



4-H Online New Volunteer Guide

New Enrollment

Join over 11,000 adults committed to youth across Colorado by joining the Colorado 4-H youth development program! How do you become a 4-H leader? **Contact your county office** to learn more! The safety of 4-H members is paramount. You will be asked to fill out an application and undergo a national background and motor vehicle check in order to become a volunteer. [Volunteer Resources](#) can be found on the [Colorado 4-H](#) website as well.

Log into co.4honline.com. Select **Don't have an account?**

a) Select **Colorado** from the drop list and then click on **Colorado 4-H Youth Development**.

b) Select the **County**, in which you are wanting to participate.

c) Complete all of the requirements: **Email, Family Name, Mobile Phone, and Password**, click **Create Account**.

d) Sign-In to your account and complete address information. Select **Add Member** to begin enrollment.

Helpful hints: Look for the buttons!

Throughout the enrollment process, look for the **Blue** buttons to proceed, and ultimately, the **Green** button to 'submit'.

- 1) **Click 4-H** for program to join, click **“Next.”**
- 2) **Complete ALL Fields: Birthdate determines whether a youth or adult. Enter 0 for number of years in program. Click “Next.”**
- 3) Complete the “About You” section, click **“Next.”**
- 4) When you see **“I want to participant as a New or Returning Volunteer,”** click **“Finish.”** But you aren’t done yet!
- 5) Select **Volunteer Type(s)**. You may select 1 or more of the following 3 types:
 - a) **Club** – allows you to select a club.
 - i) 4-H Club Adult Volunteer = a general volunteer in your club.
 - ii) 4-H Club Contact Leader = if you are the main leader of your club.
 - b) **Project** – allows you to select projects, especially useful if you help with this project at the county level or if you want to receive project-specific emails about this project.
 - c) **New Applicant** – This helps identify your account as a new volunteer.

- 6) **Select Club (s)** (club, if knows):
 - a) This will only appear if you selected the Club volunteer type.
 - b) Find club name and click "Add."
 - c) Click "**Next**."
- 7) **Select Projects**
 - a) This will only appear if you selected the Project volunteer type.
 - b) Select whether you work on this project (or would like to) at the county or club level.
 - c) Select the project and click "Add."
 - d) Click "**Next**" when finished adding projects.
- 8) **More About You!**
 - a) Click "Show Questions."
 - b) Review data that is carried over and add any additional information, being sure to completed **required** fields.
 - c) Click "**Next**" when done.
- 9) **Read and Review Consents.** Click "**Show Consents**" All Volunteers are required to read and sign all consents, these include: **Acknowledgement of Volunteer Legal Status, Code of Conduct, Participant Release, Volunteer Annual Appointment Agreement, and Photo Release.**
 - a) Type your full name and click "Agree" (or other option listed) for each **Consent**.
 - b) Click "**Next**."
- 10) Click "**Submit**," then "**Confirm**."

Confirm Submission

- ×
- a) You and the county will receive an email confirmation that your enrollment has been submitted.
 - b) **NOT DONE YET!** The Volunteer Screening Section is **REQUIRED!**

Are you sure you want to continue? Once you complete this step your application will be submitted and you will no longer be able to go back. You may need to complete additional steps in order to be an Active Volunteer

Confirm

Cancel

11) Click "Show Screening" –

a) Complete ALL Screening Information in detail!

b) At the bottom of the page, you are REQUIRED to sign and agree with the statement. Background checks will be completed on NEW volunteers or non-active volunteer status that is greater 12 months. Click "Submit"

Member Name *required*

Your Name Here

I agree with all information outlined above

Save

Submit

- 12) A final email confirmation will be send from 4-H Online. Please allows for several business days for final approval. Should you have any questions please contact your [local extension staff](#) directly.