4-H Online Enrollment

We are glad you are interested in participating in the Washington State 4-H Youth Development Program!

If you are a new family that has not found a local 4-H club, please contact your Extension Office before enrolling in 4-H through 4-H Online. Your local Extension Office can help you find a club and guide you during the enrollment process. You can find your local Extension Office by visiting https://extension.wsu.edu/locations

The rest of this guide will walk you through the process of signing up for or reenrolling in 4-H using 4-H Online, out online enrollment system. If at any point you need assistance with this process, please contact your local Extension Office.

Table of Contents

Signing Up for 4-H Online

1. Go to https://v2.4honline.com (please note there is no "www" in the web address).
2. Click "Don't have an account?"
3. Select Washington from the drop-down.
4. Select "Washington 4-H Youth Development" under "Select an Institution.
5. Select your County of Residence (where you get your mail) from the "Select County" drop-down.
6. On the next screen, fill in the remaining information which includes:
   - A valid email address
   - Family Name (Usually last name)
   - A phone number (mobile preferred)
   - A password
7. Your password must meet these requirements:
   - A minimum of 10 characters
   - A number
   - A symbol
   - A capital letter
8. Click "Create Account"
9. On the next screen you will be asked to provide your address. If you are asked to verify your address, choose the correct option from the addresses provided on the pop-up screen.

2 → Don't have an account?

3 → Select Your State *required* | Washington |

Select an Institution

4 → Washington 4-H Youth Development

5 → Select County *required* | |

Back   Continue

6 →
County *required* | Adams |
Email *required* | email@email.com |
Confirm Email *required* | email@email.com |
Family Name *required* | Smith |
Mobile Phone Number *required* | 555-555-5555 |
Format ###-###-####

7 →
Password *required* | ·········· |
Confirm Password *required* | ·········· |

Back   Create Account ← **8**

- Take Note -

It is important that you use an email address that is valid and that you have access to. Much of the correspondence sent out from the local Extension Office, as well as the State 4-H Office, will come to your email address. You wouldn't want to miss out on an amazing 4-H learning opportunity!

Adding A Member Profile

This first part of the enrollment process is called "Adding Your Member Profile." After completing this first piece you will be taken to the "Enrollment Record" section where you will choose the clubs/projects. If you are not enrolling in 4-H you do not need to complete a Member Profile or Enrollment Record.

1. If you have just created your Family profile, you'll be taken to this section automatically.

2. If you are adding a new member to an existing Family Profile, you'll click the "Add Member" button in the top right corner of the Home Page.

3. Click "4-H" under "Which program would you like to join?" then click "Next"

4. Fill in the member's personal information. If you have a preferred name please provide it here as well.

5. On the next screen, fill in the remaining information then click next. Questions include:
   - About You: Gender and Grade (*if youth member*)
   - Demographics: Residence, Ethnicity, and Race
   - Emergency Contact: Who should we contact in an emergency if we can't get a hold of the listed parent(s)/guardian(s)?

6. Next, you'll be asked how you are participating with 4-H:
   - "I want to join 4-H as a New or Returning 4-H Club Member": Choosing this option will take you to the enrollment screen.
   - "I want to participate in a 4-H activity but I do NOT want to join 4-H at this time": Choosing this option will take you back to the Family Home Page. You will have the option to enroll later if you decide to.

7. Click "Finish"

2 ⟶ ⊕ **Add Member**

3 ⟶ Which program would you like to join?

4-H

Add Member

①━━②━━③━━④
Join a Program   Profile   About You   Select Participation

4 ⟶
First Name *required* — John
Middle Name — R
Last Name *required* — Doe
Preferred Name — Johnny
Birth Date *required* — 1/1/2005

Next

About You

Gender *required*

Grade *required*

Demographics

Residence *required*

Are you of Hispanic or Latino ethnicity? *required*

Race *required*

Emergency Contact

Full Name *required*

Relationship to member *required*

Contact Phone *required*

5 ⟶

How would you like to participate?

6 ⟶ I want to join 4-H as a New or Returning 4-H Club Member

I want to participate in a 4-H activity but I do NOT want to join 4-H at this time.

