

4-H Adult Leaders Enrollment Instructions

New Family plus New Leader

- Complete the following forms and return them to the Fergus County Extension Office, located behind the Courthouse in Lewistown or mail to 712 West Main, Lewistown, MT 59457
 - 4-H Personal Background
 - 4-H Volunteer Application
- After returning these forms to the Extension Office, you will go to 4honline and following the New Enrollment instructions to complete a profile and enroll. Adult leaders will choose from “Groups” for the areas they would like to volunteer.
- You will receive an e-mail from “The Advocates” the company 4-H uses for background checks. You will follow the link to provide the additional information needed. The state 4-H Office will review the background check and send me notification that we can accept your enrollment.

New Leaders plus Current Members- Family profile has been created with 4honline

- Complete the following forms and return them to the Fergus County Extension Office, located behind the Courthouse in Lewistown or mail to 712 West Main, Lewistown, MT 59457
 - 4-H Personal Background
 - 4-H Volunteer Application
- After returning these forms to the Extension Office, you will go to 4honline and add yourself to your family profile. Adult leaders will choose from “Groups” for the areas they would like to volunteer.
- You will receive an e-mail from “The Advocates” the company 4-H uses for background checks. You will follow the link to provide the additional information needed. The state 4-H Office will review the background check and send me notification that we can accept your enrollment.

Re-Enrolling Leaders

Go to 4honline.com and to your family profile. You will select your name from the list and re-enroll for the current 4-H year.

- ✓ Scroll through the first page and check for accurate information.
- ✓ Check and Date the Volunteer Agreement. This form is attached for you to complete and bring to the office.
- ✓ You will check the spots to sign for the media release
- ✓ Do NOT check the box for Personal Background Authorization- you have already had a background check.
- ✓ We will check the box for dues when you come in and pay dues.
- ✓ Complete the Member Information
- ✓ Complete the Re-Enrollment Only Personal Background Update questions. This form is also attached, please complete and send to the Extension Office
- ✓ Make sure the correct club shows up and then skip the project selection
- ✓ Go to “Groups”. You may check any of the County Committee’s you would like to serve on and or Leaders Council. You will also see; Pre-Fair Interview Clerking, Volunteer during Fair Week, (this might be helping with the Thank You note Table, assisting a superintendent or helping during the sale), Cloverbud Camp Volunteer and County Public Speaking Day Volunteer.
- ✓ Click submit enrollment