DUVAL COUNTY 4-H

VOLUNTEERS

4-H Volunteer Enrollment

18 USC 707

UF | IFAS Extension
UNIVERSITY of FLORIDA

http://sfyl.ifas.ufl.edu/duval/4-h-youth-development/

Thank you for supporting Duval County 4-H as an adult volunteer leader! 4-H is America's largest youth development organization. Over 230,000 youth in Florida contribute to our community of more than 6.5 million participants across the nation. 4-H serves youth ages 5-18 of all interests and backgrounds through learning by doing. Programs include clubs, projects, mentoring, family learning, camping, school enrichment, and more.

DUVAL 4-H OFFICE AND CONTACTS

4-H DUVAL COUNTY EXTENSION OFFICE

1010 North McDuff Ave
Jacksonville, FL 32254
904-255-7450

http://sfyl.ifas.ufl.edu/duval/

@DuvalCounty4H

https://bit.ly/4-Heventscalendar

@duvalcounty4h

Spotlight Newsletter (emailed)

4-H EXTENSION AGENTS

Kelsey Cook, khaupt@ufl.edu
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4-H PROGRAM ASSISTANTS

Miranda Bird, mbird1@ufl.edu
Amaris Daniels, daniels.a@ufl.edu

4-H OFFICE STAFF

Terri Weaver, tweaver@coj.net
Sana'a Schuster, s.schuster@ufl.edu

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STEPS TO ENROLL

Communicate with 4-H office about adult volunteer plans and program involvement.

1. Enroll in 4-H Online as an adult volunteer. See Adult Volunteer Enrollment Instructions at the end of the packet.
    - Complete the enrollment questions, screening questions, and watch the youth protection training video with quiz.
2. Once the 4-H Online profile has been submitted, a background screening request will be made on your behalf by the 4-H office.*
3. You will receive an email to contact Florida 4-H Business Services to schedule your fingerprinting appointment and complete your background screening. (background screening is needed every five years)
4. Complete your fingerprinting appointment.
5. Wait for background screening results. Once they are received, the 4-H office will notify you and send an approval letter via email.
6. Volunteers are only cleared to volunteer with Duval 4-H once they receive a final email from the 4-H office with the approval letter.

*Level One volunteers only need to complete a 4-H Online profile and can stop their enrollment process at step one.

4-H CLUB CHARTER

1. Identify at least two 4-H adult club leaders and have them level two background screened.
2. Complete the annual Club Charter Form and submit to the 4-H Office.
3. Submit Club By-Laws. Follow this example. Club by-laws only need to be submitted one time (not annually), unless edits have been made.
4. Select club projects for the year.
    a. Review curriculum:
        i. National Shop 4-H
        ii. Florida 4-H Clearing House
5. Prepare for your club meetings and create a yearly plan.
    a. Club workbooks will be provided by the 4-H Office.
6. Attend the two 4-H volunteer retreats hosted by the 4-H office each 4-H program year.
7. Have all incoming 4-H members enrolled in 4-H Online. Use these instructions for member enrollment in 4-H Online.
8. Review 4-H Clover Awards and Record Book requirements.

Contact your 4-H Office with any questions. We are here to answer questions and help make your 4-H club a success!

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WHAT DO THE FOUR H'S STAND FOR?

Head – Mental Development

Gaining deeper knowledge and reasoning.

Heart – Emotional Development

Developing interest, appreciation, and wholesome attitudes.

Hands – Skills Development

Gaining the ability to do, skill in doing, and habit of doing.

Health – Physical Development

Understanding and appreciating a growing and changing body.

18 USC 707

4-H PLEDGE

I pledge ...
My HEAD to clearer thinking,
My HEART to greater loyalty,
My HANDS to larger service, and
My HEALTH to better living,
For my club, my community, my country, and my world.

4-H MOTTO

"TO MAKE THE BEST BETTER"

4-H SLOGAN

"LEARN BY DOING"

4-H COLORS

"GREEN AND WHITE"

WHITE: symbolizes purity and high ideals; found on the background of the flag.

GREEN: symbolizes youth, life, and growth; found on the flag as a green four-leaf clover with an "H" on each leaf.

4-H CLOVER

The 4-H Emblem should always appear in its entirety—meaning it should always appear as a whole and complete image. Do not remove any leaves. The leaves cannot be removed or have another image superimposed over the top of any of the leaves. Other images should be moved and appear completely separate from the 4-H Emblem.

Adult Volunteer Enrollment Instructions

4-H Online 2.0

You can access 4-H Online 2.0 by navigating to v2.4honline.com through the following browsers on your computer and mobile devices. For the best experience, make sure your browser is up to date.

- Chrome
- Firefox
- Microsoft Edge
- Safari

Please note, Internet Explorer is not a compatible browser with 4-H Online.

ADA Compliant

ADA compliant features are available if needed. Click the icon in lower left section of the homepage for options.

