

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 “resets” all youth and adult membership records for the new year. Shortly after the system resets, 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, including enrollment deadlines for specific projects or fair exhibitor eligibility.

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.

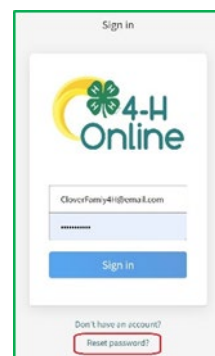
Some county/city 4-H programs and/or clubs may charge additional enrollment fees to cover cost of supplies, materials, insurance, etc. Follow the instructions of the local 4-H program or club regarding payment of those local fees. County and club fees are NOT paid through 4-H Online at this time.

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

1. 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 reset using the link below the sign-in fields.
- If you do not have a family 4-H Online profile, follow the steps in the **Family Profile** guide to create one.

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.

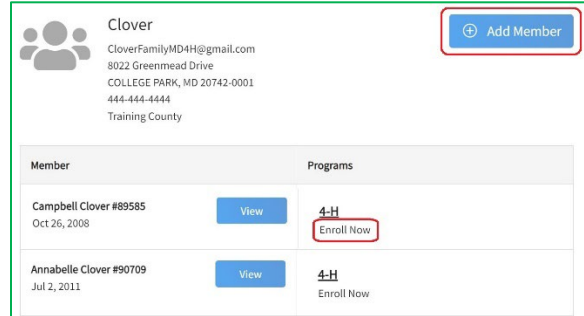
2. Locate or create the youth member record

- 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** 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)

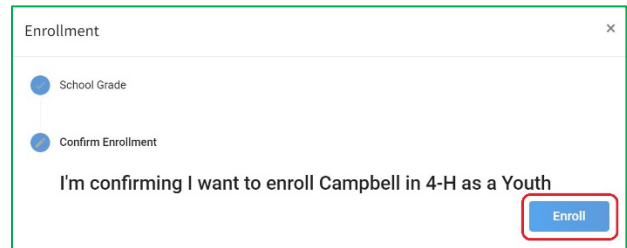
TIP: Be sure to read each instruction screen before proceeding to the next enrollment step.



Clover + Add Member

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

Member	Programs
Campbell Clover #89585 Oct 26, 2008 View	4-H Enroll Now
Annabelle Clover #90709 Jul 2, 2011 View	4-H Enroll Now



Enrollment

- School Grade
- **Confirm Enrollment**

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

Enroll

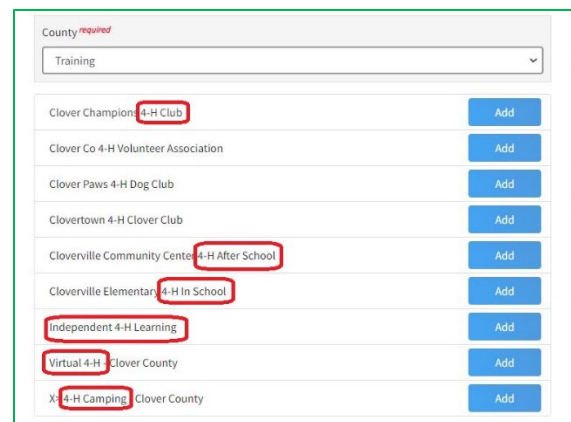
3. Select enrollment units.

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

- 4-H Clubs
- 4-H In School Units
- 4-H After School Units
- 4-H Camping Units
- Independent 4-H Learning
- Virtual 4-H

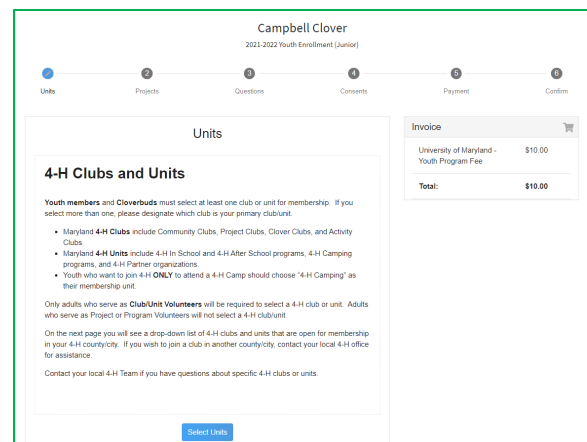
The instruction page for the Units section provides information about each type of unit.

