





### **4-H Online Volunteer Guide**

North Carolina 4-H depends on the caring adult volunteers who are willing to offer their time and talents to make a difference!



#### **ADULT VOLUNTEER TYPES**

When entering your club you must choose a volunteer type. "Administrative Leader" will be the volunteer type for the overall leader of the club. Other volunteer types include Project Leader, Activity Volunteer, Resource Volunteer, Mentor and Episodic Volunteer. See the full description of each volunteer type below.

<u>Administrative Leader</u> - Individuals who have completed the volunteer application process and are screened and trained volunteers who provide overall leadership to a club or group. They are responsible for the organization of the project groups within the club or group. They may also be known as General or Club Leader.

<u>Project Leader</u> - Individuals who have completed the volunteer application process and are screened and trained volunteers who provide on-going leadership to a project within a club or group. It is possible for a club to have more than one project leader per project. These volunteer leaders provide support to members enrolled in specific project.

<u>Activity Volunteer</u> - Individuals who have completed the volunteer application process and are screened and trained volunteers who provide leadership or assist with an activity or variety of activities in the 4-H program. They may work independently or with a club, council, group or committee to carry out an activity.

<u>Episodic Volunteers</u> - Individuals who assist the 4-H program through their efforts. These may include instructors, judges, committee members, industry representatives, etc. These individuals may not serve as chaperones or be left unattended with members.

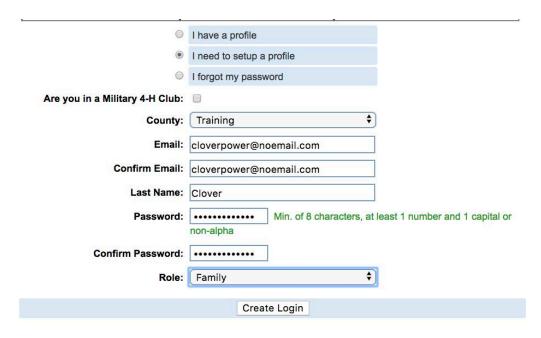
### YOUTH VOLUNTEER TYPES

Teen Leader - Youth between the ages of 13-19 years old who, in cooperation with 4-H staff and their administrative or project leader, are learning and developing leadership skills through various 4-H activities and projects.

### **Enrolling in 4HOnline as a NEW Adult Volunteer**

To enroll in North Carolina 4-H through the 4HOnline data management system, you need a computer, tablet or smartphone, internet access, a valid e-mail address and a web browser.

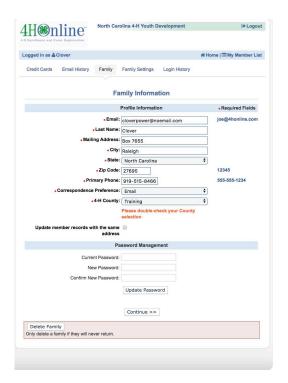
- 1. Go to https://nc.4honline.com (notice there's no "www" in that address).
- 2. Click "I need to set up a profile". A drop down menu will appear. Select your county 4-H, then type in your **valid** family e-mail address.
  - \*E-mail addresses must be valid in order for you to have access to your enrollment information—it's your account login as well as how you receive information.
- 3. Confirm your e-mail address.
- 4. Type in your household's last name. (This will be the name that appears on mailing labels—"The Johnson Family" for example.)
- 5. Create your password must include letters and numbers/symbols with a minimum of 8 characters.
- 6. In the Role field select Family.
- 7. Click on "Create Login"



To move between boxes, you need to use your mouse or the TAB key. Don't press the ENTER key or click on the BACK ARROW – you will lose any information that you have entered.

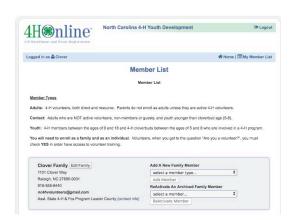
### This is the Family Information page. Fill in requested information correctly and completely. All fields in BOLD are required information.

