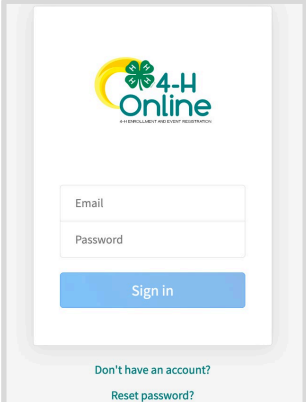
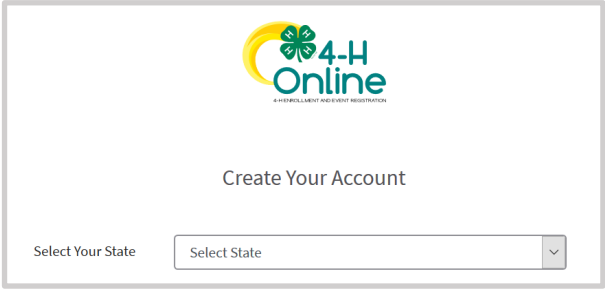
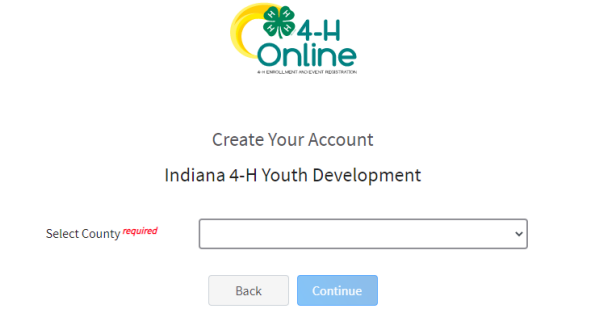
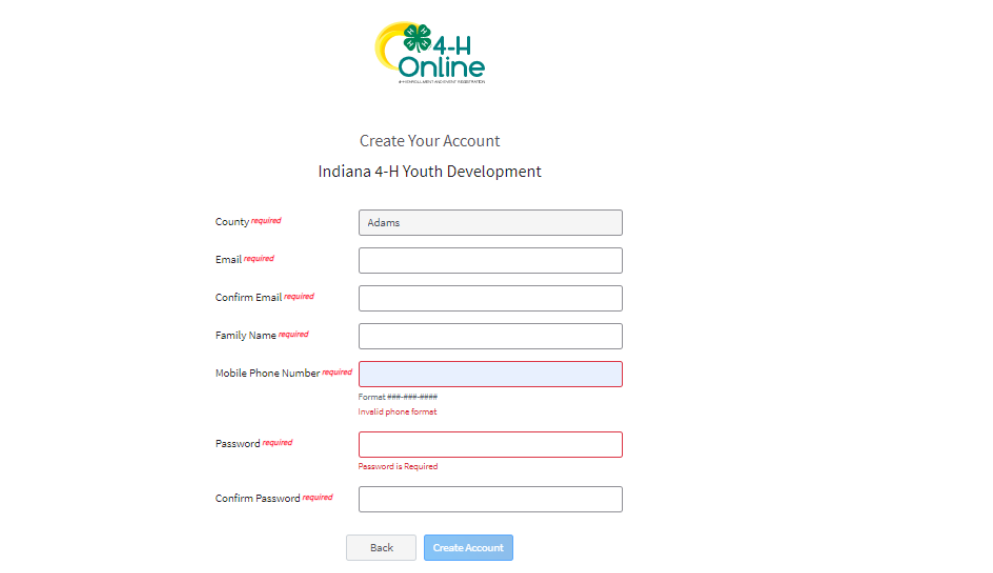
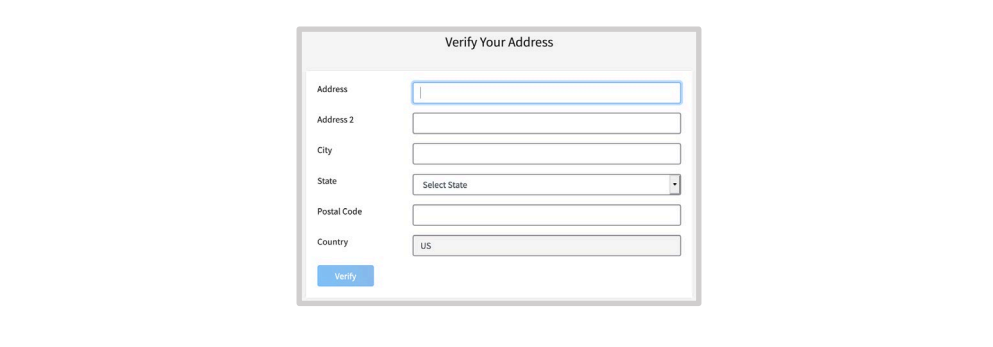
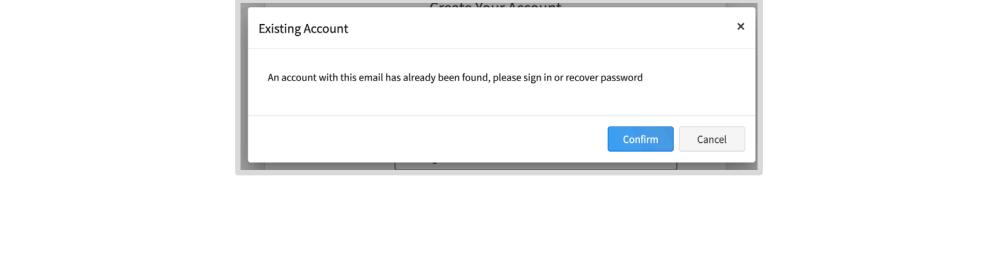
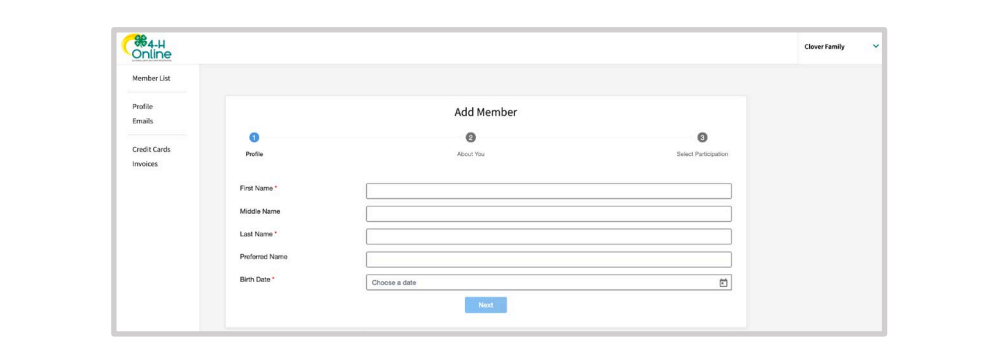




