

Step 1: Create a family profile or log

into existing account.



2024-2025 Nebraska 4-H Volunteer Enrollment and Screening Instructions New or Returning Volunteers

v2.4honline.com

step one: CREATE A FAMILY PROFILE

Visit <u>v2.4honline.com</u> 🗹.

Click "Don't have an account?" if you have never enrolled in 4-H before using 4-H Online. If you have had a 4hOnline account in a different state, please use your login information to sign into your account.

NOTE: If you had an account in 4-H Online 1.0, enter the login information for your existing account. Each 4-H household will have a family profile in which the 4-H youth for the household will be added. Individual youth will not have an individual profile/login.

Select "Nebraska" from the drop-down menu.

Select your county from the drop-down menu.

The email address will be used as the user/access id. Enter an email address you use and a password you will remember. There will be an option later in enrollment to add additional email addresses.

Please enter the household "Last Name".

Select "Create Login".

Conline	
Email	
Password	
Sign in	
Don't have an account? Reset password?	

step two: ENTER FAMILY PROFILE INFORMATION

Complete the required profile information.		28 411
Please enter the best number to reach you at.		Online
You do not need to change your password.		
		Create Your Account
		Texas A&M AgriLife Extension
	County	Anderson
	Email	clover@4honline.com
	Confirm Email	clover@4honline.com
	Family Name	Clover
	Mobile Phone	888-999-3344
	Number	Format ###-###
	Password	
	Confirm Password	
		Back Create Account

Step 2 for New Volunteers: enter family profile info.

If you are a returning volunteer, skip to step 4.





Step 3 for New Volunteers: add adult to the family profile.

step three: ADD ADULTS TO THE FAMILY PROFILE

- You may now add the individuals in your household. Select "Add Member". Now enter information for one specific individual in the household.
- You may choose to change the email address if so preferred.

The asterisk areas are required. All other fields are optional.

Please enter the number of years you have been a 4-H volunteer! The Extension office has a list if you cannot remember.

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Volunteers are able to select from three different volunteer types. Volunteers will need to select more than one to be able to select a club and project.

- Club Volunteer Type: Two Roles:
 - <u>Organizational Leader</u> Role: Will be able to select a club but will not be able to select projects. This Role is intended for the primary Club Leaders. A club may have multiple Volunteers listed in this role.
 - <u>Club Leader</u> Role: Will be able to select a club but will not be able to select projects.
- **Program Volunteer Type:** <u>County Volunteer</u> Role: Volunteer associated with the County only. Will not be associated with a club or a specific project area.
- Project Volunteer Type: Project Leader Role: Will be able to select project area, but will not be able to select a club.

Types later, if needed.

Step 4: Click on Enroll Now next to your name to begin.

Step 5: Add a club and projects.

- Volunteers should add project that start with "Volunteer: Project Name". These are found closer to the bottom of the project list.
- Shooting Sports Leaders MUST select their discipline from the Volunteer Project listing in order to sign the required shooting sports consent form.
- Horse Project Leaders MUST select "Volunteer: Horse Leader" from the Volunteer Project listing in order to sign the required horse project consent form.

For questions regarding project selection during enrollment, contact your local county office.

step four: ADD VOLUNTEER ENROLLMENT

Click Select Volunteer Types to indicate how you are	ſ
planning to participate in the program throughout the	
year.	
At least one Volunteer Type is required during the	

		Anna Clo	linent		
Registration		0			0
biurteer Type	Questions	Health Form	Conserts	Payment	Confirm
he+	Title			Fees	
Select Volunteer Types				Total	50.00

For Nebraska, you will need to choose if your are an "organizational leader" (club leader) or "project leader".

enrollment process. You may add additional Volunteer

step five: ADDING A CLUB AND PROJECTS

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

If you have selected to participate as a Project leader, you will be prompted to select a Project. Click Select Projects.

step six: CONSENT FORM AND CODE OF CONDUCT

Please sign all consent forms on this page. This includes our Activity Worker Guidelines and our Volunteer Code of Conduct.

step seven: CONFIRMATION AND SUBMIT ENROLLMENT

If all information looks correct, please submit your application. You will then be prompted to move to the next step, which is our screening process.

Please note that until your enrollment has been accepted and all screening pieces complete, you will not be considered an active volunteer.

Step 6: sign consent and code of conduct.

Step 7: Confirm enrollment.





Step 8: Click on Enroll Now next to your name to begin.

Screening
Nebraska 4-H is committed to providing a safe and secure environment for all youth served by our program. In accordance with the University of Nebraska-Lincoln Youth Activity Safety Policy, we must ensure that 4-H volunteers do not have a criminal background that would disqualify the individual from serving and protect them as they work with young people. All volunteers (teens and adults) who work directly with youth are required to complete a volunteer screening every five years. Be assured the volunteer screening process is confidential. You will also be required to go through the 4-H Volunteer Orientation. This is separate from the volunteer screening.
 4-H Volunteer Orientation Nebraska 4-H has implemented a 4-H volunteer orientation. The orientation is part of the volunteer screening process. Volunteers serving in a direct volunteer role, such as 4-H club leader, project leader or workshop presenter, are required to complete the volunteer orientation. Completing the orientation series is required for new volunteers and volunteers who are up for re-screening (see the list below). The volunteer orientation will take approximately 45 minutes to complete. Users are not required to complete the orientation in one session. Your local county office will receive notification upon your completion of the 4-H volunteer orientation.
Access the 4-H volunteer orientation by clicking on the link or copy and paste the link: https://go.unl.edu/6que. This link will open in a new tab.
Volunteer Screening will begin by clicking the "Show Screening" button below.
Show Screening
Go to Starling Volunteers [2]

Volunteers are routed to the Sterling Volunteer website.

