



OCTOBER 2025

4-H Family News

Grand Traverse County



BEYOND READY FOR A NEW 4-H YEAR

Happy Fall and thank you to everyone who attended our Fall Leader Update! In the last week we have had 8 people apply to be Gold level 4-H Volunteers! This is amazing and a sign of the vibrancy in our 4-H Program in Grand Traverse County.

Last month we also had a tabling event at Interlochen Arts Academy to recruit sign-ups for their first ever 4-H Club, Blueberry Barnyard. Over 120 youth put pen to paper to say they are interested in joining the club. The event was phenomenal!

In the past two weeks we have also had 2 new clubs begin the chartering process. This and the number of Clover Buds I see registering for 4-H are signs that you are doing great things! Thank you for finishing out last year stronger than ever and for plowing into this year with intention and pride. It is a pleasure to support you in any way I can.

As a leading youth development organization in the United States, we are helping youth become **Beyond Ready** for what their futures hold. These are good times. Let's continue to proudly promote 4-H to all youth and adults in Grand Traverse County by encouraging families to register in 4HOnline, finding exceptional volunteers to join our team, and creating more clubs when we see a need.

4-H! What a blessing,

Sarah Bye

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UPCOMING EVENTS

NWMI LIVESTOCK COUNCIL MEETING | 10/6 | 6:30PM | REDEEMER LUTHERAN CHURCH

4-H AT THE LIBRARY | 10/20 | 4:30PM | TRAVERSE AREA DISTRICT LIBRARY

LEADERS ASSOCIATION MEETING | 10/22 | 6:30PM | MSU EXTENSION OFFICE

NWMI LIVESTOCK COUNCIL MEETING | 11/3 | 6:30PM | REDEEMER LUTHERAN CHURCH

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COUNTY 4-H NEWS

National 4-H Week: Beyond Ready

For more than 100 years, 4-H has inspired families, shaped careers, and impacted communities. From **October 5-11**, we will celebrate the impact of 4-H during National 4-H Week. The theme of this year's National 4-H Week is "**Beyond Ready.**" This theme celebrates how 4-H is building a ready generation in a world of change, equipping youth with skills for the future while meeting them where they are today.

Use 4-H Week as a time to raise awareness in your community. Some suggestions include:

- Volunteering at an animal shelter, food pantry, or retirement home
- Wearing 4-H gear
- Sharing your story to social media



Beyond Ready

4-H at the Library



Monthly. Starting Mondays in September.



4-H at the Library

Monday, October 20, 2025

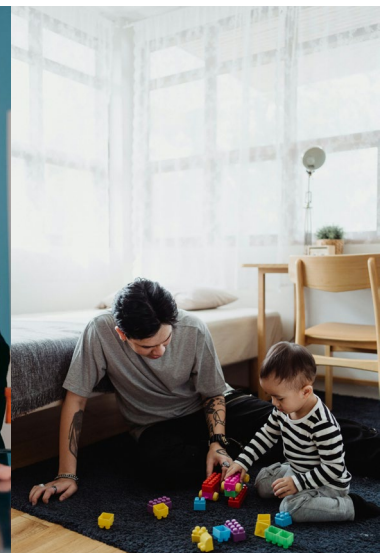
4:30pm–5:30pm

Come be a part of 4-H at the Library where we will learn skills and grow self-confidence by identifying and solving problems. Programs will be led on topics such as light, gravity, cause and effect, shapes, patterns, how tools work and more. Our goal is to inspire or next generation of innovators, inventors, and entrepreneurs.

Seeking Volunteers for SPIN Clubs

CALLING ALL VOLUNTEERS! We are looking for volunteers who are savvy in sewing, inventing and building LEGOS so we can create new SPIN Clubs this year! Whether you are available to teach a class or donate supplies, we would be eternally grateful for the support.

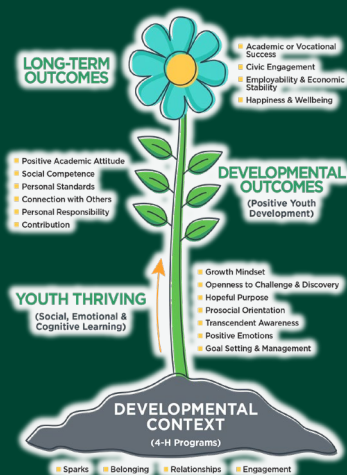
Please reach out to **Sarah Bye** (byesarah@msu.edu) if you are interested!





