

2024-2025

Green County 4-H

Enrollment, Project & Policy Guide

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UW-MADISON EXTENSION
GREEN COUNTY

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4-H Online 2.0 Family Enrollment Guide

Updated 2024

Whether you are a new or returning family*, this guide will help you through enrolling in Wisconsin 4-H. Please read this page for a summary of the steps needed to enroll.

If you are a new family, start with Creating a New 4-H Online Account on page 3. After you create your login account, you will be prompted to Add a New Member to the Family right away. To add additional family members, click on the *Add Member* button on your family member list screen.

If you are a returning family, start with Logging in to an Existing 4-H Online Account on page 2. To re-enroll any existing adult or youth member, click on the *Enroll Now* link for the member on your family member list screen. Instructions for re-enrolling a youth start on page 7 and instructions for adults on page 11.

* Family can be a household or a recognized outside group (classroom, partner organization, etc.).

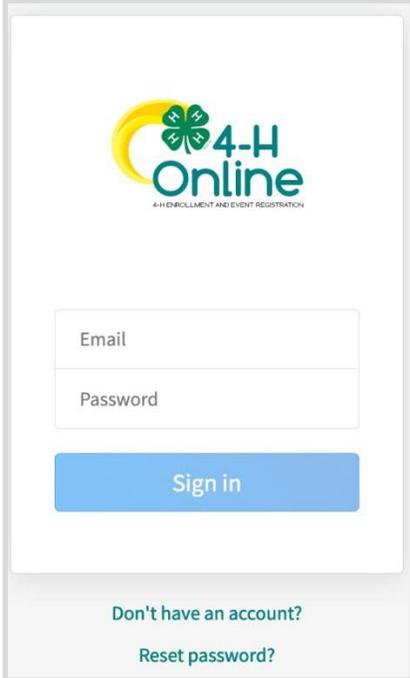
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Logging in to an Existing 4-H Online Account

1. If you have an account in 4-H Online, go to <http://wi.4honline.com>.
2. Enter your email address and password.
3. Click Sign-In

If you have forgotten your password, click “Reset Password?” to receive an email with a link to set a new password.



4-H Online
4-H ENROLLMENT AND EVENT REGISTRATION

Email

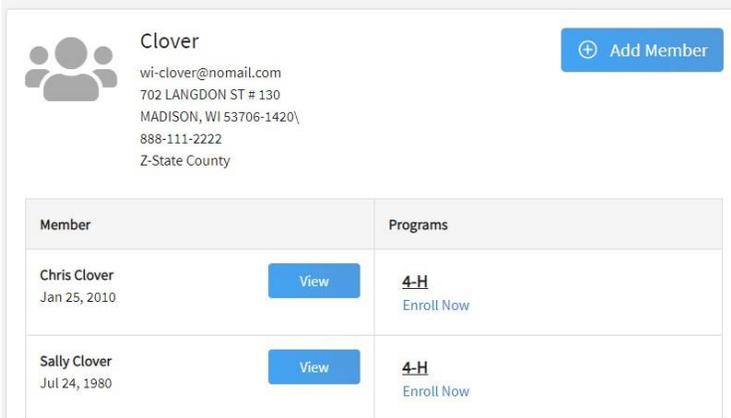
Password

Sign in

Don't have an account?

Reset password?

4. You will be at the Family Member List Screen.
5. To re-enroll a youth member, click on Enroll Now and skip to Youth Member Enrollment on page 7.
6. To re-enroll an Adult member, click on Enroll Now and skip to Adult Enrollment on page 11.
7. To add a new youth or adult member, click on the Add Member button and skip to Adding a New Member to the Family on page 5.



Member	Programs
Chris Clover Jan 25, 2010	View 4-H Enroll Now
Sally Clover Jul 24, 1980	View 4-H Enroll Now

Creating a New 4-H Online Account

1. Go to <http://wi.4honline.com>.
2. Click “Don’t have an account?” if you have never enrolled in 4-H before using 4-H Online.