7 ⟶ Back   Finish

- Take Note -

Completing this step is only the first part in the enrollment process. To be considered an enrolled 4-H member or volunteer, you must complete an enrollment record. If you are ever unsure about your enrollment status, you can contact your local Extension Office for assistance.

For Youth: Skip to page 5 for instructions on the next step: Completing Your Enrollment Record

For Volunteers: Skip to page 10 for the next step: Enrolling/Reenrolling as a Certified Volunteer

How to Begin the Reenrollment Process

If you were enrolled in 4-H prior to the 2020-2021 4-H year, you're in luck! Your enrollment information has been transferred into the new version of 4-H Online!

To log into 4-H Online to reenroll, you'll need your previous login credentials (email and password). If you do not know what email address you used in the original 4HOnline, please contact your local Extension Office for assistance. **DO NOT create a new family!** If you do not remember your password, you can use the "Forgot Password" option on the login screen.

1. Log into your family profile at https://v2.4honline.com
2. You'll be taken to your member list upon logging in.
3. Your family information is listed at the top, including the Family Name, Email Address, Address, Phone Number, and Primary County.
4. Below your family information is a list of all members in your family with inactive profiles.
   - If there are members who have been inactive for a while, check the bottom right corner under "Inactive Members."
   - Profiles listed under "Inactive Members" need to be reactivated by your local 4-H Extension staff.
5. To begin reenrolling a returning member, click "Enroll Now" in the member's row.
6. You will be asked to confirm that you are enrolling in 4-H as a volunteer or youth. Click "Enroll" to confirm.
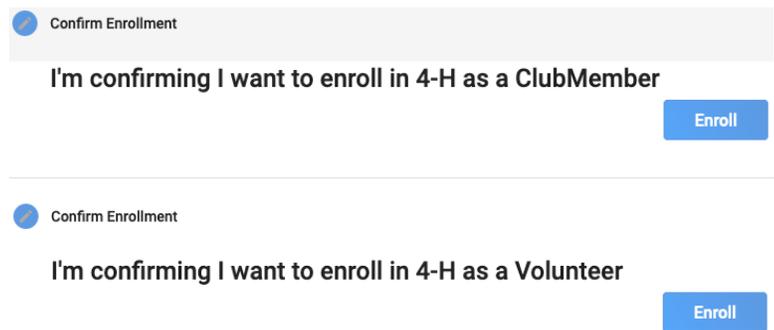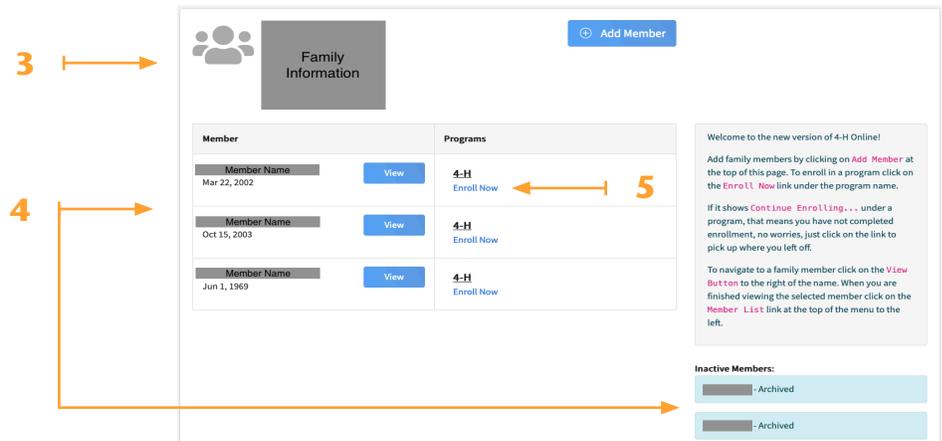
- Take Note -

With the transition to the new version of 4-H Online, you will need to reenroll in your clubs and/or projects. This is a great chance to see all the club and project opportunities you may have missed before! If you aren't sure what you were enrolled in last year, your local Extension Office can help you.