STATEWIDE CALENDAR OF EVENTS

4-H Thriving Model of Positive Youth Development



Why 4-H? This is a question asked many times of our youth and adults. What made you want to get involved and what keeps you coming back?

This is the SPARK of 4-H and serves as one of the four developmental context areas of the Thriving Model of Positive Youth Development. We strive to reach our members where they are and help them grow through the 4-H program.

To do this, we need to know what your spark is...

- Is there a specific project that brought you here?
- Is there a project you would like to see us add?
- Did you show up because you had friends in the program?

Reach out to your local 4-H staff to share your ideas.

October 4: MSU Tollgate Pumpkinfest

Tollgate Farm, Novi

Pumpkinfest is a family-friendly event at MSU Tollgate Farm. Enjoy a harvest celebration of wagon rides, u-pick pumpkin patch, cider, donuts, food, music and activities on the farm.

www.canr.msu.edu/events/pumpkinfest-2025

October 5-11: National 4-H Week

Nationwide

For over 100 years, 4-H has inspired families, shaped careers, and impacted communities. During this week, celebrate the impact of 4-H in various ways!

www.canr.msu.edu/events/national-4-h-week

October 6: 4-H Volunteer Webinar – Beyond Ready: Equipping Youth With Skills for Life

Online

Life doesn't come with a manual—but 4-H comes pretty close! Join Michigan 4-H State Leader Jodi Schulz for a fun and practical look at how volunteers can help young people build the skills they need to be Beyond Ready. This session will be offered twice:

- 12 p.m.: www.canr.msu.edu/events/michigan-4-h-volunteer-webinar-beyond-ready-equipping-youth-with-skills-for-life
- 7 p.m.: www.canr.msu.edu/events/michigan-4-h-volunteer-webinar-beyond-ready-equipping-youth-with-skills-for-life-7pm

October 14: Wild Spartans – Helping Others Help Nature

Online

Join 4-H staff for a look into life working with fisheries and wildlife! This session will feature Trish Brockman, and ecologist with Environmental Consulting & Technology, Inc., who will help to explore the world of helping threatened and endangered wildlife. Open to youth ages 12-19.

www.canr.msu.edu/events/wild-spartans-monthly-wildlife-fisheries-webinar-series-2025-2026

October 23: 4-H Volunteer Webinar – Officers in Action: Empowering Youth through Leadership Roles

Online

Understanding the development of youth is crucial for building strong, positive relationships. Learn how to support club officers in meaningful ways that promote responsibility, teamwork and real-life leadership skills. This session will be offered twice.

12-1 p.m. session: www.canr.msu.edu/events/michigan-4-h-volunteer-webinar-officers-in-action-empowering-youth-through-leadership-roles-noon

7-8 p.m. session: www.canr.msu.edu/events/michigan-4-h-volunteer-webinar-officers-in-action-empowering-youth-through-leadership-roles-7pm





STATEWIDE 4-H NEWS

Do you know someone deserving of the Michigan 4-H Animal Science Sportsperson of the Year?

Can you think of someone who displayed extraordinary sportsmanship at a recent 4-H animal science program? Perhaps at a club meeting, clinic, or the county fair? Nominate them for the 2025 Michigan 4-H Animal Science Sportsperson of the Year Award!

This annual award recognizes one youth member and one adult 4-H leader who exemplify the definition of sportsmanship and have gone above and beyond to lend a helping hand to those around them during animal science programs. Nominations are due **October 15**. You can find full details, including the nomination form, at: www.canr.msu.edu/resources/competitive_event_resources.



Join the 4-H Future Squad!

Hey, leaders of tomorrow - if you're age 12-19 and ready to grow skills, make friends, and become beyond ready for your future, join the 4-H Future Squad!

4-H Future Squad is a virtual 4-H club that was inspired by Generation Z youth seeking life skill development for a better future for themselves and their peers. This will be the fifth year of the program, which is designed to help youth feel prepared and ready to take on the future and adulthood.

The club will meet twice a month October 2025 through May 2026, virtually through Zoom. Topics for education include financial literacy, college and career readiness, stress management, building healthy relationships, studying abroad, goal setting, nutrition, and much more... based on the topics you share that will help you be beyond ready for your future!

Club meetings for the 2025-2026 year will take place on a variety of days of the week. Current meeting dates and times will be communicated via e-mail. This club can be your primary or secondary club. For more information and to get registered, visit: www.canr.msu.edu/4-h-future-squad/.

4-H scholarships available!

Outstanding Michigan 4-H members who are involved at county, regional, state, national or international levels are eligible to apply for Michigan 4-H scholarships to help fund their college experience.

