

Episodic 4-H Volunteer Enrollment

Any adult who wishes to work as a temporary, short-term volunteer for the 4-H program must be appointed as an Episodic 4-H Volunteer. Episodic Volunteers must work under the direct supervision of 4-H employees or certified UME 4-H Volunteers and are limited to **one** consecutive period of **no more than 8 weeks** of service per year. Episodic Volunteer status expires at the end of the appointed term of service. To serve again in another 4-H program year, the Episodic Volunteer must submit a new application and receive a new appointment.

The Episodic Volunteer appointment process requires the following steps:

1. **Application** – completed by enrolling in 4-H Online as an Episodic Volunteer
2. **UME Background Check** – Tier 1 basic background check, conducted by the UME Director’s office
3. **Appointment** – Formal written agreement between the Episodic Volunteer and the 4-H program, including terms, duties, and schedule of service.

The first step to becoming an Episodic 4-H Volunteer is submitting an enrollment in 4-H Online. Your enrollment will include your Episodic Volunteer application form and your authorization to perform screening steps. It is strongly recommended that you contact your local 4-H office before you submit your enrollment and application in 4-H Online. Your local 4-H Educator and staff can help you determine what service you can perform as an Episodic 4-H Volunteer and offer tips on the 4-H Online enrollment process.

The 4-H Online Episodic Volunteer enrollment process requires completion of two steps:

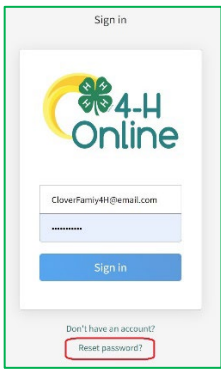
- **Step 1: Registration** collects personal and demographic information about the Episodic Volunteer applicant.
- **Step 2: Screening** collects information about the individual’s suitability to serve as a 4-H Volunteer. Episodic Volunteer applicants complete their Application Form when they answer the screening questions.

Once the Registration step is completed and submitted, the Screening step will automatically open. **Both steps must be completed and submitted before the 4-H program can review and approve your enrollment.**

Episodic 4-H Volunteers may not assume or perform volunteer duties until their 4-H Online enrollment is approved.

The Maryland 4-H program operates on a calendar program year (January 1 – December 31). Adults and youth must enroll annually to participate in the 4-H program. Adults applying to be Episodic 4-H Volunteers may submit their enrollment/application at any time during the year, between January 1 and November 30. New youth or adult enrollments are not accepted in the month of December.

To enroll as an **Episodic 4-H Volunteer** applicant, follow these steps:

<p>1. Create or log in to your 4-H Online family profile.</p> <ul style="list-style-type: none"> • If your family already has a 4-H Online profile, log in to the profile. • If your family does NOT have a 4-H Online profile, create a new one. Refer to the Family Profile guide for assistance. • If you are not sure if you have a 4-H Online family profile, contact your local 4-H office. They can help you access or recover an existing profile. 	 <p>4-H Online Website Link https://v2.4honline.com/</p>
<p>DO NOT CREATE A NEW 4-H ONLINE FAMILY PROFILE IF ONE ALREADY EXISTS.</p>	

2. Locate or create your volunteer Member profile.

- If you already have a Member profile click the **Enroll Now** link next to your name.
 - If you were previously enrolled in 4-H as a youth member, you will use the same Member profile to enroll as an adult volunteer.
- If your name appears under the list of **Inactive Members**, contact your local 4-H office for assistance.
- If your name does not appear on the Member List in the family profile, click **Add Member** to create a volunteer Member profile.
 - Select 4-H as the program you are joining
 - Add your profile and member information
 - Select “I want to join 4-H as a New or Returning 4-H Volunteer.”
 - Click **Finish** to create your Member profile.

DO NOT CREATE A NEW MEMBER PROFILE IF ONE ALREADY EXISTS.

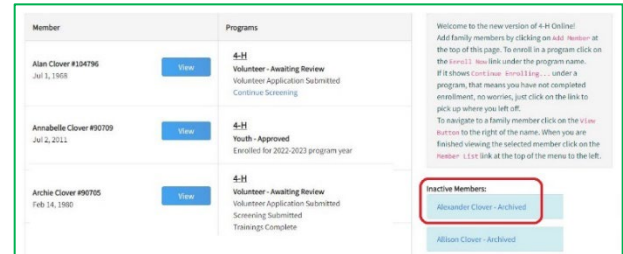
Once your Member profile is created or accessed, you will see the first enrollment screen (Volunteer Types).



