



Becoming a 4-H Volunteer in Sussex County

There are many opportunities to volunteer with 4-H and help youth. Some require training to protect the safety of minors and a background check.

If you are not working directly with children, this training and check may not be required. Check with your 4-H agent/coordinator/associate for more information.

Roles for 4-H volunteers include:

- Club Leader/Assistant Leader
- Judge
- Resource Person

The 4-H program relies on its volunteers to make a difference in youth's lives. We appreciate the commitment and efforts of those willing to accept this responsibility. In turn, we provide training and materials to assist you in this process.

This document will describe the steps for becoming an appointed 4-H volunteer. To serve as a 4-H club leader, you must become an appointed volunteer with New Jersey 4-H.

Step One: Meet Your 4-H Representative

Meet with the staff/faculty in your county to learn about the programming offered. Relate to them what you'd like to do as a volunteer. They'll discuss what may be the best role for you as a volunteer.

Step Two: Apply Online

Apply online. New Jersey 4-H uses 4HOnline for enrollment. The system maintains information on youth members as well as adults (volunteers). The attached instructions will show you how to access 4HOnline and complete your application. Instructional videos are also available on the NJ 4-H website (<http://nj4h.rutgers.edu/about/4honline>)

If you have any questions, please contact your county 4-H staff.

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Step Three: Protection of Minors Training and Background Check

To ensure the safety and integrity of our program, we require volunteers working with youth to submit personal information and undergo a screening process. You must also complete an online training module on the protection of minors and undergo a background check.

To initiate this process, please forward our office a \$25 check made payable to, **Sussex County 4-H Advisory Council**. (This will cover the cost of the background check.)

1. Afterwards, you will receive an email from Rutgers University explaining how to access the protection of minors training. This important message will be sent to you from the following email address, donotreply@learnsomething.com. If you do not receive this email, please check your junk/SPAM folder.

The information provided in this email will allow you to complete a 30 minute online training.

2. You will also receive an email to complete the background check from, rutgersHR@geninfo.com. Please complete this process promptly to avoid expiration of the secure weblink provided. If you discover the link is expired, a new email will be sent to you 2 weeks after the initial email.

Step Four: Orientation

Learning everything about becoming a 4-H club leader doesn't happen overnight. To get you started, we hold a two hour orientation class to go over the basics. Orientations are held on a regular basis at the 4-H Office, usually from 7-9 pm. (If you are unable to attend an evening session, we can make other arrangements.)

After completing your orientation (and the other steps), you will sign a Volunteer Appointment Agreement. This relates your responsibilities as a 4-H volunteer as well as the 4-H Office's responsibilities. You will then become an appointed New Jersey 4-H volunteer.

We will continue to provide support and information. We will also connect you with 4-H volunteers and others to assist your growth.



Enrolling Online to Become a 4-H Volunteer

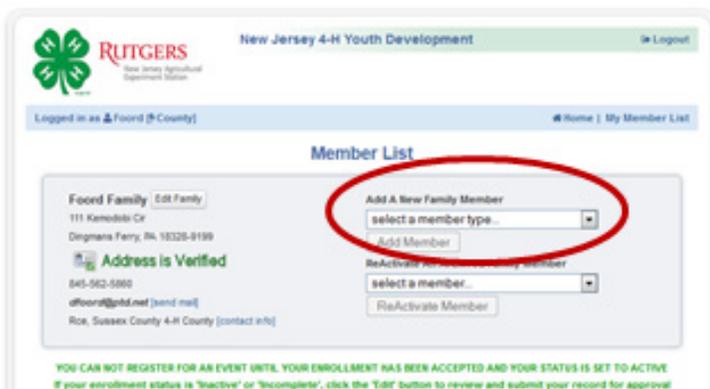
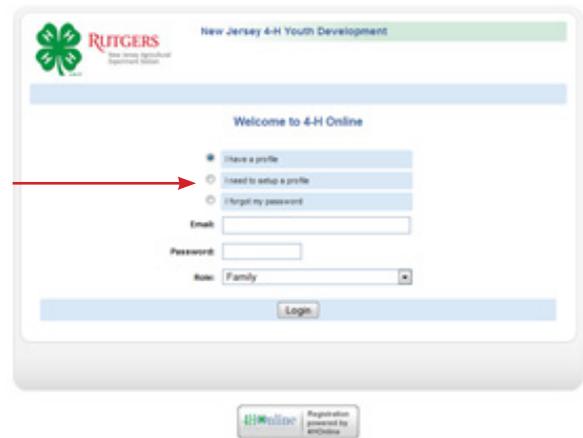
New Jersey 4-H uses an online enrollment program, nj.4honline. The program allows volunteers and 4-H families to maintain their contact information. Instead of paper forms, members and volunteers go online to enroll.

Adults interested in volunteering with 4-H should go online to complete and submit their application.

The application requires you to provide three references, along with their contact information. *You may want to have this information at hand before you begin.*

The process is not difficult and should only take about ten minutes to complete. To begin, go to nj.4honline.com (note there is no "www" in the address).

If you do not have a family member already enrolled in 4HOnline, you will need to create a Family profile.



If you have a family member enrolled in 4HOnline, you will be applying as an Adult Member from your family's Member List page.

Login to your Family account and add an *Adult* as a New Family Member.

Once you have submitted your application, you will receive a confirmation email. The 4-H Office will contact you to schedule an orientation session and explain our youth protection policy.

Thank you for your interest in joining New Jersey 4-H as a volunteer!