

## 4-H Re-enrollment Instructions – Jackson County 2017

<https://or.4Honline.com>

Our official 4-H year runs from October 1, - September 30, with enrollment opening to returning members on September 15. If you know which club you want to join—great! If you are thinking about changing clubs, but are sure you want to be in 4-H—you should contact the club leader or 4-H office for assistance. Follow these simple re-enrollment instructions below.

A few helpful hints before you get started.

- a. “Continue” at the bottom of the page means SAVE.
- b. Family refers to the fact that you are part of our 4-H family. It does not mean you need to have children to become a volunteer leader.
- c. “Member” is a term used for youth and adult volunteers in 4hOnline. Technically, 4-H Leaders cannot be 4-H club members. A 4-H volunteer becomes a Leader in the 4-H Program in which Lena is the general club leader.

1. Find a computer, open a web browser and type in [or.4Honline.com](https://or.4Honline.com)
2. Select “I have a profile” if you know your email address and password for 4HOnline\* (Keep this password in a safe place. You will use it often.)
3. Click “Continue to Family”
4. Member List—Click “Edit” next to the family or member’s name to enroll and update information. On the first page, scroll to the bottom and click “enroll”. Verify your email, phone, address, is accurate and keep this information up to date throughout the year; we use this database to contact you.

DO NOT add a new record for a member that is already listed. Parents that are not going to be adult Volunteer Leaders should not be added as an adult family member. (Parent information is entered when setting up the family profile and on member records). Please use this page to “add a new family member” for new youth or volunteers that will be associated with your family record.

5. When adding new members—set up Profile information by typing in the boxes or clicking menu items.
6. Click Continue>>
7. Additional Information—Read, Click “Agree” and type the member’s name or guardian’s name in several boxes as you scroll down the page. Volunteers will need to read the corresponding information on our website; Conditions of Volunteer Service and Volunteer Agreement/Code of Ethics
8. Continue>>
9. Add a Club- Highlight/Select a club from the drop down menu. Click “Add Club”. Add more clubs if necessary. Volunteer Leaders – see box below for volunteer types.

10. Continue>>
11. Add a Project- Highlight/Select a club and project from the 2 drop down menus. If a club project you want to take is not listed for your club, please contact the 4-H office so we can help. If you are a Cloverbud, add **only** the Cloverbud project.
12. Continue>>
13. Add a Group- Only necessary if you are a club officer or Association member, then please select the correct group.
14. Click SUBMIT ENROLLMENT! If you did everything correctly, your enrollment status should say "Pending."
15. Lena will review your enrollment when fees have been paid.

NOTE: Families new to 4-H need to have a club chosen before they enroll in 4hOnline.

*\*If you have forgotten the email address used for 4HOnline please call Jackie at the Extension Office 541-776-7371.*

*\*\*If you remember your email address but you forgot your password, select "I forgot my password" and enter your email address. 4HOnline will send a temporary password to that email address. After you enter the temporary password, you have a chance to change your password to one you will remember. Write it down!*

*\*\*\*If you don't have an email address, or will never check your email, please contact the 4-H Office for assistance.*

## **Volunteer Leader Types**

### Contact Leaders

Main leader for club. Choose "Contact Leader" for the club you represent. If you also teach a project area, under the projects tab please choose the project area you teach, and list yourself as a project leader in this section and not a contact leader.

### Project Leaders

Teaches a project area for the club. Please list each project area you teach.

### Resource Leaders

Supports the club with fundraising, community service, enrollment, information, etc. If you are also a project leader, list each project area you teach under the Projects tab. If you are Resource leader for a specific project area and not for the entire club, please list yourself as a resource leader for that particular project under the Projects tab.

## **Interesting Facts about Enrollment**

- The age you are on September 1, 2017, will be what is known as your "4-H age" throughout the 4-H year. You must be 9 years old on September 1 to compete for

ribbons at our 4-H Fairs.

- A Junior exhibitor is ages 9-11 years old, Intermediates: 12-14 years, and Seniors: 15-19 years old.
- If a volunteer or youth needs an accommodation to participate in 4-H activities, a request must be made to the 4-H Educator roughly 30 days prior to the event, depending on the complexity of the accommodation. If your child has a disability that could affect participation in all 4-H related activities, please see the 4-H Educator to create an accommodation plan. This needs to be done for every 4-H year.
- If you qualify as a Senior for some state events, you still may be eligible to compete the following year even though you graduated from 4-H.
- Enrollment in 4-H does not guarantee admission to the county fair. Information is being gathered and details will come out in 2018.
- The Code of Conduct is signed by youth and their parents/guardians. We expect the same behavior from the parents as we do from our youth. Anyone who breaks the code of conduct will be counseled by a superintendent or club leader in addition to the 4-H Educator. A policy regarding social media posts will be provided to families in 2018.
- There is a dress code for all who participate or attend 4-H events. Ask your club leader for guidelines.
- All of our past Fourthoughts, Monday Morning Minutes, and pertinent forms can be found on 4HOnline as well as our website.
- Parents do not enroll themselves in 4-H online unless they are interested in being a 4-H volunteer leader.
- Clubs must have 5 members from 3 different families, and 2 approved adult volunteers to be considered a 4-H club. All adults working closely with youth must be approved by the Educator.
- December 31, 2017 is the Deadline to re-enroll all returning volunteer leaders.

### **Enrollment fees for 4-H - until January 31st, 2018**

- \* Fee for ages 9-19: 1 youth=\$30, 2 youth=\$60, 3 youth=\$70, 4 youth=\$80 (if under the same family name/residence)
- \* Fee for ages 5-8 (Cloverbuds) is \$2 each. Enroll in Cloverbud project only.
- \* Each Club should collect \$2 per volunteer to cover their 4-H insurance.

New to 4-H, want to volunteer, or start a new club? Call the Extension office at 541-776-7371 and ask to be put on the 4-H Interest List. A 4-H team member will get back to you with details any time after September 25th. Clubs do start meeting in October and space may be limited, so September is a good time to get information!

Current members, please bring your check book or cash to your next club meeting. Enrollment checks should be made payable to OSU and recorded by the club treasurer. A

responsible adult will bring all enrollment fees and a list of paid members/leaders to the Extension Office. For more details on enrollment see the Join 4-H webpage.