

Youth Member Enrollment

Maryland 4-H enrollment follows the calendar year. 4-H youth members and adult volunteers must enroll in the Maryland 4-H program each year to participate in 4-H clubs/units, projects, programs, events, and activities.

Each year on January 1, the 4-H Online system “re-sets” all youth and adult membership records for the new year. Shortly after the system re-sets, 4-H Online will be open to accept enrollment for the new program year. To enroll in Maryland 4-H, each 4-H family must create or log in to their family profile and individually enroll each family member who wants to participate in 4-H. While new members can join 4-H at any time during the year, youth members who are returning for another year of 4-H should re-enroll by **March 1**. County/city programs may set earlier re-enrollment deadlines.

All Maryland 4-H youth members pay an annual state enrollment fee of \$10.00 per child. The enrollment fee is “capped” at \$30.00 for a family; if more than three children from a family are enrolled in 4-H the family will pay a maximum of \$30.00. The enrollment fee applies to 4-H youth members of all ages, including Cloverbuds. There is no enrollment fee for adults.

The annual enrollment fee must be paid through 4-H Online when the youth member is enrolled. 4-H Online payment requires a valid bank-issued credit/debit or a prepaid debit card. The card number must be entered when the youth enrollment is submitted, but the fee is not charged to the card until the enrollment is approved by a 4-H Online Manager. Each youth member’s enrollment fee is charged to the designated card in a separate transaction. The first three youth enrollments approved for a family are charged for the \$10.00 enrollment fee; any additional youth members of that family are not charged a fee because the family cap has been met.

After a card number has been entered for payment once it remains linked to the family profile, so it does not have to be entered again. Credit/debit card numbers are not stored in the 4-H Online; they are only processed through the system. 4-H Online is certified as a secure financial processor. Families can manage their linked payment methods in their 4-H Online family profile.

Certain 4-H units are designated as “no-fee” units. These units are funded by sources other than membership fees. Youth who join ONLY one of the designated “no-fee” 4-H units will not be charged the \$10.00 enrollment fee. There will be no payment required when the youth submits their enrollment.

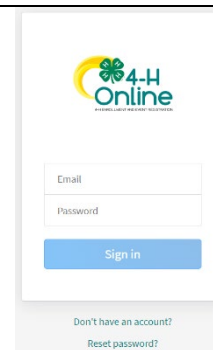
Some counties and/or clubs may charge additional enrollment fees to cover cost of supplies, materials, insurance, etc. Follow the instructions of the county or club regarding payment of those local fees. County and club fees are NOT paid through 4-H Online at this time.

To enroll a youth family member in 4-H, follow these steps:

Log in to 4-H Online

- The e-mail address associated with the 4-H Online family profile is the login ID.
- Password can be re-set using the link below the sign-in fields.

DO NOT CREATE A NEW 4-H ONLINE FAMILY PROFILE IF ONE ALREADY EXISTS. Contact your local 4-H office if you need help locating or logging in to your 4-H Online family profile.



The screenshot shows the 4-H Online login interface. At the top is the 4-H Online logo. Below it are two input fields: 'Email' and 'Password'. A blue 'Sign in' button is positioned below the password field. At the bottom of the form, there are two links: 'Don't have an account?' and 'Reset password?'.

Locate or create the youth member record

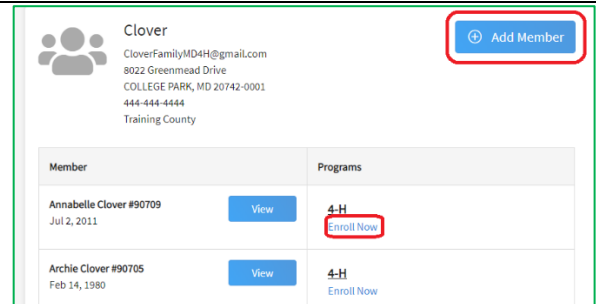
- If the youth already has a Member record, click the **Enroll Now** link next to the youth's name
- If the youth does not have a Member record, click **Add Member** and create a new youth Member profile
 - Refer to the **Family Profile help guide** for information on creating new member profiles

DO NOT CREATE A NEW MEMBER RECORD IF ONE ALREADY EXISTS!

Once the youth Member profile is accessed or created, you will be asked to enter the member's school grade, then to confirm you want to enroll the member in 4-H.