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



County *required*
Training

Clover Champion 4-H Club	Add
Clover Co 4-H Volunteer Association	Add
Clover Paws 4-H Dog Club	Add
Clovertown 4-H Clover Club	Add
Cloverville Community Center 4-H After School	Add
Cloverville Elementary 4-H In School	Add
Independent 4-H Learning	Add
Virtual 4-H - Clover County	Add
X 4-H Camping - Clover County	Add



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/district. If you wish to join a club in another county/district, 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

To add a unit to your enrollment, click the **Select Units** button. A window will open that displays all 4-H units in your local 4-H program that are accepting members. You will see **only** units that are located in your family 4-H county.

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.

To add a club or unit to your enrollment click the **Add** button next to the unit's name. The unit information will appear on your unit list. Repeat the process to add more units to your enrollment, if desired.

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 they choose.

Three types of 4-H units have special rules for enrollment:

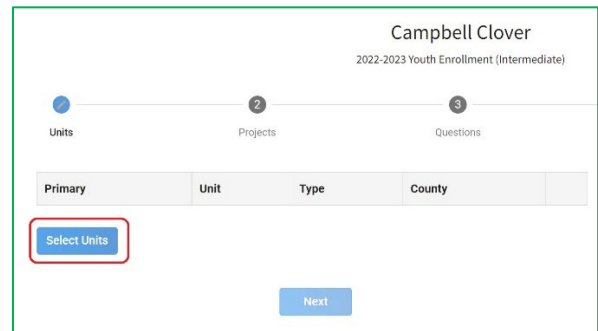
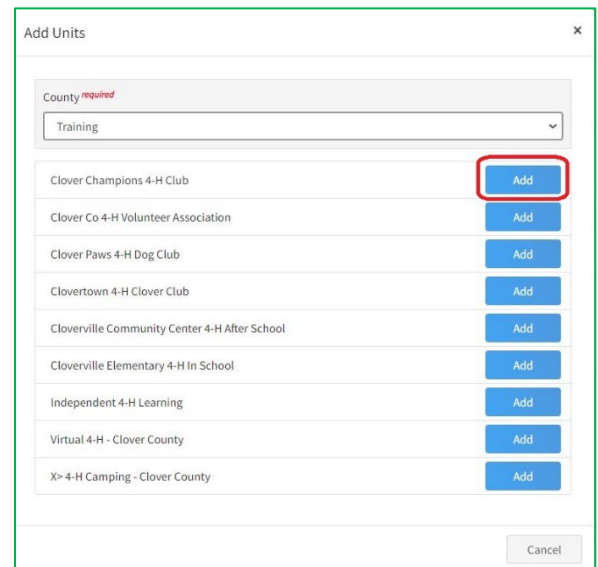
- **Independent 4-H Learning** is for youth who do not want to join any other type of 4-H club or unit. It must be the **ONLY** unit selected.
- **4-H Camping** is for youth who join 4-H solely to attend a 4-H Camp. It must be the **ONLY** unit selected.
- **Virtual 4-H** is for youth who wish to participate in Virtual Activity Clubs or other online-based 4-H units. Members may select Virtual 4-H in addition to other clubs/units, or it may be the only unit selected.

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 4-H unit.

- 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 at the end of the row.

