

2024-2025 Nebraska 4-H Volunteer Enrollment and Screening Instructions New or Returning Volunteers v2.4honline.com

Step 1: Create a family profile or log into existing account.

step one: **CREATE A FAMILY PROFILE**

Visit v2.4honline.com.

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.

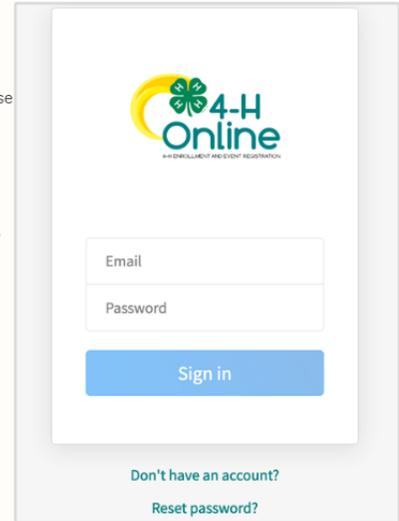
Select "Nebraska" from the drop-down menu.

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".



Step 2 for New Volunteers: enter family profile info.

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

step two: **ENTER FAMILY PROFILE INFORMATION**

Complete the required profile information.

Please enter the best number to reach you at.

You do not need to change your password.





step three: ADD ADULTS TO THE FAMILY PROFILE

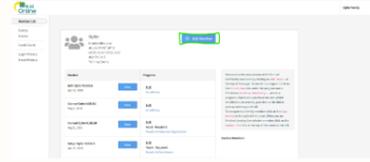
You may now add the individuals in your household. Select "Add Member".

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.



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

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.

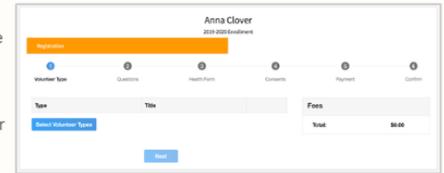
- **Club Volunteer Type:** Two Roles:
 - Organizational Leader Role: Will be able to select a club but will not be able to select projects. This Role is intended for the primary Club Leaders. A club may have multiple Volunteers listed in this role.
 - Club Leader Role: Will be able to select a club but will not be able to select projects.
- **Program Volunteer Type:** County Volunteer 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.

step four: ADD VOLUNTEER ENROLLMENT

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

At least one Volunteer Type is required during the enrollment process. You may add additional Volunteer Types later, if needed.

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



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.

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.

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

Step 6: sign consent and code of conduct.

Step 7: Confirm enrollment.

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

Enrollment Screening

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/4sqe>. This link will open in a new tab.

Volunteer Screening will begin by clicking the "Show Screening" button below.

[Show Screening](#)

[Go to Sterling Volunteers](#)

Volunteers are routed to the Sterling Volunteer website.

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



Welcome to Sterling Volunteers!

Now that you have registered with Nebraska 4H, you will need to create an account with Sterling Volunteers before placing your background check order.

Ahora que se ha registrado en Nebraska 4H, deberá crear una cuenta con Sterling Volunteers antes de realizar su pedido de verificación de antecedentes.

For security purposes only, please enter a few details about yourself below using the same data that was entered during your registration with Nebraska 4H.

Por razones de seguridad, a continuación ingrese algunos detalles sobre usted utilizando los mismos datos que ingresó durante su registro en Nebraska 4H.

Your Information

Date of Birth

Month* Day* Year*

Country*

Zip or Postal Code

[Continue](#)

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.



Great! Your information has been validated.

Please create your Sterling Volunteers username and password in order to begin your background check order process.

Username

This field is required.

Password

This field is required.

Confirm New Password

This field is required.

Set up security questions now

By checking this box, I accept and agree to comply with the [Privacy Policy](#) and [Terms of Use](#) posted on the Site.

Values must equal.

[Create Account](#)

Username & Password Requirements

WWW.STERLINGVOLUNTEERS.YOUR INFORMATION IS SECURE



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

My Profile About Blog Get Support FAQ Logout [Get Verified](#)

Begin Your Background Check

Nebraska 4H requires you to have a background check.

A **Advanced Criminal Locator Check** will be conducted on you. [Learn More](#)
Cost of Background Check: \$16.00

In areas where administrative courts charge Sterling Volunteers fees for access to information, the fees will be passed along and the amount will be reflected in the total cost during Step 4 of the order process.

Step 1 of 4
 This short process should take you between 2-3 minutes to enter your information so we can get your order submitted.

WITH STERLING VOLUNTEERS, YOUR INFORMATION IS SECURE
[Learn more >](#)

* denotes required information

Below, you will be asked to enter your name. When doing so, please make sure to:

- Enter your first, middle, and last name separately
- Enter your current legal name only. Nicknames or shortened names may cause errors and delays when processing your background check.

YOUR FIRST NAME [Learn More](#)

YOUR MIDDLE NAME

I don't have a middle name

YOUR LAST NAME [Learn More](#)

YOUR SUFFIX

YOUR DATE OF BIRTH

YOUR SOCIAL SECURITY NUMBER

No SSN

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[Learn more >](#)

GENDER

CONTACT INFORMATION

[CONTINUE](#)

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

My Profile About Blog Get Support FAQ Logout [Get Verified](#)

Begin Your Background Check

Your Current Address

Address Line 2

Nebraska United States

How long have you lived at this address?

From To

[Back](#) [CONTINUE](#)

Step 2 of 4
 Ok, you're on to Step 2. Please continue to enter the information requested, then select Continue.

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[Learn more >](#)

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 consent for a background check before allowing you to continue with your order. Please review and sign, by checking the boxes, to indicate your consent to begin the background check process and to acknowledge your rights under the Federal and applicable State Fair Credit Reporting Acts).

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.

