



# Harrison County 4-H

## OPEN ENROLLMENT

Our traditional 4-H program is open to ALL youth from grades 3-12. Mini 4-H is offered to ALL youth grades K-2. 4-H programming is designed to serve the varied interests of ALL youth in our community. 4-H members, guided by adult volunteers, participate in hands-on, all-inclusive programming in order to develop skills they will use for a lifetime. Purdue Extension-Harrison County provides opportunities for youth to experience 4-H through community clubs, in-school and after-school enrichment programs, 4-H camps, workshops, projects, community service, and more!



### 2023-2024 OPEN ENROLLMENT :

- ✓ Begins October 1st 2023
- ✓ Sign up through 4-H Online
- ✓ Adults can become an approved 4-H volunteer!
- ✓ Call the Extension Office with any questions: 812-738-4236



# 4-H ONLINE: STEP BY STEP ENROLLMENT GUIDE

## Creating A New Account:

1. Go to **v2.4HOnline.com**.
2. Click "Don't have an account?" if you have never enrolled in 4-H before using 4-H Online.
3. Select Indiana from the drop-down menu.
4. Choose your county from the drop-down menu.
5. Complete your family's information.
6. Click the Create Account button.
7. Enter your family's address information.
8. Click the Verify button.
9. If you create a new account and an existing account is found, click the Confirm button and continue to Logging in with an existing 4-H Online account.

If you are returning to 4-H, your member record will be listed on the Family Member List. Click "Enroll Now" under 4-H. If you are a new member and your name is not yet listed, click "Add Member" and follow the steps for "Adding a New Family Member," then continue to Step 1 below.

1. Select the member's Grade and click Next.
2. Select to Confirm that you would like to enroll as a Club Member.
3. Click the Select Clubs button.
4. Select the County in which your Club is located.
5. Click Add next to the Club you would like to join.
6. Repeat steps 1-3 to add all of the Clubs in which you would like to participate.
7. If you have enrolled in more than one club, be sure the Primary club is marked correctly. If not, click the Change to Primary button to mark a different Club as your Primary Club.
8. Click the trash can icon to remove a Club from the list.
9. Once all of your Clubs are added, click Next at the bottom of the screen.
10. Click Select Projects.
11. Select the Club with which you want your project to be associated.
12. Click the Add button next to the project you want to add to the member's enrollment.
13. Repeat steps 10-12 for each project in which you would like to participate.
14. Click the trash can icon to remove any projects.
15. Click the Next button once all the member's projects have been added.
16. Click "Show Questions"
17. Complete the enrollment questions. Some of the questions will be completed for you based on what you entered when you created your record.
18. Complete the Health form fields and Consents.
19. Click the Next button at the bottom of the screen when you are done.
20. Complete the Consents
21. Click the Next button at the bottom of the page when you are finished.
22. If applicable, review the fees for the member.
23. Review the enrollment information.
24. Once you have verified that the clubs and projects are listed correctly, click the Submit button.

You will receive an email to let you know your enrollment has been submitted. You will receive another email when your County Extension office has approved your enrollment. You may view the enrollment status on the Member List. Any enrollments that have fees to be paid by credit card will process when the County Extension Office approves the enrollment. Should the transaction be declined, you will receive an email notification. It will include a link to login so that you may add another card or change your payment method.



# 4 Steps of the 4-H Volunteer Process



## **1. Fill out an Application**

Grab your application at the Extension Office or

[https://extension.purdue.edu/county/harrison/4-H\\_HomePage.html](https://extension.purdue.edu/county/harrison/4-H_HomePage.html).

You will submit an application and information for three references. Once paperwork is turned in, we can complete a limited background check.



## **2. Create 4-H Online Account**

Once you have completed the application, you will create a profile on [www.V2.4honline.com](http://www.V2.4honline.com)

\*Use 4-H Online to recommit as a volunteer annually



## **3. Complete Youth Training**

Once your 4-H Online profile is created, you will then complete the 4 training videos and quizzes located in the training section.

\*Must renew trainings annually



## **4. Meet with Extension Educator**

After you have submitted your application to the Extension Office, call Rebecca Wilkins ([wilkin33@purdue.edu](mailto:wilkin33@purdue.edu)) to schedule an interview with the 4-H educator where you will discuss Adult Behavioral Expectations of volunteers.



## **PROCESS COMPLETE!**

Congratulations! You have completed all of the required steps needed to become an approved 4-H Volunteer. Your dedication to become a volunteer is greatly appreciated.

Your first task is to connect with a volunteer opportunity whether that be as a committee member, general volunteer, a SPARK club volunteer, or a 4-H Council Member. Your overall goal is to improve and support the lives in Harrison County youth to **"Make the Best Better"**.



# STEPS TO BECOMING A VOLUNTEER



## **1. Fill out an application**

You can pick this up in the Extension Office or on our website: [https://extension.purdue.edu/county/harrison/4-H\\_HomePage.html](https://extension.purdue.edu/county/harrison/4-H_HomePage.html)  
You will submit the application and information for three references. Once paperwork is turned in, we can complete a limited background check.

## **2. Create a 4-H Online Account**

Once you have completed the required volunteer interview, you will create a profile on [www.V2.4honline.com](http://www.V2.4honline.com)

- a. \*Use this to recommit as a volunteer annually
- b. See Instructions below:

If you are returning to 4-H, your Volunteer record will be listed on the family Member List. Click "Enroll Now" under the Program in which you would like to enroll. If you are a new volunteer, click "Add Member" and follow the steps for "Adding a New Family Member," then continue to Step 1 below. If you are a new volunteer, you will need to fill out an application and contact the office first.

1. Click the Select Volunteer Types (blue button at the bottom of the screen) 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.
2. Select a Volunteer Type in the dropdown box.
  - a. program volunteer – general volunteer
  - b. club volunteer- club leaders
  - c. project volunteer – project leaders
3. Click Add next to your Volunteer Type Role.
4. When you are finished, click the Next button.
5. Click Show Questions button and complete demographic Questions section.
6. Click Show Consents and complete the Consents section. All consents MUST be signed.
7. Click Next at the bottom of the page.
8. Payment isn't necessary for Adult Volunteers. Select Submit at the bottom of the page.
9. Click Submit.

## **3. Complete Youth Training: REQUIRED**

Once your 4-H Online profile is created, you will then complete the 4 training videos located in the training section.

\*Must renew trainings annually.

- You will see a Training tab upon submitting enrollment.
- Click the title of a lesson to begin. You must complete all 4 lessons to pass and be approved as a volunteer.
- Completion of all 4 lessons will take a total of less than an hour. You can exit at any time and come back to complete, but know you will not be approved until all lessons are finished.
- Launch the course and allow each training to completely run through all slides before exiting.
- **\*\*Note\*\*** on lessons 2-4 you cannot skip through the slides, you must go through each one as it follows to get credit at the end. Also if prompted to click NEXT or CONTINUE at the end of each one do so until it takes you back to 4-H Online.

## **4. Meet with Extension Educator**

After your three references fill out and send their reference forms back to the Extension Office, call Rebecca Wilkins ([wilkin33@purdue.edu](mailto:wilkin33@purdue.edu)) to schedule an interview with the 4-H educator where you will discuss Adult Behavioral Expectations of volunteers.

## **Congratulations!**

You have completed all of the required steps needed to become an approved 4-H Volunteer. Your dedication to become a volunteer is greatly appreciated. Your first task is to connect with a volunteer opportunity whether that be as a committee member, general volunteer, a SPARK club volunteer, or a 4-H Council Member. Your overall goal is to improve and support the lives in Harrison County youth to "Make the Best Better".