



Returning Volunteer Enrollment Instructions 2022-2023 4-H Year

Adults serving as a Direct Volunteer (such as a 4-H Club Project Leader or 4-H Club Organizational Leader) must enroll through 4-H Online. Adult volunteers enrolling for the first time need to create a new Family Profile.

Parents/Guardians of currently enrolled 4-H members serving as a direct volunteer should use their existing family profile and add themselves as a new "Adult Member".

In addition to re-enrolling each year and completing the initial volunteer screening, volunteers must also be re-screened every five years based on districts.

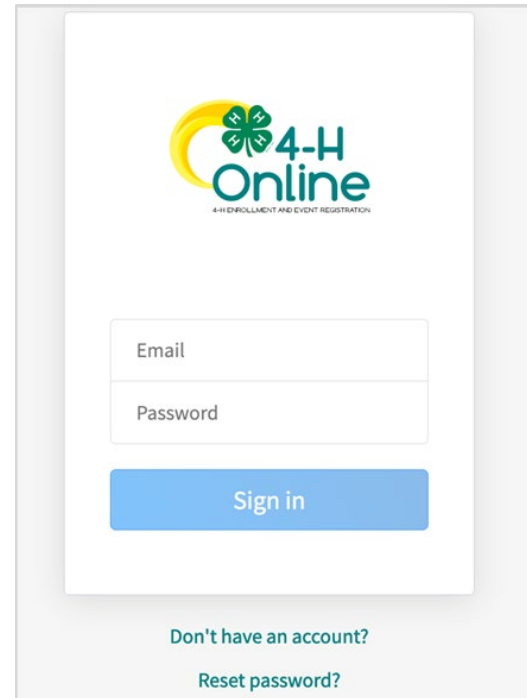
Please note that only volunteers serving as Club Leaders should enroll through 4-H Online.

Step 1: Log into Existing Family Profile

Visit v2.4honline.com.

Since you are a returning volunteer, you will not need to create a new account. You will use the same email login and password as before. If you have forgotten your password select "Reset Password" and a new one will be emailed to you.

Please do not make a new account if you were enrolled in 4-H Online 1.0 or if you were enrolled in 4honline in a different state. If you have any issues logging into your account, please contact your local Extension office.



Step 2: Re-Enroll as a Volunteer

Once you have logged in, you will be taken to your family home page. From here you will be able to edit family information, enroll existing members into the new program year, or add members of your family to your profile. To re-enroll as an existing volunteer, select the "Enroll Now" in the right-hand column next to your name.

Kyle Goedecken #144359 Oct 23, 1984	View 4-H Enroll Now
--	--



Step 3: 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" if you are leading a specific project in a club.

Anna Clover
2019-2020 Enrollment

Registration

1 Volunteer Type 2 Questions 3 Health Form 4 Consents 5 Payment 6 Confirm

Type	Title
Select Volunteer Types	

Next

Fees	
Total:	\$0.00

- Click “Select Volunteer Types” button

Organizational Leaders

- Select Club Volunteer from drop-down list (2nd in list)
- Click the “add button” across from Organizational Leader

Project Leaders

- Select Club Volunteer from drop-down list (2nd in list)
- Click the “add button” across from Project Leader
- Select Project Volunteer from drop-down list (3rd in list)
- Click the “add button” across from Project Leader

Note: Project Leaders: please select both Project Leader roles! Organizational Leaders that are also project leaders will need to select all 3 Volunteer roles.

- Volunteer Screening Reminder – Click “I understand” and Accept

Step 3 Continued: County Required Screenings

Volunteer screening is repeated every five years based on a geographic location regardless of when the original screening was completed. If your county is due for rescreening this program year, follow the rest of this step. Please contact your [local Extension office if you are](#) unsure.

Click Select Volunteer Types as you did in the first half of this step.

Add “Program Volunteer” -> “Selected for Required Screening”. This selection will be in addition to the other volunteer types you have already selected. This helps Nebraska 4-H keep track of when volunteers need to re-screen on the established five-year rotation. All new and returning volunteers in the specified counties are required to add this volunteer type during the current program year.

Step 4: 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. (Please choose those that begin with “Volunteer”)
- You may use the search function or scroll to the bottom of the list.
- Click “Next”.

Step 5: 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 6: Confirmation and Submit Enrollment

If all information looks correct, please submit your enrollment. 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 7: Volunteer Screening

All Nebraska 4-H volunteers must complete the [4-H Volunteer screening process](#) before volunteering with 4-H in any capacity. Please contact your local Extension office for any questions.

All direct volunteers with Nebraska 4-H are required to complete a background check through Nebraska DHHS. On the prompted volunteer screening form you will be asked to sign your permission to be screened and for those results to be shared with Nebraska 4-H.

In the message of the consent, you will find a direct link to the DHHS webpage. Please click on this link or copy and paste it into your browser. Screenings that are completed without following this link will not be connected to Nebraska 4-H or your 4hOnline account, delaying your volunteer role start date.



Nebraska volunteers are required to be screened every five years. As a returning volunteer, you may have already completed your screening in a recent year and will not need re-screened. Please check with your county office to verify the last date that you were screened.

For the 2022-2023 program year, volunteers from the following counties are required to complete the screening process: Banner, Blaine, Box Butte, Cherry, Cheyenne, Dawes, Deuel, Garden, Grant, Hooker, Kimball, Morrill, Scotts Bluff, Sheridan, Sioux and Thomas.

In the message of the consent, you will find a direct link to the DHHS webpage. Please click on this link or copy and paste into your browser. Screenings that are completed without following this link will not be connected to Nebraska 4-H or your 4honline account.