Add email, date of birth, country, zip or postal code. Click the orange Continue button.



Volunteers before placing your background check order.	
Ahora que se ha registrado en Nebraska 4H, deberá crear una cue antes de realizar su pedido de verificación de antecedentes.	nta con Sterling Volunteers
For security purposes only, please enter a few details about yourse that was entered during your registration with Nebraska 4H.	If below using the same data
Por razones de seguridad, a continuación ingrese algunos detalles mismos datos que ingresó durante su registro en Nebraska 4H.	sobre usted utilizando los
Your Information	
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Once the volunteer information is validated, the next step is to create a username and password and security questions. Click the orange Create Account button.



Username	Osername & Password
This field is required.	Requirements
Password	WITH STERLING VOLUNTEERS, YOL INFORMATION IS SECUR
This field is required.	Learn more -
Confirm New Password	
This field is required.	
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Set up security questions now By checking this box. I accept and agree to cc Privacy Policy and Terms of Use posted on the S	mply with the ite.





Step 1 of 4: Enter full name, date of birth, SSN, gender and contact information. Click orange Continue button.

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Step 2 of 4: Enter current address and how long you have resided at this address. Click the orange Continue button.





Begin Your Background Check

You, as a consumer, have a number of rights when it comes to your personal information and your background check report. Nebraska 4H is required by law to provide you with information regarding those rights and to gain your consen for a background check before allowing you to continue with your order. Please review and sign, by checking the bores, to indicate your consent to begin the background check process and to acknowledge your rights under the Federal and applicable State Fair Credit Reporting Act(s).

Consent to Use of Electronic Records and Signatures

You have the opportunity to complete and sign documents, as well as receive notices and other documents related to your application and background check, in electronic rather than paper form. To agree to these uses of electronic documents and signatures, and to sign this document with the same effect as physically signing your name, click the "Sign" button at the bottom of this page after reviewing the information below.

- I acknowledge receipt of the preceding Consumer Financial Protection Bureau's notices "A Summary of Your Rights Under the Fair Credit Reporting Act" and "Consumers Have a Right to a Security Freeze."
- I have read the Disclosure Regarding the Employment and/or Volunteerism/Non-Employee Position Background Report, provided by Sterling Volunteers and this Authorization to Obtain Employment and/or Volunteerism/Non-Employee Position Background Report, Bry aginature below. I hereby consent to the preparation by Sterling Volunteers, a consumer reporting agency located at 1 State Street Plaas. New York, NY 1004, 855-326-180, Option 3, www.sterlingvolunteerisc.com, of background reports regarding me and the release of such reports to any organization I authorize and its designed representatives, to assist the organization in making an employment and/or volunteerism/non-employee position decision involving me at any time after receipt of this authorization and throught with end. I hereby authorize, without reservation, any state or federal law enforcement agency or court, educational institution, motor vehicle record agency, credit bureau or other information service bureau or data repository, to furnish any and all information regarding wolds. Authorize the organization thest, and authorize Sterling Volunteers and/or the organization takef, and authorize Sterling Volunteers and the organization takef, and authorize Sterling Volunteers and credit bureau or other information regarding to the settorice or photographic copy of this Authorization shall be as valid as the orginal.
- I understand that by typing my name where indicated below. I consent to the use of electronic records and signatures in the manner described above, and the electronic storage of such documents.



CONTINUE

Step 3 of 4

You're almost there! Please review the information to the left and acknowledge where prompted to continue with your background check order.

A Print Consent and Rights

WITH STERLING VOLUNTEERS, YOUR INFORMATION IS SECURE

Begin Your Background Check

Back

Confirm your personal information is correct Step 4 of 4 Last step! Please review your personal DOB: information carefully and then provide SSN: SS Phone: 40 payment information as necessary. Email: 🕌 Gender WITH STERLING VOLUNTEERS, YOUR INFORMATION IS SECURE The Information above is correct. 🔬 Learn More Go Back & Edit Learn more > Show Order Detail Questions Your Background Check Order # 7736441 Level 2: Advanced Criminal History Record Locator Search Price \$16.00 Source Fees \$1.00 ORDER SUMMARY Total cost of Background Check \$17.00 Tax \$0.00 Amount paid by me \$17.00

Step 3 of 4:

Acknowledge and consent when prompted. Click the orange Continue button.

Step 4 of 4: Last step! View personal information. Click the orange Continue to Payment button.





			Name
		Debit Card *	Credit or Debit (
Autofill link		rd number	Card num
	Submit Order		
	Submit Order		

After successfully completing the screening, volunteers will see this page.



Congratulations!

We've received your order, putting you one step closer to becoming a Sterling Volunteer.

Your background check has been ordered. You can view the status of your order at any time simply by viewing your profile. Just so there's no confusion, we'll send you an email when Nebraska 4H has reviewed your Background Check!

Order Number: 7736441 - 1857953957

Go to My Profile

Volunteers can view their screening status and share background check with other organizations by logging into their account at the <u>Sterling Volunteer</u> website.



Don't forget! All volunteers must complete the Nebraska 4-H Volunteer Orientation in order to complete the enrollment and screening steps. Access the 4-H Volunteer Orientation <u>here</u>.

4-H Volunteer Orientation

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