# UC 4-H Self-Enrollment Process – Adult Volunteer

## Policy

Review Chapter 6 Policy and Resources before processing enrollment:
Policy: http://4h.ucanr.edu/Resources/Policies/Chapter6/
Policy Resources: http://4h.ucanr.edu/Resources/Policies/Staff_Resources/

## Adult Volunteer Steps

- Review the ZSuite Enrollment Tip-Sheet to get the link to login to the enrollment system and additional details about completing enrollment.
- Enter all Volunteer Application/Enrollment information required and submit in the enrollment system.
- Submit fee payment to Unit Leader/Organization Unit Volunteer.
- The Household email will receive a reminder email to submit payment, complete required volunteer trainings.
- The adult volunteer enrollment status will show as PENDING APPROVAL.
- For New Adult Volunteers or Adult Volunteers who have had a break in service, contact the Unit Leader or County 4-H Office for information, additional requirements as identified by the County 4-H Office and forms to complete a live-scan clearance with the Department of Justice.
- Complete all required Volunteer orientations and trainings.

## Unit Leader Steps

- County staff and Unit leaders will work together to confirm members prior to Approving the enrollment. See the For Volunteers: Unit Leaders Confirming Members and For Staff: Unit Leaders Confirming Members helpsheets. Please note only staff will be able to view the staff helpsheet.

  ONLY confirm Adult Volunteers if payment & all completed forms are received. NO EXCEPTIONS.
- At this point, the unit status is confirmed but the enrollment status is still PENDING APPROVAL.
- The Unit Leader submits payments for County and State enrollment fees for the Adult Volunteer to the county 4-H office.

## County 4-H Office Steps

- For New Adult Volunteers or Adult Volunteers who have had a break in service, County staff will verify all Livescan DOJ clearance information received, and any additional requirements as identified by the County 4-H Office are met.
- For Returning Adult Volunteers or Adult Volunteers who served the program in the previous year, County staff will verify responses on the Confidential Self-Disclosure form to see is a new Livescan DOJ/FBI background clearance is needed.
- County staff will ensure any necessary clearance information is received, and any additional requirements as identified by the County 4-H Office are met.
- County staff and Unit leaders will work together to confirm Adult Volunteers prior to notifying the County Director that the Adult Volunteer application is ready for an appointment decision.
- ONLY confirm adult volunteers if payment & all completed forms are received. NO EXCEPTIONS.

See the For Volunteers: Unit Leaders Confirming Members and For Staff: Unit Leaders Confirming Members helpsheets. Please note only staff will be able to view the staff helpsheet.

## Approving Designee* Steps

- The County Director* will review volunteer application. County Director either approves (with or without condition) or denies enrollment.
- Volunteer application and appointment decisions are given to County 4-H Office staff.

*Approving Designee in each county to align to the current 4-H Staffing Plan. In some counties this may be the Regional Program Coordinator, Statewide Program Manager or County Director.

## County 4-H Office Steps

- County Staff will arrange for approved Adult Volunteer to participate in a required 4-H Adult Volunteer orientation (if appropriate) and make sure required trainings are completed.
- If Volunteer is approved County Staff will:
  - Confirm all required Volunteer trainings are completed.
  - Login to 4the enrollment system and approve the Volunteer Enrollment.
  - Enrollment status will change from Pending Approval to ACTIVE.
- If there is a Conditional Appointment, a letter is sent and a confidential Profile Note is entered into the enrollment system.
- If Volunteer is not approved County Staff will:
  - Login to the enrollment system and return the enrollment.
  - Enrollment status will change from Pending Approval to RETURNED.
  - No profiles should remain as PENDING APPROVAL at this point in the process.
- County staff will prepare and send out Adult Volunteer Appointment cards for Unit Leaders (optional).

## More information:

For information on self-enrolling in the enrollment system, please see resources on the Enrollment Resources page or contact your local county 4-H office.

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