A number of scholarship opportunities exist, ranging in value from \$500 to \$10,000 (over the course of four years). Each scholarship has specific eligibility, be sure to read the requirements to see if you qualify. All applications are due by November 1.

Learn more and access applications materials at:

www.canr.msu.edu/4_h_scholarships_and_recognition_program/4_h_scholarships.





4-H Online Family Guide

Looking to enroll in Michigan 4-H? Your [county Michigan State University \(MSU\) Extension](#) office staff can help you find a club or program and begin the enrollment process.

How to Create and Use a Family Profile in 4-H

The first step to becoming a 4-H member is creating a profile in the 4-H Online data management system. Michigan 4-H uses the 4-H Online system to manage 4-H membership, clubs, projects, activities, and communications. All youth who participate in Michigan 4-H must have an approved 4-H Online member file. Gold-level MSU Extension volunteers will need to follow the directions of their county 4-H Program Coordinator for enrollment in 4-H Online as it is not required of all 4-H volunteers, and the process is a county-based decision.

4-H Online profiles are family-based, which means every family/household creates a “master” family profile with its own login ID and password. A member file is then created within the family profile for each participating youth member involved in Michigan 4-H and any gold-level approved MSU Extension volunteers as instructed. A family profile may contain both youth and adults.

Types of members:

- **Cloverbuds** are youth ages 5-7 years of age.
- **Club Members** are youth ages 8-19 years of age.
- **Volunteers** are adults who have been approved as gold-level MSU Extension volunteers.

Once a family profile is created, it will exist for as long as members of that profile are involved in the 4-H program. New members may be added to the family profile at any time, and members who are no longer involved in 4-H may be archived.

If someone in your family was involved in Michigan 4-H from 2015 to 2022, you likely already have a family profile in 4-H Online. Use your existing login and password to access your family profile in the new 4-H Online platform. If you need assistance accessing your existing family profile, review the steps in this guide. If necessary, contact your local [4-H Office](#) for assistance.

To access your existing family profile or
To create a NEW family profile, click on this link:

<https://v2.4honline.com>

Then, follow the instructions in this guide.

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Opening an Existing Family Profile

If you already have a 4-H Online family profile, you can access it by following these steps:

1. If you have an account in 4-H Online, go to <http://v2.4honline.com>.
2. Enter your email address and password.
3. Click “Sign-In”

Note: If you do not remember the password associated with your family profile, you can use the “Reset password” function at the bottom of the screen. A temporary password and instructions will be sent to the email address associated with your family account.

Do **NOT** create a new family profile if one already exists.

If you do not remember the email associated with your family profile or no longer use that email account, contact your local [4-H Office](#). The 4-H Online Manager can confirm or change the email address in your family profile. If the email is changed on your family account, you will need to reset your password before logging in.

Remember: Your family profile must be associated with a valid email address. This will be your login, and you will receive 4-H Online communications at this address. It is also the email address where a password reset will be sent.

Once you have logged in to your family profile, you may review the member list, add new family members, and complete 4-H enrollment actions.

On “How to add a NEW member to the family profile,” see page 6.

For “Youth Member Enrollment,” see page 7.

For “Adult Volunteer Enrollment,” see page 13.

To create a **NEW Family Profile**, see the instructions on page 3.

The login screen for 4-H Online. It features the 4-H Online logo at the top, which includes a green clover and the text '4-H Online' and '4-H ENROLLMENT AND EVENT REGISTRATION'. Below the logo are two input fields: 'Email' and 'Password'. A blue 'Sign in' button is positioned below these fields. At the bottom of the screen, there are two links: 'Don't have an account?' and 'Reset password?'.

The dashboard for a family profile. On the left is a sidebar with links: 'Member List' (circled in red), 'Family', 'Events', and 'Credit Cards'. The main area shows the profile for 'Krueger' with contact information. On the right, there is a blue 'Add Member' button (circled in red). Below this is a table with two columns: 'Member' and 'Programs'.

