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## 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:

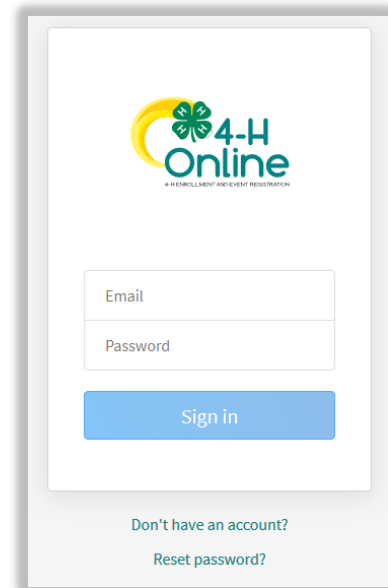
- Employer and supervisor contact info
- Residential history
- Previous 4-H volunteer history
- Volunteer experience
- 3 References and their contact info (not related)

## Creating a 4-H Online Account

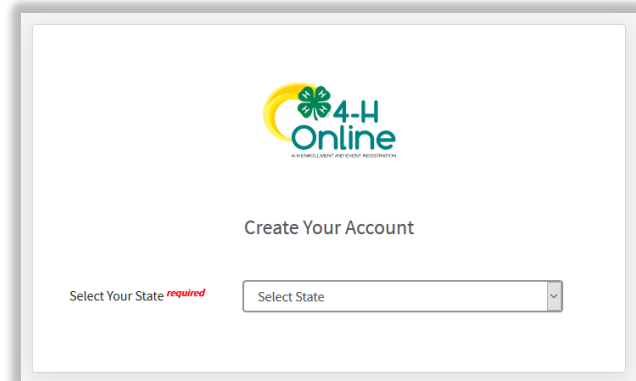
If you or your family have never used 4-H Online, begin by creating an account.

**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!

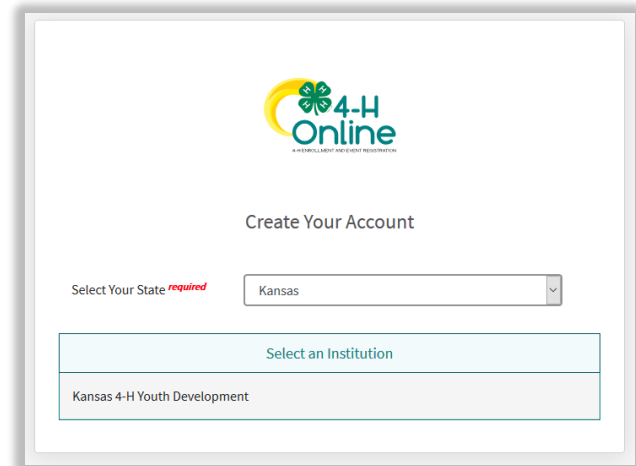
1. Go to <http://v2.4honline.com>.
2. Click “Don’t have an account?”
3. Select Kansas from the drop-down menu.
4. Select Kansas 4-H Youth Development as your Institution.



The screenshot shows the 4-H Online login interface. At the top is the 4-H Online logo. Below it are two input fields: "Email" and "Password". A blue "Sign in" button is positioned below the password field. At the bottom of the page, there are two links: "Don't have an account?" and "Reset password?".

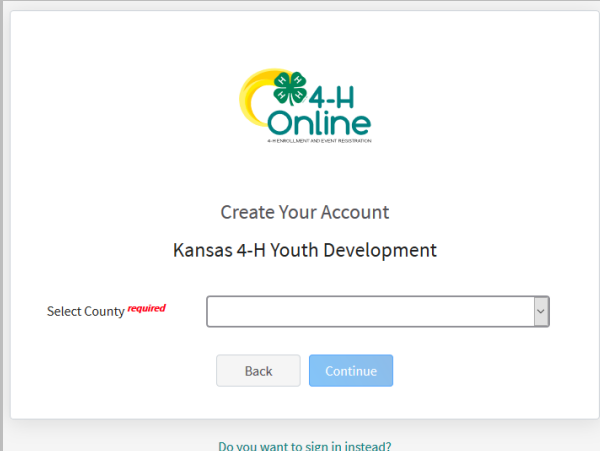


The screenshot shows the "Create Your Account" page. It features the 4-H Online logo at the top. Below the logo is the heading "Create Your Account". Underneath, there is a label "Select Your State" followed by a red asterisk and the word "required". To the right of this label is a dropdown menu currently displaying "Select State".