After clicking **Enroll** you will see the instructions for the first enrollment screen (Units)

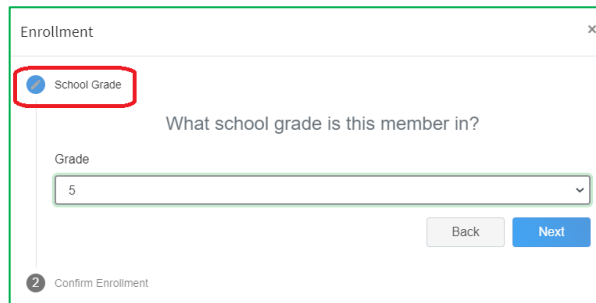
TIP: Be sure to read each instruction screen before proceeding to the next enrollment step.



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

Add Member

Member	Programs
Annabelle Clover #90709 Jul 2, 2011	4-H Enroll Now
Archie Clover #90705 Feb 14, 1980	4-H Enroll Now



Enrollment

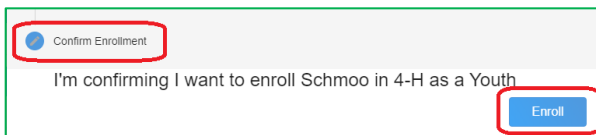
School Grade

What school grade is this member in?

Grade
5

Back Next

2 Confirm Enrollment



Confirm Enrollment

I'm confirming I want to enroll Schmoor in 4-H as a Youth

Enroll

1. Enrollment Units

4-H units are how youth participate in 4-H. Youth members must select at least one 4-H unit to join 4-H. There are several types of 4-H units to choose from:

- 4-H Clubs
- 4-H In School programs
- 4-H After School programs
- 4-H Camping programs

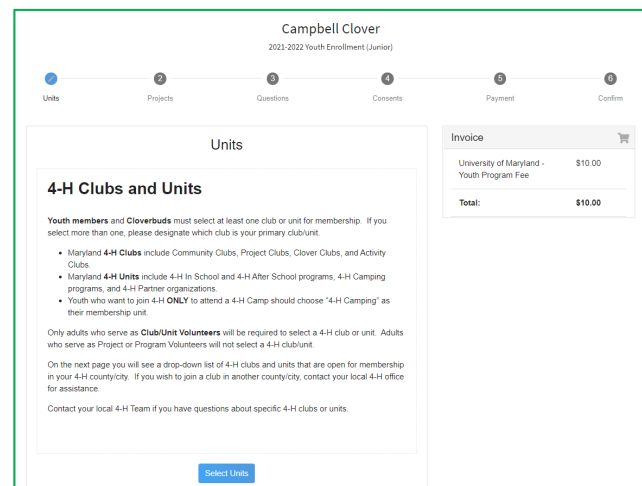
You will be able to identify the type of 4-H unit from its name in 4-H Online:

- **Lucky Four 4-H Club**
- **Clover Elementary 4-H In School**
- **Cloverville Community Center 4-H After School**
- **4-H Camping – Clover County**

You can learn more about the 4-H units available in your county/city 4-H program by contacting your local 4-H office.

After reading the instructions for the Units section, click **Select Units**.

Units Instruction Screen



Campbell Clover
2021-2022 Youth Enrollment (Junior)

Units Projects Questions Consents Payment Confirm

Units

4-H Clubs and Units

Youth members and Cloverbuds must select at least one club or unit for membership. If you select more than one, please designate which club is your primary club/unit.

- Maryland 4-H Clubs include Community Clubs, Project Clubs, Clover Clubs, and Activity Clubs
- Maryland 4-H Units include 4-H In School and 4-H After School programs, 4-H Camping programs, and 4-H Partner organizations
- Youth who want to join 4-H ONLY to attend a 4-H Camp should choose "4-H Camping" as their membership unit.

Only adults who serve as **Club/Unit Volunteers** will be required to select a 4-H club or unit. Adults who serve as Project or Program Volunteers will not select a 4-H club/unit.

On the next page you will see a drop-down list of 4-H clubs and units that are open for membership in your 4-H county/city. If you wish to join a club in another county/city, contact your local 4-H office for assistance.

Contact your local 4-H Team if you have questions about specific 4-H clubs or units.

Select Units

Invoice

University of Maryland - Youth Program Fee	\$10.00
Total:	\$10.00

A window will open that displays all 4-H units in your county/city 4-H program that are accepting members. You will see **only** units that are located in your 4-H county/city or that are open to all 4-Hers across Maryland.

- Click **Add** to select a unit and add it to your enrollment.
- Click the **Select Units** button and repeat to add more units, if you like.

There is no limit on the number of units a 4-H member may join, but 4-Hers are expected to actively participate in each unit.

If you want to join a unit that is located in a different 4-H county/city, contact your local 4-H office for assistance.

If you have chosen more than one unit, you must designate one as your **primary unit**. If necessary, click the **Change to Primary** button to mark the unit you want to be your primary.