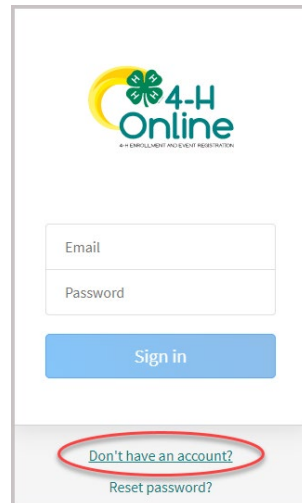
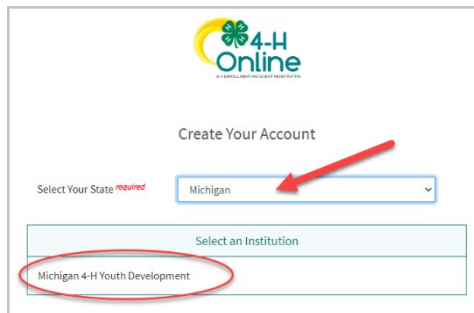
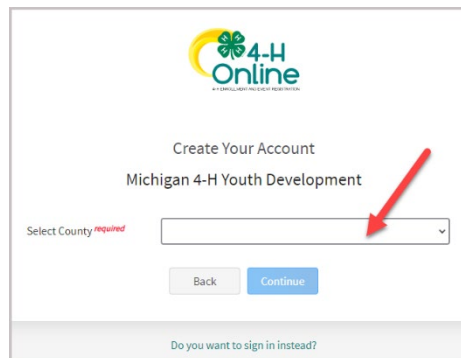
Member	Programs
Doug Krueger Jul 1, 2009	4-H ClubMember - Approved Enrolled for 2019-2020 program year
Erin Krueger Mar 16, 2011	4-H ClubMember - Approved Enrolled for 2019-2020 program year
Katie Krueger Feb 21, 2010	4-H ClubMember - Awaiting Review Enrollment Submitted
Kris Krueger Jun 5, 2008	4-H ClubMember - Awaiting Review Enrollment Submitted
Lottie Krueger May 25, 2001	4-H ClubMember - Incomplete Continue Enrollment



Creating a NEW Family Profile

Only families participating in Michigan 4-H for the **first** time should create a NEW family profile. Once created, family profiles are permanent. If you already have a 4-H Online family profile, see page 2 for login instructions and skip to page 5. **Do NOT create a new one.** Contact your local [4-H Office](#) for assistance, if you are not sure whether you have a family profile, or if you don't know how to access it.

To create a **NEW** family profile in 4-H Online, follow these steps:

<ol style="list-style-type: none">1. Go to http://v2.4honline.com.2. Click “Don’t have an account?” if you have never enrolled in 4-H before using 4-H Online. <p>Note: Your family profile must be associated with a valid email address. Your email address will be your login, and you will receive 4-H Online communications at this address. Your email address will be where a password reset will be sent if needed.</p>	
<p>The email address you provide can only be associated with one family profile. If 4-H Online does not accept your email address, you may already have a 4-H Online family account. Contact your local 4-H Office for assistance.</p>	
<ol style="list-style-type: none">3. Select “Michigan” from the drop-down menu.4. Select “Michigan 4-H Youth Development” for the Institution.	
<ol style="list-style-type: none">5. Choose your county from the drop-down menu. <p>Note: When selecting your county, you are choosing the 4-H county in which your family will participate. Most families participate in 4-H in the county where they live, but it is not a requirement that they do so. You may choose to participate in 4-H in a county other than where you live. However, you may select only ONE county for 4-H membership purposes.</p> <ol style="list-style-type: none">6. Click “Continue”	



7. Complete your family's information.

(Required fields are marked in red and must be completed to move to the next screen.)

Remember: Your family profile must be associated with a valid email address. Your email address will be your login, and you will receive 4-H Online communications at this address. Your email address will be where a password reset will be sent if needed.

8. Click on the “Create Account” button.

Note: An email account can only be associated with one family profile. If you enter an email address that is already associated with a 4-H Online profile, you will receive an error message.

Click the “**Confirm**” button and continue to log in to the existing account. See instructions for logging into an existing 4-H Online account on page 2 of this guide.

9. Enter your family's address information.

10. Click the “Verify” button.

Note: The verification process may require you to select an appropriate United States Postal Service format.

Note: If another record exists in 4-H Online with a matching address, you may see this Duplicate Address: Account Recovery screen.

Use the browser “back” button to return to the previous screen. Double-check the address you entered and try again. Be sure you have included the full street address and a unit/apartment number if that is part of your address.

If you receive the Duplicate Address message again, choose an account recovery method and contact your local [4-H Office](#) for assistance.

After the address is verified, your family profile has been created. You will receive an email confirming your family profile.



About Your Family Profile

Each time you log in to your family profile in 4-H Online, your member list will open as the home page. The member list displays all family members for whom a member record has been created. In addition to the member list, your family profile contains family details and secured payment information.

