



Introduction to Procedure H-R-19-03: *Becoming a Volunteer*, Procedure H-R-20-01: *Accessing Volunteer Training Course*, including Directions for Form H-F-19-04: *Volunteer Application*

Thank you for your interest in serving the South Dakota 4-H program. You are joining a network of over 4000 individuals committed to strengthening our state with positive youth development. We appreciate your service!

This document provides a step-by-step overview of the process and application for becoming a certified volunteer with SDSU Extension and the South Dakota 4-H Program. Collectively, this process standardizes certification statewide to ensure our commitment to youth safety and positive youth development. This document is used in conjunction with staff procedure document H-R-19-04 "Certifying a New 4-H Volunteer" and staff form document H-F-19-05 "New Volunteer Interview Questions."

- Pages 2-3 of this document provide the complete process from start to finish of becoming a new volunteer with SDSU Extension and South Dakota 4-H.
- Pages 4-5 of this document details how to access the required volunteer orientation course.

The application will be the first form that potential volunteers complete. They may do this online at extension.sdstate.edu/4-h-volunteers. For volunteers who contact the office and do not have capability to complete form online, you may print off the paper version from the SDSU Extension Policies and Procedures Box.

Having a standard process that consistently screens and reviews the qualifications of individuals who have direct oversight and supervision of our youth is crucial to creating a healthy and positive youth development environment. Thank you for your commitment to protecting 4-H youth in South Dakota.

Yours in 4-H Spirit,

Jenae K. Hansen-Gross, LCSW, MPA

SDSU Extension 4-H Volunteer Development Field Specialist

KEYWORDS: [new volunteer](#) | [screening](#) | [volunteer guide](#) | [certification](#) | [application](#)



Becoming a Volunteer

Steps to becoming a Certified Volunteer with South Dakota 4-H

Procedure H-R-19-03

Who needs to be a certified volunteer?

Non-members aged 18+ (preferably 21+) who will be a regular and ongoing contributor to the local or state 4-H program. Volunteering 4 or more times each year. Common role examples would be club leader, project leader, committee member, or an adult overnight chaperone. These individuals may exercise unsupervised care, custody, or control of 4-H members and must complete a background check. Certified volunteers are under the supervision of county or state 4-H professionals.

Step 1: Contact your local county 4-H office or complete the 4-H Volunteer application found at: extension.sdstate.edu/4-h-volunteer-application. For paper version of the application, please contact your local county office.

Step 2: Interview with county 4-H Staff. They will have questions for you about your previous experiences as a volunteer, motivation for volunteering with SD 4-H, to help find the right volunteer position for you. They will also have the necessary paperwork for you to complete at this meeting.

Step 3: Complete Volunteer Work Agreement. Pay necessary volunteer fees (\$10 for first time volunteers and renewing volunteers, \$75 for returning volunteers whose membership has lapsed). Staff may also go over a volunteer position description with you that will cover general expectations of a 4-H volunteer.

The Volunteer Work Agreement will be sent to the state 4-H office in order to process your background check through *Hire Right*. You must provide your social security number on this document. Neither the county 4-H office or the state 4-H will retain a copy of this document. Volunteer Position Descriptions are for the county office to retain as part of your volunteer file. You will also be provided a copy of any Volunteer Position Descriptions. Shooting Sports specific descriptions will be provided during the registration process of your coaches training.

Step 4: Enroll in and complete the Volunteer Orientation Training through Training House at traininghouse.sdstate.edu. The course is self-guided and you may complete at your own pace. Course must be completed before you will be approved to be a volunteer with SD 4-H. The course is seven sections that range in time to complete from five minutes to twelve minutes—**six of these sections are required and contain a review quiz at the end.**

To access the course, see instructions on page 5 of this document.

Step 5: Watch for email from *Hire Right*. This is the company that SDSU uses to complete background checks. Complete the steps and provide necessary information for background check.

This email may go to the SPAM or JUNK folder in your email. Please be diligent in checking for the email from *Hire Right*. This should be 1-2 weeks once all paper work is completed. The county office will notify you once the email is sent. If you have not received the email within a two weeks of county office sending your volunteer work agreement, please contact them.

**If you do not complete the Hire Right background check within 30 days of the initial email, you may be subject to paying the full \$75 fee to reorder the background check. The sooner this is complete; the sooner you can start volunteering with SD 4-H.*

Step 6: Create a 4-H Online Account. Your county office will be notified if a volunteer has been approved or denied following the background check and orientation course completion. You will then need to go to 4H Online, create an account, and enroll for the first year. Contact your county office if you have questions about enrolling. v2.4honline.com/

**If you do not create a 4-H Online Account, you will be asked to fill-out additional paperwork with the county office to complete your enrollment as a volunteer.*

Step 7: Volunteer! Once you have enrolled in 4-H Online, the state 4-H office will approve you as volunteer and then the county 4-H office. You are ready to get to work making the best better with the South Dakota 4-H youth development program.

Thank you for your interest in volunteering with SDSU Extension's 4-H Youth Development Program! This program would not be possible without our hard working and dedicated volunteers enriching our program, supporting young people, and making communities stronger.

*Adopted December 31, 2019
Last revised May 1, 2025*



Accessing SD 4-H Volunteer Courses

Procedure H-R-20-01

Create an account:

1. Navigate to traininghouse.sdstate.edu.
 - a. Click Non-SDSU users login here.
 - b. Click Create new account.
 - c. Fill out the required fields and select Create my new account.
2. An email will be sent to your email address. Check your email to find instructions to complete your new account registration.
 - a. If you do not see the email, check your Spam or Junk email folder or the Other tab of your Outlook Inbox (or similar). You can also search for traininghouse.sdstate.edu in the subject line for all your mailboxes to find it more easily.
 - b. If you still do not find the email, try resending the email:
 - i. Click Non-SDSU users login here.
 - ii. Type in the username and password you set up and click Log in.
 - iii. A message will appear that you need to confirm your account. Click Resend confirmation email and search for the email again.
 - c. If you do not receive an email this time, it is likely the email is being blocked by your email system. In this case, contact your email administrator.

Tip: If you forget your username or password, navigate to traininghouse.sdstate.edu. In the upper right corner, click **Log in**. Click **Forgotten your username or password?**. Under **Search by email address**, type in your email address and click **Search**. If you supplied correct information, the system should send an email to you to access your log in information.

Register for a course:

1. Navigate to traininghouse.sdstate.edu.
 - a. In the upper right corner, click **Log in**. Enter your username and password.
 - b. Click on the course name. If you do not see the course you are looking for, click on **Courses** in the breadcrumb trail at the top of your screen to view a list of all courses.
 - i. Search for "4-H Volunteer Orientation"
 - c. Click **Enroll me**.
 - i. For Orientation Course enter: "SD4H" (Required for new volunteers)

Access the course:

1. Navigate to traininghouse.sdstate.edu, click “non SDSU Users” and login.
 - a. In the left menu click **Dashboard**.
 - b. Select the course in the **Course Overview** or **Recently accessed courses** area.

Last revised September 1, 2021