Alexander Clover #104805
Apr 4, 1984

View

4-H
Enroll Now



Member	Programs
Alan Clover #104795 Jul 1, 1983	4-H Volunteer - Awaiting Review Volunteer Application Submitted Continuing Screening
Annabelle Clover #90709 Jul 2, 2011	4-H Youth - Approved Enrolled for 2022-2023 program year
Archie Clover #90705 Feb 14, 1980	4-H Volunteer - Awaiting Review Volunteer Application Submitted Screening Submitted Training Complete

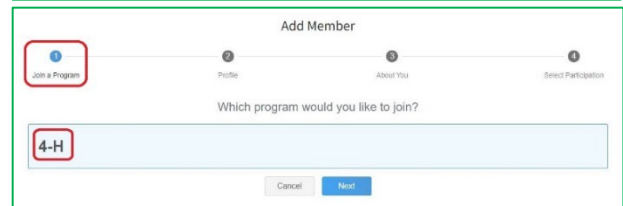
Welcome to the new version of 4-H Online!
Add family members by clicking on **Add Member** at the top of this page. To enroll in a program click on the **Enroll Now** link under the program name. If it shows **Continue Enrolling...** under a program, that means you have not completed enrollment, no worries, just click on the link to pick up where you left off. To navigate to a family member click on the **View** button to the right of the name. When you are finished viewing the selected member click on the **Member List** link at the top of the menu to the left.

Inactive Members:
Alexander Clover - Archived
Allison Clover - Archived



Clover
CloverFamilyMD4H@gmail.com
8022 Greenmead Drive
COLLEGE PARK, MD 20742-0001
444-444-4444
Training County

Add Member



Add Member

1 Join a Program

2 Profile

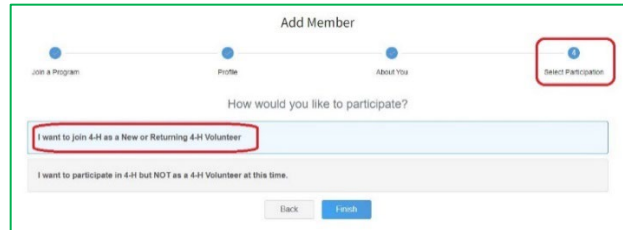
3 About You

4 Select Participation

Which program would you like to join?

4-H

Cancel Next



Add Member

1 Join a Program

2 Profile

3 About You

4 Select Participation

How would you like to participate?

I want to join 4-H as a New or Returning 4-H Volunteer

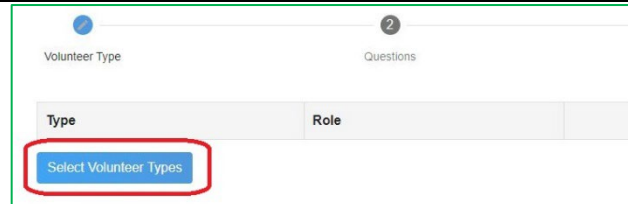
I want to participate in 4-H but NOT as a 4-H Volunteer at this time.

Back Finish

3. Select the Episodic Volunteer role.

New Volunteer Applicants do not identify specific volunteer roles, 4-H clubs/units, or 4-H projects until after they have completed the onboarding process and been officially appointed as a Volunteer. To select the correct volunteer role for your enrollment:

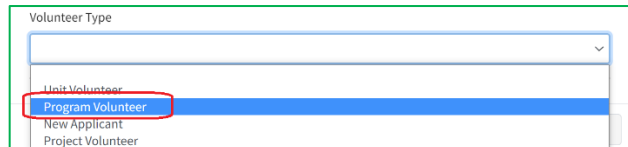
- Click **Select Volunteer Types**
- Choose **Program Volunteer** from the Volunteer Type dropdown menu.
- Click the **Add** button next to the **Episodic Volunteer** role. This is the only role you will select for your enrollment.



1 Volunteer Type

2 Questions

Type	Role
Select Volunteer Types	



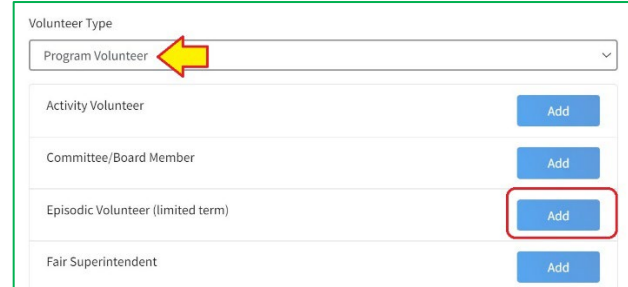
Volunteer Type

Unit Volunteer

Program Volunteer

New Applicant

Project Volunteer



Volunteer Type

Program Volunteer

Activity Volunteer Add

Committee/Board Member Add

Episodic Volunteer (limited term) Add

Fair Superintendent Add

When you select the role, you will be required to sign the Episodic Volunteer Acknowledgement. Click the bubble next to the agreement statement and type your name as your signature.