[Print Consent and Rights](#)

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.

In order to sign, complete and receive documents electronically you will need the

- 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. By my signature below, I hereby consent to the preparation by Sterling Volunteers, a consumer reporting agency located at 1 State Street Plaza, New York, NY 10004, 855-326-1860, Option 3, www.sterlingvolunteers.com, of background reports regarding me and the release of such reports to any organization I authorize and its designated 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 throughout my employment and/or volunteerism/non-employee position, to the extent permitted by law. To this 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 me to Sterling Volunteers and/or the organization itself, and authorize Sterling Volunteers to provide such information to the organization. I agree that a facsimile("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.
- 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.

Your First Name

Your Last Name

Back

CONTINUE

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[Learn more >](#)

Step 3 of 4:
Acknowledge and consent when prompted. Click the orange Continue button.

Begin Your Background Check

Confirm your personal information is correct

Name: [REDACTED] DOB: [REDACTED]
SSN: [REDACTED] Phone: [REDACTED]
Gender: [REDACTED] Email: [REDACTED]

Step 4 of 4

Last step! Please review your personal information carefully and then provide payment information as necessary.

The Information above is correct. [Learn More](#)

[Go Back & Edit](#)

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[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

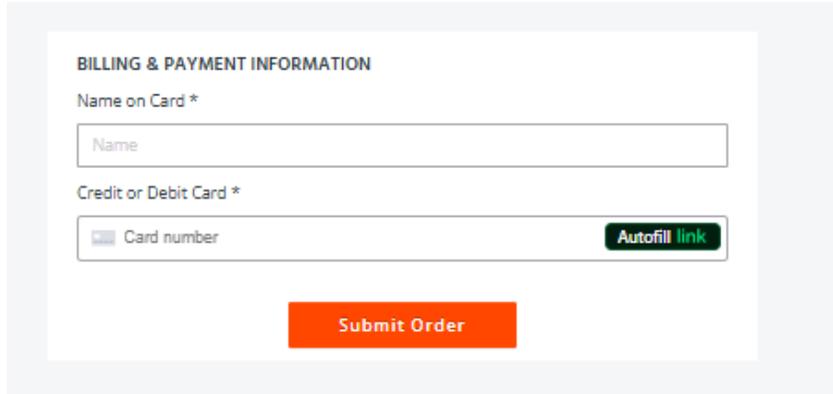
Total cost of Background Check \$17.00
Tax \$0.00

Amount paid by me \$17.00

Continue to Payment

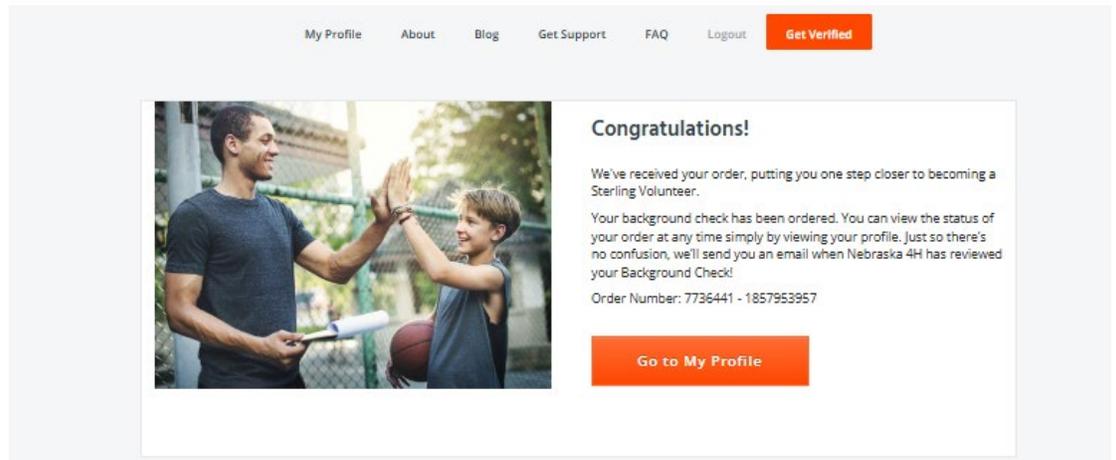
Step 4 of 4:
Last step! View personal information. Click the orange Continue to Payment button.

Finalize the screening with entering a payment method. Click on the orange Submit Order button.

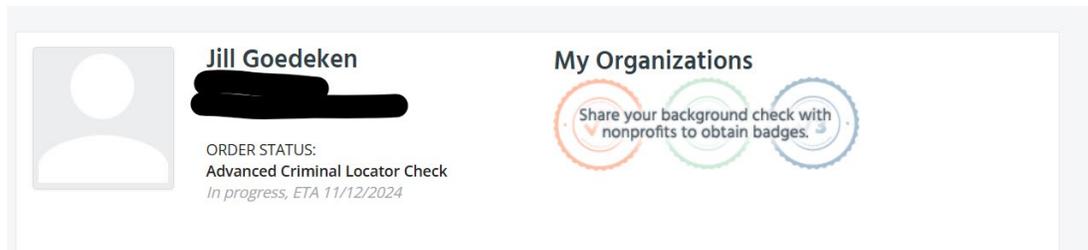


The screenshot shows a form titled "BILLING & PAYMENT INFORMATION". It includes a "Name on Card *" field with a "Name" placeholder. Below it is a "Credit or Debit Card *" section with a "Card number" field and an "Autofill link" button. At the bottom of the form is a large orange "Submit Order" button.

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



Volunteers can view their screening status and share background check with other organizations by logging into their account at the [Sterling Volunteer](#) 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 [here](#).

4-H Volunteer Orientation

- Nebraska 4-H has implemented a 4-H volunteer orientation. The orientation is part of the volunteer screening process.
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- 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.