NOTE: If you had an account in 4-H Online before, start at Logging in to an Existing 4-H Online Account on page 2.



3. Select Wisconsin from the drop-down menu and then select Wisconsin 4-H Youth Development.

4. Choose your county from the drop-down menu.



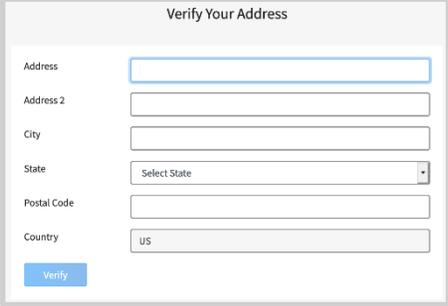
5. Complete your family’s information
6. Click the Create Account button



7. Enter your family's address information.

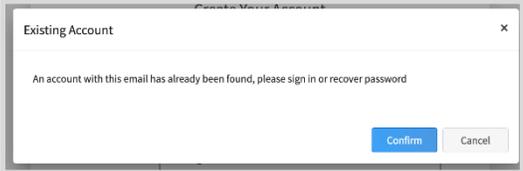
8. Click the Verify button.

NOTE: The verification process may require you to select an appropriate USPS format.



The image shows a 'Verify Your Address' form with the following fields: Address, Address 2, City, State (a dropdown menu with 'Select State' as the current selection), Postal Code, and Country (pre-filled with 'US'). A blue 'Verify' button is located at the bottom left of the form.

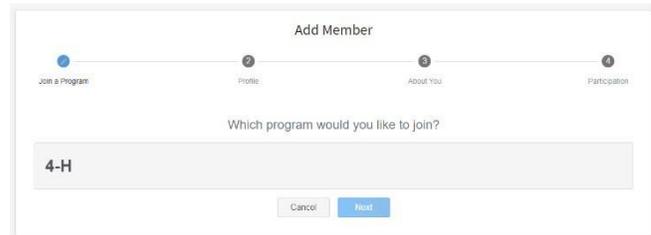
If you create a new account and an existing account is found, click the Confirm button and continue to Logging in with an Existing 4-H Online Account on page 2.



The image shows a dialog box titled 'Existing Account' with a close button (X) in the top right corner. The message inside reads: 'An account with this email has already been found, please sign in or recover password'. At the bottom right, there are two buttons: a blue 'Confirm' button and a grey 'Cancel' button.

Adding a New Member to the Family

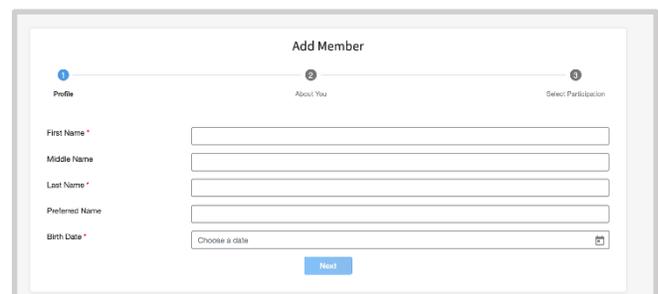
1. Click on 4-H.
2. Click the Next button.



The screenshot shows the 'Add Member' form at the 'Join a Program' step. A progress bar at the top indicates four steps: 1. Join a Program, 2. Profile, 3. About You, and 4. Participation. The current step is highlighted with a blue dot. Below the progress bar, the text asks 'Which program would you like to join?'. A list box contains '4-H' as the selected option. At the bottom, there are 'Cancel' and 'Next' buttons, with 'Next' being highlighted in blue.