This screenshot shows the "Create Your Account" page with "Kansas" selected in the state dropdown menu. Below the state selection, there is a button labeled "Select an Institution". A dropdown menu is open below this button, showing "Kansas 4-H Youth Development" as the selected option.

5. Choose your 4-H county or Tribal Nation.

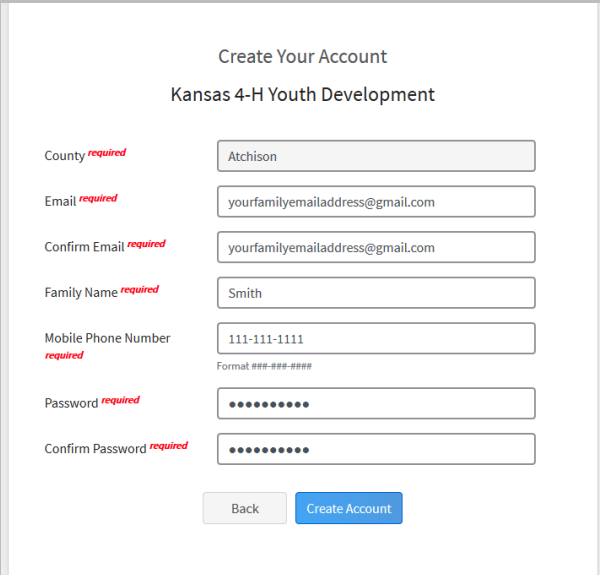


6. Complete your information.

**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.



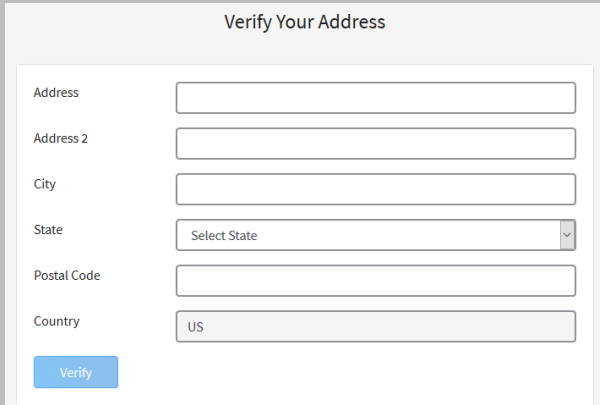
8. Click [Create Account].

9. Enter your address information.

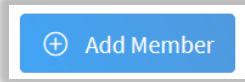
10. Click [Verify].

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

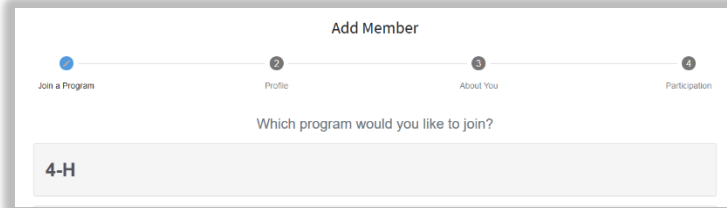
**Note:** If an existing account is found, click the Confirm button and login. If you have forgotten your password, click “Reset Password?” to receive an email with a link to set a new password.



