



4-H Online: Reviewing Volunteer Enrollments

Purpose

It is imperative that all staff who work with 4-H enrollments understand that data must be correct before approval is granted. **ONLY** volunteers who have an **Active Gold** or **Active Silver** status in Volunteer Central may be approved in 4-H Online.

Viewing enrollments awaiting review

The primary 4-H Online county-level manager will receive an email when a new enrollment has been received.

- Login to mi.4Honline.com.
- On the left menu, open **Enrollments**, then across the top, open the **Awaiting Review** tab.
- This screen will display all enrollments, member and volunteer, that have been submitted by families and by staff entry from paper enrollment forms.
- Click on a row to open a submitted enrollment.

Enrollments for **Volunteer** member types should be processed promptly.

Name: Is the member's name in proper case format?

- Chris Clover vs. chris clover
- If not, make a note to edit the member's name in their member record after approval.

Volunteer Types: Do the selected type and role match how they will be serving the program?

Volunteers may select a single volunteer type or multiple types if they serve in more than one type of role.

Example: The Club Volunteer serves as a Gold – Project/Activity Leader for knitting project in a few local clubs and annual workshops AND is the Gold – Administrative Leader of the Sparkling Stars 4-H Club.

Volunteer Type	Roles
Adults Club Volunteer:	Gold – Administrative/Club Leader: Provide overall leadership to a club/council/committee/group.
	Gold – Mentor: Serves as designated mentor for a specific program.
	Gold – Project Leader: Provide leadership to a project area within a club/council/committee/group.
Adult Program Volunteer:	Silver – Volunteer: Individual who does not have consistent, direct contact with 4-H youth members and does not have access to enrollment data or program finances.

To contact an expert in your area, visit extension.msu.edu/experts or call 888-MSUE4MI (888-678-3464)

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Clubs: Are the club selections logical?

- Volunteer member types are not required to pick clubs, though if they are working with a club, it is best to have that club connected in their profile.
- Volunteers may select multiple clubs/groups/committees. If additional club selections are needed or there are issues with the clubs that were selected, send the enrollment back to the volunteer noting what needs to be changed.
- Make a note for yourself if you need to alert the club leader of a new volunteer connected to the club.

Projects: Are the project area selections logical?

- Volunteer member types are not required to pick project areas.
 - *For American Income Life insurance reporting purposes*, please make sure volunteers connected to **team sport clubs** have the “Health & Fitness: Physical Health” project area and those that are connected to **horse clubs** have “Horse & Pony” and/or “Proud Equestrian Program” projects areas in their profiles.
- Project areas represent *expected engagement* with teaching opportunities related to that project through the club or county program, not a wish list. If edits need to be made, use the **Edit** button in the **Projects** area.
- If the volunteer selected the General 4-H Experience Club, their project area(s) that they will be teaching in the program OR the project area option can be left blank.

Demographics: Only edit the residence selection if needed.

- **Residence:** If the member lives in a place where you *know* the population size and they have selected something larger, use the **Edit** button to make the adjustment.
 - Example: The member selected “Town, City or Suburbs 10,000 to 50,000 but your county only has 8,000 total residents, change the selection to “Town Under 10,000 or Rural – Non Farm”.
- **Note:** If the Emergency Contact changes during the program year, updates to those areas may be made at that time.

Other Questions

- Click the **Edit** button.
- Open [Samaritan](#) and locate the adult enrollee’s volunteer profile.
- Verify that the volunteer has an **Active Gold** or **Active Silver** status in **Volunteer Central**.
 - If they do not, you will need to send the enrollment back. Jump to the **Send Back or Approve** instructions below.
- Confirm if the person is a **Gold** or **Silver** volunteer. Then make sure their selected volunteer **Role** is a match.
 - If they do not, you will need to send the enrollment back. Jump to the **Send Back or Approve** instructions below.
- Type **your full name** as a signature to verify the volunteer status and selected roles are answered accurately in the above two questions.

Files

- Scans of paper enrollment forms do not need to be uploaded for adults as their consent authorizations are collected and managed in 4-H Online.

Send Back or Approve

- Enrollments for Volunteer member types without errors and who **ARE CONFIRMED Active Gold** or **Active Silver** in Volunteer Central should be processed promptly. If there are errors, use the comment box to **Send Back** guidance for corrections. If there are no errors, click the **Approve** button.
- If the enrollment is for an adult who is **IN THE PROCESS** of being screened as a volunteer, their enrollment may sit in **Awaiting Review** status until a determination is recorded in Volunteer Central. Once a determination has been made, promptly process the enrollment.
- If the enrollment is for an adult who is **NOT** an **ACTIVE** volunteer or who did not successfully complete the screening process, utilize the **Comment** section to provide the individuals with details as to why they are **not** being approved at this time and what further actions they could take. Then use the **Send Back** button.

SAMPLE MESSAGE, with space for contact information at the end:

Thank you for your interest in enrolling in our 4-H program. Only adults who are approved Michigan 4-H volunteers with an active status may enroll in 4-H Online. Adults who are interested in becoming a 4-H volunteer are screened through our Volunteer Selection Process. You may learn more about our process and apply to become a volunteer at:
https://msu.samaritan.com/custom/502/volunteer_home
If you have questions about the process, please contact _____.