For Youth: Continue to page 5 for instructions on the next step: Completing Your Enrollment Record

For Volunteers: Continue to page 10 for instructions on the next step: "Enrolling/Reenrolling as a Certified 4-H Volunteer"

Completing Your Enrollment Record

The next steps are the part of your enrollment we call the "Enrollment Record." A 4-H Youth Member or Certified 4-H Volunteer are not considered enrolled until the Enrollment Record is completed, submitted for review, AND approved by the 4-H program staff. All requirements must be met prior to being approved.

Throughout the Enrollment Record process you will see a running total of any Fees charged on the right side of your screen. This will list the State Enrollment Fee and any local Programming fees (if applicable). If you need assistance paying your fees, contact your local Extension Office.

Fees

Washington 4-H Youth Development - Club Member Program Fee	$25.00
Total:	$25.00

- Take Note -

Each section of the Enrollment Record has a page message with important information about that part of the enrollment. Please take the time to read these messages. They contain important information you won't want to miss!

For instructions on starting a Volunteer Enrollment, skip to page 10.

Select Your Club(s)

1. You will select your clubs by clicking the "Select Units" button in the bottom left corner. A pop-up box will appear.

2. The "County" drop-down will default to the Primary County indicated on the Family Profile. Use the drop-down to change the county if needed.
   • Changing the county will change the clubs listed below.

3. If you are acting in a youth leadership role for your club or are a volunteer, use the "Volunteer Type" drop-down to indicate your role.

4. Click "Add" to add the club to your list.

5. Repeat this process for any additional clubs you want to add. You are not limited to a single county or location, and may add clubs from multiple counties.

6. The clubs screen will list all of the clubs you have added.

7. Your Primary Club is notated with a blue "Primary" flag. Use the "Change to Primary" button to adjust your Primary Club if needed.

8. If you need to delete a club, use the Delete Button to remove the club from your list.

9. Once you have added all your clubs, click "Next."

2 →

County **required**

Asotin ▾

3 →

Volunteer Type

▾

4 Corners	Add
Anatone 4-H	Add
Animal Crackers	Add

4 →

Primary	Club	Type	County	
Primary	4 Corners	Club	Asotin	🗑
Change to Primary	Belfair Clovers	Club	Mason	🗑
Change to Primary	Blue Ribbon 4-H	Club	King	🗑

7 →

8 →

Select Units

9 → Next

- Take Note -

If you aren't sure which club to join, contact your local Extension Office. They can help you find a club that will support your 4-H goals!

Select Your Project(s)

1. You will select your clubs by clicking the "Select Projects" button in the bottom left corner.
2. Use the "Units" drop-down to select the club you want to view the available projects for. This drop-down will default to the first club **alphabetically**.
3. Once you have selected the club, the available projects will show up below in alphabetical order.
4. The "Project Filter" box allows you to type in the project name or keywords to easily find your project.
5. Click "Add" to add your project.
6. Repeat this process for any additional projects you want to add. Verify the correct club is listed in the "Units" drop-down to prevent adding a project to the wrong club.
7. To delete a project, click the Delete Button.
8. Once all your projects are added, click "Next" to continue to the next section.

Add Projects ✕

Units

2 → 4 Corners ▾

Project filter

4 → Filter...

Adventures in Family Living — Add

5 → Ag in the Classroom — Add

Amphibians — Add

Project	Club	
7 → Aerospace	4 Corners	🗑
Beef	4 Corners	🗑

Select Projects

8 → Back Next

- Take Note -

If a project you're looking for is not available, check with your local Extension Office. Not all clubs offer all projects, and some projects have age limitations.

Questions

1. The "Questions" section will ask you to answer some questions about yourself.
2. Some of these you will pre-populate from the information provided during the "Member Profile" process.
3. The additional questions you must answer are:
   - Guardian Information
   - School Information
   - Family Members in the Military
   - Preferred Pronouns
   - Preferred Method of Contact
4. Fill in all the information and click "Next" to continue to the next section.

Pronouns Used

Please indicate your pronouns used. If you would prefer to Self-Describe, select that option and put your pronouns in the corresponding text field.

