



## 2025-2026 Nebraska 4-H Volunteer Enrollment and Screening Instructions

### New or Returning Volunteers

[v2.4honline.com](http://v2.4honline.com)

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

##### step one: CREATE A FAMILY PROFILE

Visit [v2.4honline.com](http://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.

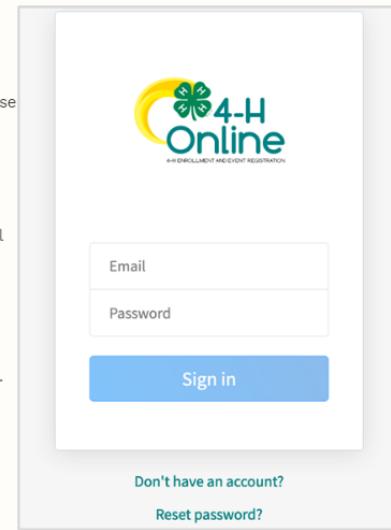
Select "Nebraska" from the drop-down menu.

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 two: ENTER FAMILY PROFILE INFORMATION

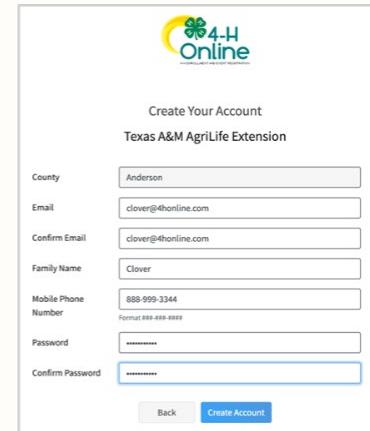
Complete the required profile information.

Please enter the best number to reach you at.

You do not need to change your password.

#### Step 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.

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 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 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 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 every 3 years starting January 2026. This is separate from the volunteer screening.

**4-H Volunteer Screening**

- Make sure your Date of Birth is correct in 4-H Online. If it is incorrect, please contact your Local County Extension for help in updating it. You will not be able to update this on your own at this time, and you will not be able to continue with the Volunteer Screening until your date of birth is correct in the system.
- Once you complete the screening, you will need to return to 4-H Online and complete the Volunteer Orientation Training.

**4-H Volunteer Orientation**

- Nebraska 4-H has implemented a 4-H volunteer Orientation Training into 4-H Online. The Orientation Training 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 training.
- Completing the Orientation modules is required for new volunteers and volunteers.
- The Volunteer Orientation will take approximately 45 minutes in total to complete. Users are not required to complete the orientation in one sitting.
- 4-H County managers won't be able to approve an enrollment application until 4-H Online registers that all six modules of the training have been completed.

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

#### 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 <small>This field is required.</small>	Username & Password Requirements
Password <small>This field is required.</small>	<input type="checkbox"/> WITH STERLING VOLUNTEERS, YOUR INFORMATION IS SECURE
Confirm New Password <small>This field is required.</small>	<small>Learn more</small>

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**

My Profile    About    Blog    Get Support    FAQ    Logout    **Get Verified**

### Begin Your Background Check

Nebraska 4H requires you to have a background check.



A **✓2 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.

\* 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

My Profile    About    Blog    Get Support    FAQ    Logout    **Get Verified**

### Begin Your Background Check

Your Current Address

Address Line 2

Nebraska

United States

Step 2 of 4

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

**WITH STERLING VOLUNTEERS, YOUR INFORMATION IS SECURE**

[Learn more](#)

How long have you lived at this address?