- If you select both a club and other types of units, you must designate the **4-H Club** as your primary unit.
- If you select more than one 4-H Club, it is your choice which one is your primary unit.

To remove a unit from your enrollment, click the trash can icon next to the unit name/type.

Once you have added all units you want to participate in for the 4-H year, click the **Next** button.

2. Projects

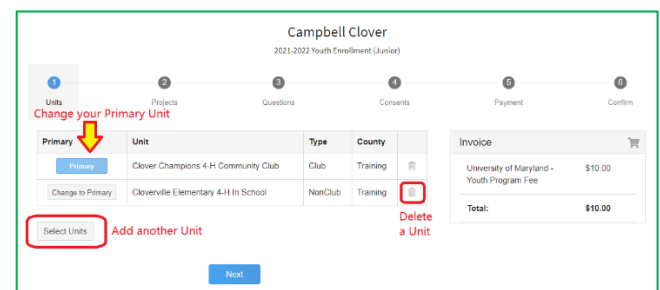
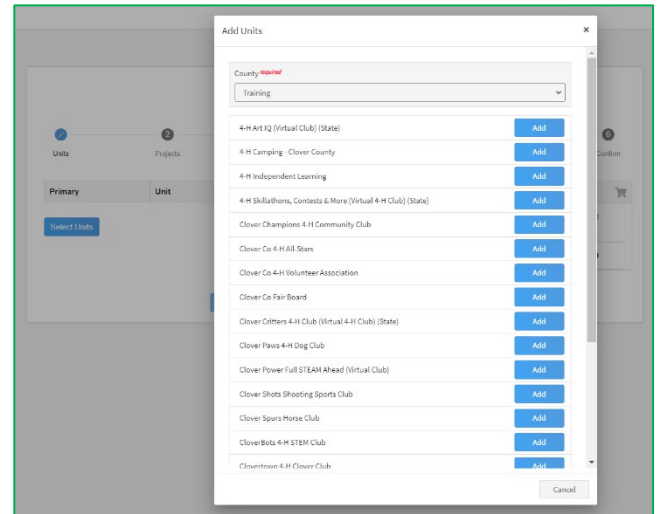
Youth must select at least one 4-H project. There is no limit to the number of projects a 4-Her can select, but they must be willing to complete project work in each of them. Project work may include attending meetings, giving talks, creating exhibits, entering contests or fairs, completing a 4-H Project Record Book, etc.

Cloverbud members (ages 5-7) may only enroll in one of two projects:

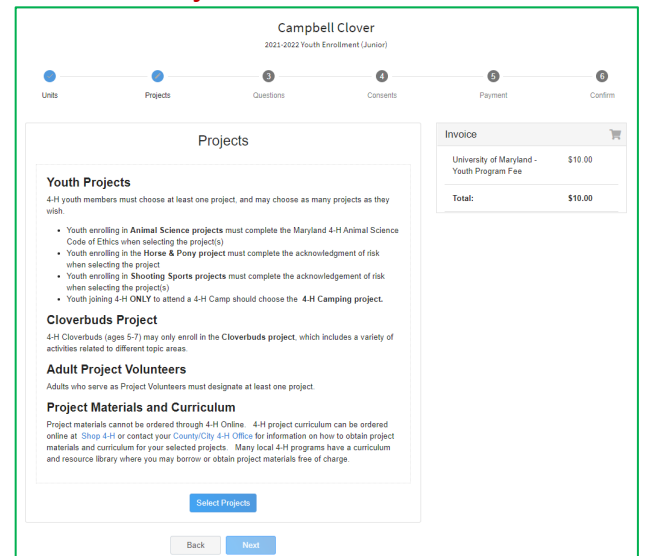
- The **Cloverbuds** project, which includes a variety of age-appropriate activities on different topics
- The **4-H Camping** project, if the member is enrolling to participate in a Maryland 4-H Camp.

Youth new to 4-H who do not know what projects they want to pursue are encouraged to choose **Exploring 4-H** as their project. Youth who are joining Maryland 4-H just to attend a 4-H camp may choose **4-H Camping** as their project.

Units Selection Menu



Projects Instruction Screen



After reading the instructions for the Projects section, click **Select Projects**. A window will open that displays 4-H projects the member may choose from. To select projects:

- Select the unit you want your project to be associated with. Only 4-H units you added to your enrollment in the previous step will be displayed.
- Click the **Add** button next to the project you want to add to your enrollment. Repeat to add more projects, if you like.

Certain projects will have required agreements or acknowledgements that must be completed before the project can be added to the enrollment. The projects are:

Animal Science Projects:

The **Maryland 4-H Code of Animal Science Ethics** applies to all 4-H projects involving live animals. It will appear for each animal science project the 4-Her chooses. The 4-Her and a parent/guardian must read, agree to, and sign the agreement by typing their names in the required fields. The project may not be added to the enrollment unless agreement is documented.