Enrolling in 4-H Online as a NEW Adult Volunteer

Creating a New 4-H Online Account	
<ol style="list-style-type: none"> 1. Go to http://v2.4honline.com. 2. Click "Don't have an account?" if you have never enrolled in 4-H before using 4-H Online. 	
<ol style="list-style-type: none"> 3. Select Indiana from the drop-down menu. 	
<ol style="list-style-type: none"> 4. Choose your county from the drop-down menu. 	

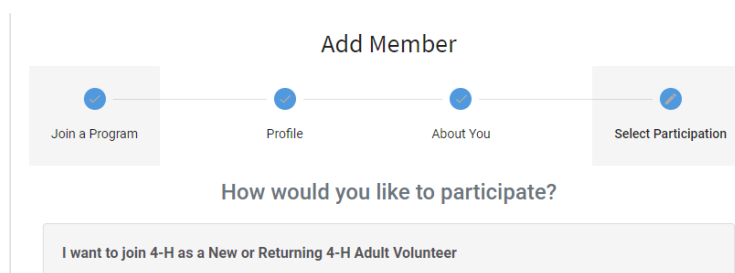
[Type here]

<p>5. Complete your family's information.</p> <p>6. Click the Create Account button.</p>	
<p>7. Enter your family's address information.</p> <p>8. Click the Verify button.</p> <p>NOTE: The verification process may require you to select an appropriate USPS format.</p>	
<p>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.</p>	
<h2>Adding a New Member to the Family</h2>	
<p>1. Enter the member's (volunteer) information.</p> <p>2. Click the Next button.</p> <p>NOTE: fields marked with a red asterisk (*) are required fields and must be completed.</p>	

3. Complete the “About You” form with the requested information.
4. Click the Next button.

5. Select your method of participation.
6. Click the Finish button.

If you are participating as an Adult Volunteer, continue to the [Adult Volunteer Enrollment](#) instructions.