Select Your Pronouns *required*

- ◯ They / Them / Theirs
- ◯ She / Her / Hers
- ◯ He / Him / His
- ◯ Prefer Not to Respond
- ◯ Prefer to Self-Describe

Self-Described Pronoun:

Describe pronoun here

Preferred Method of Contact

Please indicate the best way(s) for the County Extension Office or State 4-H Office to contact you regarding 4-H matters. If you choose Other, please describe in the text field below how we can contact you. The 4-H Youth Development Program will do our best to accommodate your contact preferences.

Select Your Preferred Method(s) of Contact: *required*

- ☐ Email
- ☐ Text
- ☐ Phone Call
- ☐ Mail
- ☐ Other

1. The next section contains the Health Form. Please answer these questions honestly as it is important for WSU 4-H Faculty/Staff and Certified 4-H Volunteers to know this information.
   - If you answer "Yes" to any questions in this section, a box will appear asking for additional details.
   - If you do not wish to share additional details, please type "Prefer Not to State" in the additional details box.
2. The first section is about Allergies. Please answer each question by choosing "Yes" or "No."
3. The second section asks for the contact information of your Primary Care Doctor or Preferred Health Provider. If you have more than one, you can provide information for a second doctor.
4. Next is the Conditions section. You can provide information about any health conditions you have that may affect your ability to participate in 4-H Programming.
   - If you need a Reasonable Accommodation to participate in 4-H, please fill out and submit a "Reasonable Accommodation Form" to your local Extension Office. You can find this at https://extension.wsu.edu/4-h/member-resources
5. The next section asks about your Health Insurance coverage. If you would like to provide your insurance information, you can do that here as well.
6. The Remarks section gives you an opportunity to provide any other health information that may be important for WSU faculty/staff and/or Certified 4-H Volunteers to know that doesn't fit within any of the previous questions.
7. Last, you'll read and agree to the Medical Release. This agreement is required to enroll in 4-H.
8. Click "Next" to move on to the Consents section.

Allergies

Please answer these "Yes/No" questions truthfully. If you mark "Yes" but do not wish to share details, please put "Prefer Not to State" in the required text field.

Do you have any allergies that are life threatening? *required*
- ◉ Yes
- ○ No

2 →
required
I am allergic to penicillin.

Do you have any additional, non-life threatening allergies? *required*
- ○ Yes
- ◉ No

Do you have any dietary needs that are not considered an allergy? *required*
- ○ Yes
- ◉ No

Conditions

If you are in need of a Reasonable Accommodation to participate in 4-H Programming, please submit the Reasonable Accommodation Form to your local Extension office. The policy and form can be found at https://extension.wsu.edu/4h/member-resources/

4 →

Are there any health conditions that may affect your ability to participate in 4-H programming as a member or volunteer? *required*
- ○ Yes
- ○ No

Remarks

6 →
Is there any additional health information that may be important for WSU faculty and staff, and/or certified 4-H Volunteer Leaders to know? *required*
- ○ Yes
- ○ No

Medical Release

In an emergency requiring medical attention or a situation reasonably believed to be an emergency by Washington State University (WSU) authorized agents including enrolled 4-H volunteers or event staff, I authorize WSU and its authorized agents to obtain emergency medical care for me. I will be responsible for any expenses incurred in so doing including, but not limited to, care by health care professionals, hospital care, and ambulance or other services. In addition, the health care provider has permission to obtain a copy of my health record from providers who treat me and these providers may talk with the program's staff about my health status.

7 →

Member Name *required*
John Doe

Parent / Guardian Name *required*
Jane Doe

◉ I hold harmless and agree to indemnify Washington State University, its authorized agents, and employees from decisions to seek emergency treatment.

Consents

1. This next section contains all of the Consents that are required to Enroll in 4-H.
2. For each consent, read the text fully and carefully. Once you understand the information provided, sign each Name Box with the appropriate name and click the "We agree" radio button.
   - If the youth member is 18 at the time these consents are signed, they can sign both the "Member" and "Parent/Guardian" boxes.
3. On the "Photo, Image, & Voice Recordings Consent" you can opt out of allowing the use of digital images or voice recordings by selecting the second radio button.
4. Once all consents are signed, click "Next" to continue.