The Code of Animal Science Ethics is required even if the member does not intend to show or interact with live animals as part of the project. Contact your local 4-H Educator if you have questions about the Code or how it applies to your project.

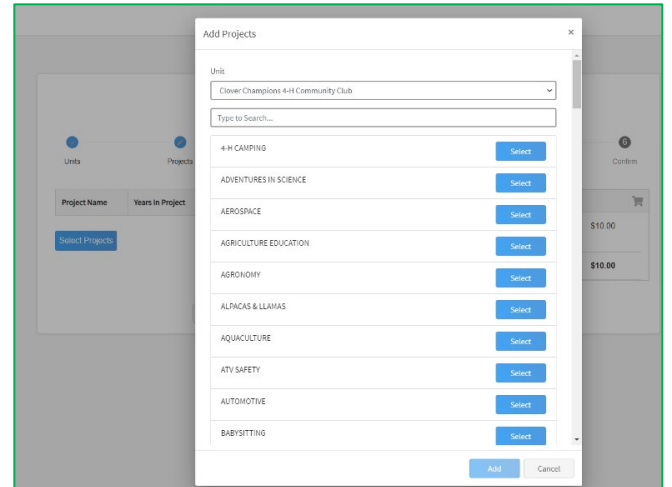
Shooting Sports Projects:

The **Shooting Sports Project Consent** notifies 4-Hers of the potential risks of participating in Shooting Sports project activities. It will appear for each Shooting Sports discipline project the 4-Her chooses. The 4-Her and a parent/guardian must read and sign the acknowledgement by typing their names in the required fields. The project may not be added to the enrollment unless agreement is documented.

Horse & Pony Project:

The **Horse & Pony Project Consent** notifies 4-Hers of the potential risks of participating in Horse & Pony project activities. The 4-Her and a parent/guardian must read and sign the acknowledgement by typing their names in the required fields. The project may not be added to the enrollment unless agreement is documented.

Projects Selection Menu



Maryland 4-H Code of Animal Science Ethics

4-H members enrolled in animal science projects (e.g., beef, camelids, dairy, dog, goat, horse, poultry, rabbit, sheep, small pet, and swine) shall, at all times, conduct themselves with honesty and good sportsmanship, including while with their projects and at all 4-H animal science activities and events. Their conduct should always reflect the highest standards of honor and dignity to promote the advancement of 4-H and its animal science program. 4-H members, as well as parents, UME volunteers and others working with them, are under an affirmative responsibility to do more than avoid improper conduct or questionable acts; and their conduct and values must serve as a positive influence on others.

This Code of Ethics applies to all 4-H members who are enrolled in animal science projects, and to others (4-Hers, parents, volunteers, owners, etc.) who participate in the animal science program; and it covers daily animal care, as well as participation in competition and other 4-H animal activities and events.

Shooting Sports Project Consent

While participating in the Maryland 4-H Shooting Sports project, youth and adults will come into contact with sporting equipment of the appropriate shooting sports discipline, and with participants and instructors handling that equipment. Shooting Sports activities carry inherent risks and can be potentially dangerous despite all safety precautions. The intrinsic dangers of 4-H Shooting Sports activities include but are not limited to:

- Minor injury from equipment operation (pinches, cuts, bruises, etc)
- Discomfort, diminished function, or pain due to body position or activity (muscle soreness, cramping, etc)
- Injury due to strikes from projectiles, equipment, and/or surrounding environmental materials
- Serious physical injury, up to and including death

Horse & Project Pony Consent

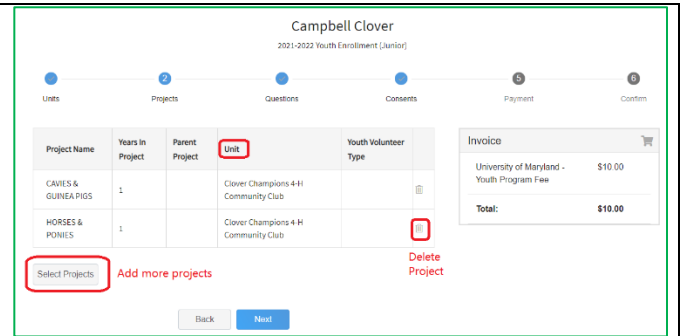
While participating in the Maryland 4-H Horse and Pony project, youth and adults may come into close contact with horses, ponies, and other equines. Activities involving equines carry inherent risks and can be potentially dangerous despite all safety precautions. The intrinsic dangers of equine activities include but are not limited to:

- The propensity of equines to behave in ways that may result in injury, harm, or death to persons on or around them
- The unpredictability of an equine's reaction to such things as sounds, sudden movement, and unfamiliar objects, persons, or other animals.
- Certain hazards such as surface and subsurface conditions

Review your project list before continuing to the next step.