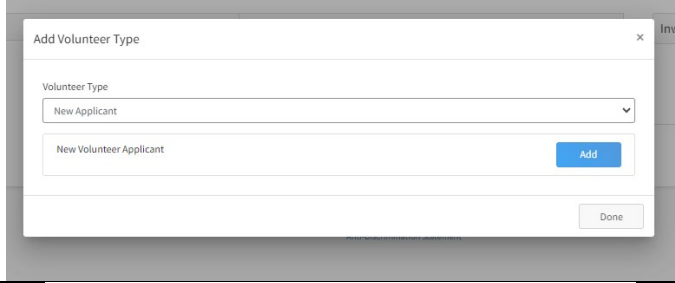
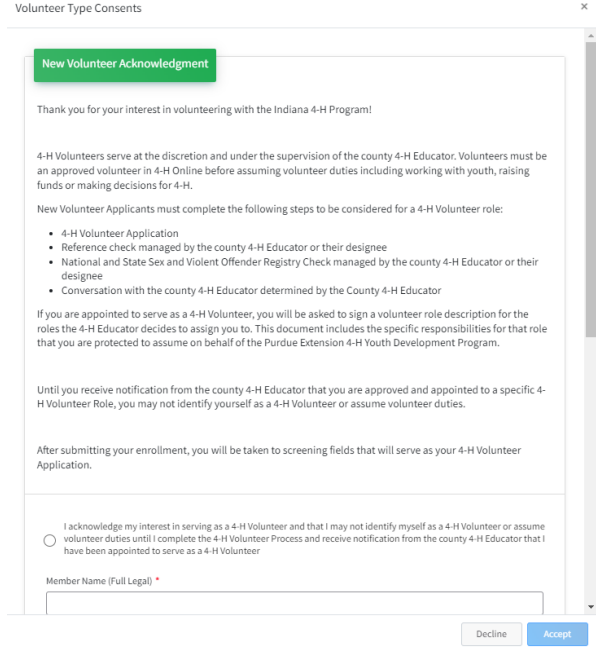
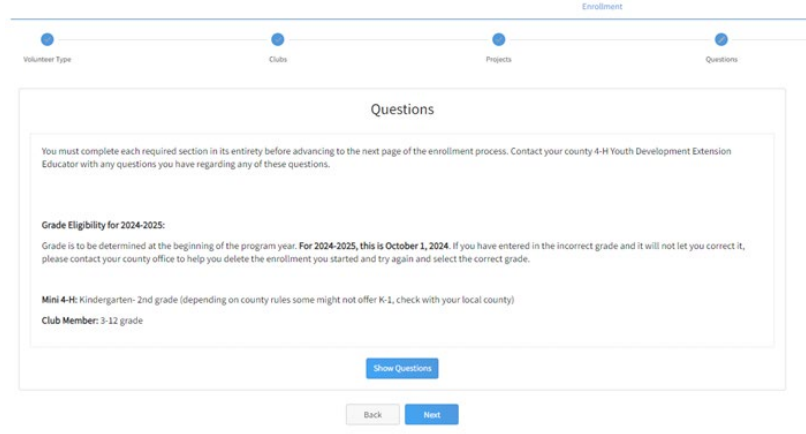
Adult Volunteer Enrollment

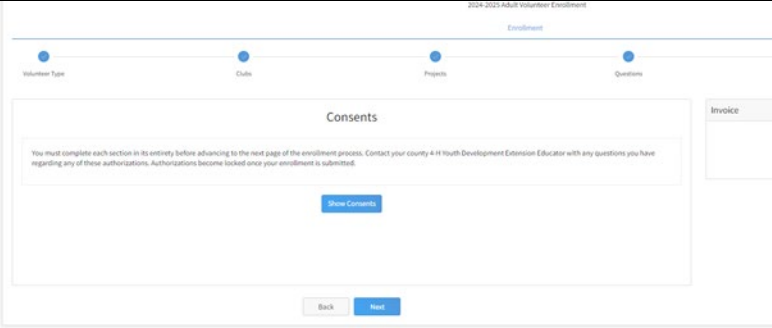
If you are a new volunteer and your name is not yet listed, click “Add Member” and follow the steps above for “Adding a New Member to the Family,” then continue to Step 1 below.

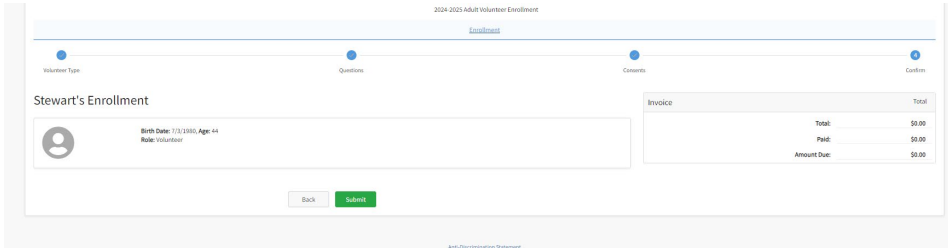
1. Click Select Volunteer Types to indicate you are a “New Applicant”. You **MUST** select that role when first enrolling in 4-H Online. Exceptions: unless directed differently by your 4-H Educator as you completed the New Volunteer Application on paper or additional roles can be selected if allowed by the educator. Other Types can be found on the chart at the end of these directions.

