

Volunteer Enrollment

Changing Clubs/Units and Projects

When a returning 4-H volunteer enrolls, they select the roles in which they will volunteer for the year. Unit Volunteers designate which clubs/units they will lead. Project Volunteers identify which 4-H projects they will lead or coach for a 4-H club/unit or for the local or state 4-H program.

Over the course of the year, a volunteer may wish to change their club/unit or project affiliation. A 4-H volunteer may make changes to their **approved** enrollment by logging in to their 4-H Online member profile and updating their club/unit membership and projects.

4-H volunteers may make the following changes to their approved enrollments:

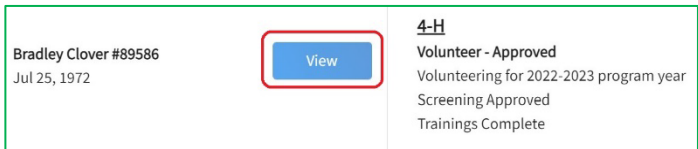
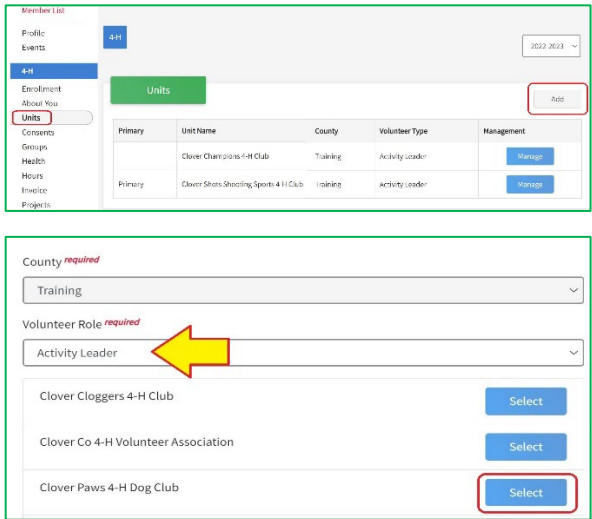
- Unit Volunteers may request to volunteer with a 4-H club or unit in their family county.
- Project Volunteers may add or drop projects from their enrollment.

4-H volunteers cannot change their volunteer role(s) or add clubs/units from another county to their own enrollments. These actions must be performed by a 4-H Online Manager at the local 4-H office.

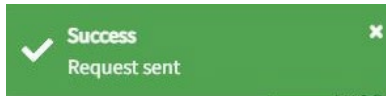
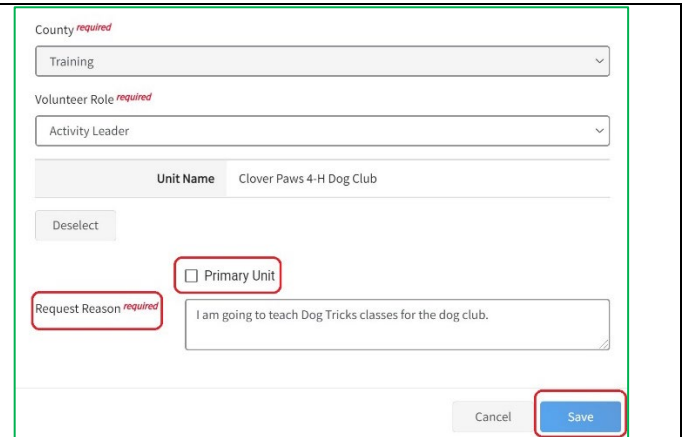
Enrollment club/unit and project changes may be made by 4-H volunteers up to the cutoff date designated by the local 4-H office. After that date, volunteers may ask their 4-H Online Manager to make club/unit or project changes for them.

