



2016-2017 4-H YEAR

Adult Re-Enrollment

FALL IS THE TIME TO RE-ENROLL!!

Adults who were active last year must let 4-H staff know if they intend to serve as volunteers for the coming year by re-enrolling. When you re-enroll, you receive emails and mailings about upcoming 4-H events and deadlines.



WHO CAN RE-ENROLL?

Adults who have completed the screening process will be able to re-enroll. Adults who did not finish or have not started the screening process will NOT be able to re-enroll.

HOW DO I RE-ENROLL?

You may choose one of the following methods:

1) 4HONLINE

- Log into your family's 4HOnline account at <http://mn.4honline.com>.
- Click the orange "Continue to Family" button.
- You will see a list of family members on the "Member List" page. When we rollover into a new 4-H year, those who were Active last year are changed to Inactive.
- Click the Edit button next to your name.
- Scroll down and click the "Enroll for 2016-2017" button.
- Review and update your information. You must agree to the authorizations on the "Additional Information" page.
- Continue through the pages until you see the "Submit Enrollment" button.
- Your status will change to Pending. Regional Support Staff will periodically check who has re-enrolled and will change your status to Active if your screening information remains current.
- If you would like additional instructions about using 4HOnline, click the link to the Home page in the blue bar at the top of each page. Once on the home page, look for the blue text that says "Learn about using 4HOnline." This will take you to the Minnesota 4-H website, where you will find enrollment user guides to help you.

(more on back)

2) PAPER FORMS

- If you do not have internet access, you can submit a paper re-enrollment form. Forms can be found on our website or at your county Extension office. Club leaders may also have a copy of the form.
- Please submit re-enrollment forms to your county office.
- Forms are referred to regional staff, who will update your data in 4HOnline and review your screening file. If your screening file is current, you will be made “Active.”

NOT SEEING YOUR NAME IN 4HONLINE?

Adults will not appear on the “Member List” page unless they are screened volunteers. If you have a question about your volunteer status, contact your county or regional staff.

BECOMING A NEW VOLUNTEER

Adults must be screened **prior** to working with youth.

Screening involves these 3 steps:

- A) Application
- B) Background Check
- C) Orientation

To get started, you can request a volunteer screening packet from your county staff OR go to the volunteer web page at: www.4-H.umn.edu/volunteer and click on the “Becoming a Volunteer” tab.

The packet and website both have instructions on how to complete each of the steps.

Once all 3 steps are completed, you will receive a confirmation letter from regional staff and you may begin serving as a 4-H volunteer.

QUESTIONS?

Contact Elaine Hardy, Regional Support Staff, at 218-828-2276 or wagne079@umn.edu OR your county staff.