From

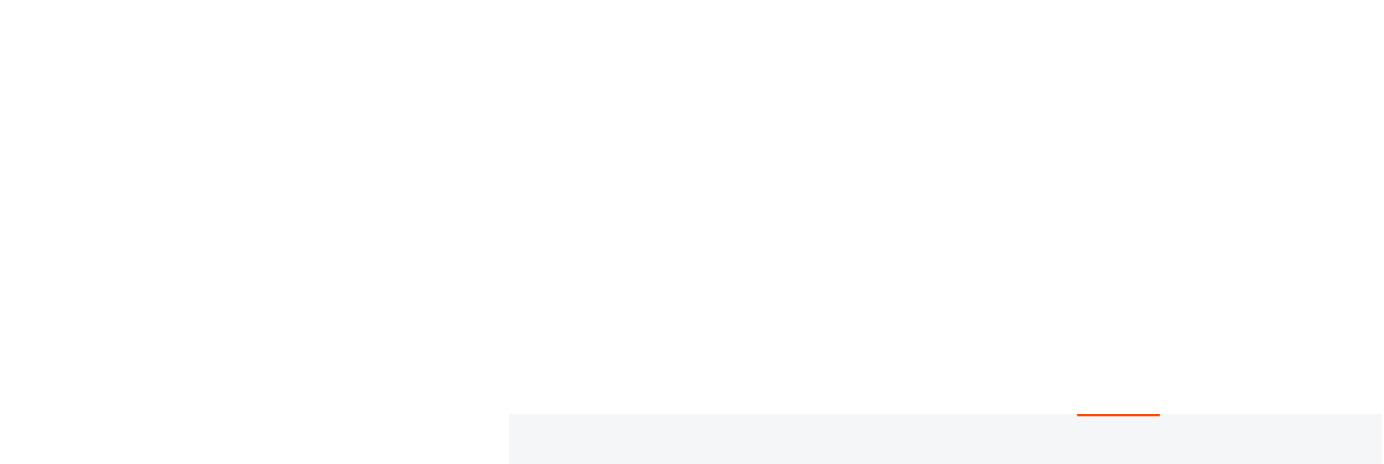
YYYY-MM\*

To

Present

**CONTINUE**

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



**Step 3 of 4:**  
**Acknowledge and**  
**consent when prompted.**  
**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 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 Act(s).

**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](#)

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

**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

**Begin Your Background Check**

**Confirm your personal information is correct**

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

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

[Go Back & Edit](#)

**Step 4 of 4**  
 Last step! Please review your personal information carefully and then provide payment information as necessary.

**WITH STERLING VOLUNTEERS, YOUR INFORMATION IS SECURE**  
[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

**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.

**BILLING & PAYMENT INFORMATION**

Name on Card \*

Credit or Debit Card \*

Autofill link

**Submit Order**

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

My Profile    About    Blog    Get Support    FAQ    Logout    **Get Verified**



**Congratulations!**

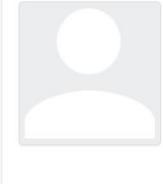
We've received your order, putting you one step closer to becoming a Sterling Volunteer.

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 [Sterling Volunteer](#) website.



**Jill Goedeken**  
[REDACTED]

ORDER STATUS:  
Advanced Criminal Locator Check  
*In progress, ETA 11/12/2024*

**My Organizations**

Share your background check with nonprofits to obtain badges.

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



## Volunteer Orientation

Once you have completed the screening process, you will need to return to 4-H Online to complete the Volunteer Orientation Training. Next to your name you will see a “[Continue Trainings](#)” link. Click it.

Itsapractice Member #184423  
Jan 1, 2005

[View](#)

**4-H**  
Adult - Awaiting Review  
Volunteer Application Submitted  
Screening Approved  
[Continue Trainings](#)

Then you will need to select the Orientation Training:

**Trainings**

You have incomplete trainings that must be completed before your enrollment can be approved.
[Register](#)

Nebraska 4-H Volunteer Orientation (4-H Online) - In Progress **Required**  
6 Lessons

Displayed are the trainings for this program. Click on a training to view and launch the lessons.  
Trainings marked **Required** are a required step to complete your enrollment.

From there you will be able to access the six modules. The modules will open up into a new window. The window may take a few seconds to fully load. Each module will include a video and then questions to answer once you have completed the video.

**Lessons**

LESSON TITLE	Status
Section 1 - An Introduction to 4-H *	Completed
Section 2 - What We Do in 4-H *	Completed
Section 3 - Volunteer Roles & Training *	Completed
Section 4 - 4-H Operations *	Completed
Section 5 - Risk Management for 4-H Volunteers *	Completed
Section 6 - Resources & Support for 4-H Volunteers *	Completed

Once you are completed with all six modules, your county manager will be able to approve your enrollment.