-**Official 4-H Volunteer Checklist-**

**One Time Forms- these forms are saved and reused every year.**

* Create a 4-H Online account and [register](https://extension.purdue.edu/county/cass/enrolling-in-4-h-online-as-a-new-adult-volunteer-9.27.21.pdf) as a volunteer
* Complete the Volunteer Application
* Submit Reference #1
* Submit Reference #2
* Submit Reference #3

**Yearly- these steps must be completed every year to be an approved/ active volunteer.**

* Select “[Re-enroll](https://extension.purdue.edu/county/cass/enrolling-in-4-h-online-as-a-returning-adult-volunteer-3.pdf)” as a volunteer in your 4-H online account
* Sign the Adult Behavioral Expectation Form (ABE) in 4-H online
* Sign the Personal Liability Waiver in 4-H online
* Sign the Vehicle Youth Policy in 4-H online
* Complete Indiana 4-H Adult Volunteer Training in 4-H Online
  + Welcome Video
  + Volunteer Orientation Video
  + Youth Protection Policy Training
* Pass a state mandated background check (completed by Extension office)
* Must be marked as “Approved” on 4-H Online by the 4-H Extension Educator

All documents can be found on the [Purdue Extension Cass County webpage](https://extension.purdue.edu/county/cass/4-h-information/index.html).

4-H Online can be accessed at <https://v2.4honline.com/#/user/sign-in>.