Click **Next** to proceed.

Episodic Volunteer Acknowledgement

I acknowledge that I am applying to become an **Episodic Volunteer** for the Maryland 4-H program.

I understand that I must pass a UME Tier 1 Background Check, complete all onboarding tasks, and sign an Episodic Volunteer Agreement with my local 4-H program before I can serve.

I recognize that, if I am appointed an Episodic Volunteer, my service to the 4-H program will be limited to one term of no more than 8 consecutive weeks for the current 4-H program year. I understand that if I wish to work as a 4-H Volunteer for more than one short period in this year, I must become a certified UME 4-H Volunteer.

I understand that I cannot assume volunteer duties until my volunteer enrollment is **approved**.

I acknowledge that I have read and understand this agreement. I will not perform any service as a 4-H Episodic Volunteer until my appointment process has been completed and my volunteer enrollment has been approved.

Member Name (full legal) *required*

4. Answer the enrollment questions.

After reading the instructions, click **Show Questions** to go to the Questions page. Answer the questions in each section. Questions with a red **required** note must be completed before you can move to the next step.

You will be asked to provide information in the following sections:

- **About You** – Gender and employment
- **Demographics** – Residence, ethnicity, and race
- **Emergency Contact** – 1 or 2 adults
- **Military** – Service by you or your family member
- **Other questions** – information for your local 4-H program
 - **Enrollment Notes** – anything about this enrollment you want your local 4-H office to know
 - **Correspondence** – family preference
 - **Languages** – any languages other than English you speak fluently
 - **T-Shirt size** – select your size
 - **Health Information** – information about health or wellness issues that may affect your participation in 4-H programs, activities, and events. A yes/no answer is required for the general question; details are optional but encouraged for a “yes” answer.
 - **Volunteer Reporting** – if you served as a 4-H volunteer last year, enter the number of hours and youth you served. Enter zeroes in both fields if you were not a 4-H volunteer last year.

Health information is used only for program planning purposes. As with all information in the 4-H Online system, health information will be protected as confidential. Only 4-H professionals with administrative access to your record will be able to view it.

Volunteer Type
Questions

About You

Gender *required*

Job Title

Enrollment Notes for my 4-H Office

I plan to help with the Clover County 4-H Exploring STEM program by teaching several workshops and participating in panel discussions on careers in STEM

VOLUNTEER REPORTING

Please answer the following questions about your experience as a 4-H program volunteer over the past year. You may estimate your hours of service and the number of youth you served. When reporting total number of youth, count each individual 4-H participant only once, even if you had multiple contacts with him/her throughout the year.

If you are a New Volunteer Applicant, please type "0" (zero) into the fields to proceed with your enrollment.

How many hours did you volunteer for the Maryland 4-H Program last year? *required*

How many TOTAL youth did you work with in 4-H activities, events, and club meetings last year? *required*

Health Information - 4-H Volunteer

Please answer the following question regarding your general health. You are **strongly encouraged**, but not required, to provide information that may be helpful to 4-H staff in case of emergency. You are also encouraged to discuss any health matters or concerns that might affect your 4-H participation with your 4-H Educator or club/program leader.

Do you have any health conditions or concerns that may affect your participation in 4-H programs or activities? *required*

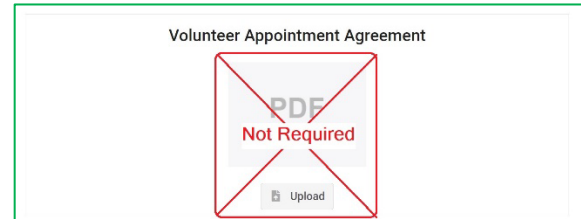
Yes
 No

If yes, please share below any information you would like your local 4-H team to know.

You may be required to submit more detailed health information if you serve as an Episodic Volunteer for a program or event that requires participants to submit a 4-H Health Form.

You will notice several **document upload portals** at the end of this section. You are not required to upload any documents at this time.

Click the **Next** button at the bottom of the screen to move to the next section.



5. Sign the required consents.

Two consents are required for Volunteer enrollment in the Maryland 4-H program:

- Maryland 4-H Code of Conduct
- Maryland 4-H Publicity Release

After reading the instructions for the Consents section click **Show Consents** to continue.