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

Primary	Unit	Type	County	
Primary	Clover Champions 4-H Community Club	Club	Training	🗑️
Change to Primary	Clover Paws 4-H Dog Club	Club	Training	🗑️

Select Units

Primary	Unit	Type	County	
Primary	Clover Champions 4-H Community Club	Club	Training	🗑️
Change to Primary	Clover Paws 4-H Dog Club	Club	Training	🗑️

Select Units

4. Select 4-H projects.

Youth must select at least one 4-H project. There is no limit to the number of projects a youth member 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 the **Cloverbuds** project, which includes a variety of age-appropriate activities on different topics.

Youth who are new to 4-H are encouraged to choose **Exploring 4-H** as their project.

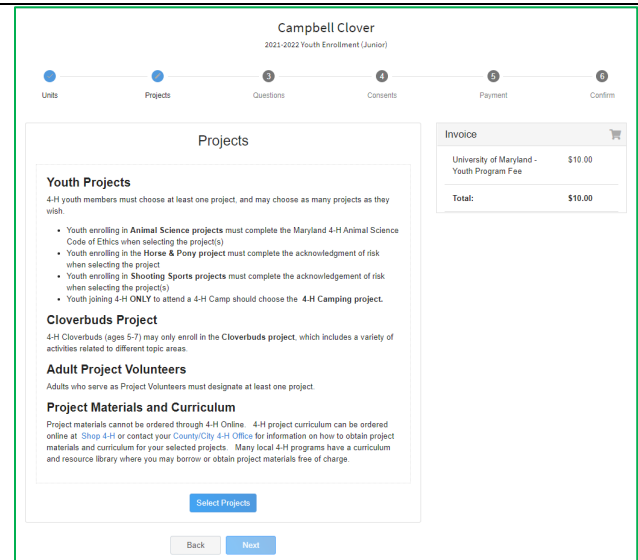
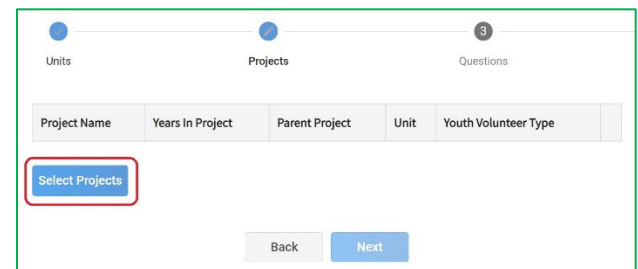

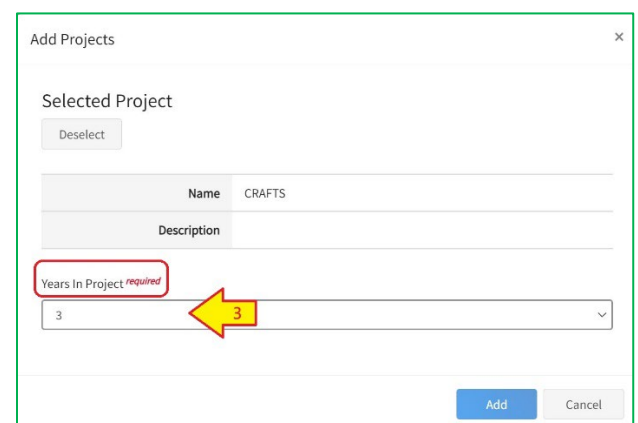
Youth who are joining Maryland 4-H only to attend a 4-H camp may choose **4-H Camping** as their project.

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:

1. 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.
2. Click the **Select** button next to the project you want to add to your enrollment.
3. Enter the number of years you have participated in this project. Count this year as the beginning of a new year. For instance, if you were enrolled in the Crafts project for the last two years, this is your third year in the project. You would select **3** for the Years in Project field.

Click **Add** to add the project to your enrollment.

Repeat this process to add other 4-H projects you wish to enroll in.

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 member selects. Both 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.

Horse & Pony Project

The **Horse & Pony Project Acknowledgement of Risk** notifies members of the potential risks of participating in Horse & Pony project activities. Both 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.