Volunteer Type	Description of Volunteer Role	Qualifications
4-H Adult Volunteer	Adults who are interested in providing leadership and support to 4-H youth members. They may be involved in various roles such as mentoring, teaching, and providing resources.	Must be at least 18 years old and a resident of the county. Must have a background check and be approved by the local Extension Office.
4-H Youth Volunteer	Youth members who are interested in providing leadership and support to other youth members. They may be involved in various roles such as mentoring, teaching, and providing resources.	Must be at least 14 years old and a resident of the county. Must have a background check and be approved by the local Extension Office.
4-H Parent Volunteer	Parents of 4-H youth members who are interested in providing support and resources to their child's 4-H experience. They may be involved in various roles such as providing transportation, providing resources, and providing support.	Must be the parent of a 4-H youth member and a resident of the county. Must have a background check and be approved by the local Extension Office.
4-H Educator	Professionals who are responsible for providing leadership and support to 4-H youth members. They may be involved in various roles such as teaching, mentoring, and providing resources.	Must have a degree in a related field and be employed by a school district or other organization. Must have a background check and be approved by the local Extension Office.
4-H Extension Office Staff	Staff members of the local Extension Office who are responsible for providing leadership and support to 4-H youth members. They may be involved in various roles such as teaching, mentoring, and providing resources.	Must be employed by the local Extension Office and have a background check. Must be approved by the local Extension Office.
4-H Board Member	Members of the local Extension Office Board who are responsible for providing leadership and support to 4-H youth members. They may be involved in various roles such as teaching, mentoring, and providing resources.	Must be a resident of the county and have a background check. Must be approved by the local Extension Office.
4-H Advisory Committee Member	Members of the local Extension Office Advisory Committee who are responsible for providing leadership and support to 4-H youth members. They may be involved in various roles such as teaching, mentoring, and providing resources.	Must be a resident of the county and have a background check. Must be approved by the local Extension Office.
4-H Program Specialist	Specialists who are responsible for providing leadership and support to 4-H youth members in specific programs. They may be involved in various roles such as teaching, mentoring, and providing resources.	Must have a degree in a related field and be employed by the local Extension Office. Must have a background check and be approved by the local Extension Office.
4-H Volunteer Coordinator	Coordinators who are responsible for providing leadership and support to 4-H youth members in various roles. They may be involved in various roles such as teaching, mentoring, and providing resources.	Must have a degree in a related field and be employed by the local Extension Office. Must have a background check and be approved by the local Extension Office.

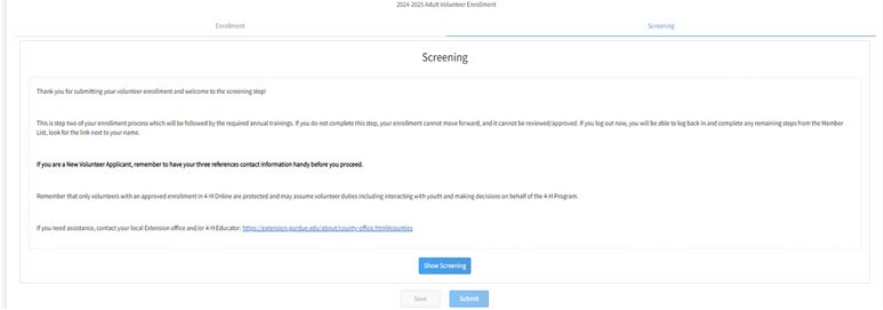
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<p>2. Select the New Volunteer Applicant Type</p>	
<p>3. Sign the Consents for the designated New Volunteer Applicant role.</p>	
<p>4. Click Show Questions. 5. Complete the Questions section. 6. When you are finished, click the Next button.</p> <p>NOTE: Any questions with a red asterisk (*) are required.</p>	

<ol style="list-style-type: none">Complete the Consents.Click Next at the bottom of the page.	
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<ol style="list-style-type: none">Click Submit.	
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Volunteer Screening

<ol style="list-style-type: none">Please select "Show Screening" to complete the questions and then "Submit".	
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Volunteer Training

<ol style="list-style-type: none">You will now complete your trainings. For new Volunteers there should be four to complete. Select the name of the training to begin.	
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2. Launch the course and allow each training to completely run through all slides before exiting.