Member Name *required*

Parent / Guardian Name *required*

◯ We agree to the 4-H Youth Code of Conduct

Photo, Image, & Voice Recordings Consent

I understand that, unless noted below, photos, video, or audio recordings made of me or my enrolled child/ward at 4-H events may be used by WSU Extension and Washington State 4-H, without compensation, to promote the 4-H Youth Development Program. I understand that my name may be revealed in descriptive text or commentary.

Member Name *required*

Parent / Guardian Name *required*

◯ We agree.

◯ No, we do not agree to use of digital images or voice recordings as set forth above.

Payment

1. The last section contains the Payment screen. Here is where you will provide payment for your invoice.
2. The right side Fees box outlines your fees including the State Enrollment Fee and any County Programming Fees.
3. To pay by credit card, use the "Add New Card" box.
4. If you would like to pay by check, use the "Payment for this invoice will be collected..." box at the bottom. Click "Apply" and confirm your intention to pay by check.
   - You will provide your check to the Extension Office where your **Primary Club** is located.
5. Your enrollment will not be completed until your payment is received.
6. If you need to change your payment method, click "Change Payment Method."
7. Click "Next" to continue.

Add New Card

Cardholder Name

Card Number

Expiration Month — 01 - January   **Year** — 2020   **Validation (CVV)**

Add Credit Card

Payment for this invoice will be collected by State Office CountyArea.   **Apply**

- *Take Note* -

If you need assistance paying your enrollment or local programming fees, reach out to your local Extension Office. Many county and tribal programs have fee assistance available upon request!

Confirm Your Enrollment

1. The very last step is confirming your enrollment.
2. You will be provided with an overview of your enrollment including:
   - Your selected clubs
   - Your selected projects
   - Any fees charged and your chosen payment method.
3. If you need to make any edits to your enrollment, now is the time! Click the "Back" button to move to previous sections.
   - Once your enrollment is submitted, you cannot make changes! However, the Extension Office can return your enrollment if needed.
4. Once you have verified everything is correct, click "Submit."
5. Once you return to your Family Home Page, you'll see "Enrollment Submitted" as your status.
6. When you've been approved, this status will change to "Enrolled for the XXXX-XXXX program year".

John's Enrollment

Selected Units
4 Corners, Asotin - Primary
Belfair Clovers, Mason
Blue Ribbon 4-H, King

Selected Projects
Aerospace - 4 Corners
Beef - 4 Corners

2 →

Fees	🛒
Washington 4-H Youth Development - Club Member Program Fee	$25.00
Total:	$25.00
Selected Payments:	
CHECK Owed to State Office	$25.00

3 → Back | Submit ← **4**

5 →
Jane Doe
Jan 1, 2005   [View]
4-H
ClubMember - Awaiting Review
Enrollment Submitted

6 →
John Doe
Jan 1, 2005   [View]
4-H
ClubMember - Approved
Enrolled for 2020-2021 program year

CONGRATULATIONS!

Once your enrollment is submitted, you're done for now! If there are any issues with your enrollment or payment, your local Extension Office will let you know what needs to be addressed.

Repeat the steps on page 3 to add additional Member Profiles.

Repeat the steps on pages 5 - 9 to complete additional Enrollment Records.

Enrolling/Reenrolling as a Certified 4-H Volunteer

Thank you for enrolling to be a Certified 4-H Volunteer! 4-H would not be the program it is today without the dedication of our volunteers. Thank you!

If you are signing up as a volunteer for the first time, contact your local Extension Office before beginning this process. The volunteer screening process requires some pieces to be completed before enrolling.

The volunteer enrollment process closely resembles the youth enrollment process with a few key differences, such as Volunteer Type and Title. Volunteer Titles have been changed for the 2020-2021 4-H year. Please review these before enrolling so you can confidently select the correct Volunteer Type and Titles.