Shooting Sports Projects

The **Shooting Sports Project Acknowledgement of Risk** notifies members of the potential risks of participating in 4-H Shooting Sports project activities. It will appear for each Shooting Sports discipline project the 4-Her chooses. Both 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.

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.

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.

Horse & Project Pony Consent

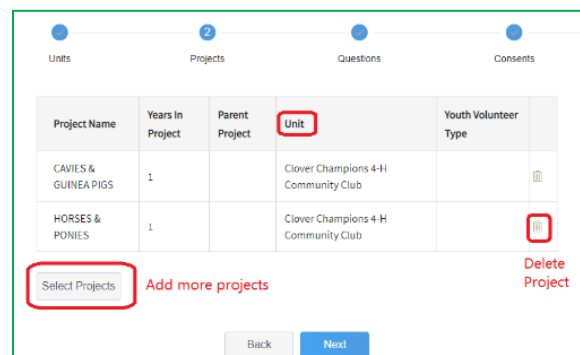
While participating in the Maryland 4-H Horse and Pony project, youth and adults may come into close contact with horses, ponies, and other equines. Activities involving equines carry inherent risks and can be potentially dangerous despite all safety precautions. The intrinsic dangers of equine activities 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

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



The screenshot shows a navigation bar with four tabs: Units, Projects, Questions, and Consents. The 'Projects' tab is active. Below the navigation bar is a table with the following columns: Project Name, Years in Project, Parent Project, Unit, Youth Volunteer Type, and a trash can icon. Two rows are visible in the table:

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

Below the table, there is a 'Select Projects' button (highlighted with a red box), an 'Add more projects' link, and a 'Delete Project' button (with a red trash can icon). At the bottom of the interface are 'Back' and 'Next' buttons.

5. Answer enrollment 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 pre-filled with your information. Please carefully review any pre-filled fields and update them as needed. Questions with a red **required** note must be completed before you can move to the next step.

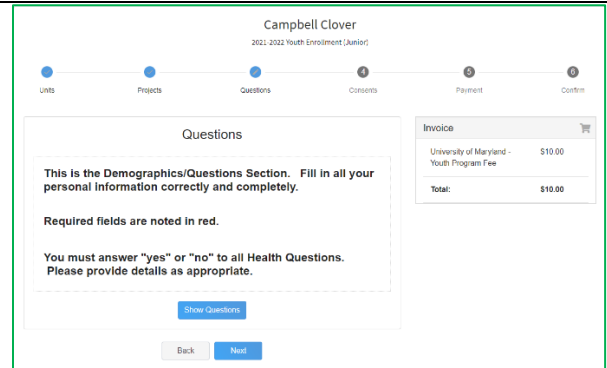
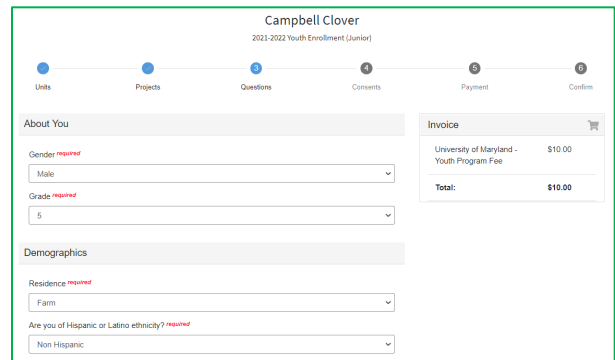
You will be asked to provide information in the following sections:

- **About You** – Gender and grade
- **Demographics** – Residence, ethnicity, and race
- **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
 - **Enrollment Notes** – anything about this enrollment you want your local 4-H office to know
 - **Correspondence** – 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

Health information is used only for program planning purposes. 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 4-H 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.

Enrollment Notes

You can use the space below to send a note about this enrollment to your local 4-H office.