- To remove a project from your enrollment, click the trash can icon.
- If you want to change which unit your project is associated with, first delete the project then click the **Select Projects** button. Choose the correct unit and project to add the project back to your enrollment.

Once you have added all projects you want to participate in for the 4-H year, click the **Next** button.



Campbell Clover
2021-2022 Youth Enrollment (Junior)

Units | Projects | Questions | Consents | Payment | Confirm

Project Name	Years in Project	Parent Project	Unit	Youth Volunteer Type
CARES & GUINEA PIGS	1		Clover Champions 4-H Community Club	
HORSES & PONIES	1		Clover Champions 4-H Community Club	

Select Projects | Add more projects | Delete Project

Back | Next

Invoice

University of Maryland - Youth Program Fee \$10.00

Total: \$10.00

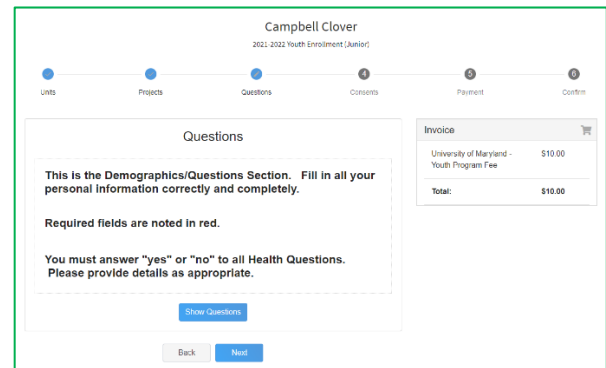
3. Questions

After reading the instructions, click **Show Questions** to go to the Questions page. Complete the enrollment questions. If you were enrolled in 4-H last year, some of the question fields will already be filled with your information. 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 grade
- Demographics** – Race, ethnicity, and residence
- Emergency Contact** – 1 or 2 adults
- Parent/Guardian** – 1 or 2 adult parents/legal guardians
- School** – Name and type of school the member attends
 - If your school is not listed, click the second option and enter your school name and type.
- Military** – Service by your family
- Other questions** – information for your local 4-H program
 - Communications** – family preference
 - Languages** – any languages other than English the member speaks fluently
 - T-Shirt size** – youth member size
 - Health Information** – information about health or wellness issues that may affect the member's participation in 4-H programs, activities, and events. A yes/no answer is required for each question; details are optional but encouraged for "yes" answers

Questions Instruction Screen



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2021-2022 Youth Enrollment (Junior)

Units | Projects | Questions | Consents | Payment | Confirm

Questions

This is the Demographics/Questions Section. Fill in all your personal information correctly and completely.

Required fields are noted in red.

You must answer "yes" or "no" to all Health Questions. Please provide details as appropriate.

Show Questions

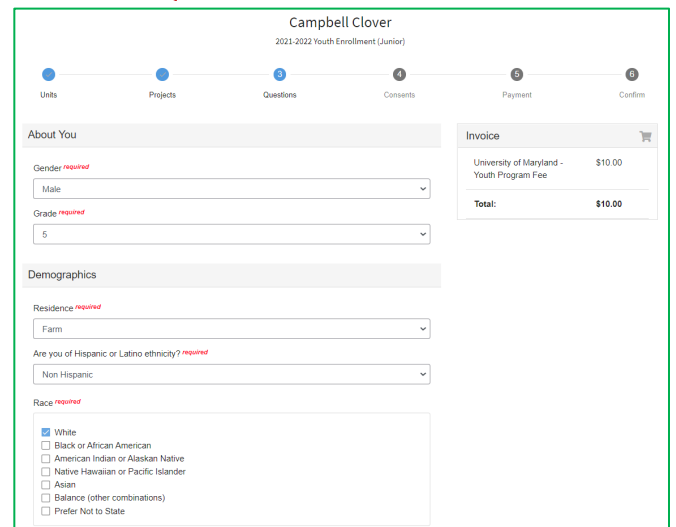
Back | Next

Invoice

University of Maryland - Youth Program Fee \$10.00

Total: \$10.00

Questions Sections & Fields



Campbell Clover
2021-2022 Youth Enrollment (Junior)

Units | Projects | Questions | Consents | Payment | Confirm

About You

Gender **required**
Male

Grade **required**
5

Demographics

Residence **required**
Farm

Are you of Hispanic or Latino ethnicity? **required**
Non Hispanic

Race **required**

White
 Black or African American
 American Indian or Alaskan Native
 Native Hawaiian or Pacific Islander
 Asian
 Balance (other combinations)
 Prefer Not to State

Invoice

University of Maryland - Youth Program Fee \$10.00

Total: \$10.00

Health information is used for program planning purposes only. Additional, more detailed health forms and releases may be required for 4-H events or activities such as camps, overnight trips, contests, etc. Any additional health forms will be collected as part of the registration process for the specific activity or event.