1. **Club Volunteers:** These volunteers are given the option to choose clubs. The roles within this type are:
   - General Club Leader: This individual is responsible for the overall management of each 4-H club.
   - Club Activity Leader: This individual is responsible for various activities including fund raising, record keeping, community service, etc. This can be done for a club or program. The individual will be working with youth.
   - Club Resource Volunteer: This individual is responsible for assisting with various 4-H events and activities but has no direct supervision of, or unsupervised access to, 4-H youth.

2. **Program Volunteers:** These volunteers are given the option to choose projects. The roles within this type are:
   - Project Leader: This individual is responsible for leading the various projects within each 4-H club.
   - Project Activity Leader: This individual is responsible for various activities including fund raising, record keeping, community service, etc. This can be done for a club or program. The individual will be working with youth.
   - Project Resource Volunteer: This individual is responsible for assisting with various 4-H events and activities but has no direct supervision of, or unsupervised access to, 4-H youth.

3. **Activity Volunteers:** These volunteers do not choose clubs or projects as they act in an administrative capacity. The roles within this type are:
   - Administrative Volunteer: This individual is responsible for the overall organization and leadership of general program areas, organization of county-wide events, etc.
   - Volunteer Applicant: This individual has not been accepted as a volunteer.

The next page provides instructions on how to choose the Volunteer Type and Title during the enrollment process. For instructions on how to select clubs/projects, fill out the health form, or sign the consent forms, please see the instructions on pages 4-8.

To view instructions on how to complete the Volunteer Screening process, please skip to page 12.

- Take Note -
Volunteers are not charged a State Enrollment fee. Some volunteers may be charged a local Programming fee. If you are charged a local Programming fee, you will be taken through the Payment process. If you are not charged a local Programming fee, you will not see the Payment screen.

Volunteer Type

1. These steps will begin after the Member Profile has been created or reenrolled:
   - If you are a **new** volunteer (enrolling for the first time) review the "Adding A Member Profile" steps on page 2.
   - If you are a **returning** volunteer, see the "How to Begin the Reenrollment Process" on page 3.
2. First, select your Volunteer Types by clicking "Select Volunteer Types" and selecting the appropriate Type from the drop-down.
   - These are new, so please review the page message carefully!
3. You'll then be presented with a list of Titles within that Volunteer Type. Select the correct Title by clicking the "Add" button.
4. Repeat steps 2 & 3 for each Volunteer Type and Title.
5. Your list will show each Volunteer Type and Title.
6. If needed, click the Delete Button to remove Volunteer Types or Titles.
7. Click "Next" to continue to the next step.

2 →

Add Volunteer Type   ✕

Volunteer Type

[▼]

Program Volunteer
Club Volunteer
Activity Volunteer

Done

Add Volunteer Type   ✕

Volunteer Type

[Club Volunteer   ▼]

3 →

Club Activity Leader	Add
Club Project Leader	Add
Club Resource Volunteer	Add
General Club Leader	Add

5 →

Type	Title	
Club Volunteer	General Club Leader	🗑
~~Project Volunteer~~	~~Project Leader~~	🗑

6 →

Select Volunteer Types

7 →   Next

Completing the Enrollment Record

Follow the instructions on pages 5-9 to complete your Enrollment Record.

- Take Note -

Volunteers are not charged a State Enrollment fee. Some volunteers may be charged a local Programming fee. If you are charged a local Programming fee, you will be taken through the Payment process. If you are not charged a local Programming fee, you will not see the Payment screen.

Coming Soon!

Glossary of Terms

Certified 4-H Volunteer: An adult volunteer for the 4-H Youth Development Program who has completed all required screening and training and has a Completed Enrollment in 4-H Online.

Cloverbud: An enrolled youth member between the ages of 5 and 7. Cloverbuds may participate in age-appropriate activities and projects.

Club: An organized group which meets the Club Definition as outlined in section 5.2 in the 4-H Youth Development Policies and Procedures. Clubs may be chartered or non-chartered.

Completed Enrollment: A Completed Enrollment is an Enrollment Record thathas been submitted and approved by the local Extension Office. Your enrollment is not considered completed until all local requirements and fees have been paid, and the local Extension Office has marked your enrollment as "Approved."

