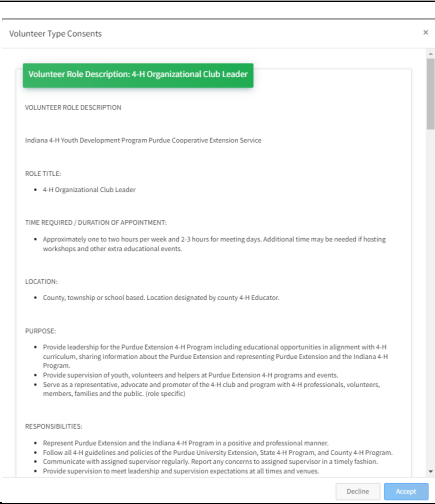
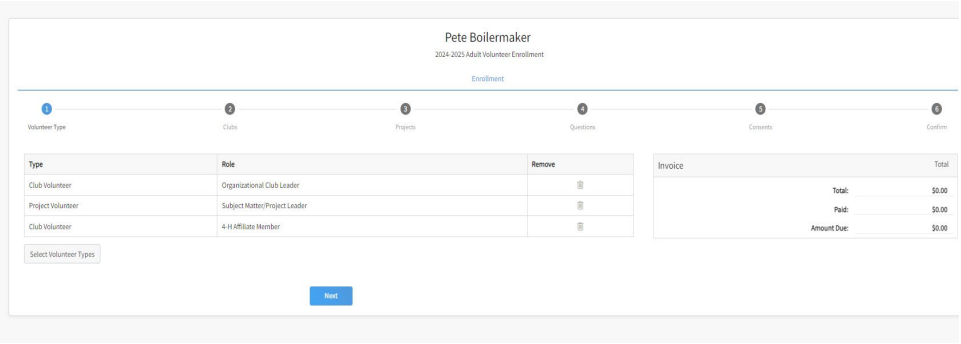


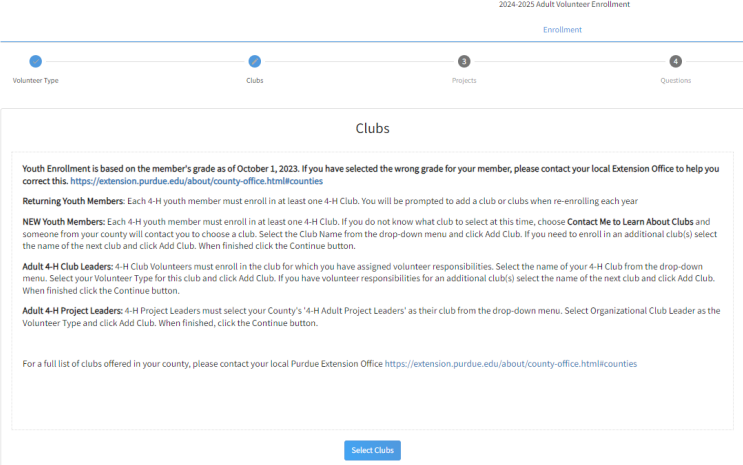
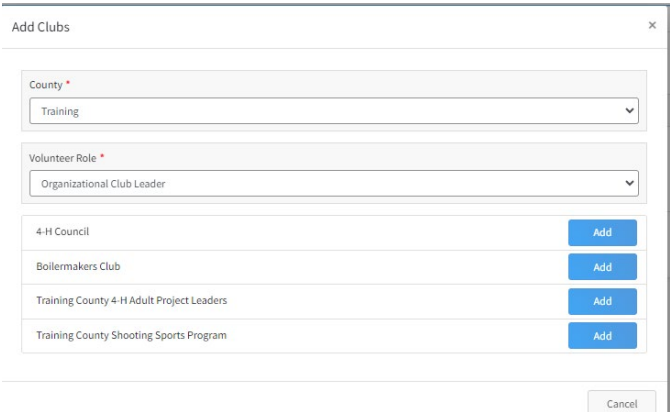
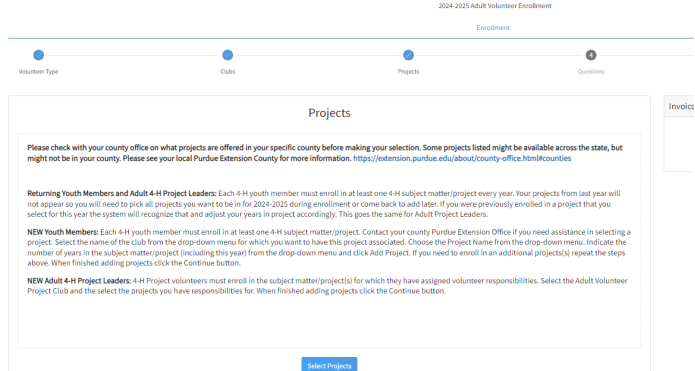
Adult Volunteer Enrollment

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.