EXAMPLES:

- *Chris would like to join the 4-H Virtual Book Club. Please add it to his enrollment when it is open.*
- *Holly was a member of the Guinea Pig Club in Clover County last year. Please assist us in enrolling her in that club again this year, since it is in another county.*

Enrollment Notes for my 4-H Office

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?

6. Sign the required consents.

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

- Maryland 4-H Youth 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 **Maryland 4-H Youth Code of Conduct** outlines behavior expected of 4-H members and families. Youth and parents/guardians should review the 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 **Maryland 4-H Publicity Release**, 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.

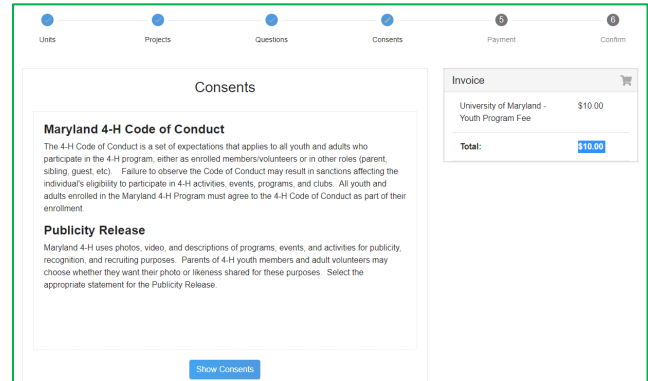
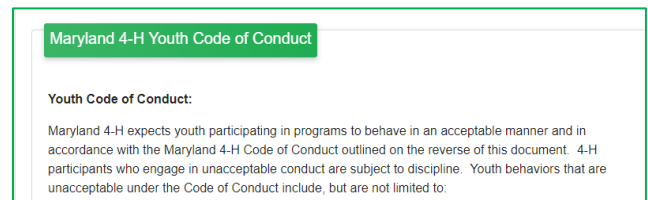
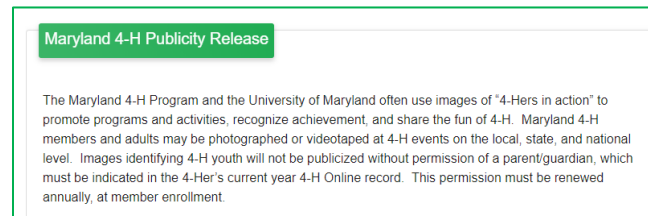
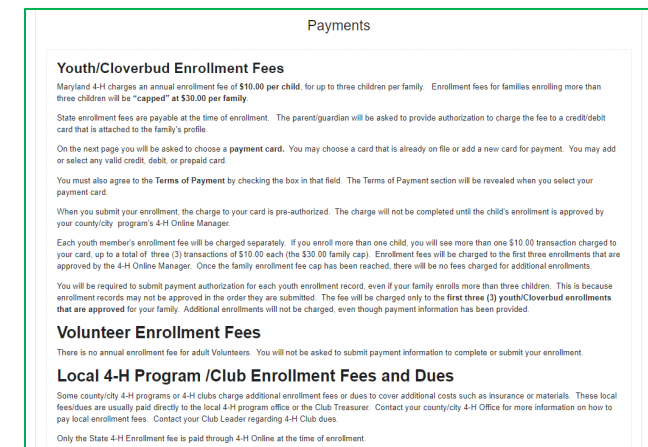
If you change your mind later in the year about whether you want to allow 4-H to use your child’s image, contact your local 4-H office. They can help you change your selection on this consent.

7. Authorize enrollment fee 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.

Enrollment fee waivers may be granted for financial hardship or other reasons. Contact your local 4-H office for more information.