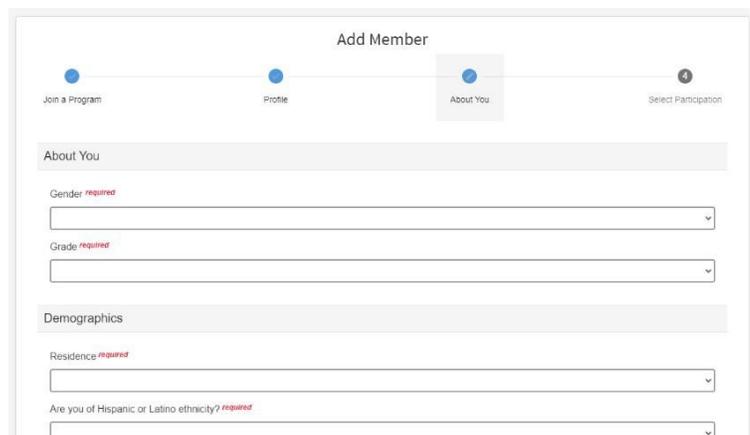
3. Enter the member's information.
4. Click the Next button.

NOTE: fields marked with a red *required* are required fields and must be completed.



The screenshot shows the 'Add Member' form at the 'Profile' step. The progress bar shows steps 1. Profile, 2. About You, and 3. Select Participation. The current step is highlighted. Below the progress bar, there are five input fields: 'First Name *', 'Middle Name', 'Last Name *', 'Preferred Name', and 'Birth Date *'. The 'Birth Date' field has a 'Choose a date' dropdown and a calendar icon. At the bottom, there is a 'Next' button highlighted in blue.

5. Complete the "About You", "Demographics", and "Emergency Contact" sections with the requested information.
6. Click the Next button.



The screenshot shows the 'Add Member' form at the 'About You' step. The progress bar shows steps 1. Join a Program, 2. Profile, 3. About You, and 4. Select Participation. The current step is highlighted. Below the progress bar, there are two sections: 'About You' and 'Demographics'. The 'About You' section has 'Gender required' and 'Grade required' dropdown menus. The 'Demographics' section has 'Residence required' and 'Are you of Hispanic or Latino ethnicity? required' dropdown menus. At the bottom, there is a 'Next' button highlighted in blue.

- Select your method of participation. If you intend to enroll in a club, select the New or Returning Member or Volunteer. If you just want to register for an event, select to participate but NOT join 4-H at this time.
- Click the Finish button.

If you have selected that you will be participating as a New or Returning 4-H Club Member, continue to step 3 of Youth Member Enrollment on the next page.

If you are participating as an Adult Volunteer, continue to the Adult Volunteer Enrollment on page 11.

If you have selected that you will be participating, but not as a Club Member or Volunteer, your record is complete. You may register for events that are available to participants.

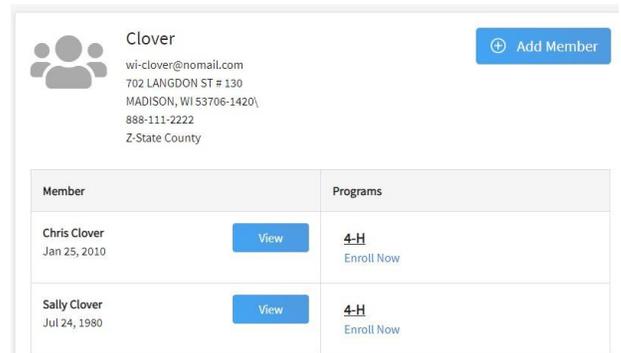
If you would like to enroll as a Club Member or Volunteer at any time, click “Enroll Now” from the Member List and continue to Youth Member Enrollment or Adult Volunteer Enrollment

Member	Programs
Chris Clover Jan 25, 2010	4-H Enroll Now
Sally Clover Jul 24, 1980	4-H Enroll Now

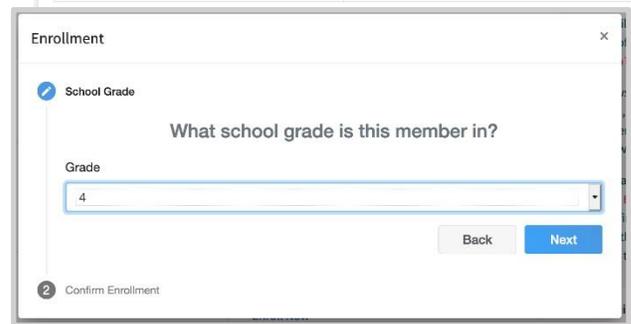
Youth Member Enrollment

If you are returning to 4-H, your member record will be listed on the family Member List. Click “Enroll Now”.