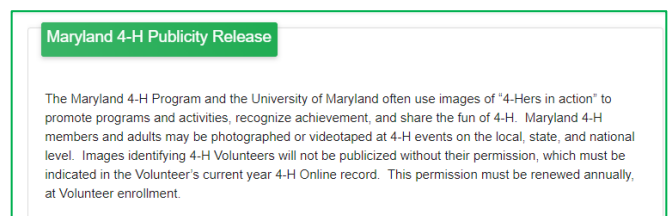
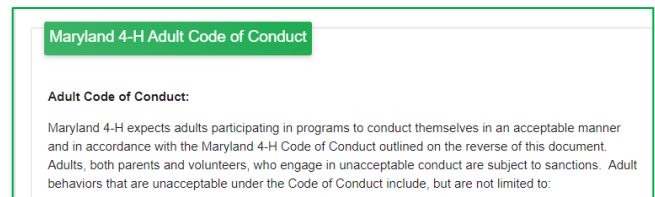
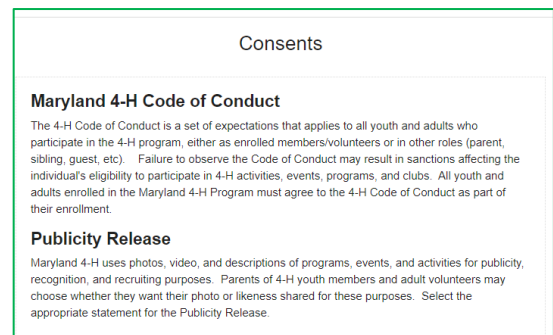
Code of Conduct

The **Adult Code of Conduct** outlines behavior expected of 4-H Volunteers and non-Volunteer adults. You must electronically sign the Code of Conduct by typing your name in the signature field and clicking the "I agree" statement to proceed with the enrollment.

Publicity Release

Maryland 4-H uses photos and video of 4-H programs, activities, and events for recognition and publicity purposes. After reading the **Publicity Release** document, select the appropriate option and electronically sign by typing your name in the signature field. You must also select an "agree" or "disagree" option to proceed with the enrollment.

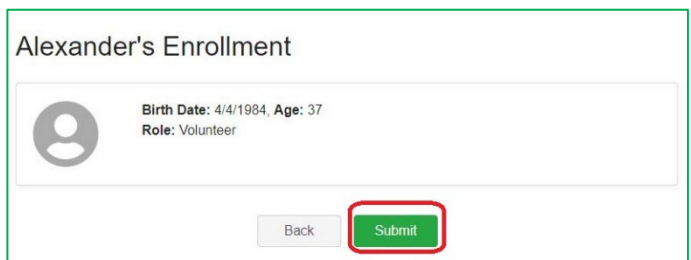
Click **Next** to continue your enrollment.



6. Submit the first step of your enrollment.

Review the enrollment information and click the **Submit** button to complete Step 1 of your enrollment. When you submit the enrollment, you will no longer be able to edit or change the record.

After you submit this Registration (Step 1) portion of your enrollment, the Screenings page (Step 2) will automatically open. You must complete and submit the Screening to complete your enrollment.



7. Complete your Episodic Volunteer Application (screening).

All 4-H volunteers and applicants must answer the enrollment screening questions. The screening questions serve as your application to serve as an Episodic 4-H Volunteer. **You must complete all sections and relevant fields.**

Fields marked with the red **required** note must be filled before you can submit your screening/application. If a required field doesn't apply to you, enter "N/A" or "None."

The screening page/application contains the following sections:

- **Personal Information** – why and how you want to volunteer with 4-H
- **Volunteer Experience*** – up to 4 other organizations you have volunteered with in the past 5 years
- **Employment*** – up to 4 employers you have worked for in the past 5 years
- **Transportation** – your licensing and intention to operate motor vehicles related to your 4-H volunteer work
- **Legal Involvement**** – any legal matters involving or a household member
- **References** - 3 people who know you well, and are not family members or UME employees.

**When entering data in volunteer and employment sections, enter the most recent information first and work chronologically backwards from the current entry.*

***In the Legal Involvement section, the term **nolo contendere** means "no contest."*

Authorization for Volunteer Enrollment Screening

You must sign the authorization by typing your name in the field and clicking the agreement statement.

When you have completed all sections and questions and signed the authorization, click **Submit** to complete the Screening portion your enrollment.