## Create your Adult Volunteer Record



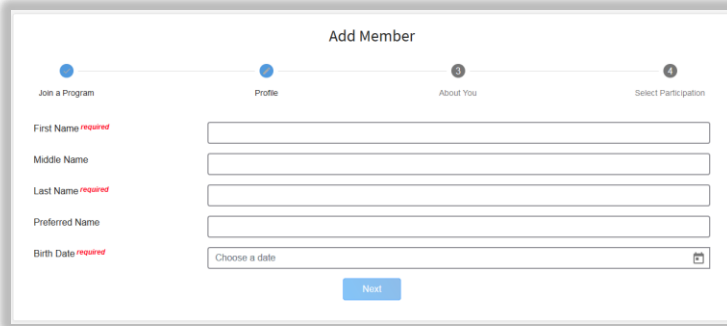
11. Click the [Add Member] button, then click the 4-H button when asked “Which program would you like to join?”



12. Click [Next].

13. Enter your information.

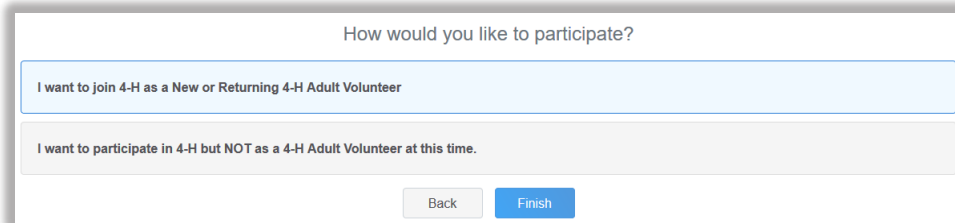
14. Click [Next].



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

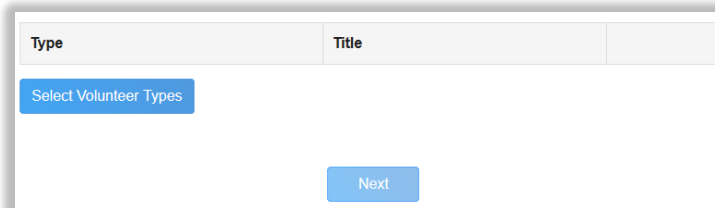
16. Click [Next].

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



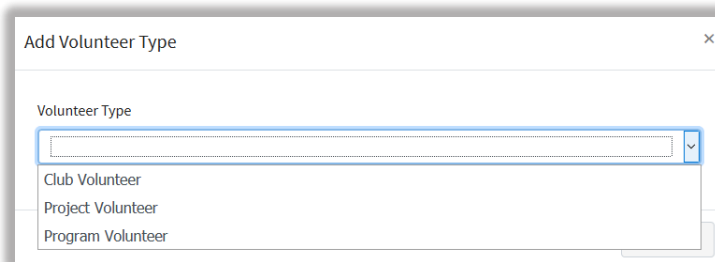
18. Click [Finish].

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:

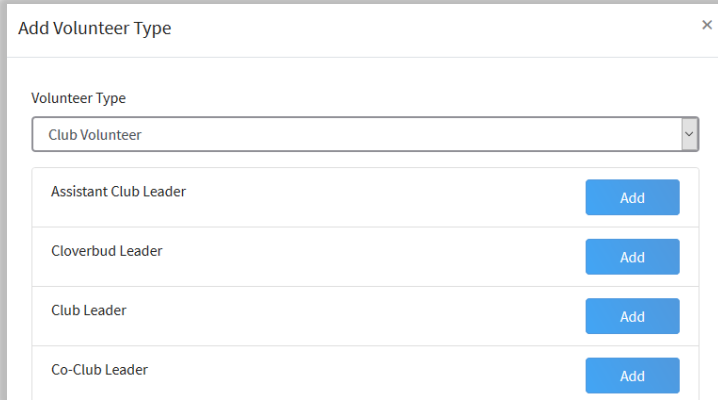
- Club Volunteer
- Project Volunteer
- Program Volunteer



