

Volunteer Enrollment Tips, Tricks, Lessons Learned, etc.... 4HOnline 2.0

Updated Directions for Volunteer leader enrollment:

Most leaders will have more than one “Volunteer Type” as they enroll this year. Here is a list to be sure you get your projects listed as well as enrolled with your club. The most common volunteer enrollment types in Boulder County are highlighted. It is better to list MORE volunteer types in your profile.

- **Club Volunteer** (You need to select one of these volunteer types in order to get the next step of selecting a club/unit to be associated with.)
 - Activity Leader
 - Advisory Council leader
 - Afterschool leader
 - Chaperone
 - Cloverbud leader
 - Co-organizational leader
 - Council/committee member
 - Event Coordinator
 - **Organizational Leader**
 - Other
 - **Project leader**
- **Project Volunteer** (You must also select one of these Project Volunteer types to then be able to select the projects you are helping with and to be associated with a project.)
 - Activity leader
 - Afterschool Enrichment Leader
 - **Project Leader**
- Activity Volunteer
 - Activity Leader
- Program Volunteer
 - Council/Committee Member
- Coach
 - School leader

Tip 1- If for some reason you did not get registered correctly the first time, please let us know and we can make those adjustments through the county level of your account. If you didn't select a project, please let us know what projects you would like to be registered as a volunteer with.

TIP 2- If the program is not saving your information or changes, try to log out, and REFRESH your internet browser. This clears the memory and it sometimes helps with saving your birthdate.

Organizational Leader Common Questions:

How do I view my club enrollments? You may find a place to enter a “PIN”, email Audra aharders@bouldercounty.org to get your PIN if you don't remember it.

How do I know who is enrolled in 4Honline in my club and their projects? You can get a club roster by logging into the system. But if you need more info, please email our office and we will do our best to pull a report for you. Pulling enrollments is a standard report. There may be some tricky things when it comes to members in multiple clubs and we can work with you on those kids.

Can I see what projects my members are enrolled in? We are working on creating some of these reports. But if you need something just ask and we will do our best to get to it as quickly as we can.

How do I close my club to new enrollments? Please email our office requesting closure of your club when you have reached your maximum numbers of enrollment. We will then request this closure at the state level and it may take some time for them to close the account. Something to also consider is the maximum number will also include Adult volunteers enrolled in your club. After your club closes, we can add adult volunteers to your club, however we are unable to add youth members.

- Note – previously enrolled members might sneak in after club closure, so we will need to watch for those and let them know your club is closed and to pick another group.

How do I make payments and turn in enrollment summary spreadsheet? Once you complete the enrollment spreadsheet with those members who have paid via Eventbrite and those included in your club check, please return the club checks along with spreadsheet to the Extension Office. You can mail to our office or come in during office hours. (Clover Club room Upstairs- Monday/Wednesday/Friday from 9-4:30- call to be sure they are not out for a meeting) The biggest thing we ask is that you communicate what you are doing with Audra at our office. If you mail, please let her know to expect it. If you drop off at the office, please let her know. aharders@bouldercounty.org