Member List

Your member list shows each member record that has been added to your family profile. You can see:

- Member's name and date of birth
- 4-H member type
 - Cloverbud (Youth 5-7)
 - Club Member (Youth 8-18)
 - Volunteer (Adult 18+)
- Status of enrollment
 - Enrolled for ____ program year
 - Enrollment Submitted
 - Volunteering for ____ program year
 - Volunteer Application Submitted
 - Continue Enrollment (incomplete enrollment)
 - Enroll Now (not enrolled for program year)

Family Information

You can view the information contained in your family profile by clicking on the Family tab under Member List. You can change or update your email, phone, and address by clicking the **“Edit”** button.

The county associated with your family's profile can only be changed by a 4-H Online Manager. If you want to change your county affiliation, contact your local [4-H Office](#).

Credit Cards

(Optional for event registration fees)

The credit/debit card(s) used to pay for 4-H Online transactions are listed in the family profile.

The card number is not saved in 4-H Online; only identifying information is retained.

You can delete card records by clicking on the card type.


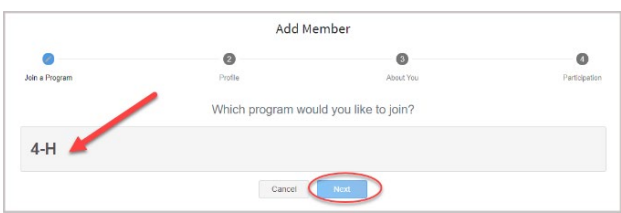
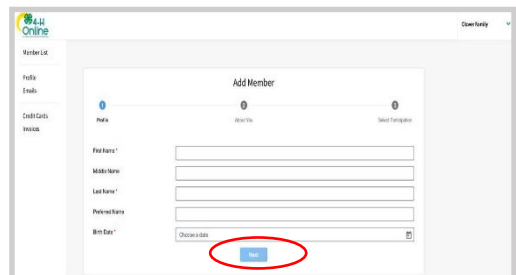
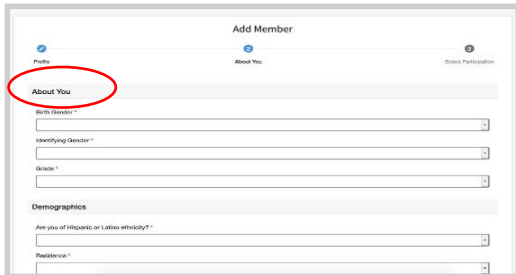
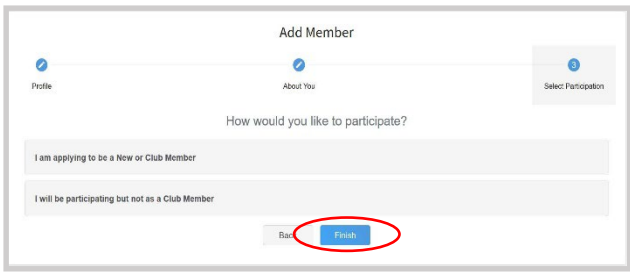
Only a family member can view or edit card information; it cannot be accessed by 4-H Online Managers.



Adding a NEW Member to the Family Profile

Family profiles contain individual records for each youth or adult volunteer family member who participates in 4-H. These are called member profiles. When creating a NEW family profile, you will automatically be asked to add the first family member.

To create a member profile, follow these steps. Do not create more than one member profile for an individual.

1. Click the “Add Member” button on the Member List page.	
2. Click on “Michigan 4-H” for the program you are joining. 3. Then click the “Next” button.	
4. Enter the member’s name and birthdate. <i>(Required fields are marked in red and must be completed to move to the next screen.)</i> 5. Click “Next” at the bottom of the page.	
4-H Online will determine whether the member is eligible to enroll as a Cloverbud, Youth, or Adult Volunteer based on birthdate.	
6. Complete the “About You” form with the requested information. <i>(Be sure to complete the required fields.)</i> 7. Click the “Next” button.	
8. Select your method of participation. 9. Click the “Finish” button. If you have selected that you will be participating as New or Returning Club Member , continue to page 8. If you wish to participate as an Adult Volunteer , continue to page 14.	



Youth Member Enrollment

Each year on September 1, the 4-H Online membership system resets all youth and volunteer membership records for the new year. Shortly after the system resets, 4-H Online will be open to accept enrollment for the new program year. To enroll in Michigan 4-H, each 4-H family must create or login to their family profile, and individually enroll each family member who wants to participate in 4-H.