Consent: Formerly called "Authorizations." These are the agreements that must be signed in order to submit a 4-H Enrollment.

Delivery Mode: A classification of the ways in which members (both enrolled and not) participate in the 4-H Program. See section 5.2 in the 4-H Youth Development Policy and Procedures

Electronic Payment: A debit or credit card payment.

Enrolled 4-H Youth Member: Any 4-H youth member who is aware of their ongoing involvment with 4-H and has a Completed Enrollment in 4-H Online.

Enrollment Fee: The fee charged statewide for participating in 4-H as an Enrolled 4-H Youth Member. The Enrollment fee is $25 per youth.

Enrollment Record: The part of the enrollment process where an Enrolled 4-H Youth Member or Certified 4-H Volunteer selects clubs and projects, signs the consent forms, completes the health form, and submits payment.

Family Profile: The profile under which all Member and Enrollment Records are housed for a single family group.

Health Form: Basic health information required on all Enrollment Records.

Home Page: The main page of the Family Profile. Here you can view and edit your Member Profile, complete the Enrollement/Reenrollment process, view your Enrollment Records (past and present), register for event, manage payments, and more.

Inactive Members: Previously Enrolled youth and/or adults who have had a gap in their Enrollment Record. These are visible on the Home Page, but must be reactivated by your local Extension Office.

Member Profile: The first step when adding a new member to 4-H Online. You'll be asked to provide your name, birthdate, gender, grade (if youth), demographic data, and emergency contact information. You will not be considered an Enrolled 4-H Youth Member or Certified 4-H Volunteer until yourEnrollment Record is also completed.

Payment: The section of 4-H Online where you will select your payment method for Enrollment and/ or Programming fees. You can pay vwith an Electronic Payment or Physical Payment.

Physical Payment: A payment made with a check, cash, or money order.

Glossary of Terms, cont.

Primary Club: The club you consider your Primary Club is the one you do most of your 4-H programming with. Your Programming Fees are determined by the location of your Primary Club.

Programming Fee: Fees charged for local 4-H programming as determined by the local Extension Office. Not all counties/locations charge a Programming Fee. Programming Fees are determined by the location of the primary club listed on the Enrollment.

Project: The way in which an Enrolled 4-H Youth Member or Certified 4-H Volunteer notates their proejct participation in 4-H Online. Not all clubs offer every project. Cloverbuds may participate in age-appropraite projects. Some projects require additional training and/or certification in order to participate as a Certified 4-H Volunteer.

Status: Your enrollment status in the 4-H program as notated in 4-H Online. These include:
- *Approved*: all requirements have been met, reviewed, and approved. Formally called "Active."
- *Awaiting Review*: all requirements have been submitted and are ready to be reviewed.
- *Incomplete*: members have started the enrollment but have not yet submitted it.
- *Not Enrolled*: members have not begun the enrollment process for the current year. Formally called "Inactive."
- *Participant*: members who have created a Member Profile but have chosen not to enroll in the program by completing an enrollment record.
- *Payment Due*: an enrollment has been submitted, but payment has not been completed. This status occurs when we are either waiting on a physical payment to arrive or an electronic payment has been declined and needs to be resubmitted.
- *Resubmit*: an enrollment record that was previously sent back and then resubmitted. Before submitting again, enrollments are listed as "incomplete."
- *Screening Pending Approval*: a volunteer Enrollment Record and Screening have been submitted but the Screening has not been reviewed yet.
- *Submitted*: members of this status have submitted their Enrollment Record but have not completed all requirements for approval (i.e. a volunteer has sbumitted the Enrollment Record but has not yet submitted their Screening).
- *Trainings Not Complete*: members need to complete additional required trainings prior to being Approved.

Unit: An organized group in with an Enrolled 4-H Youth Member and/or Certified 4-H Volunteer participates. Typically these are referred to as "Clubs" though units can participate under a variety of different Deliverly Modes.

Youth Member: An Enrolled 4-H Youth Member between the ages of 8 and 18.