



# Timely Topics

## June 2012



The newsletter of the University of California  
Cooperative Extension 4-H Youth Development Program,  
Santa Clara County

Mission: The University of California 4-H Youth and Development Program engages youth in reaching their fullest potential while advancing the field of youth and development

### Believe it or not...

...it's that time of year again already. **4-H Re-enrollment!!** I can't believe how quickly this past program year has gone by. I want to thank so many of you for your continued support of our program and I hope this next program year will bring even more possibilities.

To make that all happen, current 4-H youth members and adult volunteers that wish to continue to be part of this great program need to re-enroll for the 2012-2013 program year by updating their 4hOnline profile. Re-enrollment is an annual event that begins July 1st.

All of the information that you entered in the 4hOnline system is still there but you need to update it. New Medical Release/Health History forms are needed for each returning youth member and for each adult volunteer. **New this year**, returning adult volunteers that update their 4hOnline profile **DO NOT** need to submit a new Confidential Self Disclosure form, only a new Medical Release form. You can use this link to get to the 4hOnline system:

<https://www.4honline.com/Login.aspx?4B0F494B57522A3B3B3A3D0D>

In this issue you will find the following information:

- Step-by-step instructions on how to re-enroll.
- Frequently Asked Questions about the 4honline system and re-enrollment.
- A list of forms that are needed for each youth and adult.
- A list of each club's enrollment chairs, so that you may contact them directly if you have additional questions.
- A rough calendar of annual events to participate in
- The County Calendar with immediate upcoming events

We hope that the re-enrollment process is easier for you all this year and we wish you a wonderful, fun and productive 4-H 2012-2013 Program Year!

Fe Moncloa  
4-H Youth Development Advisor

Jenel Vincze  
4-H Program Rep

## Step-by- Step Guide to Re-Enrollment Online

1. Using the link on Page 1 of this newsletter, go to the 4hOnline System:
2. Click the "I have a profile" radio button  
Enter your email address and password and leave the Role as Family. Hit the Login button. This should take you to your Member List page. When it does, skip to #10 below (Use the family email address we use to communicate with you. If you forgot your password, see #3 - #9 below)
3. If you can't remember your password, click the radio button "I forgot my password" and then click Send My Password. It will be sent to your email address.  
*(By the way, you may not have forgotten it. We may never have given it to you. And this is the easiest way to get it. You'll change it to something you like better as soon as you login.)*
4. Get the password from your email. Return to the login screen and click "I have a profile" again.
5. Enter you email again and your temporary password. Be sure Family is indicated as your Role.
6. Click on "Login"
7. Scroll down to Password Management.
8. Reset your password by entering the current one and then picking one of your own. It must be 8 characters with at least one number or symbol. Click Update Password. You'll get a message in green that the password has been reset.
9. Click :Continue".
10. Make any changes in your family information by clicking "edit family" next to the family name in the gray box. Don't forget to click "Continue" after you make any changes.
11. For each person you want to Re-Enroll, click on the "Edit" button to the right of their name in the blue box. Their "Personal Information" pages will appear. This box is also where you can add family members that were NOT enrolled last year

### Personal Information - Page 1 & 2

12. Scroll down and Click "Enroll for 2012-2013"
13. Check over all the information that was entered last year– make corrections where necessary.
14. If you are an adult volunteer or a Jr/Teen Leader or a club officer, check Yes under the Volunteer Section
15. Be sure to look at the whole page and make any changes needed and check all the boxes required.
16. Click on Continue at the bottom

### Additional Information-Page 3

17. Read through the ORB Agreement and either give consent or not.
18. Continue to scroll down and check the boxes for Waiver of Liability, Enrollment Confirmation, Photo Release and Medical Release form.
19. Download and complete the Medical Release/Health History Forms for your Club Enrollment Coordinator
20. Fill in any additional Information that is needed
21. Click on "Continue"

### Participation-Page 4 (CLUBS, PROJECTS,GROUPS)

22. On the Club tab, make sure your home club is selected. If you are changing clubs, Edit the current club and delete it. Then Select a Club from the drop down menu. If you are on the Leadership Team for your club, select your position. If not, hit the Add Club button. If you are participating in the same club, click on Continue.
23. This will take you to the Projects Tab. Scroll down to the Project List.
24. Look over your projects from last year
25. Age, School Grade, Years in 4-H, and Years in a Project have already been increased by 1 year
26. Add, edit or delete projects to reflect the 2012-2013 Program Year. When you add a project, be sure to select a volunteer type if you are an adult or a Jr./Teen Leader
27. Click on "Submit Enrollment" (We are not using the Groups function, so ignore it.) This will take you back to the Member List page where you may Re-Enroll another family member. Please make sure that the profiles are "Pending" and that there are no duplicate entries. When you have finished adding/re-enrolling members and printing all your forms, log out



## **Re-enrollment Frequently Asked Questions:**

### **What if I do not remember my password?**

Go to the 4honline.com website and click on "I forgot my password" and the 4honline.com system will send you a password. The 4-H Office does not have your password.