To enroll a youth member in 4-H, follow these steps:

Locate or create the youth member record

If you are returning to 4-H, your member record will be listed on the Member List. Click **“Enroll Now”** next to the member you would like to enroll and continue to step 1 on page 8.

If you are a new member and your name is not yet listed, click **“Add Member”** and follow the steps for **“Adding a New Member to the Family Profile,”** on page 6.

DO NOT create a new member record if one already exists!

Once the youth member profile is accessed, you will be asked to enter the member's school grade, then to confirm you want to enroll the member in 4-H.

After clicking enroll, you will see the instructions for the first enrollment screen.

1. Select the member's grade and click **“Next.”**

If you are completing this enrollment between school years, please use the grade level just completed.

2. Click **“Enroll”** to confirm enrollment as a club member.



Clubs/Unit

Note: 4-H clubs/units are how youth participate in 4-H.

Youth members must choose at least one club to join 4-H. You can learn more about the clubs available in your county 4-H program by contacting your local [4-H office](#).

3. Click the “**Select Clubs**”.

Joey Clover
2019-2020 Enrollment

1 Clubs 2 Projects 3 Questions 4 Health Form 5 Consents 6 Payment 7 Confirm

Clubs

Please select your Clubs. You may enroll in as many Clubs as you would like. Have fun!

Select Clubs

Fees

Total: \$0.00

Next

A pop-up window will open.

4. **Select the county** in which your desired club is located.
5. Most members will leave the “Youth Volunteer Role” field blank unless they have been specifically told they are a youth club officer or youth club volunteer.
6. Click “**Add**” next to the club you would like to join. If there is not a specific club of interest currently, please select “_____ County – General 4-H Experience”.
7. **Repeat steps 3-5** to add each club in which the member would like to participate.

Add Clubs

County*

Bowie

4-H Livestock Booster Club Add

4-H Shooting Sports Project - Archery Add

4-H Shooting Sports Project - Pistol Add

7. If you have enrolled in more than one club, be sure the **Primary Club** is marked correctly. If not, click the “**Change to Primary**” button to mark a different club as your primary club.
8. To remove a club from your enrollment, click the trash can icon to remove the club.
9. Once all your clubs are added, click “**Next**” at the bottom of the screen.

Joey Clover
2019-2020 Enrollment

1 Clubs 2 Projects 3 Questions 4 Health Form 5 Consents 6 Payment 7 Confirm

Primary	Club	Type	County	
Primary	Bowie County 4-H	Club	Bowie	
Change to Primary	Bowie County Horse Club	Club	Bowie	

Select Clubs

Fees

Texas A&M AgriLife Extension - Youth Enrollment Fee	\$1.00
Total:	\$1.00

Next



Projects

Youth **must select at least one** 4-H project for EACH club they enroll in.

10. Click “**Select Projects.**”

The screenshot shows the 'Projects' step in the enrollment process for Joey Clover. The 'Select Projects' button is circled in red.

11. Select a club from your list to attach a project area. Only clubs you added to your enrollment in the previous step will be displayed.

12. Click the “**Select**” button next to the project you want to add to the member’s enrollment.

13. On the pop-up screen, check the information and click “**Add.**”

14. **Repeat steps 11-13** for each PROJECT area in which you would like to participate for the selected club.

15. **Repeat steps 10-14** for each CLUB in which you have selected for enrollment.

The screenshot shows the 'Add State Projects' pop-up screen. A red arrow points to the 'Club' dropdown menu.

Note: Youth members *must choose at least one project area per club selected* and may choose as many projects as they wish or were instructed.

Note: Some projects may have consents required for participation. You will be prompted to enter the required signatures and accept the consents after you click “**Add.**”

The screenshot shows the 'Add State Projects' pop-up screen with project details. The 'Add' button is circled in red.

16. Click the trash can icon to remove any projects.

17. Click the “**Next**” button once all the member’s projects have been added.

The screenshot shows the 'Projects' step in the enrollment process for Joey Clover. The 'Next' button is circled in red.



Questions

18. Click **“Show Questions”**
19. Complete the questions presented. Some of the questions will be completed based on what was entered when the record was created.

Note: If you were previously enrolled in 4-H, some of the question fields may already be pre-filled with your information. Please carefully review any pre-filled fields and update them as needed.

(Required fields are marked in red and must be completed to move to the next screen.)