**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.

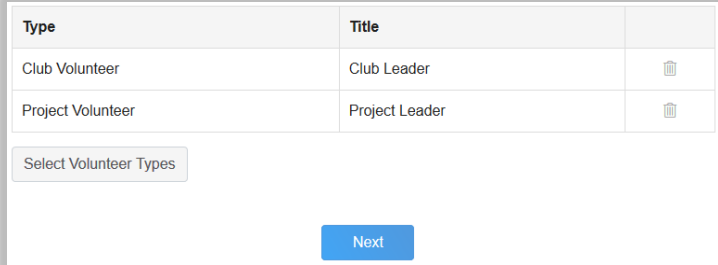
21. Click [Add] next to your specific role.



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.

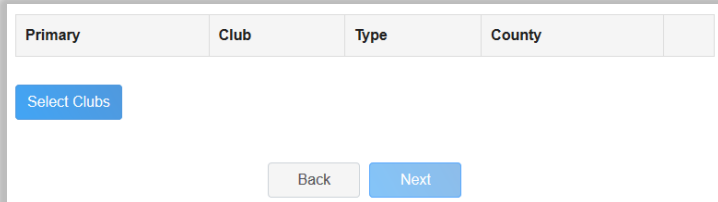
24. Click the trash icon to remove any Volunteer Types you are not participating in this year.



Type	Title	
Club Volunteer	Club Leader	
Project Volunteer	Project Leader	

25. Click [Next].

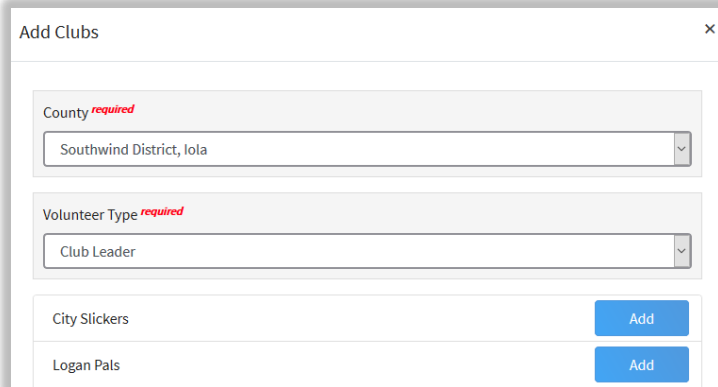
26. If you have selected a Club Volunteer Type, click [Select Clubs] to choose the Clubs with which you would like to volunteer.



Primary	Club	Type	County

**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.

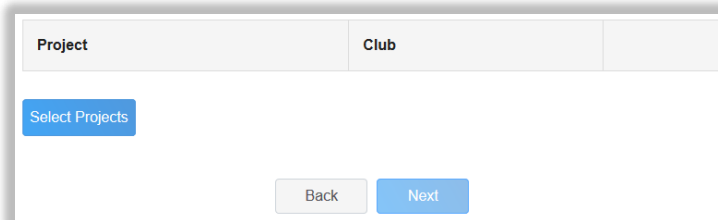
27. Select the County, Club and Volunteer Type that corresponds with the Club in which you would like to participate.



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]

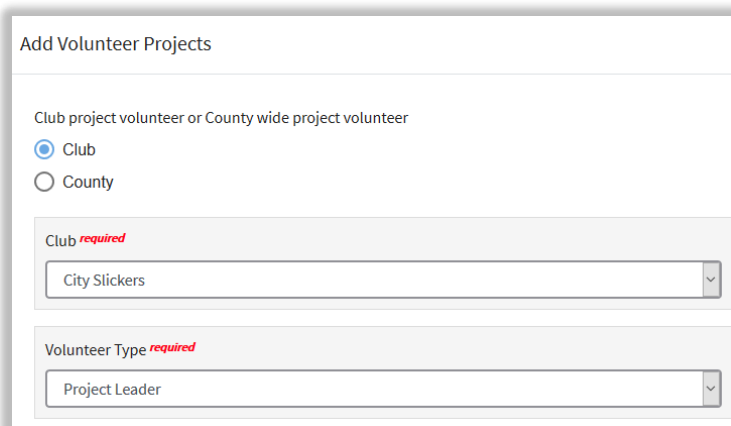
**Note:** If you did not select a Project Volunteer Type at Step 19, you won't see this screen. You may go back and add it if needed.