****Note**** These trainings are best completed on a computer and using Mozilla Firefox or Google Chrome web browsers. These can be completed on your phone if a computer is not available, but know sometimes there is complications. If you complete your training and it is not marking you "Passed", take a screenshot of your completion page in the training and contact your county office to have you marked as passed. These trainings also require pop-up blockers to be enabled.



Volunteer Type in 4-H Online	Volunteer Role in 4-H Online	Description of Volunteer Role	Qualifications
Club Volunteer	Club Organizational Leader For: all club leaders, including Assistant Club Leader and Other Club Leaders.	Serve as a representative, advocate and promoter of the 4-H club and program with 4-H professionals, volunteers, members, families and the public.	<ul style="list-style-type: none"> • Must be at least 21 years old and at least 4 years older than the oldest youth participant. • Must work with at least one other club leader that is not a family member. • See Volunteer Role Description for more.
Club Volunteer	4-H Affiliate Member For: 4-H Council and/or 4-H Fair Board members	Provide guidance and support for the year-round County 4-H Youth Development Program. (Council)	<ul style="list-style-type: none"> • Must be at least 18 years old. • See Volunteer Role Description for more.
Club Volunteer	Shooting Sports Coordinator	Coordinate and manage the county 4-H Shooting Sports program, under the guidance of the County 4-H Extension Educator.	<ul style="list-style-type: none"> • Must complete the Indiana 4-H Shooting Sports Coordinator Certification prior to assuming coordinator duties. Must be recertified every five years to retain coordinator role. • Must be at least 21 years old and at least 4 years older than the oldest youth participant. • See Volunteer Role Description for more.
Club Volunteer	Shooting Sports Instructor	Provide shooting sports opportunities in their certified discipline for 4-H members in grades 3-12. Shooting sports disciplines include: <ul style="list-style-type: none"> • Archery • Muzzleloader 	<ul style="list-style-type: none"> • Must complete the Indiana 4-H Shooting Sports Instructor Certification per discipline taught prior to assuming instructor duties. • Must be at least 21 years old and at least 4 years older than the oldest youth participant. • See Volunteer Role Description for more.
Club Volunteer	Associate Shooting Sports Instructor	Provide shooting sports opportunities in their certified discipline for 4-H members in grades 3-12. Shooting sports disciplines include: <ul style="list-style-type: none"> • Archery • Muzzleloader • Outdoor Skills 	<ul style="list-style-type: none"> • Must complete the Indiana 4-H Shooting Sports Instructor Certification per discipline taught prior to assuming instructor duties. • May be 18 years old and not enrolled as a 4-H member. Must work under the direct physical supervision of a certified 4-H Shooting Sports in the discipline until they are 21 years old as of October 1st. • See Volunteer Role Description for more.
Club Volunteer	Unit Volunteer For: Juntos 4-H, 4-H Project Discovery, Next Chapter 4-H, School based/after school/community-based volunteers	Deliver career mentor sessions or educational programs using 4-H curriculum, materials and delivery methods.	<ul style="list-style-type: none"> • Must be at least 18 years old and not an enrolled 4-H member. • See Volunteer Role Description for more.
Program Volunteer	General Program Volunteer	Assist 4-H Professional with the organization and delivery of 4-H opportunities.	<ul style="list-style-type: none"> • Must be at least 18 years old and not an enrolled 4-H member. • See Volunteer Role Description for more.
Program Volunteer	Spark Club Volunteer	Provide youth in grades 3-12 with a unique single focus educational experience for at least a six-hour time frame (one or multiple sessions) with a culminating activity to showcase what was learned.	<ul style="list-style-type: none"> • Must be at least 21 years old and at least 4 years older than the oldest youth participant. • Must work with at least one other club leader that is not a family member. • See Volunteer Role Description for more.
Project Volunteer	Subject Matter/Project Leader For: superintendents, committee members and coaches	Provide knowledge, support and leadership to a specific subject matter or project as designated by the county 4-H Educator.	<ul style="list-style-type: none"> • Must be at least 18 years old and not an enrolled 4-H member. ATV project leaders, superintendents and coaches must be at least 21 years old. • See Volunteer Role Description for more.
New Volunteer	New Volunteer Applicant	Online application for new volunteers and/or volunteers returning to a 4-H Volunteer role after a more than one-year lapse in service.	<ul style="list-style-type: none"> • Must meet the qualification of the prospective volunteer role.