New Adult Volunteer Enrollment Guide

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In Preparation

To complete this process, you will need to provide information for the Volunteer Application. Some information you may need to collect beforehand, such as:

- Employer and supervisor contact info
- Residential history
- Previous 4-H volunteer history
- Volunteer experience
- 3 References and their contact info (not related)
Creating a 4-H Online Account

If you or your family have never used 4-H Online, begin by creating an account.

**Note:** If you or your family had an account in 4HOnline 1.0, enter the login information for your existing account. If you need assistance accessing your existing account, contact your local Extension office for assistance; do not create a new account!

2. Click “Don’t have an account?”
3. Select Kansas from the drop-down menu.
4. Select Kansas 4-H Youth Development as your Institution.
5. Choose your 4-H county or Tribal Nation.

6. Complete your information.

   **Note:** Family Name is your last name.

7. Create a password.

   **Note:** Keep the email address and password used in your records, as you will use this account to reenroll each year and to register for some 4-H events.

8. Click [Create Account].

9. Enter your address information.

10. Click [Verify].

   **Note:** The verification process may require you to select an appropriate USPS format.

   **Note:** If an existing account is found, click the Confirm button and login. If you have forgotten your password, click “Reset Password?” to receive an email with a link to set a new password.
Create your Adult Volunteer Record

11. Click the [Add Member] button, then click the 4-H button when asked “Which program would you like to join?”

12. Click [Next].

13. Enter your information.

14. Click [Next].

15. Complete the “About You” form with the requested information.

16. Click [Next].

17. Select “I want to join 4-H as a New or Returning Adult Volunteer.”

18. Click [Finish].

19. Click [Select Volunteer Types] to indicate how you are planning to participate in the program throughout the year.

20. Select an appropriate Volunteer Type to begin:
   - Club Volunteer
   - Project Volunteer
   - Program Volunteer
Note: At least one Volunteer Type is required during the enrollment process. You may add more Volunteer Types later if needed.

Note: If you are unsure what type of Volunteer responsibilities you will hold, please select Program Volunteer, General Volunteer.

21. Click [Add] next to your specific role.

22. If you are a Project Leader for a specific club, you will need to select the Club Volunteer Type “Project Leader – Club Based,” and a Project Volunteer Type.

23. Repeat steps 1-4 for each Volunteer type you would like to participate as this year.

24. Click the trash icon to remove any Volunteer Types you are not participating in this year.

25. Click [Next].

26. 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 at Step 19, you won’t see this screen. You may go back and add it if needed.

27. Select the County, Club and Volunteer Type that corresponds with the Club in which you would like to participate.
28. Click [Add] next to the Club.
29. Repeat steps 8-10 for each Club in which you would like to participate.

30. 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 at Step 19, you won’t see this screen. You may go back and add it if needed.

31. Select Club if you are a project leader for a specific Club, and select the Club.

If you are a Countywide project leader, select the County button. Next, select the Project Volunteer Type that best describes your involvement this year.

32. Click [Add] next to the Project you will be working with.

33. Click [Next] when you are done.

34. Review Questions and add necessary information.

**Note:** there are required fields.
35. Scroll down while reading the information.

36. Complete the Kansas 4-H Volunteer Application and Renewal.

**Note:** This information will remain in your record to update if necessary.

37. Click [Next] when finished.

38. Click [Show Consents].

39. Complete the Consents.

40. Click [Next] at the bottom of the page.

41. Review your enrollment.

42. Click [Submit].

43. Click [Confirm] to confirm enrollment submission.

44. Contact your local Extension office to get started on the required Criminal Background Check (CBC).