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.

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

Health Information - 4-H Member

Please answer the following questions regarding the 4-Her's general health and wellness. Parents/guardians are **strongly encouraged**, but not required, to provide the requested information so that Maryland 4-H faculty, staff, and volunteers can best meet your child's needs. Parents/guardians are also encouraged to discuss any health concerns that might affect a 4-Her's participation in certain activities with the club or program leader. In many cases, accommodation or assistance can be given to help the 4-Her have a full, positive experience.

This information will be used for program planning purposes ONLY. Youth and adults who attend certain 4-H events and activities (including camps) will be required to complete and sign a comprehensive 4-H Health Form as part of the registration process.

You must answer each Yes/No question to proceed with enrollment, but it is your choice what detailed information you want to disclose.

Do you have any food allergies? **required**

- Yes (Describe below)
- No

Food Allergies: What are they and what reaction do they cause?

4. Consents

Two consents are required for youth 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

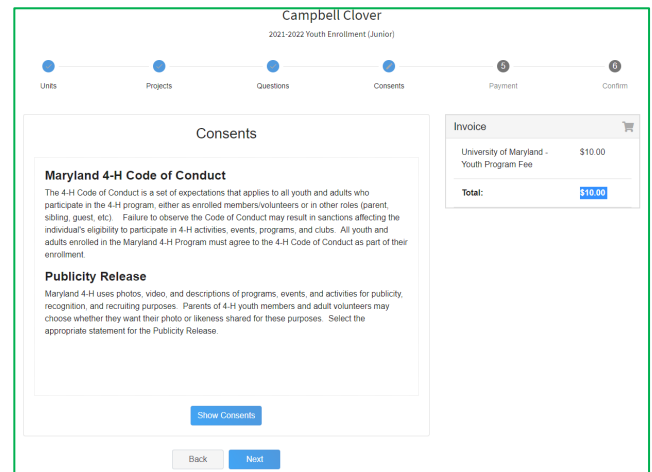
The Code of Conduct outlines behavior expected of 4-H members and families. Youth and parents/guardians should review the Maryland 4-H Code of Conduct together when enrolling. Both the 4-Her and a parent/guardian must electronically sign the Code of Conduct by typing their names in the fields and clicking 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. Parents/guardians may choose whether 4-H can use images or likenesses of their child for these purposes. After reading the Publicity Release document, select the appropriate option and electronically sign by typing the 4-Her's name and parent/guardian's name in the fields. Both names must be typed and an "agree" or "disagree" option must be chosen to proceed with the enrollment.

If you change your mind later in the year about whether you want to allow 4-H to use your child's image, contact your local 4-H office. They can help you change your selection on this consent.

Consents Instructions



Consents

Maryland 4-H Youth Code of Conduct

Youth Code of Conduct:

Maryland 4-H expects youth participating in programs to behave in an acceptable manner and in accordance with the Maryland 4-H Code of Conduct outlined on the reverse of this document. 4-H participants who engage in unacceptable conduct are subject to discipline. Youth behaviors that are unacceptable under the Code of Conduct include, but are not limited to:

- Possession, use, or distribution of alcohol and/or illegal or illicit drugs
- Possession or use of weapons or dangerous materials
- Possession or use of tobacco products, including smokeless tobacco, e-cigarettes, smokeless "vaping" devices, and/or other nicotine delivery devices

Maryland 4-H Publicity Release

The Maryland 4-H Program and the University of Maryland often use images of "4-Hers in action" to promote programs and activities, recognize achievement, and share the fun of 4-H. Maryland 4-H members and adults may be photographed or videotaped at 4-H events on the local, state, and national level. Images identifying 4-H youth will not be publicized without permission of a parent/guardian, which must be indicated in the 4-Her's current year 4-H Online record. This permission must be renewed annually, at member enrollment.

5. Payment

Maryland 4-H charges a \$10.00 enrollment fee for each youth member. You will see the fee reflected on the invoice.

If you enroll more than 3 youth members of your family, you will see the \$10.00 fee on each invoice and be required to designate a payment card for each individual enrollment record. The \$30.00 family fee cap will be automatically applied when the enrollments are approved. Only the first 3 approved enrollments will be charged.

