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FS#1013A4H

The Steps to Becoming a Registered 4-H Volunteer in Brevard County

1. **Contact** UF/IFAS Extension Brevard County 4-H Youth Development Program at 321-633-1702 and ask to speak with a 4-H Extension Agent.
2. Set up an **initial meeting** with the 4-H Extension Agent: this meeting should take approximately one hour. The 4-H Extension Agent will ask prospective volunteers about their experiences with 4-H and interest in becoming a volunteer. This meeting will also serve as a training to orient prospective volunteers on what it takes to become a registered volunteer leader, the requirements to register a club, and the commitment involved in becoming a leader or volunteer.
3. Sign up **online** as a volunteer: all 4-H registration takes place online. Prospective volunteers will create a profile (family) and sign up online. Registration will be approved through our office. The website to register is: <https://fl.4honline.com>. Prospective volunteers will be asked to fill out all the information necessary on the online enrollment including driver's license number, social security number, and references. The Extension Office will activate the volunteer once the registration is complete.
4. Complete the **online volunteer training**: <https://bit.ly/1fgGLuh>
5. Complete the **affidavit of good moral character** and return to the Extension office: <http://bit.ly/McEsgt>.
6. Prospective volunteer leaders will be **fingerprinted**. The county will cover the cost of this and specific instructions regarding this will be given to prospective volunteers once the previous steps have been followed. If a prospective volunteer has already been fingerprinted, proof in the form of documentation on letterhead will be asked to be provided.
7. Receive **volunteer appointment letter**: Within one month of completing the entire volunteer application process, prospective volunteers will receive an appointment letter. Congratulations- you are an official 4-H volunteer!
8. **Attend volunteer training**: Brevard County holds an annual volunteer training in September each year. Volunteers will be asked to attend this mandatory training. If unable to attend, training will occur on a one to one basis with the Extension Agent throughout the year.

9. **Plan the club and recruit members:** volunteers will begin to plan for the 4-H year by setting up the initial meeting and recruiting members. Brevard County has a 4-H Open House in August of each year to assist with recruitment. Otherwise recruitment will take place through word of mouth, personal invitations, press releases, and fliers.
10. **Online confirmation of members:** Once a name for the club has been selected, volunteer online accounts will be linked to the club account they will be in charge of. Volunteers will receive a password from the Extension office and have access to confirming incoming 4-H members. It is important that volunteers routinely check the online registration system to confirm new member registrations. Volunteers are able to manage their club membership records through this account.
11. **Begin 4-H meetings,** continually confirm 4-H members online.
12. Turn in **charter paperwork:** due November 1st, this paperwork documents the meeting information of the club as well as the membership and officers. Volunteers will work with youth to complete this form and turn it into the Extension office by November 1st. If a club begins after this deadline then an extension will be granted. Charter paperwork is available at:
<http://brevard.ifas.ufl.edu/4-H/PDF/2013charter.pdf>
13. Receive **further volunteer trainings** if necessary: chaperone, driving, fingerprinting, etc.
14. This document lists the initial steps in becoming a volunteer but does not give information on club management, officer training, fundraising, etc. These topics will be addressed during the year through one-on-one trainings with the Extension Agent and volunteer. Volunteers are encouraged to read up on important 4-H policies through the Florida 4-H resource page:
<http://florida4h.org/clubs/resources/>

Welcome to being a part of the University of Florida, Institute of Food and Agricultural Sciences Brevard County Extension 4-H Youth Development Program.