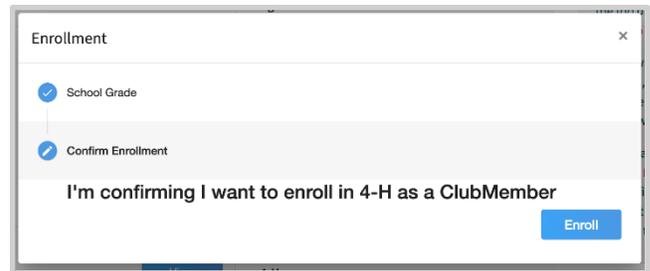
If you are a new member and your name is not yet listed, click “Add Member” and follow the steps for “Adding a New Member to the Family” on page 5, then continue to Step 1 below.



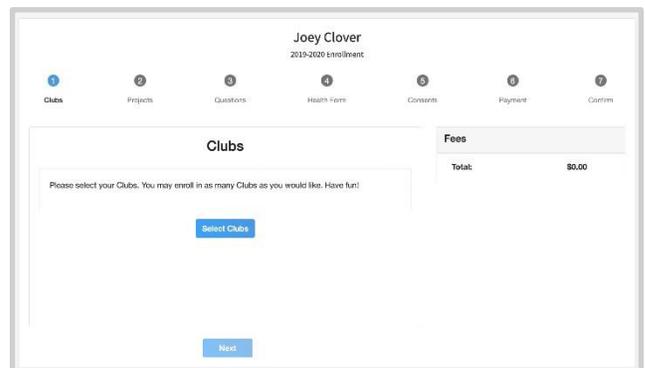
1. Select the member’s Grade and click Next.



2. Select to Confirm that you would like to enroll as a Club Member



3. Click the Select Clubs button



- If you are a club officer, select that from the Volunteer Type box.
- Click Add next to the Club you would like to join.
- Repeat steps 3-5 to add all of the Clubs in which you would like to participate.

- If you have enrolled in more than one club, be sure the Primary club is marked correctly. If not, click the Change to Primary button to mark a different Club as your Primary Club
- Click the trash can icon to remove a Club from the list.
- Once all of your Clubs are added, click Next at the bottom of the screen.

Primary	Club	Type	County	Fees
<input type="button" value="Primary"/>	Franklin Frankfurters	Club	Z State	Total: \$0.00

- Click Select Projects

- Select the Club with which you want your project to be associated
- Scroll until you find the Project that you will be enrolling in. Use the Project Filter to search the list
- Click the Add button next to the project you want to add to the member's enrollment
- If you are a youth leader in the project, select that from the Youth Volunteer Type dropdown box.
- Click the Add button.
- Repeat steps 10-15 for each project in which you would like to participate.

NOTE: Some projects may have Consents that are required in order to participate. You will be prompted to enter the required signatures and accept the Consents after you click “Add”.

- 17. Click the trash can icon to remove any projects.
- 18. Click the Next button once all the member’s projects have been added.

Project	Club	
Adventures	Franklin Frankfurters	
Aerospace	Franklin Frankfurters	
Art	Franklin Frankfurters	

- 19. Click “Show Questions”.
- 20. Complete the enrollment questions. Some of the questions will be completed for you based on what you entered when you created your record.

NOTE: Any questions with a red *required* are required.

Fees	
Texas 4-H AgriLife Extension - Youth Enrollment Fee	\$1.00
Total:	\$1.00

- 21. Click the Next button at the bottom of the screen when you are finished.

- 22. Click "Show Health Form".
- 23. During enrollment, you will be asked to complete the basic Health form fields and Consents.
- 24. Click the Next button at the bottom of the screen when you are done.

