



# Wayne County Returning 4-H Volunteer Re-enrollment Instructions

Please follow these instructions if you are a returning 4-H volunteer.  
Priority Enrollments due February 1, 2024

Volunteers serving as 4-H Club Project Leaders or 4-H Club Organizational Leaders need to re-enroll through 4-H Online each year. Returning leaders should use their existing family profile to re-enroll. Please follow the instructions below for re-enrolling as a Club Leader. New Club Leaders will need to set up a family profile. Please see Wayne County New 4-H Volunteer Enrollment instructions for more information.

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

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

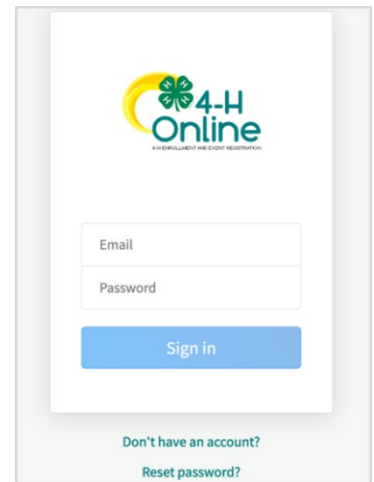
## HOW TO RE-ENROLL AS A RETURNING CLUB LEADER

### Step 1: Login to Existing Family Profile

Visit [v2.4honline.com](http://v2.4honline.com). Note: Google Chrome is the preferred browser.

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.

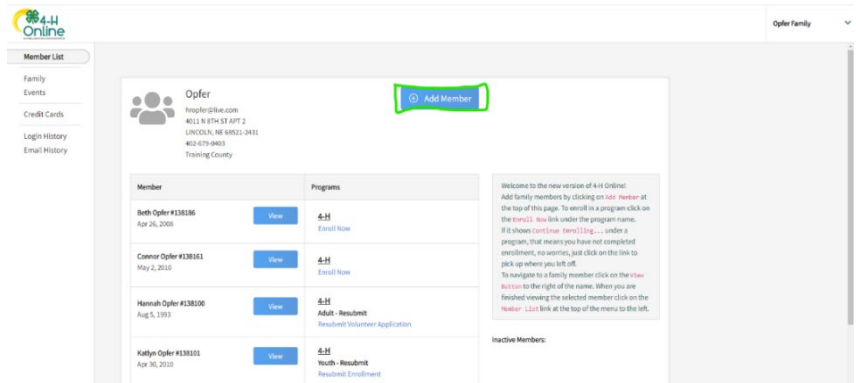
**Please do not make a new account if you were enrolled in 4-H Online 1.0 or if you were registered with 4-H Online in a different state.** If you have any issues logging into your account, please contact the Extension Office.



### 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.

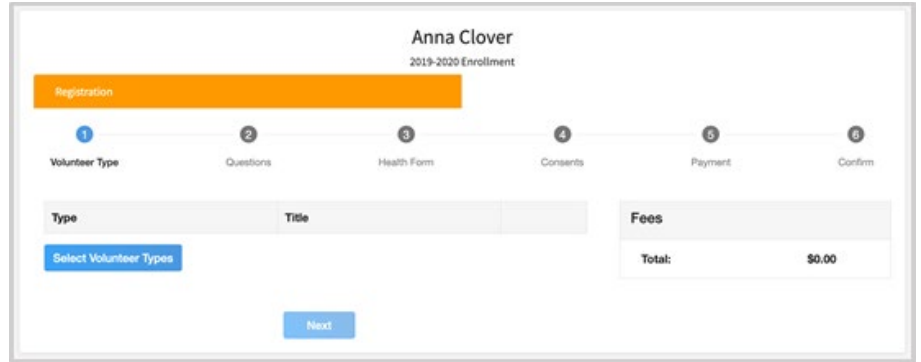
To enroll as an existing volunteer, select the "Enroll Now" link in the right-hand column next to your name. You will be asked to confirm your enrollment.



**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.



Click "Select Volunteer Types" button

**Organizational Leaders**

- Select Club Volunteer from drop-down list (2<sup>nd</sup> in list)
- Click the "add button" across from Organizational Leader

**Project Leaders**

- Select Club Volunteer from drop-down list (2<sup>nd</sup> in list)
- Click the "add button" across from Project Leader
- Select Project Volunteer from drop-down list (3<sup>rd</sup> 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

**Note:** Wayne County is NOT in the rotation this year. No other action is needed once you click accept.

**Step 4: Add Club**

You may need to remove your club and reselect it. Click "Select Units" Select the County and Volunteer role that corresponds with the Club in which you would like to participate. Click "Next".

**Step 5: Add Projects**

Project Leaders 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 6: Questions**

Please answer all required questions. Click "Next".

**Step 7: Consent Forms and Code of Conduct**

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

### **Step 8: Confirmation and Submit Enrollment**

If all information looks correct, please submit your application. Your invoice total will be 0.00. Although not required, it is strongly encouraged for volunteers to purchase insurance. Please remember to pay the \$2.00/Volunteer if choosing to participate. Checks can be made payable to the Wayne County 4-H Council and either given to the club organizational leader or brought to the Extension Office.

You will then be prompted to move to the next step, which is our screening and orientation process. Please note that until your enrollment has been accepted and all screening and orientation pieces complete, you will not be considered an active volunteer.

### **Step 9: Volunteer Screening and Orientation**

All Nebraska 4-H volunteers must complete the [4-H Volunteer screening process](#) before volunteering with 4-H in any capacity.

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

Nebraska volunteers are required to be screened every 5 years. As a returning volunteer, you may have already completed your screening in a recent year and will not need to re-screen. In Wayne County, any Direct Volunteer that **did not** complete the screening process in 2020 or after, will need to complete the screening.

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 4-HOnline account.

**NEW for 2024** Volunteer Orientation-Nebraska 4-H is implementing a new 4-H Volunteer Orientation, which is part of the volunteer screening process. Direct volunteers are required to complete 4-H Volunteer Orientation during enrollment as a **new** volunteer and/or during the re-screening process every five years. Volunteers are invited to complete the orientation at any time. The volunteer orientation [link](#) is located with the direct volunteer screening information in 4honline or found at <https://4h.unl.edu/volunteer-orientation>. The volunteer orientation will take approximately 45 minutes to complete. Users are not required to complete the orientation in one session. The volunteer and the county office will receive an email upon completion.