- Make sure that you choose your correspondence preference to either "Mail" or "Email". If you choose Mail as your correspondence preference, then most of your correspondence with your County Cooperative Extension Office will come via the US postal service. If you choose Email as your correspondence method, then most of your communications from the County Cooperative Extension Office will be through Email.
- You do not need to complete the Password Management section as this time \*unless you want to change your password. \*\*You have already created your 4HOnline password on the Login Page.
- Click on the "Continue" button at the bottom of the page.



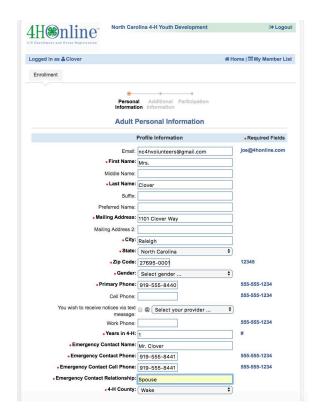
### You are now at the "Member List" page.

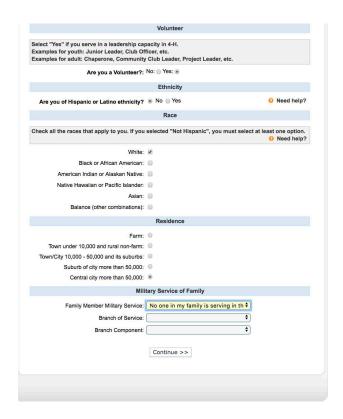
• In the drop down box under "Add a New Family Member", select "Adult" and click on "Add Member".



### This is the "Adult Personal Information" screen. Fill in all information for this member correctly and completely.

- If you have a DIFFERENT e-mail address than the family one entered at login, enter it in the Email box.
- If your last name is different than the household name, make that change on this page.
- Complete each field in BOLD. These are required fields.
- Text messaging: This is optional. Enter your cell phone number, check the box if you are
  willing to receive text messages via 4HOnline, and choose your cellular provider from the list.
- Are you a volunteer? Mark "yes"
- Ethnicity if you consider yourself to be a part of the Hispanic culture, mark "yes".
- Race You may choose as many of the options that apply.
- Choose your residence.
- Complete the Military Service of Family only if it applies.

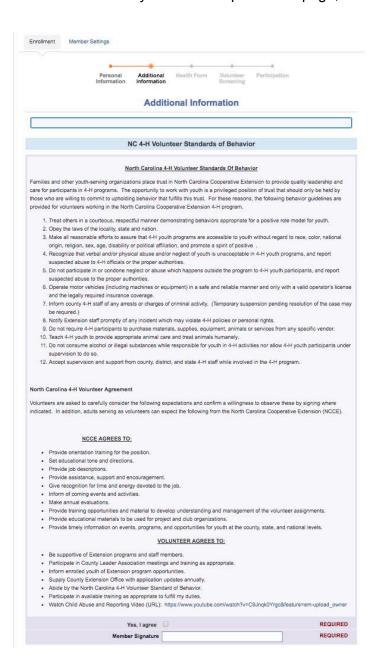




 When you have completed this page, click "Continue." This brings you to the Additional Information Page.

## This is the "Additional Information" screen. Fill in all information for this member correctly and completely.

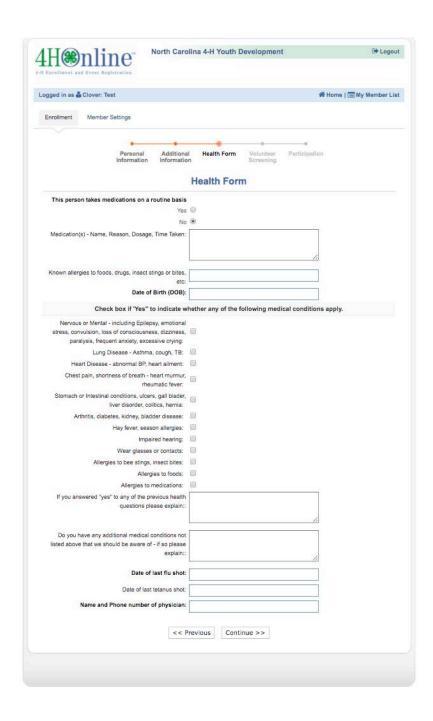
- All fields are required. Select an option if there is a choice, or check the "I agree..." box.
- The authorization sections include NC 4-H Volunteer Standards of Behavior, Volunteer Screening Reference Check Authorization, and the Volunteer Waiver, Release, Hold Harmless, Indemnification and Media Release Agreement.
- By logging on with your login email address and password, you are indicating that you are the correct person to agree to the terms
- When you have completed this page, click "Continue."



