Enrollment / Re-enrollment Flowchart

1. New / Returning Member / Volunteer
2. Member Cross-Clubbing for Project
3. Aging Out Members
4. Member / Volunteer Dropping from 4-H
5. Member / Volunteer Transferring Clubs

Adult Volunteer:

Youth Family:

COMPLETE Required Paper Forms.
COMPLETE Online Enrollment Status should say "Pending".
Submit COMPLETED paperwork & Enrollment Fees to Club Leader/Enrollment Specialist.

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Club Leader / Club Enrollment Specialist:

Verifies ALL required forms received for EACH Member AND Adult Volunteer.
Verifies EACH required form is COMPLETE.
Confirms EACH Member AND Volunteer in the 4hOnline System.
Alphabetizes packets by Last Name, First Name.
Submit ONLY the completed / verified enrollment packets for those Members and Volunteers that are confirmed in the 4hOnline System.

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4-H Office Staff:

Verifies all required forms were received for EACH Member / Volunteer.
Verifies all forms are complete.
Updates 4hOnline system with forms received date for EACH Volunteer.
Submits all verified completed Adult Volunteer packets to the County Director.

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County Director:

Reviews all completed Adult Volunteer enrollment forms & Approves or Denies Certification based on policy.
Returns packets to 4-H Office Staff.

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4-H Office Staff:

Confirms all approved adult volunteers in the 4hOnline System.
Confirms all members in the 4hOnline System.
Creates list for the Fairgrounds of all Re-enrolled Members / Volunteers in Fair Animal Projects & Horse Projects.
Creates & Prints Adult Leader Appointment Cards then provides to the Club Leaders.
Creates & Prints Member Cards then provides to the Club Leaders.
Invoices Clubs for enrollment fees.