Alexander Clover
2022-2023 Volunteer Enrollment

Screening

Registration

Personal Information

First Name
Alexander

Middle Name
Samuel

Volunteer Experience

Volunteer Experience 1

Name of Organization
Cloverville Middle School

What Volunteer role or duties did you perform?
Coding Team coach

Employment

Most Recent Employment

Name of Employer (List most recent employment first. If you have not had a job in the past 5 years list your status, i.e. retired, homemaker, student, not employed, etc.) **required**
Clover Computers

What position or title did you hold? **required**
Lead Programmer

What were your main duties? **required**
Developing softwares, creating interactive video training modules, tech design

Transportation

Do you currently hold a valid Drivers License? **required**

Yes
 No

Legal Involvement

Have you ever been convicted of, pled nolo contendere (no contest) to, received a deferred or suspended sentence, or been placed in a diversion program for a crime more serious than a traffic offense in Maryland or any other state, territory, or country? **required**

Yes
 No

Have you ever been accused of or charged with an offense involving a minor (child or juvenile)? **required**

Yes
 No

References

Reference 1

Name (Do not list family members or Extension staff) **required**
Bill Gates

Address
4444 Clover Ridge Drive

City
Cloverville

Authorization for Volunteer Enrollment Screening

Adults who wish to serve as a volunteer for the University of Maryland Extension (UME) 4-H Youth Development Program volunteer must pass two types of evaluations:

- 1. Background Check** - To become a **Certified UME 4-H Volunteer**, the individual must pass an initial background check administered by the office of the UME Director through a contract background check agency. After the initial background check is completed, the volunteer must be re-checked every 3 years to continue to serve as a 4-H Volunteer. To become an **Episodic 4-H Volunteer**, the individual must pass a local background check administered by the office of the UME Director. Episodic Volunteers must pass a local background check each year they serve. The background check is a separate process that is conducted outside the 4-H Online system.
- 2. Enrollment Screening** - To enroll as a 4-H Volunteer in 4-H Online, the adult must answer the enrollment screening questions that are presented based on the volunteer role(s) they have selected. This screening is part of the 4-H Online enrollment process and is required each year.

I authorize UME to request and receive any information about or concerning me, for purposes of conducting 4-H Volunteer Enrollment Screening. I also authorize UME to contact the listed individuals to obtain information about me. I certify the provided information is true, accurate, and complete to the best of my knowledge. I understand that misrepresentation or omission of facts is cause for denial of or dismissal from UME Volunteer status.

Member Name (full legal) **required**
Alexander Clover

8. View your enrollment confirmation.

After you have submitted both portions of your enrollment you will see your enrollment status on your family profile Member List has changed to **Submitted** for both portions. You will also receive an email confirmation that your submitted enrollment has been received.

Your county/city's 4-H Online Manager will review your submitted enrollment and the person who manages 4-H volunteers for your local 4-H program will contact you regarding the next steps in your Episodic Volunteer onboarding process. **Remember, you cannot assume any volunteer duties until you have been appointed and your 4-H Online enrollment has been approved.**

Your screening will be reviewed by the State 4-H Office. This portion of your enrollment can be approved once you successfully complete the UME background check and favorable results have been returned. However, your enrollment cannot not be fully approved until you have successfully completed **all** steps of your Episodic Volunteer onboarding.

If a 4-H Online Manager has a question about or finds an error in your submitted enrollment or screening, it will be returned with instructions to correct the discrepancy and resubmit. You can access returned portions of your enrollment by clicking on the **Resubmit** link next to your name.

Likewise, if you do not complete your enrollment in one session, you can return to your incomplete record by clicking on the **Continue** link next to your name.

You can view your enrollment's current status on the Member List of your 4-H Online family profile. Once the enrollment is approved, you will also receive email notification of the approval. Likewise, if your enrollment is sent back for correction you will receive an email notification. Episodic Volunteer applicants are strongly encouraged to keep in close contact with their local 4-H team as their enrollment and onboarding proceeds.

Once your enrollment is approved and you have been appointed as an Episodic 4-H Volunteer, your local 4-H Educator will provide guidance on your specific service to the 4-H program.

Alexander Clover #104805 Apr 4, 1984	View	4-H Volunteer - Awaiting Review Volunteer Application Submitted Screening Submitted
---	----------------------	--

Alexander Clover #104805 Apr 4, 1984	View	4-H Volunteer - Resubmit Resubmit Volunteer Application Continue Screening
---	----------------------	---

Alexander Clover #104805 Apr 4, 1984	View	4-H Volunteer - Incomplete Continue Volunteer Application
---	----------------------	---

Alexander Clover #104805 Apr 4, 1984	View	4-H Volunteer - Approved Volunteering for 2022-2023 program year Screening Approved Trainings Complete
---	----------------------	--