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 remain in your family profile and 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 view, 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

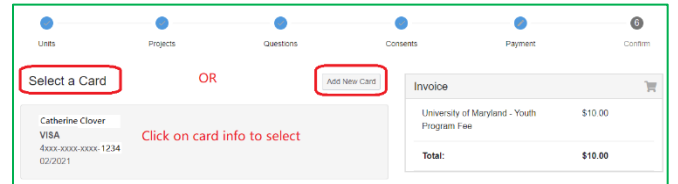
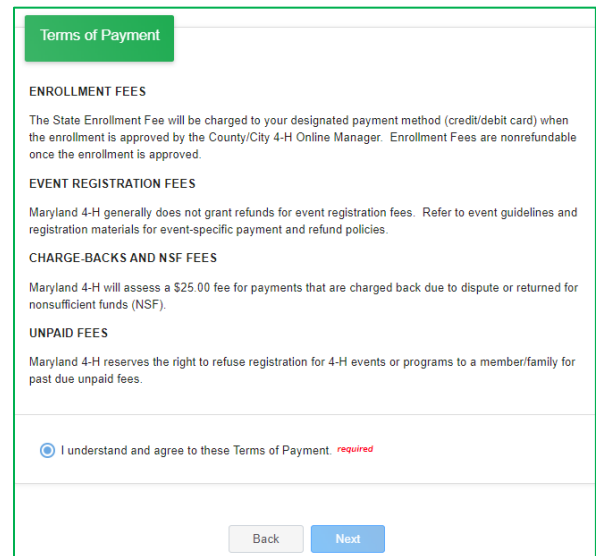
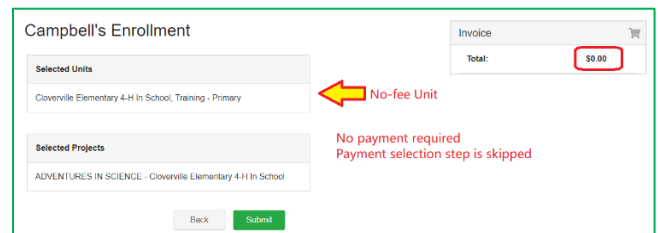
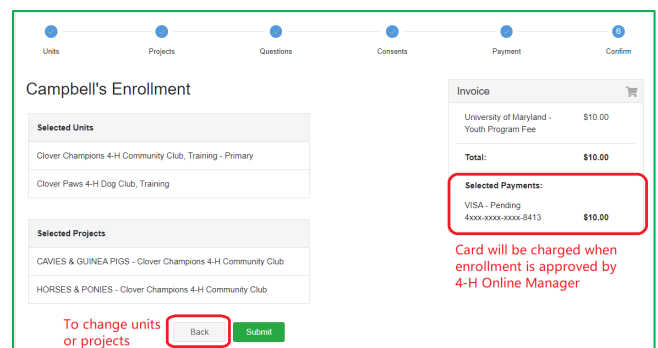
Certain 4-H units are designated as “no-fee” because they are funded by sources other than membership fees. If your child selects a “no-fee” unit as their **only** 4-H unit, you will see that no enrollment fee has been charged. The fee section will reflect \$0.00 when you submit your record. You are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

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

Once you submit the enrollment you will no longer be able to edit or change the record. It be reviewed your local 4-H program. The enrollment fee will be charged to your payment method when the record is **approved** by a 4-H Online Manager.

9. Enrollment 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.

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!

10. Incomplete or returned enrollments

If you do not finish your enrollment you can return to your incomplete record by clicking the **Continue Enrollment** link next to the member's name on the family profile Member List.

If your enrollment was returned for correction, click the **Resubmit Enrollment** link next to the member's name. You can then make any necessary changes and submit the corrected enrollment. If you have questions about what corrections need to be made, contact your local 4-H office.

Campbell Clover #89585 Oct 26, 2008	View	4-H Youth - Awaiting Review Enrollment Submitted
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Campbell Clover #89585 Oct 26, 2008	View	4-H Youth - Incomplete Continue Enrollment
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Campbell Clover #89585 Oct 26, 2008	View	4-H Youth - Resubmit Resubmit Enrollment
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