20. Click the **“Next”** button at the bottom of the screen when you are finished.

The screenshot shows the top of the 'Questions' section. It includes a title 'Questions' and a box with instructions: 'This is the Demographics/Questions Section. Fill in all your personal information correctly and completely. Required fields are noted in red.' Below this, a paragraph states: 'MSU is an affirmative-action, equal-opportunity employer. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.' At the bottom of this box is a blue button labeled 'Show Questions', which is circled in red.

The screenshot shows the 'About You' and 'Demographics' sections of the form. The 'About You' section has two dropdown menus: 'Identifying Gender' (with 'Female' selected) and 'Grade' (with '3' selected). The 'Demographics' section has two dropdown menus: 'Residence' (with 'Town Under 10,000 or Rural - Non Farm' selected) and 'Are you of Hispanic or Latino ethnicity?' (with 'Hispanic' selected). All labels for these fields are in red. At the bottom, there are 'Back' and 'Next' buttons, with the 'Next' button circled in red.

Health Form

Note: Parents are asked to provide information related to the youth member’s health as it may affect their participation in 4-H programs, activities, and events. A yes or no answer is required for all questions. Details are encouraged for all “yes” answers.

21. Click **“Show Health Forms”**
22. Complete the Health Form questions and required Medical Release.
23. Click the **“Next”** button at the bottom of the screen when you are done.

(Required fields are marked in red and must be completed to move to the next screen.)

The screenshot shows the top of the 'Health' section. It includes a title 'Health' and a box with instructions: 'This is the Health Form Section. Fill in all your personal information correctly and completely. You must answer “yes” or “no” to all Health Questions. Please provide details as appropriate.' At the bottom of this box is a blue button labeled 'Show Health Form', which is circled in red.

The screenshot shows the 'Allergies' and 'Conditions' sections of the form. The 'Allergies' section has two questions, each with 'Yes' and 'No' radio button options. The first question is 'Does the participant have any allergies? If yes, what are the allergies?' and the second is 'Does the participant have any allergies to medication or local anesthetics? If yes, please list allergies.' Both questions are in red. The 'Conditions' section has two questions, each with 'Yes' and 'No' radio button options. The first is 'Has the participant been treated recently for a medical problem? If yes, what medical problem?' and the second is 'Is the participant taking any medications for treatment of a medical problem?'. Both questions are in red. At the bottom, there are 'Back' and 'Next' buttons, with the 'Next' button circled in red.



Consents

1. Click “Show Consents”

There are five consent forms that require completion for youth enrollment in the Michigan 4-H Program.

- Acknowledgment of Risk, Waiver & Release Form
- Michigan 4-H Youth Code of Conduct
- Youth Evaluation Acknowledgment
- Youth Medical Authorization Release
- Youth Media Release (*agreement not required*)

Please review each authorization statement and toggle the dot for agreement for each, or disagreement if applicable.

1. Complete all consents with member and parent/guardian signatures.
2. Click “Next” when you are finished.

Review Enrollment and Submit

Review Enrollment and Submit

1. Review the enrollment information.
2. If you need to make changes, use the “Back” button at the bottom of the screen to return to the page you wish to update.
3. Make the necessary changes, then proceed again to the Confirm screen.
4. Once you have verified that the clubs and projects are listed correctly, click the “Submit” button.
5. **Congratulations, your enrollment is complete!**

Note: Once you submit the enrollment, you will no longer be able to edit or change the record. The record will be reviewed by your local 4-H Online Manager for approval.

After you submit the enrollment, you will be returned to the **Member List** of your family profile. You will see that the enrollment status has changed to “Submitted.”

You will receive an email informing you that your enrollment has been submitted. The email will be sent to the email address listed in your family profile.

The local 4-H Online Manager will review the enrollment record. If it is complete, they will approve the record and the youth is officially enrolled in Michigan 4-H for the current program year. You will receive another email when your [County 4-H Office](#) has approved your enrollment.



Adult Volunteer Enrollment

NOTE: Only adults who are approved gold-level volunteers with MSU Extension should register in 4-H Online.

This means they have completed the MSU Extension Volunteer Selection Process, received their approval communication and have an active profile in the MSU Extension volunteer management system, [Volunteer Central \(msu.samaritan.com\)](https://msu.samaritan.com).

Adults who are **not** approved gold-level volunteers should **NOT** create an adult enrollment in 4-H Online.

If you have not applied to be a volunteer, please visit MSU Extension's [Volunteer Central](https://msu.samaritan.com) and apply to become a gold volunteer with 4-H Youth Development in your county.

If you have any questions regarding your volunteer status, please contact your [County 4-H Office](#) or visit [Volunteer Central](https://msu.samaritan.com).

