

4-H Enrollment "Volunteer"



NEW Enrollment System Fall 2021



<https://4h.zsuite.org/>

Video Demonstration - Adult

<https://youtu.be/WDkQZ4v8mn8>

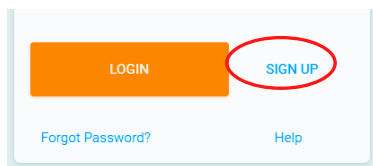


One Profile per family.

If you already enrolled youth, login to that Household profile to enroll as an adult volunteer.

No youth enrolled, create a Family HOUSEHOLD to enroll.

- **IMPORTANT:** User name and password will be used throughout the year and to enroll next year. **SAVE** for later!
- Passwords are 6 characters or more.

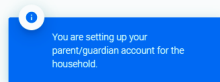


Email _____

Password _____

- Adult Enrollment is **ONLY** for those who want to be a "Certified" 4-H Volunteers. Both new and returning volunteers will complete the process.
- Must be at least 21 years old.
- Certification requires a background check.

Register New Household



STATE

Adult Email

Adult Email Confirmation

Adult First Name Adult Last Name

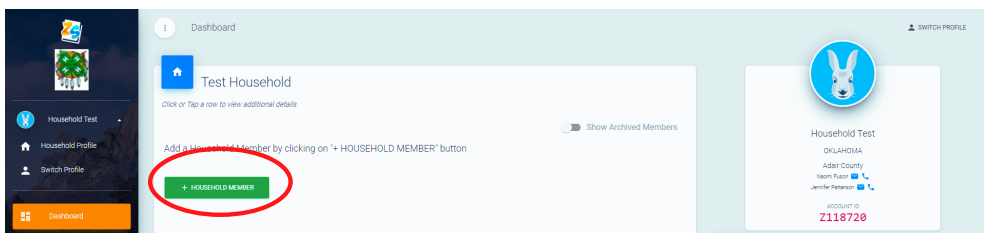
Password (Must be 6 or more characters)

Confirm Password

Primary Profile PIN
Must be at least 4 characters

Creating Volunteer Enrollment

Click '+ Household Member' to start a new member profile.



IMPORTANT

- Must be 21 years old to serve as a "certified" 4-H volunteer.
- Must have a background check every four years.
- To maintain certification, must annually complete required University trainings and four hours of continuing educations.

The screenshot shows a 'Test Household' management page. At the top, there's a header with a home icon and the text 'Test Household'. Below it, a link says 'Click or Tap a row to view additional details'. There are two rows of household members, each with a profile icon, the name 'test test', and buttons for 'VOLUNT', 'PLANNING PARENT', and 'VOLUNTEER'. A 'Show Archived Members' toggle is on the right. Below the rows, the 'Year' is set to '2020 - 2021'. A note states: 'Adult Enrollment is only for those applying for "Certification" or who are a "Certified" 4-H Volunteer. Certified adult volunteers must be at least 21 years old. Certification is necessary for adult volunteers who will be in direct contact with youth without the immediate supervision of a certified 4-H volunteer(s) or Extension. This includes but is not limited to: Clubs/Cloverbuds/Project Leaders and/or general Club Volunteers, Chaperones, and adults transporting youth as part of a sanctioned 4-H program. All certified volunteers require an initial Criminal Background Check. Background checks will be completed a minimum of every four years.' At the bottom, there are buttons for 'CONTINUE ENROLLMENT', 'VOLUNTEER EVENTS', 'HOUSEHOLD MEMBER', and 'PAY FOR ENROLLMENTS'.

Dates with a single digit must have a "0" in front of the number.

Complete required fields and other requested information.

The screenshot shows a 'Test Household' profile form. At the top, there's a header with a home icon and the text 'Test Household'. Below it, there's a profile picture placeholder with the text 'CHOOSE PICTURE'. The 'First Name' and 'Last Name' fields both contain 'Test'. Below the name fields, there's a 'CHOOSE A ROLE' dropdown menu with 'Volunteer' selected. At the bottom, there are two buttons: 'BACK' and 'CONTINUE'.

Please list any email which might be different than the "family" email.

The screenshot shows an enrollment form. The 'Email - if different from family email' field is highlighted with an orange box. Below it, there are fields for 'City *' and 'State'.

Continue completing all required fields.

If autofill is working, make sure information is correct.

Background checks are completed by "Sterling Volunteers." Invitation will be sent to email listed in enrollment. Complete within 7 days of initial email.

The screenshot shows the 'Enrollment in 4-H for test test 2020 - 2021' form. At the top, there's a header with the text 'Enrollment in 4-H for test test 2020 - 2021'. Below it, there are three tabs: 'PERSONAL INFO', 'WAIVERS', and 'CLUBS'. The 'PERSONAL INFO' tab is selected. Below the tabs, there's a section for 'Account Profile Information' with the text 'Edit in "Household Members" tab under Primary Profile'. The 'Name' field contains 'test test' and the 'Birth date' field contains '7/31/2014'. Below this, there's a section for 'Basic information' with fields for 'First Name *' and 'Middle Name'.

Creating New Volunteer Enrollment

New Volunteer - Applying to be Certified.

- Complete the required fields.
- Complete Background Check within 7 days of initial email.
- Complete three required trainings within 90 days of enrolling.

NEW - AS A CERTIFIED NEW VOLUNTEER - New - Applying to be Certified

Background Check Process: The county Extension office will submit your name and email to Sterling Volunteers (SV) for a Background Check. SV will send an invitation to login and complete the questions necessary to initiate the search. Each volunteer must have their own "unique" email. Family members cannot share the same email address. Each volunteer will get a copy of the Background Check. To comply with OCES - 4-H Youth Development guidelines, I understand a formal background check will be completed by a designated third-party agency 1) the initial year of certification, 2) every fourth year and/or 3) some reported adverse action would require an additional background check.

Have you ever been convicted of a crime, a criminal traffic offense, other than a minor traffic offense?

IMPORTANT:

- Electronic signatures are legally binding.
- No initials. Full name only.
- Carefully read and complete each Waiver.
- Some counties will require a medical form as part of the enrollment process.

PERSONAL INFO WAIVERS CLUBS

Read over and complete the following releases

[Informed Consent, Voluntary Waiver, Release of Liability and Assumption of Risks](#)

Informed Consent, Voluntary Waiver, Release of Liability and Assumption of Risks

I, the undersigned, wish for my Child (hereafter "Child") to participate in Oklahoma 4-H Youth Development program (hereafter "Program") as part of his/her annual enrollment, in consideration for my Child's participation, I

If volunteering for more than one club, one must be designated as your primary club.

Club Role:

- *General Volunteer*
- *Project Leader* - Working directly with youth in a "specific project."
- *Club Leader* - Must be approved by the Extension Office.

Enrollment in 4-H for test test
2020 - 2021

PERSONAL INFO WAIVERS CLUBS

Optional: Click the Add Club button to add one or more Clubs

+ ADD CLUB

PREVIOUS SAVE FOR LATER SUBMIT

Need help? Use the "Live Chat" feature during scheduled hours. After hours send an email.

ZSuite also offers an Accessibility Adjustments feature for your convenience.

