

## New Adult Volunteer Enrollment Guide

### In Preparation

To complete this process, you will need to provide information for the Volunteer Application. Some information you may need to collect beforehand, such as:

- Employer and supervisor contact info

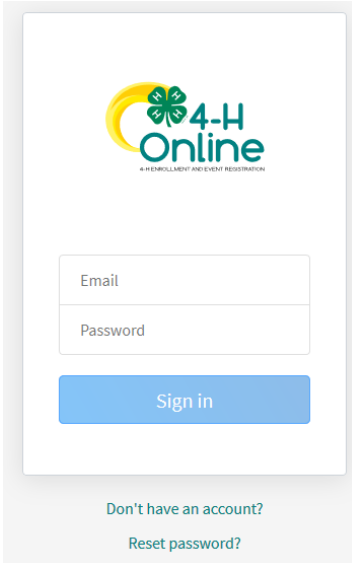
- Residential history
- Previous 4-H volunteer history
- Volunteer experience
- 3 References and their contact info (not related)

### Creating a 4-H Online Account

If you or your family have never used 4-H Online, begin by creating an account.

**Note:** If you or your family had an account in 4HOnline 1.0, enter the login information for your existing account. If you need assistance accessing your existing account, contact your [local Extension office](#) for assistance; do not create a new account!

1. Go to <http://v2.4honline.com>.
2. Click “Don’t have an account?”
3. Select Kansas from the drop-down menu.
4. Select Kansas 4-H Youth Development as youth Institution.
5. Choose your 4-H county or Tribal Nation.
6. Complete your information.  
**Note:** Family Name is your last name.
7. Create a password.  
**Note:** Keep the email address and password used in your records, as you will use this account to re-enroll each year and to register for some 4-H events.
8. Click [Create Account].
9. Enter your address information.
10. Click [Verify].



The screenshot shows the 4-H Online login interface. At the top is the 4-H Online logo with the tagline 'A 4-H ENROLLMENT AND EVENT REGISTRATION'. Below the logo are two input fields: 'Email' and 'Password'. A blue 'Sign in' button is positioned below the password field. At the bottom of the form, there are two links: 'Don't have an account?' and 'Reset password?'.

## Create your Adult Volunteer Record

[+ Add Member](#)

11. Click the [Add Member] button, then click the 4-H button when asked “Which program would you like to join?”
12. Click [Next].
13. Enter your information.
14. Click [Next].
15. Complete the “About You” form with the requested information.
16. Click [Next].
17. Select “I want to join 4-H as a New or Returning Adult Volunteer.”
18. Click [Finish].
19. Click [Select Volunteer Types] to indicate how you are planning to participate in the program throughout the year.
20. Select an appropriate Volunteer Type to begin:
  - a. Club Volunteer
  - b. Project Volunteer
21. Program Volunteer  
Click [Add] next to your specific role.
22. If you are a Project Leader for a specific club, you will need to select the Club Volunteer Type “Project Leader – Club Based,” and a Project Volunteer Type.
23. Repeat steps 1-4 for each Volunteer type you would like to participate as this year.
24. Click the trash icon to remove any Volunteer Types you are not participating in this year.
25. Click [Next].
26. If you have selected a Club Volunteer Type, click [Select Clubs] to choose the Clubs with which you would like to volunteer.
27. Select the County, Club and Volunteer Type that corresponds with the Club in which you would like to participate

**Add Member**

1 Join a Program    2 Profile    3 About You    4 Participation

Which program would you like to join?

4-H

How would you like to participate?

I want to join 4-H as a New or Returning 4-H Adult Volunteer

I want to participate in 4-H but NOT as a 4-H Adult Volunteer at this time.

[Back](#)    [Finish](#)

Type	Title
<a href="#">Select Volunteer Types</a>	
<a href="#">Next</a>	

Add Volunteer Type ×

Volunteer Type

Club Volunteer

Project Volunteer

Program Volunteer

Add Volunteer Type ×

Volunteer Type

Club Volunteer

Assistant Club Leader	<a href="#">Add</a>
Cloverbud Leader	<a href="#">Add</a>
Club Leader	<a href="#">Add</a>
Co-Club Leader	<a href="#">Add</a>

Type	Title	
Club Volunteer	Club Leader	🗑️
Project Volunteer	Project Leader	🗑️

[Select Volunteer Types](#)

[Next](#)

- 28. Click [Add] next to the Club.
- 29. Repeat steps for each Club in which you would like to participate.

30. If you have selected to participate as a Project Leader, you will be prompted to select a Project. Click [Select Projects]

Project	Club

**Note:** If you did not select a Project Volunteer Type at Step 19, you won't see this screen. You may go back and add it if needed.

31. Select Club if you are a project leader for a specific Club, and select the Club. If you are a Countywide project leader, select the County button. Next, select the Project Volunteer Type that best describes your involvement this year.

- 32. Click [Add] next to the Project you will be working with.
- 33. Click [Next] when you are done.

34. Review Questions and add necessary information.

**Note:** there are required fields.

35. Scroll down while reading the information.

36. Complete the Kansas 4-H Volunteer Application and Renewal.

- 37. Click [Next] when finished.
- 38. Click [Show Consents].
- 39. Complete the Consents.
- 40. Click [Next] at the bottom of the page.
- 41. Review your enrollment.
- 42. Click [Submit].
- 43. Click [Confirm] to confirm enrollment submission.
- 44. Contact your [local Extension office](#) to get started on the required Criminal Background Check (CBC).

**References**

Please list three references (not related/relatives) who are familiar with your character as it relates to working with youth and adult volunteers.

Reference #1 - Legal Name *required*

Reference #1 Relationship *required*

**Kansas 4-H Volunteer Code of Conduct**

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Kansas 4-H Volunteers serve at the discretion of Kansas State Research and Extension (KSRE) and the local Extension unit and there is no ongoing expectation to be engaged in that role. All volunteers are required to review and abide by the Kansas 4-H Code of Conduct prior to and during any volunteer engagement with Kansas 4-H.

**As a Kansas 4-H Volunteer:**

I understand that the Kansas 4-H Youth Development program is a non-formal, experiential education program in which I have a choice to volunteer. I will engage in program activities and may excuse myself from this volunteer assignment.

I will strive to be a positive role model. I will treat youth, parents, volunteers, KSRE staff, judges and others with respect, courtesy and consideration during my volunteer assignment.