



Adults have two options for enrolling. They can enroll themselves online, at <https://ca.4honline.com> or they can complete a hard copy enrollment form and turn in to the Club Leader. Both of the processes outlined below are the state approved steps for enrollment.

## Option #1: Online Enrollment Process (Recommended)

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| <b>1. Adult Volunteer Steps</b>  |
| <ul style="list-style-type: none"><li>- Go to <a href="https://ca.4honline.com">https://ca.4honline.com</a></li><li>- Enter all enrollment information required online and submit.</li><li>- Complete the Medical Release &amp; Health History Paper Forms. Submit forms and fee payment to Club Leader/Organization Unit Volunteer.</li><li>- (Family profile email will receive a reminder email to submit any forms required in hard copy).</li><li>- 4hOnline adult enrollment status will show as Pending at this point.</li><li>- For new 4-H Adult Volunteers or 4-H Adult Volunteers who have had a break in service, contact the Club Leader or County 4-H Office for information, additional requirements as identified by the County 4-H Office and forms to complete a live-scan clearance with the Department of Justice.</li></ul> |
| <b>2. Club Leader Steps</b>  |
| <ul style="list-style-type: none"><li>- Will login to their club in 4hOnline and confirm that all required forms are complete and payment received.</li><li>- Will mark in 4hOnline the adult's status as Confirmed. At this point, the club status is confirmed, but the adult's overall enrollment status is still Pending.</li><li>- Club Leader retains Health History &amp; Medical Release forms.</li></ul>  |
| <b>3. County 4-H Office Steps</b>  |
| <ul style="list-style-type: none"><li>- For new 4-H Adult Volunteers or Adult Volunteers who have had a break in service, verify all Livescan DOJ clearance information received and additional requirements as identified by the County 4-H Office.</li><li>- Logs in to 4hOnline and marks all forms received in adult volunteer's profile. Enrollment status is still Pending at this point.</li><li>- Will arrange for 4-H Adult Volunteer to participate in a required 4-H Adult Volunteer orientation before marking as Active in 4hOnline.</li><li>- Submits all verified and completed Adult Volunteer Forms to the County Director.</li></ul>   |
| <b>4. County Director Steps</b>  |
| <ul style="list-style-type: none"><li>- Will review all verified and completed 4-H Adult Volunteer Forms. County Director either approves or denies enrollment.</li><li>- 4-H Adult Volunteer forms are returned to County 4-H Office staff.</li></ul>   |
| <b>5. County 4-H Office Steps</b>  |





- Will login to 4hOnline and approve 4-H Adult Volunteers that the CD approved. Or will not approve the enrollment and profile is removed. (no profiles should remain as pending at this point in the process).
- 4-H Adult Volunteer's status will then show as Active in 4hOnline.
- Will prepare and send out 4-H Adult Volunteer Appointment cards for Club Leaders.
- Invoices Club Leader for enrollments (Frequency is determined by county office)

## Option #2: Paper Enrollment Process

### 1. Adult Volunteer Steps

- Adult Volunteer may get a paper 4-H enrollment packet from their Club Leader or from the County 4-H Office.
- Will complete the entire enrollment packet and submit along with payment to the Club Leader. At the bottom of each page of the enrollment packet, the individual responsible for keeping the form is identified.
  - o 4-H Adult Volunteer keeps all pages marked in the packet for their holding.
  - o 4-H Adult Volunteer submits all pages marked in the packet for to the Club Leader to keep.
  - o 4-H Adult Volunteer submits the Confidential Self-Disclosure Form directly to the County 4-H Office in a sealed envelope. DO NOT send to the Club Leader.
- For new 4-H Adult Volunteers or 4-H Adult Volunteers who have had a break in service, contact the Club Leader or County 4-H Office for information, additional requirements as identified by the County 4-H Office and forms to complete a live-scan clearance with the Department of Justice.

### 2. Club Leader Steps

- Will confirm that all required forms are complete and payment received.
- Will access 4hOnline and create a new 4-H Adult Volunteer member profile with the information provided in the enrollment packet.
- Will mark in 4hOnline the adult's status as Confirmed. At this point, the club status is confirmed, but the adult's overall enrollment status is still Pending.
- Club Leader retains ONLY the Health History & Medical Release forms. All other forms are sent to the County 4-H office.

### 3. County 4-H Office Steps

- For new Adult Volunteers or 4-H Adult Volunteers who have had a break in service, verify all Livescan DOJ clearance information received and any additional requirements as identified by the County 4-H Office are met.
- Logs in to 4hOnline and marks all forms received in 4-H Adult Volunteer's profile. Enrollment status is still Pending at this point.
- Will arrange for 4-H Adult Volunteer to participate in a required 4-H Adult Volunteer orientation before marking as Active in 4hOnline.
- Submits all verified and completed Adult Volunteer Forms to the County Director.

### 4. County Director Steps



# 4-H Adult Volunteer Enrollment Process Online & Paper Form

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- Will review all verified and completed 4-H Adult Volunteer Forms. County Director either approves or denies enrollment.
- Adult Forms are returned to County 4-H Office staff.

## 5. County 4-H Office Steps

- Will login to 4hOnline and approve adult volunteers that the CD approved. Or will not approve the enrollment and profile is removed. (no profiles should remain as pending at this point in the process).
- 4-H Adult Volunteer's status will then show as Active in 4hOnline.
- Will prepare and send out 4-H Adult Volunteer Appointment cards for Club Leaders.
- Invoices Club Leader for enrollments (Frequency is determined by county office)

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