	ning Reference Check Authorization	
I authorize contacting the listed references, previous en misrepresentation of information requested is just caus- volunteer, I agree to abide by the policies of the North C my volunteer responsibilities to the best of my ability.	e for non-appointment or dismissal as a 4-H voluntee	er. If appointed as a
I hereby authorize the 4-H agent or authorized represer information pertaining to my background for the sole us to a criminal and traffic violation background check.		
to a criminal and traffic violation background check.		
Yes, I agree	0	REQUIRED
Member Signature		REQUIRED
Parent/Guardian Signature		REQUIRED
Volunteer Waiver, Release, Hold Ha	rmless, Indemnification, and Media Rele	ease Agreement
the inherent hazards and risks associated with my volu- vehicle accidents, stings, bites, cratches, exposure to- known and unknown, involved to me and my property in judgment and knowledge of my experience and capabil participate, I hereby agree to the following: I voluntarily waive, release and hold harmless NC Coop	wildlife and nature, and other personal injuries. I aco the volunteer activity, and I am voluntarily participat tites, and medical or other conditions. In consideration	ept and assume all risks, ting in reliance upon my own on for being allowed to
employees, agents and other volunteers from any and a suffer as a result of, or in any manner, directly or indirec understand that this waiver and release precludes my ri	tly, connected with or proximately caused by, my pai ght to recovery of damages in the event I am injured	rticipation as a volunteer. I
sought. I hereby grant my permission for medical provide deemed necessary for me. A photocopy of this permiss	ters to conduct such diagnostic, therapeutic, and openion is to be considered valid as the original. I furthe	al and/or hospital care will be erative procedures as
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sought. I hereby grant my permission for medical provice deemed necessary for me. A photocopy of this permiss for any medical are provided is my responsibility and v I shall defend, hold harmless and indemnify NC Cooper employees, agents and other volunteers, from and agai costs and expenses (including, but not limited to, reaso by any person as a result of bodily injury, death or prop whatsoever, arising from or in any manner connected w NC Cooperative Extension, 4-H Program, or NC State. I do hereby agree to be photographed, audio or videota agree that my image or likeness in photographe, videos posting on the Internet. I agree that the use herein may the finished electronic, photograph, or printed matter the releasing NC Cooperative Extension, 4-H Program, and which I may have for invasion of privacy, right of publicithe use, adaptation, reproduction, distortion, broadcas I understand this is a legal document which is binding u am eighteen (18) years of age or older, and have full ca	ters to conduct such diagnostic, therapeutic, and option is to be considered valid as the original. I furthe all be paid by me and/or covered by my insurance, astive Extension, 4-H Program, and NC State, its trus ast all damages, claims, liabilities, causes of action, nable expert witness and attorney fees) that may at itary damage, or as a result of any other claim or causth, directly or indirectly, my acts or omissions in perfue by the NC Cooperative Extension, 4-H Program, or audio may be used for educational or promotion be without compensation to me. I hereby waive any at may be used in conjunction with them now or in the INC State, its agents, employees, licensees and ast yt, defamation, copyright infringement, or any other of tor exhibition of such recordings.	al and/or hospital care will be arrative procedures as r understand that treatment stees, officials, officers, judgments, settlements, any time arise or be claimed se of action of any nature forming volunteer duties for the common of the common of the air purposes, including y right to inspect or approve se future. I am expressly signs from any and all claims causes of action arising out or sy claim by or through me. I
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#### **Health Form**

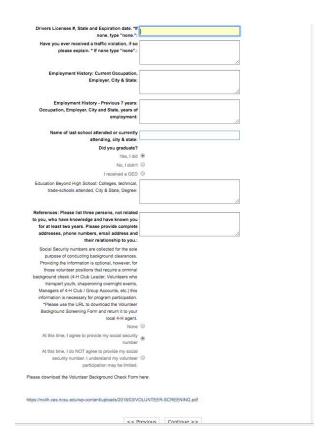
- All fields are required as appropriate.
- Fill out completely.
- When you have completed this page, click "Continue."