A payment method must be selected for the enrollment fee before the enrollment request can be submitted. Payment must be a valid bank-issued debit/credit card or a prepaid debit card with sufficient funds available.

If you do not already have a payment method saved in your family profile, add card information in the fields and click **Add Credit Card**. Once you add a card, it will be available for you to select when enrolling additional youth members.

If you already have a payment method saved in your family profile, you may select the existing card or add a new card.

Card information can only be viewed and edited by a family member in the family profile. 4-H Online Managers cannot access or edit card information.

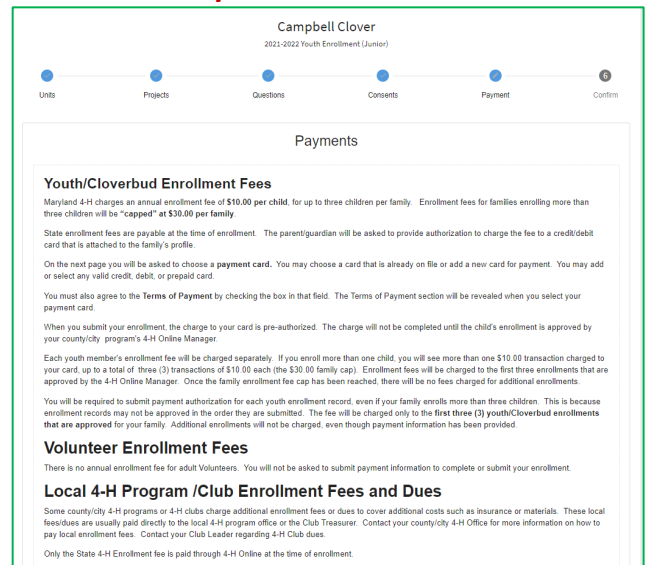
Review the **Terms of Payment** and click the agreement button. Click **Next** to proceed.

TIP: A valid credit/debit card number must be entered or selected to move to the next step. If you cannot proceed to the next screen, be sure you have entered a valid card and checked the Terms of Payment Agreement.

No-Fee Enrollments

Certain 4-H units are designated as “no-fee” because they are funded by sources other than membership fees. If your child selects a “no-fee” unit as their **only** 4-H unit, you will see that no enrollment fee has been charged. The fee section will reflect \$0.00 when you submit your record. You are not required to select or enter a payment card when submitting a no-fee enrollment, so the payment step will be skipped.

Payments Instructions



Campbell Clover
2021-2022 Youth Enrollment (Junior)

Units Projects Questions Consents Payment Confirm

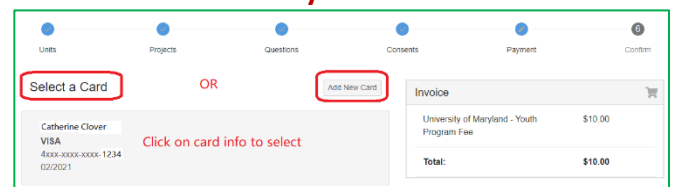
Payments

Youth/Cloverbud Enrollment Fees
Maryland 4-H charges an annual enrollment fee of \$10.00 per child, for up to three children per family. Enrollment fees for families enrolling more than three children will be “capped” at \$30.00 per family.
State enrollment fees are payable at the time of enrollment. The parent/guardian will be asked to provide authorization to charge the fee to a credit/debit card that is attached to the family’s profile.
On the next page you will be asked to choose a payment card. You may choose a card that is already on file or add a new card for payment. You may add or select any valid credit, debit, or prepaid card.
You must also agree to the Terms of Payment by checking the box in that field. The Terms of Payment section will be revealed when you select your payment card.
When you submit your enrollment, the charge to your card is pre-authorized. The charge will not be completed until the child’s enrollment is approved by your county/city program’s 4-H Online Manager.
Each youth member’s enrollment fee will be charged separately. If you enroll more than one child, you will see more than one \$10.00 transaction charged to your card, up to a total of three (3) transactions of \$10.00 each (the \$30.00 family cap). Enrollment fees will be charged to the first three enrollments that are approved by the 4-H Online Manager. Once the family enrollment fee cap has been reached, there will be no fees charged for additional enrollments.
You will be required to submit payment authorization for each youth enrollment record, even if your family enrolls more than three children. This is because enrollment records may not be approved in the order they are submitted. The fee will be charged only to the first three (3) youth/Cloverbud enrollments that are approved for your family. Additional enrollments will not be charged, even though payment information has been provided.

Volunteer Enrollment Fees
There is no annual enrollment fee for adult Volunteers. You will not be asked to submit payment information to complete or submit your enrollment.

