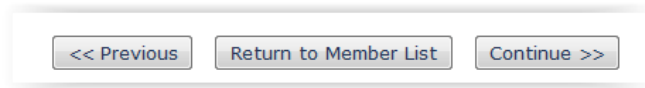


POSSIBLE PREP

If the member wishes to add a club officer or club volunteer position to a club, the “Select a Volunteer” dropdown box must be present.

- If the “Select a Volunteer Type” dropdown box is not visible, click the [Previous] button (3) times until reaching the *Personal Information* page.
- Scroll halfway down until the Volunteer title bar is in view and the following question appears: Are you a Volunteer?
- Select “YES.”
- Scroll down and click [Continue] (3) times to return to the Clubs page. The “Select a Volunteer Type” dropdown box should be present.



Volunteer

Select “Yes” if you serve in a leadership capacity in 4-H.
 Examples for youth: Junior Leader, Club Officer, etc.
 Examples for adult: Chaperone, Community Club Leader, Project Leader, etc.

Are you a Volunteer?: No: Yes:

1. From the “Select a Club” dropdown box, choose a Club.

Select a minimum of 1 club(s)

Add a Club

Select a Club:

Select a Volunteer Type:

| Club List [New Look] | | | |
|--|------|----------------|------|
| Primary | Club | Volunteer Type | Edit |
| <div style="display: flex; justify-content: space-between;"> << Previous Return to Member List Continue >> </div> | | | |

2. **OPTIONAL:** A club leadership position may be added to the club by making the appropriate selection in the “Select a Volunteer Type” dropdown box.

**Only one leadership position per club can be added. There is an option titled “Club Officer, Multiple Positions” that may be used, or members can add the highest position held.*

3. Click [Add Club].

Select a minimum of 1 club(s)

Add a Club

Select a Club:

Select a Volunteer Type:

| Club List [New Look] | | | |
|--|------|----------------|------|
| Primary | Club | Volunteer Type | Edit |
| <div style="display: flex; justify-content: space-between;"> << Previous Return to Member List Continue >> </div> | | | |

4. The club will appear in the “Club List” once added.

5. If multiple clubs are added, the 4-H Organized Community Club should be indicated as the “Primary Club.”

Select a minimum of 1 club(s)

Add a Club

Select a Club:

Select a Volunteer Type:

| Club List [New Look] | | | |
|--|----------------|----------------|-------------------------------------|
| Primary | Club | Volunteer Type | Edit |
| <input checked="" type="radio"/> | Rowdy Roosters | | <input type="button" value="Edit"/> |
| <div style="display: flex; justify-content: space-between;"> << Previous Return to Member List Continue >> </div> | | | |