



## Volunteer Renewal Guide

Revised November 2017

**Starting in the 2017-2018 program year: Volunteers only renew once every 3 years after they complete the initial screening process.** Renewal includes 2 steps: 1) re-enrolling online or via paper form, and 2) taking Safety of Minors training.

### OPTIONS FOR STEP 1 – RE-ENROLLING

#### Online option:

- 1) Log into your 4HOnline family account at <http://mn.4honline.com>
- 2) Enter your email address and password and click the “Login” button.  
If you have forgotten your password:
  - a. Select “I forgot my password,” enter your email, and click “Send My Password.”
  - b. Check your email for the temporary password that was sent to you.
  - c. Back at the 4HOnline login screen, enter your email, temporary password and “Login.”
  - d. You will be prompted to change your password.
- 3) Click “Continue to Family.”
- 4) On the Member List page, scroll down to find your name. Your Enrollment Status will be Inactive if you need to sign up. Click the “Edit” button next to your name.
- 5) Scroll down to click the button “Enroll for 2017-2018.”
- 6) Review and update your information on the Personal Information page. Then click the “Continue” button at the bottom of the page.
- 7) On the Additional Information page, click the authorization check boxes, then “Continue.”
- 8) Review and update the Health Form page and “Continue.”
- 9) The Participation pages allow you to select a club, projects and activities.
- 10) Click “Submit Enrollment.”

Paper option: Paper re-enrollment forms can be provided by county staff or printed from the 4H website at [z.umn.edu/4Hvolre-enroll](http://z.umn.edu/4Hvolre-enroll).

*Step 2 is on the next page....*

## OPTIONS FOR STEP 2 – SAFETY OF MINORS TRAINING

- 1) Watch the video from the Minnesota 4-H volunteer web page at [z.umn.edu/4-HSOM](http://z.umn.edu/4-HSOM). If you don't see the video, please try a different browser.

*\*\*Be sure to click the yellow arrow after watching the video to answer a few questions such as name, email address, phone, county so we have a record of your training.*

- 2) View, download or print a PDF transcript from the volunteer web page at [z.umn.edu/SOM-PDF](http://z.umn.edu/SOM-PDF). Fill out a Safety of Minors Sign-Off Sheet when done.
- 3) Watch the video in a face-to-face training. Talk with your county staff to arrange this. They may be planning a group training in your county. Fill out the Safety of Minors Sign-Off Sheet.
- 4) Watch the DVD available at the county office. Fill out the Safety of Minors Sign-Off Sheet.

***\*\*Important:*** You must submit the online questions or a Safety of Minors Sign-Off Sheet so Regional Support Staff can record that you have taken this training. We need evidence that you understand and agree to follow the Safety of Minors policy.

### After you renew:

If both steps are completed, Regional Support Staff will make you Active in 4HOnline. Please allow staff one week to review what you have submitted (longer in the busy times of Sept/Oct).

You can see your status on the Member List page in 4HOnline. **After October 31, volunteers with an Inactive or Pending status in 4HOnline should NOT be acting in any 4-H volunteer role.**

If you have questions about volunteer renewal, contact your county or regional 4-H staff.