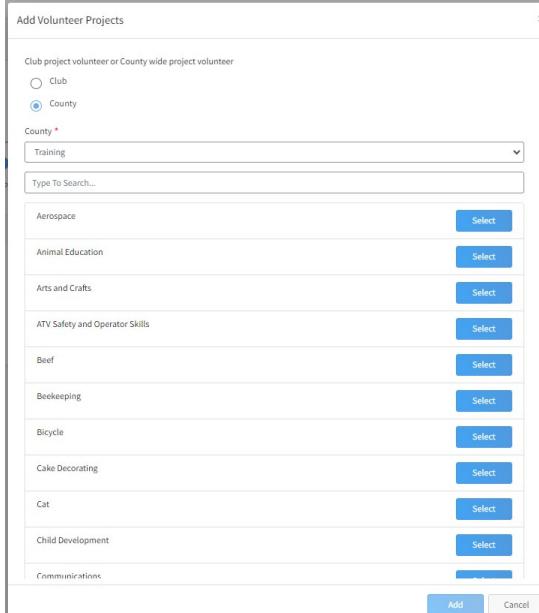


<p>2. Select a Volunteer Type. A chart of these Types and Roles can be found at the end of these directions.</p>	
<p>3. Click Add next to your Volunteer Type Role.</p>	
<p>4. Sign the consents for your designated Volunteer Role.</p>	
<p>5. Repeat steps 1-4 for each Volunteer type that you would like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

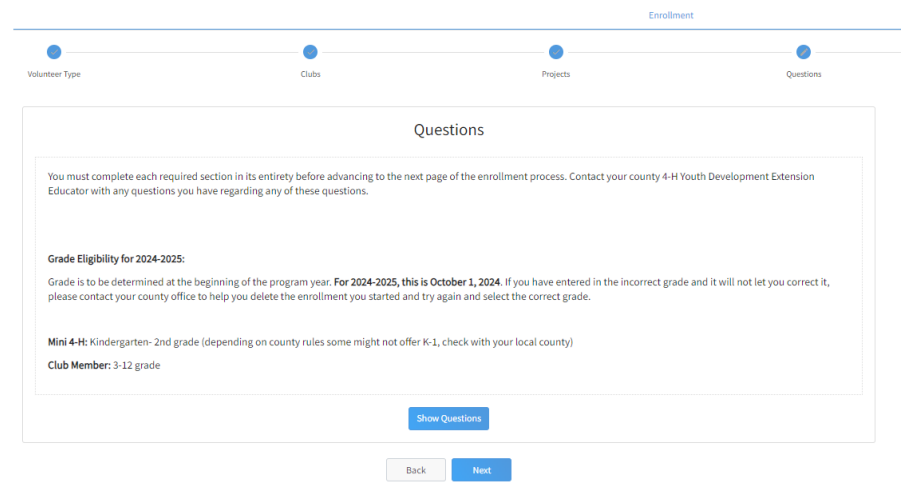
<p>8. If you have selected a Club Volunteer Type, click “Select Clubs” to choose the Clubs with which you would like to Volunteer.</p> <p>NOTE: If you did not select a Club Volunteer Type, you will not see this screen.</p>	
<p>9. Select the County, Club and Volunteer type that corresponds with the Club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

County associated with your Family Profile, select County.

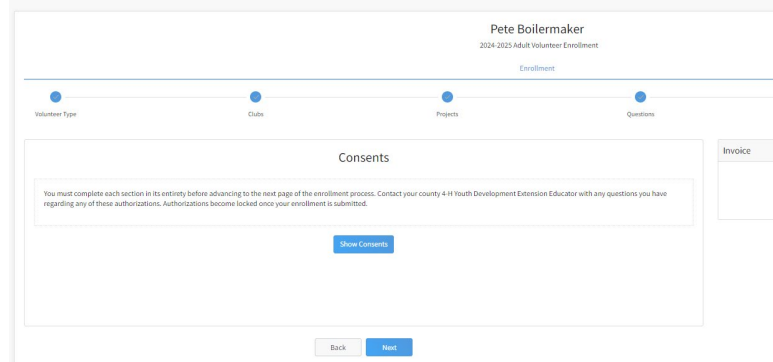
- Click Add next to the Project that you will be working with. Repeat steps 13-15 to add more projects.



- Click "Show Questions".
- Complete the Questions section.
- When you are finished, click the Next button.



- Click on "Show Consents" to complete the Consents.
- Click Next at the bottom of the page when finished.



21. Click Submit.

The screenshot shows the 'Pete Boilemaker 2024-2025 Adult Volunteer Enrollment' form at the 'Enrollment' step. A progress bar at the top indicates the sequence: Volunteer Type, Clubs, Projects, Questions, Comments, and Confirm. The 'Pete's Enrollment' section includes a profile picture placeholder, birth date (7/1/1966), age (58), and role (Volunteer). Below this are sections for 'Selected Units' (4-H Council, Training; Boilemakers Club, Training - Primary) and 'Selected Projects' (Beef; Lawn and Garden Tractor Safety and Operator Skills - Boilemakers Club). An 'Invoice' table on the right shows a total of \$0.00, with no amount due. At the bottom, there are 'Back' and 'Submit' buttons.

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

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 'Pete Boilemaker 2024-2025 Adult Volunteer Enrollment' form at the 'Screening' step. The progress bar now highlights 'Screening'. The main content area contains a welcome message, instructions about the screening process, and a 'Show Screening' button. At the bottom, there are 'Save' and 'Submit' buttons.

Volunteer Training

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

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.	<ul style="list-style-type: none"> 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)	<ul style="list-style-type: none"> 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.	<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> •Archery •Muzzleloader 	<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> •Archery •Muzzleloader •Outdoor Skills 	<ul style="list-style-type: none"> 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.	<ul style="list-style-type: none"> 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.	<ul style="list-style-type: none"> 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.	<ul style="list-style-type: none"> 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.	<ul style="list-style-type: none"> 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.	<ul style="list-style-type: none"> Must meet the qualification of the prospective volunteer role.