- 25. Click on "Show Consents".
- 26. Complete any Consents required.
- 27. Click the Next button at the bottom of the page when you are finished.
- 28. Click on Next.
- 29. Review the enrollment information.
- 30. Once you have verified that the clubs and projects are listed correctly, click the Submit button.

Congratulations, your enrollment is complete!

You will receive an email to let you know your enrollment has been submitted. You will receive another email when your County Extension office has approved your enrollment. You may view the enrollment status on the Member List.

Adult Volunteer Enrollment

If you are returning to 4-H, your Volunteer record will be listed on the family Member List. Click “Enroll Now” under the Program in which you would like to enroll.

If you are a new volunteer and your name is not yet listed, click “Add Member” and follow the steps for “Adding a New Member to the Family” on page 5, then continue to Step 1 below.

1. Click Select Volunteer Types to indicate how you are planning to participate in the program throughout the year.

At least one Volunteer Type is required during the enrollment process. You may add additional Volunteer Types later, if needed.

2. Select a Volunteer Type
 - a. Program Volunteer
 - i. Adult Advisor / Chaperone
 - ii. County Activity Leader
 - iii. County Committee Member
 - b. Club Volunteer
 - i. Club Activity Leader
 - ii. Club Enrollment Coordinator
 - iii. Club Leader
 - iv. Club Project Leader
 - c. Project Volunteer
 - i. County Project Committee
 - ii. Key Leader
 - iii. Project Leader
 - iv. Resource Leader

3. Click Add next to your Volunteer Type Role
NOTE: If you are a Project Leader for a specific Club, you will need to select a Club Volunteer Type and a Project Volunteer Type

Some Volunteer Types require additional Consent forms. If additional Consent is required, you will be prompted to sign the Consent before the Volunteer Type will be added to your Record.

4. Repeat steps 1-4 for each Volunteer type that you would like to participate as
5. Click the small trash can icon to remove any Volunteer Types
6. Click Next.

Sally Clover
2019-2020 Enrollment

Registration

1 Volunteer Type 2 Clubs 3 Projects 4 Questions 5 Health Form 6 Consents 7 Confirm

Type	Title	
Club Volunteer	Club Leader (Organizational/General)	
Program Volunteer	Adult Advisor / Chaperone	
Program Volunteer	County Committee	
Project Volunteer	County Project Committee	
Project Volunteer	Project Leader	

Select Volunteer Types

Fees
Total: \$0.00

Next

7. If you have selected a Club Volunteer Type, click "Select Clubs" to choose the Clubs with which you would like to Volunteer.

NOTE: If you did not select a Club Volunteer Type, you will not see this screen.

Anna Clover
2019-2020 Enrollment

Registration

1 Volunteer Type 2 Clubs 3 Projects 4 Questions 5 Health Form 6 Consents 7 Payment 8 Confirm

Primary	Club	Type	County
<input type="button" value="Select Clubs"/>			

Fees
Total: \$0.00

Back Next

8. Select the Volunteer Role that corresponds with the Club in which you would like to participate
9. Click Add next to the Club
10. Repeat steps 8-10 for each Club in which you would like to participate

Add Units

County *required*
Z-State

Volunteer Type *required*
Club Leader (Organizational/General)

Franklin Frankfurters

Langdon Loiterers

Cancel

11. If you have selected to participate as a Project leader, you will be prompted to select a Project. Click Select Projects

Anna Clover
2019-2020 Enrollment

Registration

1 Volunteer Type 2 Clubs 3 Projects 4 Questions 5 Health Form 6 Consents 7 Payment 8 Confirm

Projects

Fees
Total: \$0.00

Back Next

12. Select Club if you are a project leader for a specific Club, and select the Club.
13. If you are a Project Volunteer for the entire County associated with your Family Profile, select County
14. Scroll until you find the Project that you will be working with. Use the Project Filter to search the list
15. Click Add next to the Project that you will be working with.