Adding a 4-H Club or Unit from your Family County

To add a 4-H club or unit from your family county to your enrollment:

<p>1. Log in to your 4-H member profile.</p> <ul style="list-style-type: none"> • Log in to 4-H Online. • Click the View button next to your name on the family Member List. Your member profile will open. 	
<p>2. Request to join a 4-H club or unit.</p> <ul style="list-style-type: none"> • Click Units on the left sidebar menu. You will see a list of the clubs/units you belong to. • Click Add. You will see a list of all 4-H clubs/units in your family county that you don't already belong to. <p>NOTE: If you do not see a Units tab on your left sidebar menu, you are not a Unit Volunteer and you cannot add clubs/units to your enrollment</p> <ul style="list-style-type: none"> • Select the Volunteer Role you will perform for your new club/unit from the dropdown menu. You can only select roles that are in your enrollment. • Click Select next to the name of the club/unit you want to add. 	

- Type the reason you want to volunteer with this unit in the **Request Reason** field.
- If you want this to be your primary unit, check the **Primary Unit** box.
- Click **Save**. You will see a green flag verifying your request to join the unit has been sent to your 4-H Online Manager.

3. Confirm club/unit membership.

- Once your county/city 4-H Online Manager has approved your request, the unit will appear on your unit list.



Primary	Unit Name	County	Volunteer Type	Management
	Clover Champions 4-H Club	Training	Activity Leader	Manage
	Clover Paws 4-H Dog Club	Training	Activity Leader	Manage
Primary	Clover Shots Shooting Sports 4-H Club	Training	Activity Leader	Manage

Adding a 4-H Club or Unit from Another County

If you want to volunteer with a club/unit in **another county**, contact your local 4-H Educator. They will need to verify you have the appropriate volunteer roles and position descriptions for your involvement in the other county's 4-H program. They can also update your enrollment to reflect your volunteer service in multiple 4-H programs.

Dropping a 4-H Club/Unit

If you are no longer volunteering with a 4-H club/unit, contact your local 4-H office. A 4-H Online Manager can remove the club/unit from your enrollment.

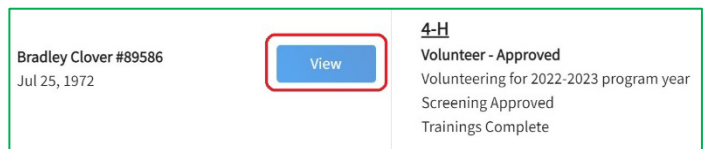
Adding or Dropping a 4-H Project

The State 4-H program project cutoff date is **June 30**. Your county/city 4-H program may have a different cutoff date based on exhibitor eligibility in local fairs or contests. Contact your local 4-H office to find out what your 4-H program's cutoff date is.

To make changes to your 4-H projects:

1. Log in to your 4-H member profile.

- Log in to 4-H Online.
- Click the **View** button next to your name on the family Member List. Your member profile will open.



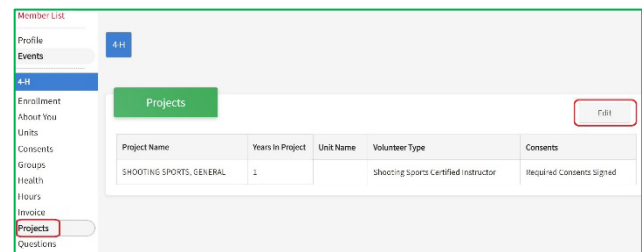
Bradley Clover #89586
Jul 25, 1972

View

4-H
Volunteer - Approved
Volunteering for 2022-2023 program year
Screening Approved
Trainings Complete

2. Add a project.

- Click **Projects** on the left sidebar menu. You will see a list of your projects.
- Click **Edit**. Your project list will open. Click **Select Projects** below the project name column.



