



As a premier youth development organization, New Jersey 4-H offers many opportunities for you to enjoy the volunteer role you prefer. Age groups from kindergarten and up practice the skills represented by the four H's, Head, Heart, Hands, Health. Your knowledge, experience, and care is a gift you can give to youth. Examples of roles you might choose include:

- Club Leader/Assistant Leader
- Event Judge
- Resource Helper

As a 4-H volunteer you are entitled to professional training that includes how to apply best practices for keeping youth safe and protected from harm. Every adult volunteer completes a criminal background check and an official appointment process. Rutgers Cooperative Extension 4-H Youth Development staff in each county supervise volunteers and manage the 4-H program. Staff appreciate the commitment and effort of volunteers who accept this responsibility. In turn, we provide support, training, and materials to help you. We rely on volunteers like you to make a difference in the lives of youth we serve together as a team.

Becoming a 4-H volunteer is a responsibility as well as a privilege that requires official appointment by the Rutgers Cooperative Extension 4-H staff in your local county. The appointment procedure is standard throughout the state and is described in the following steps. Here's how to get started:

## 1 Meet Your 4-H Representative

4-H programming varies among counties. Meet with the staff/faculty in your county to learn what's offered, or share your own ideas. Relate what you'd like to do as a volunteer. They'll discuss the best volunteer role for you.

## 2 Apply Online

New Jersey 4-H uses 4HOnline for enrollment. The system manages basic enrollment information on youth members as well as adult volunteers. The instructions on the back

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will show you how to start an account and submit your application. Instructional videos are also available on the NJ 4-H website

(<http://nj4h.rutgers.edu/about/4honline>)

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

## 3 Youth Protection

To ensure the safety and integrity of our program, we require volunteers working with youth to submit personal information and undergo a screening process. Initially, 4-H volunteers must submit to an online criminal background check. This check is repeated every third year of a volunteer's service. (There may be a fee for this service, check with your county 4-H office.)

Volunteers must also complete an annual online training module on the protection of minors required by Rutgers University.

### Protection of Minors (POM)

You'll receive an email from your county office explaining how to access POM training. The process involves logging into a portal and completing a 30 minute online training session.

*All volunteers complete this process annually.*

### Criminal Background Check (CBC)

You will also receive an email to complete the background check from Rutgers' vendor, HireRight. This email includes a time-sensitive hyperlink for your security. The link will expire five days after it's issued.

*All volunteers must complete a CBC every three years.*

## 4 Orientation

Learning everything about becoming a 4-H volunteer doesn't happen overnight. To get you started, we hold an orientation class to go over the basics. Orientations are normally held in-person at the county 4-H Office, though circumstances may vary.

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

Your 4-H office will continue to provide support and information. We will also connect you with other 4-H volunteers and a variety of resources to promote your success.



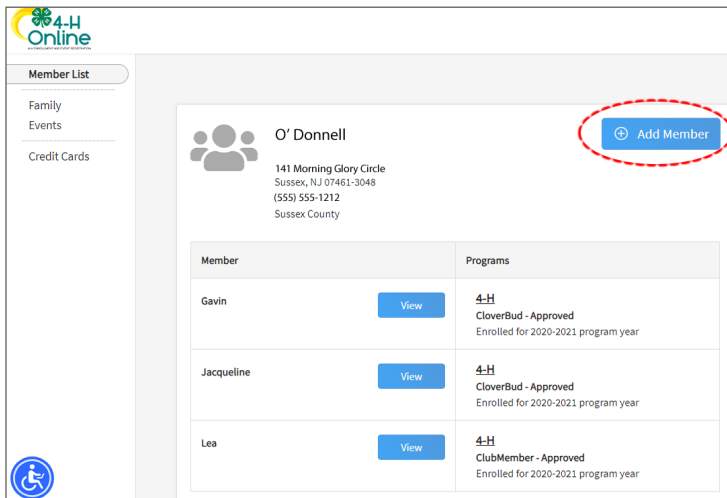
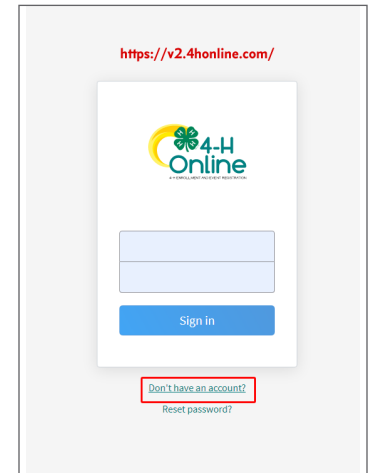
New Jersey 4-H uses 4HOnline ([v2.4honline.com](https://v2.4honline.com)) to enroll youth and adult members. The program allows 4-H and enrolled families to share information and register for events.

Adults interested in volunteering with 4-H may start the process by applying through 4HOnline.

The application requires providing three references, along with their contact information. Applicants may want to have this information at hand before starting.

The process is not difficult and should only take about ten minutes to complete. To begin, go to [v2.4honline.com](https://v2.4honline.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 Volunteer from your family's Member List page.

Login to your Family account and click *Add Member*. Follow the directions to submit your enrollment and complete your screening form.

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!*