16. Select the Project Volunteer Type that best describes your involvement and click on the Add button.

Some projects require additional Consents in order to participate. If an additional Consent is needed, you will be prompted to enter your signature and acceptance before the Project will be added to your record.

17. Click Show Questions
18. Complete the Questions section
19. When you are finished, click the Next button
NOTE: Any questions with a red *required* are required

20. Click "Show Health Form".
21. During enrollment, you will be asked to complete the Basic Health Form fields and Consent.
22. Click the Next button at the bottom of the screen when you are done.

- 23. Complete the required Consents
- 24. Click Next at the bottom of the page.

- 25. Click Submit

- 26. Additional steps (Screening and Training) are required for Adult Volunteers. Click Confirm to continue to any additional steps.

The additional steps may be completed at any time and in any order

Volunteer Screening

Every adult volunteer is screened (criminal background check) upon initial enrollment and every four years thereafter. If you see the screening page, you need to be screened this year. Complete the screening form and associated Consent

Click Continue to Submit your screening approval.

Within a week you will receive an email from HireRight with a link to complete the screening process.

Volunteer Training

If you have not completed your Volunteer training, you will see a Training tab.

Click the title of the training to select a lesson.

Click on the lesson title to open the lesson and begin the training

Continuing an Enrollment

To continue an enrollment that has been started or to complete additional Volunteer enrollment steps, click on the Member List link in the upper left corner.

Then click the link to Continue the Enrollment or to continue a step in the Volunteer Enrollment process.



Member List

Profile

Events

4-H

A screenshot of the 4-H Online member profile page. At the top left, there is a profile icon and the name "Clover" with contact information: "wi-clover@nomail.com", "702 LANGDON ST # 130", "MADISON, WI 53706-1420", "888-111-2222", and "Z-State County". To the right of this information is a blue "Add Member" button. Below the profile information is a table with two columns: "Member" and "Programs". The table lists two members: "Chris Clover" (Jan 25, 2010) with a "View" button and "4-H ClubMember - Awaiting Review" (Enrollment Submitted); and "Sally Clover" (Jul 24, 1980) with a "View" button and "4-H Volunteer - Awaiting Review" (Volunteer Application Submitted, Continue Trainings). To the right of the table is a welcome message: "Welcome to the new version of 4-H Online! Add family members by clicking on Add Member at the top of this page. To enroll in a program click on the Enroll Now link under the program name. If it shows Continue Enrolling... under a program, that means you have not completed enrollment, no worries, just click on the link to pick up where you left off. To navigate to a family member click on the View".

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2024-2025 Green County 4-H Project List

Youth Leadership

Younger Members –

- Cloverbuds - Grade K-2
- Exploring - Grades 3-4

Service Learning & Citizenship

Self-Determined

Animal Sciences

- Beef
- Cats
- Dairy
- Dairy/Meat Goats
- Dogs
- Horses, Horseless Horse & Horse Clothes
- Pets
- Poultry
- Rabbits
- Sheep
- Swine
- Veterinary Science

Arts & Communication

- Art & Crafts
- Ceramics
- Computers
- Creative Writing
- Demonstrations
- Drawing & Painting
- Music
- Photography
- Speaking
- Theatre Arts (Drama)
- Videography

Family, Home & Health

- Child Development
- Clothing
- Consumer Savvy
- Crocheting
- Entrepreneurship
- Foods & Nutrition
- Foods Preservation
- Health
- Home Environment
- Intergenerational
- Knitting

Mechanical Sciences

- Aerospace
- Bicycling
- Electricity
- Geospatial
- Robotics
- Scale Models
- Small Engines
- Tractors
- Woodworking

Natural Resources & Environmental Education

- Adventures
- Birds
- Entomology (Insects)
- Exploring Your Environment
- Fishing
- Forestry
- Geology (Geoscience)
- Hunting
- Recycling
- Wildflowers
- Shooting Sports (All Disciplines)

Plant & Soil Sciences

- Crops (Corn, Forages, Small Grains)
- Flowers
- Fruits
- Home Grounds
- House Plants
- Vegetables

International Programs

Green County 4-H: Membership Dues, Volunteer Training and Project Literature

All 4-H enrollments, whether new members or re-enrolling members as well as all adult leaders, will be done as a family or individual online at <https://v2.4honline.com/>. Please follow the instructions in your 4-H Enrollment Guide to complete your enrollment.

