

Newly Enrolling 4-H Adult Volunteers

Effective July 1, 2018 – June 30, 2019

Introduction: Welcome – and thank you for your interest in becoming a 4-H Volunteer. The 4-H program year runs July 1 – June 30.

What are the steps to become a 4-H adult volunteer and to enroll for 2018-19?

1. **Complete your family profile in 4-H online.** Log in to [4honline](http://www.4honline.com) at <http://www.4honline.com> (Click on California and book mark this account.) Once you have completed your family profile, create individual profiles for your children and the adults that will enroll. Please make sure the email address on your profile is correct and one that you check regularly. Important 4-H information may be communicated via this address. Each adult needs an individual email address. One profile may be the same as one of the adult profiles.
2. When you complete and submit your profile, it will show as “Pending” on “my member list.” You will receive an automated email message with instructions on how to proceed with the online eXtension training. **Save this email.**
3. Begin the **Live Scan*** process as a priority. For instructions, refer to the next page.
4. Complete your online training: Follow the directions to create an account in eXtension <https://campus.extension.org>. Use the same email address as your 4honline individual adult profile email address. Remember, use Google Chrome or Firefox for the best results.
5. Confirm your eXtension account via the emailed notice you will receive.
6. Login to eXtension campus and select **4-H & Youth.**
7. **Select the 2018-19 CA New Volunteer Course in the online eXtension system.** Use the **password: SantaClara** to register in the training.
8. Provide your completion date of the live scan AND the eXtension completion via email to the Volunteer Enrollment Coordinator (VEC) **for your club.**
9. Make your payment of your state and county 4-H program fees. Please contact the VEC for your club to complete fee payment and submit your health form.
10. **Await approval as a 4-H Volunteer.** The County Director reviews and approves 4-H volunteer appointments after all the application requirements and mandatory trainings are completed. (e.g. you are signed up in 4hOnline, your fingerprints have cleared the *live scan screening process, you have completed the Volunteer Training in eXtension). You will receive an email when your volunteer enrollment is approved.
11. 4-H Adult Volunteers are not to be supervising 4-H youth or leading projects until their membership is “active.”
12. **If you need contact information for your club VEC,** please email Susan Weaver 408-646-7523

4-H INSTRUCTIONS FOR GETTING “LIVE SCAN” FINGERPRINTED

All 4-H Adult Volunteers are required to be fingerprinted upon their enrollment in The Santa Clara County 4-H Youth Development Program. Fingerprints/Live Scans are not shared between agencies. Therefore, an adult volunteer must follow the instructions below and clear the live scan process to become an approved 4-H Adult Volunteer.

Make an appointment.

- ❖ On the internet at <http://sherifflivescan.sccsheriff.org>,
- ❖ Tap the “Make Appointment” button
- ❖ Fill out the electronic form with the information that is shown below**. Enter your personal identification information. After your form is complete, tap the “Next” button
- ❖ Choose your location and an appointment date. The calendar will only highlight days that have appointments available. Tap “Next” (The sheriff’s office is very quick with an appointment)
- ❖ Choose a time of day. Tap “Next”.
- ❖ Confirm all of the information on the summary is correct and tap “Confirm”, “Cancel” or “Modify”
- ❖ Print the REQUEST FOR LIVESCAN form and take it with you to the appointment. It should automatically print 3 copies

****INFORMATION TO COMPLETE YOUR ONLINE LIVE SCAN ELECTRONIC FORM: Note; you only need answer questions with a RED asterisk.**

- ✓ **ORI # is:** A8522
- ✓ **Type of Application:** Volunteer
- ✓ **Type of license/certification:** 4-H Volunteer
- ✓ **Contributing Agency Information:** University of California Cooperative Extension, 1553 Berger Drive, Bldg.1, San Jose, CA 95112
- ✓ **Mail Code:** 05104
- ✓ **Contact Name:** Kim Rodegerdts
- ✓ **Contact Telephone #:** 530-750-1383
- ✓ **Your OCA Number:** leave this blank
- ✓ **Level of Service:** DOJ – Yes / FBI - No

When You Go to Get Fingerprinted:

Bring current photo ID **and** your “Request for Live Scan Service Application” forms and cash or a check. You will be charged a \$10.00 rolling fee by the Sheriff’s office

After you have been fingerprinted, provide **only** the date of your Live Scan to the VEC for your club and keep a copy of your receipt and the “Request for Live Scan Service Application” form for your records.

If you have any questions, please contact Susan Weaver at the 4-H office sjweaver@ucanr.edu