Creating a New Account

1. Go to http://v2.4honline.com .
2. Click ***Don't have an account?*** if you have never enrolled in Florida 4-H before using 4-H Online.
3. If you have a 4-H Online Account. Do not create a new profile. Use your current profile to login each year. If you need help with your email or resetting the password. Contact Kelsey Cook at khaupt@ufl.edu
4. Select ***Florida*** from the select your state drop-down menu.
5. Choose ***UF/IFAS Extension*** as your Institution.
6. **Choose your county – Duval.**
7. Complete your information.
8. Click ***Create Account.***
9. Enter your address.
10. Click the ***Verify*** button.
    NOTE: The verification process may require you to select an appropriate USPS format.
11. If you create a new account and an existing account is found, click ***Confirm*** and login with the existing account *(image not shown)*.

Note: The system is set up to determine adult or youth status based on your age. Anyone over the age of 18 years old as of September 1st will be able to register as an adult volunteer.

Add an Adult Volunteer

1. If there are no enrollments in the family profile, you will be presented with the **Add Member** screen.
2. Choose ***4-H*** as the program you would like to join and click ***Next***.
3. Add the name and birthdate of the Adult Volunteer and click ***Next***.
4. Complete the required fields in the ***About You*** section.
5. Choose ***I want to join 4-H as a New or Returning 4-H Adult Volunteer*** and click ***Finish***.

For questions related to 4-H online, contact Matthew Olson, Florida 4-H Information Coordinator. m.olson@ufl.edu
An Equal Opportunity Institution. Extension Service, University of Florida, Institute of Food and Agriculture Sciences.
Revised 8/23/2022 for the 2022-2023 4-H Year

Enrollment Questions

1. Click ***Select Volunteer Types***. **Select Adult Club Volunteer**
2. Select the volunteer type that you are enrolling as. **Select Club Organizational Leader**
    a. Select the subtype and click ***Add.***
    b. Add more types as necessary.
3. Click ***Select Units/Clubs***.
4. Click ***Add*** for the club you are a volunteer with along with the role. Repeat this step if you need to add another club. Adjust primary club designation if needed.
5. Click ***Next*** once all clubs have been added.
6. Click ***Show Questions*** to view other enrollment questions.
7. Complete all required fields.
    - Note: You may see some of the information you already provided. Scroll down to see the new questions.
8. Click ***Next*** when finished.
9. Click ***Show Health Form***.
10. Complete all required fields and the Medical Consents on the Health Form and click ***Next***.
    - Yes, responses will require additional information in the text box.
    - Consent to the Medical Consents is required to participate in Florida 4-H.
11. Click ***Show Consents***
12. Read each consent and respond to each item.
13. Consent to the Code of Conduct, General Release, Transportation Policy, Non-Discrimination Policy, Volunteer Agreements, Attestation of Good Moral Character, and AHCA Privacy Acknowledgement are required to volunteer with Florida 4-H.
14. Click ***Submit*** to send your enrollment to your county 4-H office.
15. Your enrollment will be pending/awaiting review until a county 4-H staff member approves the enrollment and you have completed the OYCS Training and Volunteer Screening.

Screening and Training

Screening

- Returning volunteers who have not completed the background screening, returning volunteers who have reached 5 years of service, and new volunteers will be prompted to complete background screening questions. A volunteer screening and background check is required every 5 years.

IF you are not automatically prompted to complete the screening questions:

1. Click ***Member List.***
2. Find the adult volunteer enrollment and click ***Continue Screening.***
3. Complete screening questions and submit.

Training

All volunteers, regardless of service are required to complete OYCS youth protection training. Each 4-H year.

IF you are not automatically prompted to take the training:

1. Click ***Member List.***
2. Find the adult volunteer enrollment and click ***Continue Trainings.***

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3. Click on ***OYCS-Youth Protection Training for Volunteers.***
4. Click ***OYCS-Youth Protection Training for Volunteers.***
5. Click ***Launch Course.***
6. Proceed through the course. You will have finished when you completed the final assessment and see a button that says ***Exit Course.***
    a. We recommend that you print a copy of your score as proof of course completion. You will see a button that says ***Print.***

Enrollment Emails

- You will receive an email confirming your enrollment was submitted.
- You will receive a second email, when an enrollment has been made active by the county 4-H office.
- If you paid the membership fee online, you will receive a payment confirmation email once the enrollment is made active. Membership fees are only for youth members.
- If there is an issue with enrollment, the county 4-H office may send the email back with instructions how to correct the issue. You will receive an e-mail if this happens.

Reset Your Password

1. Click ***Reset Password?*** at the 4-H Online login page.
2. Type in your email and click **Reset your password**.
3. Check your email for the Reset Password email. Click Reset Password after opening the email.
4. You will be prompted to change your password.
5. Go back to the login page and login with your email and new password.

Assistance, Questions and Reporting Issues

Assistance or Questions about Enrollments, Clubs and County Programs

Contact your county 4-H Office.

System Issues

E-mail m.olson@ufl.edu
Be sure to include your contact information, the member's name, 4-H county, and specific issue that you are encountering with 4-H online.