Project	Club

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.



**Add Volunteer Projects**

Club project volunteer or County wide project volunteer

Club  
 County

Club *required*

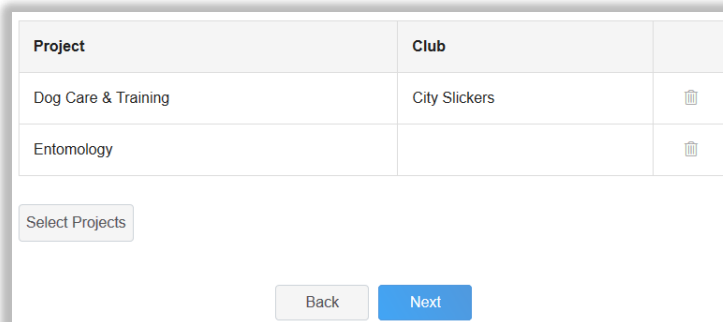
City Slickers

Volunteer Type *required*

Project Leader

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

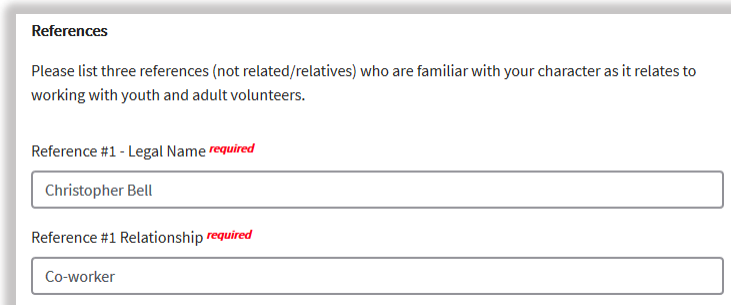
33. Click [Next] when you are done.



Project	Club
Dog Care & Training	City Slickers
Entomology	

34. Review Questions and add necessary information.

**Note:** there are required fields.



**References**

Please list three references (not related/relatives) who are familiar with your character as it relates to working with youth and adult volunteers.

Reference #1 - Legal Name *required*

Christopher Bell

Reference #1 Relationship *required*

Co-worker

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).

**Kansas 4-H Volunteer Application & Renewal**

Reenrolling as an adult volunteer in 4-H Online is a yearly requirement to renew volunteer status and will take the place of completing a volunteer renewal form. There is NO additional paper application or enrollment for a new or returning volunteer because both are done here in 4-H Online.

After these fields are completed, it will remain here in your volunteer record indefinitely. Please review and update each year when reenrolling.

If you are applying for the *first time*, contact your local Extension office to receive information regarding completing a Criminal Background Check after completing this 4-H Online enrollment as a potential Kansas 4-H Volunteer.

Can you provide your own transportation? *required*

- Yes
- No

**Kansas 4-H Volunteer Code of Conduct**

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Kansas 4-H Volunteers serve at the discretion of Kansas State Research and Extension (KSRE) and the local Extension unit and there is no ongoing expectation to be engaged in that role. All volunteers are required to review and abide by the Kansas 4-H Code of Conduct prior to and during any volunteer engagement with Kansas 4-H.

**As a Kansas 4-H Volunteer:**

I understand that the Kansas 4-H Youth Development program is a non-formal, experiential education program in which I have a choice to volunteer. I will engage in program activities and may excuse myself from this volunteer assignment.

I will strive to be a positive role model. I will treat youth, parents, volunteers, KSRE staff, judges and others with respect, courtesy and consideration during my volunteer assignment.

**Submit**