### **What if I do not remember what email address I used?**

Contact your Club's Volunteer Enrollment Coordinator (VEC). He/she has a list of the people enrolled in the club along with their email addresses.

### **What if I changed email accounts since last year?**

Contact your Club's VEC and ask them to update your Family Profile. Then you can access your profile and update it for the new program year

### **What if I don't have access to a computer or the Internet?**

Ask you Club Leader and/or VEC for a paper re-enrollment form or for an appointment to have them help you update your profile.

### **What if I am having trouble completing the re-enrollment form online, who do I contact?**

Contact your Club's VEC. A list of them is included in this newsletter.

### **I completed the online updates, what next?**

After you complete updating your information on the 4hOnline.com system your status will automatically change to 'pending' if you completed all the required check boxes or 'Incomplete' if you missed something. You need to give your Medical/Health History form to your club enrollment chair at your Club Re-enrollment event. Your club enrollment chair will send this information to the 4-H Office and we will verify that your re-enrollment information is complete. Once we do that your status will change to "active".

### **How will I know when I am an "active" adult volunteer or 4-H youth member?**

Active 4-H Volunteers will receive an email from the 4hOnline System confirming their enrollment and a letter in the mail along with their 4-H Volunteer card. Active 4-H youth members will receive their 4-H cards from their Club VEC.

**ALL RE-ENROLLMENT FORMS ARE DUE:  
TO YOUR CLUB'S ENROLLMENT CHAIR BY SEPTEMBER 30, 2012**

**Returning 4-H Adult Volunteers: (one form per adult)**

The following signed and completed forms must be turned in to your Club Enrollment Chair. The Chair will submit the necessary forms to the 4-H Office:

Required Annually	Signed paper enrollment packet if you do not have the ability to update your online profile
Required Annually	<b>Form:</b> Medical Release and Health History <i>(kept on file by the local 4-H Club/Unit Leader)</i>

**Returning 4-H Youth Members: (one form per youth)**

The following signed and completed forms must be turned in to your Club Enrollment Chair:

Required Annually	<b>Form:</b> Medical Release and Health History <i>(kept on file by the local 4-H Club/Unit Leader)</i>
-------------------	---

**4-H Club Enrollment Chairs**

Club	Volunteer Name	Contact Info
Adams 4H Club	Karen Maschino	<a href="mailto:kmaschino30@gmail.com">kmaschino30@gmail.com</a>
Coyote Crest	Janet Friesen	<a href="mailto:janf1914@sbcglobal.net">janf1914@sbcglobal.net</a>
El Sereno	Millie Crosby	<a href="mailto:silymilpo@yahoo.com">silymilpo@yahoo.com</a>
Hilltop	Jill Bright	<a href="mailto:chipnjill@yahoo.com">chipnjill@yahoo.com</a>
Homesteaders	Evelyn McGarry	<a href="mailto:Evelyn.McGarry@ssa.sccgov.org">Evelyn.McGarry@ssa.sccgov.org</a>
Pacheco Pass	Ramona Jaramillo	<a href="mailto:Muppup10@yahoo.com">Muppup10@yahoo.com</a>
Pleasant Acres	Susan Horovitz	<a href="mailto:horovitz@ymail.com">horovitz@ymail.com</a>
Rolling Hills	Jill Willard	<a href="mailto:jetwillard@sbcglobal.net">jetwillard@sbcglobal.net</a>
San Martin	Maryam Heidari	<a href="mailto:maryamheidari@aol.com">maryamheidari@aol.com</a>

## Calendar of Annual 4-H Events to look for in Santa Clara County

Date (subject to change)	County Events	Section and State Events	Past Years Locations
1st week in August	SCC Youth Fair		SCC Fairgrounds
Late July, early August		4H State Leadership Conference	(SLC) - 14 yrs AND enrolled in High School, UC Davis
End of Fair	Fair Awards Night		SCC Fairgrounds
1st Saturday in October	Mega Field Day/Harvest Festival		Emma Prusch Farm Park
1st Week in October		National 4H Week	
Mid November	County Achievement Night		Berger Drive Auditorium
Mid December	4H All Stars Winter Dance		Berger Drive Auditorium
Usually in January	6th Grade Conference		6th Grade or 1st time Junior Leaders Berger Drive Auditorium
Usually in January		Creating A Leader Conference	(CAL) - Walker Creek Ranch, Novato, CA
Date set by Coordinator	County Presentation Day		Westhope Church, Saratoga, CA
February or March	Favorite Foods Day		Berger Drive Auditorium
date set by Sectional Council		Citizenship Weekend	San Francisco, CA
Usually in March	Leadership Overnight		Walden West, Saratoga, CA
End of March		Sectional Presentation Day	UC Davis
April		You See Davis Days	UC Davis
Date Set by Chairperson	County Fashion Revue		Berger Drive Auditorium
Date set by County All Stars	Dan Chitwood Memorial Olympics		El Quito Park, Saratoga, CA
Last Saturday in May		State Field Day	UC Davis
Mid June		Fair Stills Entry Forms Due	Fair Office
Usually Mid June		California Focus	Sacramento, CA
Date set by All Star Advisors	All Star Banquet		
End of June	4-H Summer Camp		Camp Butan Creek, Camp Hidden Falls or Camp Loma