### **Volunteer Screening**

- All fields are required as appropriate.
- Fill out completely.
- When you have completed this page, click "Continue."

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Enrollment Mer	mber Settings					
	•			•		
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No, I	have not been a	volunteer.				
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Have you ever w	orked with you please explai					
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What t	ime commitme					
		sidering?:				
	Are you a 4-H					
	Yes, I am a 4-I					
	am a current 4-					
No, I am not a	4-H Aumnus or c	Member				
If yes, where were	you a 4-H mem					
Do y	ou have access					
		Yes, I do @				
		No I don't				



### The Clubs/Projects/Groups page is where you will select a 4-H club and projects for the current 4-H year.

- If you are a 4-H Club Volunteer, select the appropriate club from the list.
- Be sure to click "Add Club".
- Add additional clubs if you have 4-H Club Volunteer responsibilities for more than one club.
- Click the "Continue" button.
- If you are not a 4-H Club Volunteer, click the "Continue" button.

### The "Projects" tab.

- If you are a Project Leader/Volunteer under "Select a Project" click on the drop down menu and select the first project for which you have 4-H Adult Volunteer responsibilities.
- "Years in Project" Select the number of years you have been a project leader for this project.
- Select your role as a Volunteer for this Project
- Click on "Add Project".
- For each additional project that you are a volunteer, repeat the steps above.
- If you are not a Project Volunteer, click the "Continue" button.

### The "Groups" tab

 If your assigned 4-H Volunteer responsibilities is to serve as a Committee Member, 4-H Council Member, Fair Board Member, or in an advisory role, click on the drop down menu and select the appropriate Group and Volunteer Type.

Once you have entered all your club(s), project(s), and/ or group(s) you need to click on "Submit Enrollment" and you are done!







If there is another 4-H Adult Volunteer in your family enrolling in 4HOnline, they will need to repeat this process beginning at the Member List page.

Once your enrollment has been submitted, it is sent to your County Cooperative Extension Office to be reviewed. If there are any issues with your enrollment – incorrect or missing information, etc. – you will receive an e-mail with instructions for logging back in (with the same email/password you set up) and making the necessary corrections. If there are no issues, you will receive an e-mail stating that you have been accepted and will have access online to your enrollment to make any updates throughout the 4-H year.

Keep your login (family email address) and password handy so that you can log in to the website and update your records as needed. Changes in address, phone number and email address are items that should be kept up to date.

Next year, when it's re-enrollment time, you'll log in to the records you created this year, and simply "re-enroll" any members or adult volunteers in your family.

### FAQ - Frequently asked Questions

#### Passwords and E-mail Addresses

### Q: I forgot my password, how can I get it?

A: On the login page, click on "I forgot my password" and then click "Send My Password". The Password will be sent to the Email address associated with the Family login.

### Q: I forgot the e-mail address that I used, how can I get it?

A: You will need to contact your County Extension office and ask them to look at your Family profile for the correct e-mail address.

### Q: I requested my password to be sent, but it never came, what can I do?

A: Contact your county Extension office and ask for your password to be reset. Also be sure that you confirm with the County Extension office the email address associated with the Family login. You should also check your spam or junk mail folder to be sure the e-mail notices are not being placed in that folder.

# Q: I completed my profile over a week ago and my enrollment status it is still listed as "pending", what do I do?

A: Contact your County Extension office and ask them to review your enrollment, or ask if there are any issues with it.

This guide was adapted from resources published by Michigan State Extension and Perdue Extension Updated Jan., 2019

North Carolina State University and North Carolina A&T State University commit themselves to positive action to secure equal opportunity regardless of race, color, creed, national origin, religion, sex, age, veteran status or disability. In addition, the two Universities welcome all persons without regard to sexual orientation. North Carolina State University, North Carolina A&T State University, U.S. Department of Agriculture, and local governments cooperating.