Membership Dues:

In 2024-2025, County Dues for 4-H members, including Cloverbuds, are \$15.00 per member. This covers accident insurance, promotion costs and some programming expenses. Even though members are enrolled online, individual payment for 4-H enrollment is still paid to the individual 4-H Club. There will not be membership dues for first year families.

Adult Volunteer Dues: We deeply appreciate all of the adults who are willing to volunteer their time to support 4-H member experiences. Therefore, we are pleased to announce that Adult Volunteer dues have been waived for the 2024-2025 4-H Year.

4-H ADULT VOLUNTEER TRAININGS

Volunteers help make 4-H possible. As a volunteer, you will work with youth, adult volunteers, and Extension staff to offer youth development experiences for young people.

Returning 4-H Volunteers: All returning volunteers will need to complete a brief online training on Title IX Reporting and will also need complete the online Building Safe Spaces training, if they did not complete in the 2023-2024 4-H year.

Becoming a New 4-H Volunteer: If you are 18 years old and interested in becoming a 4-H volunteer, we can help. We will provide new volunteers with Volunteer in Preparation Training about how to work effectively with youth and what resources are available to you. We will also ask you to participate in online trainings on the topics of Mandated Reporter, Supporting You, Supporting Youth, and Building Safe Spaces. Finally, to ensure the safety of all youth and volunteers, a Volunteer Behavior Expectations Agreement and background check are required. For more information on becoming a New 4-H Volunteer, please contact Ellen Andrews, the 4-H Youth Development Educator at the Extension Green County Office.

PROJECT LITERATURE for 4-H MEMBERS & LEADERS

4-H Project Literature is designed to be a resource for both members and leaders, and is available for many, but not all project areas. Most of the project literature includes hands-on activities to help youth learn project-related skills and knowledge, along with general life skills.

Options for Getting Project Literature:

Club Project Literature Library Kits – Each 4-H Club has a project literature library kit. Clubs are responsible for having their own process to check out specific 4-H literature resources for a limited time.

Purchasing Literature - Families may purchase project literature directly through the 4-H Cooperative Curriculum System (4-H CCS) catalog and/or the National 4-H Supply Service (www.shop4-h.org).

FREE Literature: While Supplies Last – The Extension Green County Office will be giving away excess inventory of Project Literature, while supplies last, during normal Extension Office hours (8am-4:30pm, one-day advanced notice required.)

If you have additional questions about 4-H enrollment, projects or literature, please contact your 4-H Club Organizational Leader(s) or the Extension office at 608-328-9440.

GREEN COUNTY 4-H PROGRAM POLICY OVERVIEW 2024-2025

This is only an overview of the Green County 4-H policies. For full documentation of the 4-H policies, please see the Wisconsin 4-H Policies and the Green County 4-H Program Policies.

Membership is open to all youth beginning in 5K (five-year-old Kindergarten) AND who are 5 years old by September 1 or older. 4-H membership cannot exceed one-year beyond high school graduation and not to extend beyond the age of 19 as of December 31 of the enrollment year.

- a. Membership is open to all youth regardless of race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital or parental status.
- b. Youth in 5K-2nd grades are eligible to enroll in the Green County 4-H program and participate in the 4-H Cloverbud Project, which is designed to meet the developmental needs of this age group.
- c. Youth in 3rd grade through one year beyond high school (13th grade) may select from any of the over 60 project areas offered in Green County 4-H.