Volunteer Types & Roles

When you re-enroll for the current 4-H year as an adult volunteer, you will be asked to select your volunteer type and the specific way you will serve. Please read the definitions of these specific volunteer roles so you may make the appropriate selection(s) when asked. Adult volunteers may be serving in these roles for a specific club or as an “at large” volunteer in a specific county.

Adult Club Volunteer Type – provides support to members of a single 4-H club.

- **Activity Volunteer:** Individuals who provide leadership to or assist with an activity or variety of activities in a **single club**. They may work independently or with a club, council, group, or committee to carry out an activity.
- **Administrative Leader:** Individuals who provide overall leadership to a club or group. They are responsible for the organization of the project groups within a single club or group. They may also be known as the General or Club leader.
- **Mentor:** Individuals who serve as a designated mentor. 4-H mentors are matched with 1-4 youth for the purpose of developing a long-term mentoring relationship with members of a single club. This includes those who volunteer with 4-H Tech Wizards, one-on-one mentoring programs and other small group mentoring efforts.
- **Project Leader:** Individuals who provide on-going leadership to a project within a club or group. It is possible for a club to have more than one project leader for a project. These leaders provide support to members enrolled in specific projects.
- **Resource Volunteer:** Individuals who serve as a resource for the 4-H program. They may provide leadership for a single learning experience, short term learning experience, short term program, or be utilized as needed for their expertise.
- **SPIN Club Volunteer:** Individuals who provide leadership or assist with a **single Special Interest Club (SPIN)** in the 4-H program.



Locate or create the adult volunteer record

If you are returning to 4-H, your volunteer record will be listed on the Member List. Click **“Enroll Now”** or **“Continue Enrollment”** next to the name.

If you are a new volunteer and your name is not yet listed, click **“Add Member”**, and follow the steps for **“Adding a NEW Member to the Family Profile”** on page 6.

1. Select **“Volunteer”** and click **“Next.”**
2. Click **“Enroll”** to confirm enrollment as a volunteer.
3. Click Select **“Volunteer Type.”**

Note: At least one Volunteer Type is required during the enrollment process. You may add multiple Volunteer Types.

A pop-up window will open for Volunteer Type.

4. Select **“Club Volunteer”** type in the drop-down.
5. A list of volunteer roles will appear based on the volunteer type selected. Review the definition of each volunteer type on page 12 to make the most accurate selection.
6. Click **“Add”** next to the appropriate volunteer type.
7. **Repeat steps 3-6** for each Volunteer Type that is appropriate.
8. Click the small **trash can** icon to remove any Volunteer Types that are not needed.
9. Click **“Next”** to continue.



10. Click **“Select Units/Clubs”** to choose the clubs you want to volunteer with.

11. Select the **County** and **Volunteer Role** that corresponds with the club you want to participate in.

12. Click **“Add”** next to the club where you will be serving as the selected volunteer type.

13. **Repeat steps 10-12** for each club where you will be serving as a volunteer. The button will now show **“Select Units”**.

14. **NOTE:** If you are a county-wide or “at-large” volunteer with no club affiliation, select the **“_____ County - General 4-H Experience”** club.

15. Click **“Next”** when complete.

16. Click **“Select Projects”** to choose a project area. You may add more than one project area to a club enrollment.

17. Select **“Club”** if you volunteer in a specific club, then select the specific club from the drop-down list.

18. Then click **“Select”** next to the appropriate project and click **“Add.”**

19. Select **“County”** if you are an “at-large” volunteer with no club affiliation. Then click **“Select”** next to the appropriate project area and **“add.”**

20. **Repeat steps 16-18** for each project you wish to add.

21. Once you are done adding all the projects, click **“Next”** to continue.



Questions

22. Click “Show Questions”

23. Complete the Questions “About You” section

24. When you are finished, click the “Next” button.

(Required fields are marked in red and must be completed to move to the next screen.)

25. Review the enrollment information.

26. Once you have verified the clubs and projects are listed correctly, click the “Submit” button.

27. Click “Confirm”

Congratulations, your enrollment request is complete!

You will receive an email informing you that your enrollment has been submitted. You will receive another email when your [County 4-H Office](#) has approved your enrollment. You may view the enrollment status on the Member List.

Remember:

Only individuals who are approved Gold Volunteers should register in 4-H Online. This means they have completed the Volunteer Selection Process, their background check, and have an active profile in Volunteer Central.

If you have any questions regarding your volunteer status, please get in touch with your [County 4-H Office](#) or visit [Volunteer Central](#).