Adding a New Adult Volunteer Enrollment

For adult volunteers who have not enrolled in South Dakota 4-H before.

1. Open a web browser and type in: http://sd.4honline.com (Please note, adding the www. prefix will return an error message). You will now see the South Dakota 4-H Youth Development login page.

   TIP: Any browser should work well with 4HOnline, but Firefox works best.

2. If another family member in your household is already enrolled in South Dakota 4-H, log in to your family account and skip to Step 10.

3. If none of the family members in your household are enrolled in South Dakota 4-H, choose 'I need to setup a profile.'

4. Enter your desired login information.

5. Click 'Create Login.'

6. If you receive a message that your account already exists, contact your County 4-H Office for your login information.
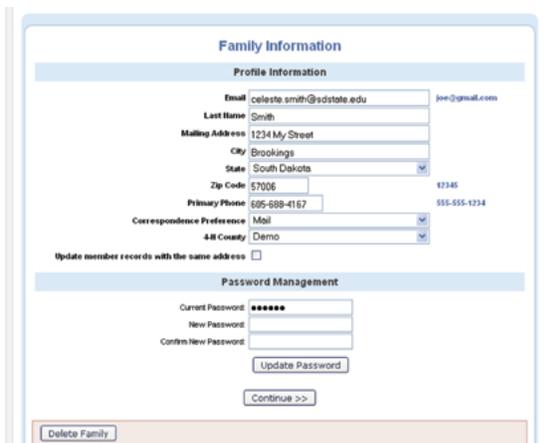
7. Enter your Family Information.

8. Click 'Continue'. In 4HOnline 'Continue' means the same as 'Save.'

9. Members in 4HOnline are categorized by Family. Add youth and adult family members who would like to enroll in 4-H.

   NOTE: Only add Adults who would like to enroll as Volunteers. Parents who are not volunteers should not enroll as adults.

   To view your County's contact information click on 'Contact Info.'

10. Under 'Add a New Family Member,' select 'Adult' and click 'Add Member.'

11. Enter the Adult's Personal Information.

12. Information in Bold is required. All other information is optional.

    NOTE: In order to receive text messages, you must enter your cell phone number and your provider.

13. Answer 'Yes' to 'Are you a Volunteer.' A 'No' answer will not generate the necessary forms for you to enroll as a Volunteer.

14. Click 'Continue.'

Additional Information

I certify that I am a member of this South Dakota 4-H Online Family Account and that I am accessing this webpage to send information to the County and State 4-H offices under South Dakota State University (SDSU) Extension. By typing my name in the sections below, I agree to allow the South Dakota 4-H Program to use my typed name as my legal electronic signature.

Media Release

I hereby authorize South Dakota State University (SDSU) to photograph me and/or my property or use my submitted media, and authorize SDSU, its legal representatives, or successors and assigns the absolute right and unrestricted permission to copyright, publish and/or use such photographs or recordings in whole or part, or composite form made for art, advertising, trade or any other lawful purpose.

I hereby waive any right that I may have to inspect and approve the finished product or the advertising copy that may be used in connection therewith, or the use to which it is applied. I understand no payment or compensation will be provided to use my photograph or recordings.

I hereby release, discharge and agree to hold harmless SDSU from any liability by virtue of any use whatsoever, whether intentional or otherwise, that may occur or be produced in the taking of said picture, or in any processing needed to complete the finished product.

I give permission for photos or videotapes of myself to be reproduced and utilized for 4-H promotional, educational or University purposes. ⊙

I DO NOT give permission for photos or videotapes of myself to be used for any reason. ○

Member Signature [   ] REQUIRED

South Dakota 4-H Volunteer Involvement and Requirements

SDSU Extension has an obligation to ensure the safety of the youth it serves. This obligation also extends to the volunteers who deliver or assist in the delivery of educational programs. SDSU Extension takes this obligation seriously and developed this process to help ensure the safety of our youth and other vulnerable audiences.

15. Read the Additional Information carefully.

16. Mark the check box and/or sign each section. Please remember, by typing your name in these sections, you agree to allow the South Dakota 4-H Program to use your typed name as your legal electronic signature.

17. Click 'Continue.'

Volunteer Screening

Additional Personal Information

Marital Status
Single/Widowed/Divorced: ☐
Married/Legally Separated: ☐

Citizenship
US Citizen - US: ☐
Resident Alien/Permanent Resident - RA: ☐
Alien Substantial Presence - SP: ☐
Non-Resident Alien - NR: ☐

If not a US Citizen
Passport Number: [   ]
Visa Type: [   ]
Nation of Citizenship: [   ]
Nation of Birth: [   ]

Volunteer Information
Primary Volunteer County: [Select one ▼]

4-H Alumni
No: ☐
Yes: ☐

Description of Service
General 4-H: ☐
FYEq: ☐
4-H Rodeo: ☐
Shooting Sports: ☐

18. Fill out the Volunteer Screening and click 'Continue.'

19. If the Volunteer Screening page does not appear, return to the Personal Information page and be sure you answered 'Yes' to 'Are you a Volunteer?'

20. Click 'Continue.'

21. Clubs, Projects and Groups are optional for Adult Volunteers.

22. If you are a Club leader, please select and add your Club and Volunteer Type. If you volunteer in a certain Project area or Group, please add those as well.

23. When you have finished, click 'Submit Enrollment.'

24. Once you submit your enrollment, your information will appear on your family's Member/Volunteer List as Pending.

25. You will receive an email notification that your enrollment is processing.

26. In the meantime, your County 4-H Office and the State 4-H Office will receive notification of your enrollment.

27. Human Resources requires a paper enrollment form the first year that each person volunteers. You can access this form from the 4HOnline login page or directly at: https://extension.sdstate.edu/volunteer-policies-forms.

28. Submit your $10 Volunteer Screening fee and the paper form to your County 4-H Office.

29. Once your County 4-H Office receives your $10 Volunteer Screening fee and the paper Volunteer Enrollment form and send them to the State 4-H Office, the State 4-H Office will submit your paper form to Human Resources for a background check.

30. Human Resources will email you an "electronic release" to give them permission to run the background check.

31. When the background check has cleared, the State 4-H Office will approve your volunteer enrollment. You will receive a notification via email that your enrollment has been approved and your enrollment status will change to 'Active.'

32. You may log in to your Family account at any time to edit your enrollment information.