## **All Stars**

As All-stars we have planned many dances for Santa Clara County. We also attended State Leadership Conference (SLC) and 4-H camp. We attended many county events such as field days and leadership conferences. The All Star program is so awesome because as an All-star you get to travel to different clubs and initiate the club's officers. We also get to meet new people from other clubs and learn more about what Santa Clara County 4-H is all about. The current All-stars are hosting an upcoming dance, Saturday, June 9 at 7:00pm at Berger Drive Auditorium. This dance shall be the last for the current Allstars.

-WILL I AM ALLSTAR

**Mark the Date:        June 9            7:00pm to 11:00pm**  
**All Star End of Year Dance**  
Semi-formal – that means dress up!  
See you there!

All Star applications are due June 1, 2012. All you high schoolers should consider this great leadership opportunity. The interview will take place 6/16/12 at 9:00 a.m. to noon at Berger Dr. and the All Star Banquet will start at 6:00pm. All 4-H families are invited to attend the banquet.

### **4-H Shooting Sports Workshop in Concord, CA Rifle Discipline**

**Saturday, July 28, 2012 – 8:00 a.m. – 6:00 p.m.**

**Sunday, July 29, 2012 – 8:00 a.m. – 4:00 p.m.**

**Where: Concord Police Association Range, 5060 Avila Road in Concord.**

Participants must attend both days of training to receive certification. Upon successful completion of the course, the participant will be certified as a rifle trainer and can lead a rifle project at the club level or serve as county trainer to certify other leaders. There is no cost for the course.

To register for the course or receive more information, contact John Borba at: [jab-orba@ucdavis.edu](mailto:jab-orba@ucdavis.edu)

For information about the facility and a map, please visit the range website at: <http://concordpoa.org/contactus.php>

University of California  
Cooperative Extension  
Santa Clara County  
4-H Youth Development Program  
1553 Berger Drive, Bldg.1  
San Jose, CA 95112  
[http://cesantaclara.ucdavis.edu/  
Youth\\_Development](http://cesantaclara.ucdavis.edu/Youth_Development)

*Office Hours: 9:00 a.m. to 5:00 p.m.  
Monday through Friday*

All meetings and events are open to  
EVERYONE! Please come!

Contact the office for special accommodations for  
disabled persons.

*TIMELY TOPICS is published monthly  
through the cooperative efforts of the  
University of California Cooperative Extension  
and the 4H Members in Santa Clara County.*

*Fe Moncloa, Editor  
4-H Youth Development Advisor  
(408) 282-3107  
fxmoncloa@ucdavis.edu*

*Jenel Vincze, Design and Layout  
4-H Secretary,  
(408) 282-3119  
jpvincze@ucdavis.edu*

**Deadline for articles is the 15th of each  
month.**



## 4-H Calendar

### June 2012

- 6/12** Executive Council Meeting  
Berger Dr Auditorium  
7:15pm
- 6/23** Staff arrive at 4H Summer Camp  
Camp Butano Creek
- 6/24-28** 4H Summer Camp  
Camp Butano Creek  
Pescadero, CA
- 6/25** 6th Grade Conference Applications  
Due in the 4-H Office
- 6/26** Clover Day at Summer Camp  
Camp Butano Creek

### July 2012

- 7/4** **4-H Office Closed**  
for Independence Day Holiday
- 7/10** Full County Council Meeting  
Berger Drive Auditorium  
7:15pm
- 7/21** SCC 4-H 6th Grade Conference  
Berger Drive Auditorium  
11:00 am to 5:00 pm
- 7/30-8/5** SCC Youth Fair  
SCC Fairgrounds

### August 2012

- 8/4** SCC Fair 4H/FFA Awards  
SCC Fairgrounds

The University of California Division of Agriculture & Natural Resources (ANR) prohibits discrimination or harassment of any person in any of its programs or activities (Complete nondiscrimination policy statement can be found at <http://ucanr.org/sites/anrstaff/files/107778.doc> )

Inquiries regarding ANR's equal employment opportunity policies may be directed to Linda Marie Manton, Affirmative Action Contact, University of California, Davis, Agriculture and Natural Resources, One Shields Avenue, Davis, CA 95616, (530) 752-0495.