Local 4-H Program /Club Enrollment Fees and Dues
Some county/city 4-H programs or 4-H clubs charge additional enrollment fees or dues to cover additional costs such as insurance or materials. These local fees/dues are usually paid directly to the local 4-H program office or the Club Treasurer. Contact your county/city 4-H Office for more information on how to pay local enrollment fees. Contact your Club Leader regarding 4-H Club dues.
Only the State 4-H Enrollment fee is paid through 4-H Online at the time of enrollment.

Payments



Units Projects Questions Consents Payment Confirm

Select a Card OR Add New Card

Catherine Clover
VISA
4xxx-xxxx-xxxx-1234
02/2021

Click on card info to select

Invoice

University of Maryland - Youth Program Fee	\$10.00
Total:	\$10.00

Terms of Payment

ENROLLMENT FEES

The State Enrollment Fee will be charged to your designated payment method (credit/debit card) when the enrollment is approved by the County/City 4-H Online Manager. Enrollment Fees are nonrefundable once the enrollment is approved.

EVENT REGISTRATION FEES

Maryland 4-H generally does not grant refunds for event registration fees. Refer to event guidelines and registration materials for event-specific payment and refund policies.

CHARGE-BACKS AND NSF FEES

Maryland 4-H will assess a \$25.00 fee for payments that are charged back due to dispute or returned for nonsufficient funds (NSF).

UNPAID FEES

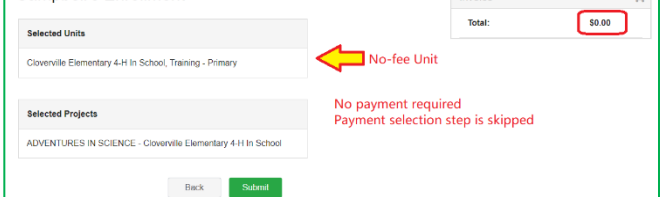
Maryland 4-H reserves the right to refuse registration for 4-H events or programs to a member/family for past due unpaid fees.

I understand and agree to these Terms of Payment. *required*

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Campbell's Enrollment



Units Projects Questions Consents Payment Confirm

Selected Units
Cloverville Elementary 4-H In School, Training - Primary

Selected Projects
ADVENTURES IN SCIENCE - Cloverville Elementary 4-H In School

Back Submit

Invoice

Total:	\$0.00
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No-fee Unit

No payment required
Payment selection step is skipped

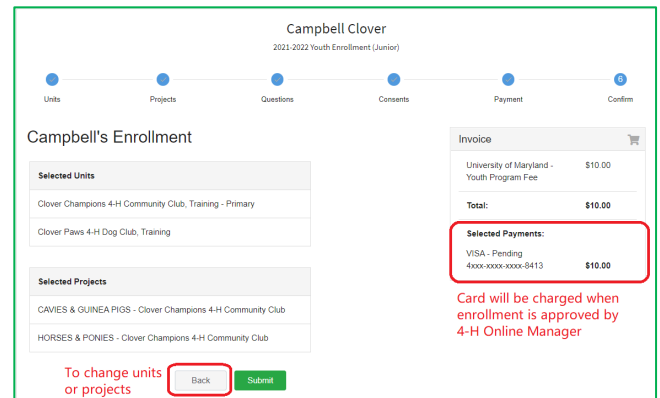
6. Submitting Your Enrollment

Review the enrollment and fee information. You will see that payment status is **Pending**.

If you want to make changes, use the **Back** button at the bottom of the screen to return to the page you wish to update. Make the necessary changes then proceed again to the Confirmation screen.

If the information is correct, click the green **Submit** button to complete your enrollment.

When you submit the enrollment, you will no longer be able to edit or change the record. The record will then be reviewed and approved by your local 4-H program's 4-H Online Manager. The enrollment fee will be charged to your payment method when the record is **approved** by the 4-H Online Manager.



7. Confirmation

After you submit your enrollment, you will be returned to the **Member List** of your family profile. You will see the youth's Enrollment Status has changed to "Submitted."

You will also receive an email confirmation that the submitted record has been received. The email will be sent to the email address listed in your family profile. If you don't see the email within 15 minutes of submitting your enrollment, check your email filters and spam folders.

The local 4-H program's 4-H Online Manager will review the enrollment record. If it is complete, they will approve the record and the 4-Her is "officially" enrolled! You will receive an email confirming your enrollment is approved. You will also receive a separate email confirming your enrollment fee payment.

If the 4-H Online Manager has a question about or finds an error in your submitted enrollment record, they will send it back to you with instructions to correct the discrepancy and re-submit.

If you have questions about the Youth Enrollment process or need help completing an enrollment, contact your local 4-H office. They will be happy to help!