Enrollment:

Members may join at any time, but primary enrollment period is **September – November 1st**. Enrollments must be completed on the 4HOnline website (<https://4honline.com/>)

- a. Re-enrolling youth must enroll by November 1st to meet “Member in-Good-Standing” requirements.
- b. New 4-H members must enroll by January 15th to meet “Member in-Good-Standing” requirements.

4-H Clubs: An organized 4-H club must have at least 5 members from three or more families. Once a member has joined a club for the 4-H year (by November 1st), there is no switching of clubs within that 4-H year.

4-H Projects: “Project” refers to the subject matter topics listed in the Green County 4-H Project Guide. These are topics of interest that youth could learn more about and build new skills.

- a. **Project changes:** 4-H Members can make project changes in 4HOnline by January 15th to add or delete projects.
- b. **Exhibiting at the County Fair:** 4-H youth are encouraged to be enrolled in the 4-H projects that correspond to the County Fair departments in which the member intends to exhibit.

4-H Member in-Good-Standing Status: A youth is required to have “member in-good-standing” status in order to be eligible to represent the Green County 4-H Program as a participant at the County Fair, at state or national 4-H contests that require county authorization, or to be eligible for recognition from the Green County 4-H in the form of a county 4-H award or 4-H scholarship. 4-H members in the Cloverbud Project (Gr. 5K-2nd) are encouraged, but not required, to comply with the “member-in-good-standing” expectations. A “member in-good-standing” must:

- a. Enroll by the 4-H enrollment deadline (Re-enrolling: Nov. 1st; New Enrollment: Jan. 15th).
- b. Attend at least four (4) 4-H meetings, events or workshops, between September 1, 2024 and April 21, 2025, with at least two (2) being 4-H club meetings.
 - i. If you attend a county 4-H meeting, event, or workshop that you would like to count toward this attendance requirement, it is the responsibility of the member and family to notify the 4-H Club Organizational Leader.
 - ii. Members who have graduated from high school and who are enrolled in post-high school educational opportunities outside the area will be waived from this requirement. However, when home, these members should make every effort to attend scheduled project and club meetings.
- c. Pay membership dues (unless waived) and have no outstanding 4-H bills.
- d. Complete a 4-H Record Book (either County, Club, or Minimal level record book) on the 2024-2025 4-H year to be eligible to represent 4-H at the County Fair or earn 4-H recognition in 2025-2026.

Record Book Requirements: Record books provide a valuable educational opportunity for reflection, life skill development (including planning and record keeping), and recognition. Record book materials are available on the Green County 4-H Forms webpage at <https://green.extension.wisc.edu/4-h-youth-development/4-h-forms/> or in print at the Extension Green County Office. ALL Green County 4-H members in 3rd grade and older are REQUIRED to fill out a record book.

4-H Adult Volunteers:

- a. All 4-H programs and activities must be supervised by a staff member or an adult, 18 years of age or older, who has completed the required volunteer trainings and is currently an approved 4-H volunteer.
- b. Volunteers are responsible for being aware and complying with Wisconsin 4-H Policies, including 4-H Project and Activities policies that ensure the safety and well-being of all participants.

#wi4hmovement



The Wisconsin 4-H MOVEMENT

I pledge my  head to clearer thinking, my  heart to greater loyalty, my  hands to larger service, and my  health to better living, for my club, my community, my country and my world.

In Wisconsin 4-H we value:

<p>Being Yourself</p>  <p>Find and share your authentic sparks and interests;</p>	<p>Belonging Together</p>  <p>Recognize, understand, respect, and appreciate each other;</p>
<p>Building Connections</p>  <p>Grow positive relationships with peers and adults;</p>	<p>Discovering Skills</p>  <p>Develop skills through hands-on learning to help you succeed and thrive;</p>
<p>Exploring New Opportunities</p>  <p>Open the door to new experiences, projects and places;</p>	<p>Giving Back to Your Community</p>  <p>Make meaningful contributions through community service and leadership.</p>

BELONGING

MASTERY

INDEPENDENCE

GENEROSITY



UW-MADISON EXTENSION