Member List

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Events

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Consents

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Health

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Projects

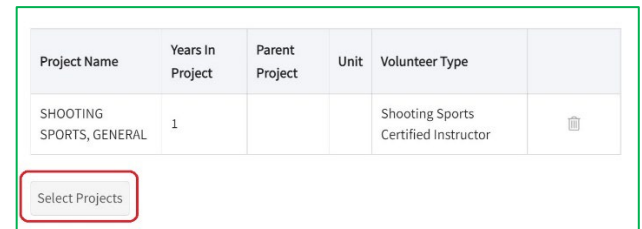
Questions

Project Name	Years In Project	Unit Name	Volunteer Type	Consents
SHOOTING SPORTS, GENERAL	1		Shooting Sports Certified Instructor	Required Consents Signed

Edit

NOTE: If you do not see a **Projects** tab on your left sidebar menu, you are not a Project Volunteer and you cannot add projects to your enrollment

- Select whether you volunteer in this project for the whole county or for a particular club/unit.
 - If you do not have any clubs/units in your enrollment you will not see this option. You are a county-level project volunteer.
- If you chose to volunteer at the unit level, select which **Unit** you want to add your new project to by choosing an option from the dropdown menu. Only clubs/units you are enrolled in will display.
- Click **Select** next to the name of the project you want to add.



Project Name	Years In Project	Parent Project	Unit	Volunteer Type	
SHOOTING SPORTS, GENERAL	1			Shooting Sports Certified Instructor	

Select Projects



Unit project volunteer or County wide project volunteer

Unit **1**

County

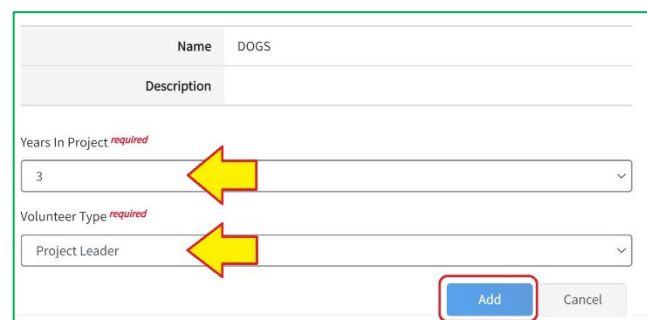
Unit *required*

Clover Paws 4-H Dog Club **2**

dogs

DOGS **Select**

- Type the number of years you have volunteered in the project and click **Add**.
- Select the Project Volunteer role you will perform for this project from the dropdown menu. Only Project Volunteer roles in your enrollment will display.



Name DOGS

Description

Years In Project *required*

3 **3**

Volunteer Type *required*

Project Leader **Project Leader**

Add Cancel

- If necessary, sign the **Project Agreement** (Animal Science & Shooting Sports projects). Click **Accept**.

- You will see that the project has been added to your project list.

I/we have read and understand the Maryland 4-H Code of Animal Science Ethics and the consequences and penalties provided for violations of the Code.

Member Name (Full Legal) *required*

Bradley Clover

Decline **Accept**

Project Name	Years In Project	Unit Name	Volunteer Type	Consents
DOGS	3	Clover Paws 4-H Dog Club	Project Leader	Required Consents Signed
SHOOTING SPORTS, SHOTGUN	6	Clover Shots Shooting Sports 4-H Club	Project Leader	Required Consents Signed

3. Drop a project.

- Click **Projects** on the left sidebar menu. You will see a list of your projects.
- Click **Edit**. Your project list will open.

4-H

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Projects Edit

Project Name	Years In Project	Unit Name	Volunteer Type	Consents
DOGS	3	Clover Paws 4-H Dog Club	Project Leader	Required Consents Signed
SHOOTING SPORTS, SHOTGUN	6	Clover Shots Shooting Sports 4-H Club	Project Leader	Required Consents Signed

- Locate the project you want to drop and click the trash can icon at the end of the row.
- You will see that the project has been removed from your project list.

Project Name	Years In Project	Unit	Volunteer Type	
DOGS	3	Clover Paws 4-H Dog Club	Project Leader	
SHOOTING SPORTS, SHOTGUN	6	Clover Shots Shooting Sports 4-H Club	Project Leader	