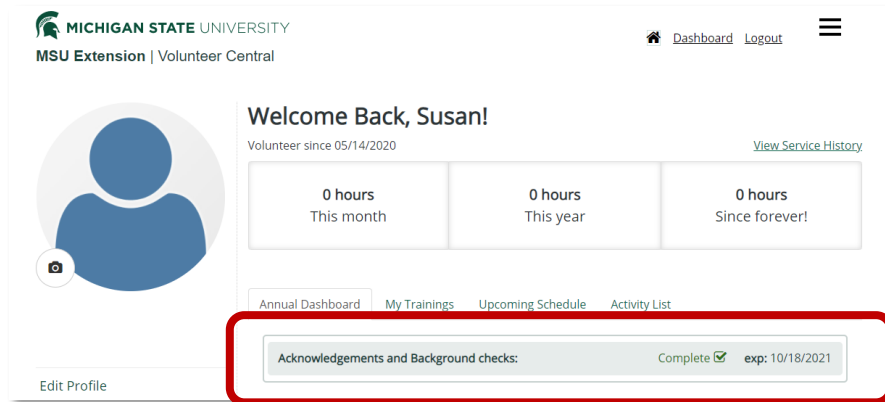




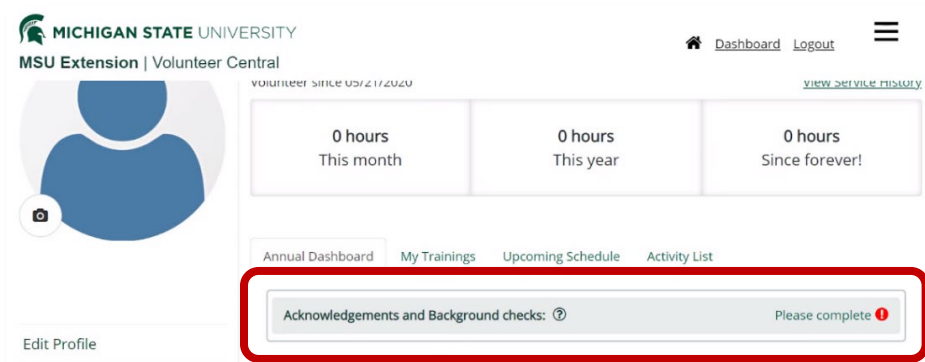
MSU Extension 4-H Volunteers Guide to Verifying Eligibility to Request In-Person Events

VOLUNTEER CENTRAL

- ☐ Login to the [MSU Extension Volunteer Central dashboard](#). If you are unsure of your login credentials, ask your local 4-H professional for assistance.
- ☐ On the Annual Dashboard tab, verify your Acknowledgements and Background status.
 - If complete (example below), move to the next item.



- If incomplete (example below), click on “please complete” and follow the prompts to complete the background check authorization and acknowledge the MSU Extension Volunteer Code of Conduct, Media/ Medical Release and Novel Coronavirus/COVID19 Addendum.

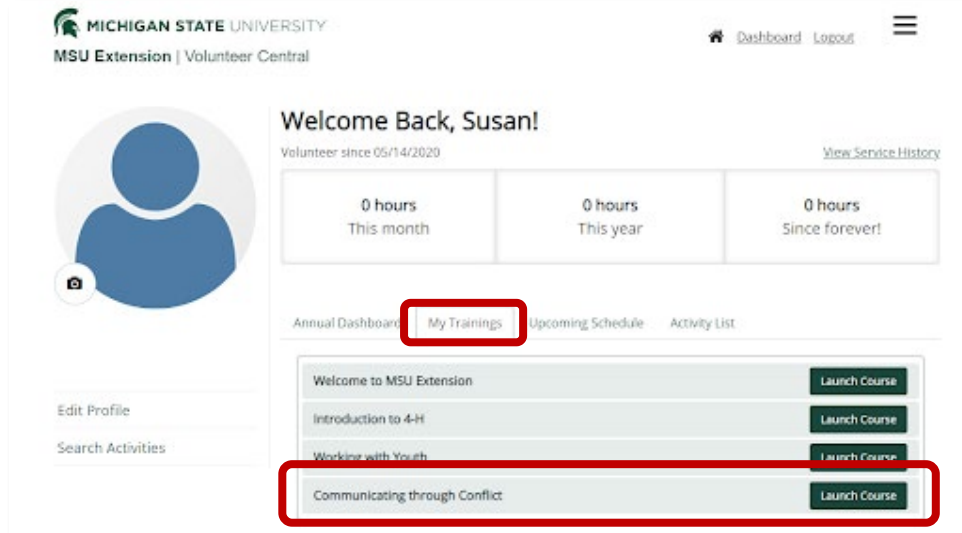


To contact an expert in your area, visit extension.msu.edu/experts or call 888-MSUE4MI (888-678-3464)

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- ☐ Open the My Trainings tab and complete the “Communicating Through Conflict” module.
- ☐ Click on “Launch Course” button for “Communicating Through Conflict.”



- You will be redirected. Complete the course. Total time required is 30-40 minutes.
- Course snapshot (this module may also be completed offline with your local 4-H professional):



For your convenience, here are the links to resources used in the training:

- [MSU Community Compact](#)
- [MSU Extension Approved Activities for Volunteers](#)
- [MSU Communicating Through Conflict Workshops](#)
- [Additional information about PALS PDF](#)
- [Needs Inventory](#)



4-H ONLINE

- ☐ Login/create an account in [4-H Online](#). Contact your local 4-H professional if you need assistance with usernames or passwords.
 - Enroll for the current 4-H year. 4-H program years are September 1 to August 31.
 - View of a profile that needs to enroll:

The screenshot shows the 4-H Online interface. On the left is a navigation menu with links: Member List, Profile, Events, 4-H (highlighted), and Enrollment. The main content area shows a user profile with a blue '4-H' tag and a dropdown menu set to '2020-2021'. Below the profile picture, a red box highlights the text 'Not Enrolled - Enroll Now'.

- ☐ Key steps in 4-H Online:

- Select Volunteer Type: Club volunteer
- Select a Unit/Club:

The 'Add Clubs' dialog box is shown. It has a 'County' dropdown menu with 'Chippewa' selected. Below this is a list of clubs with 'Add' buttons next to each:

Club Name	Action
2021 Exploration Days (State)	Add
4-H Council	Add
Barns & Boots	Add
Broken Arrow Archers	Add
Chippewa County 4-H Rifle Club	Add
Chippewa County 4-H Trap Club	Add

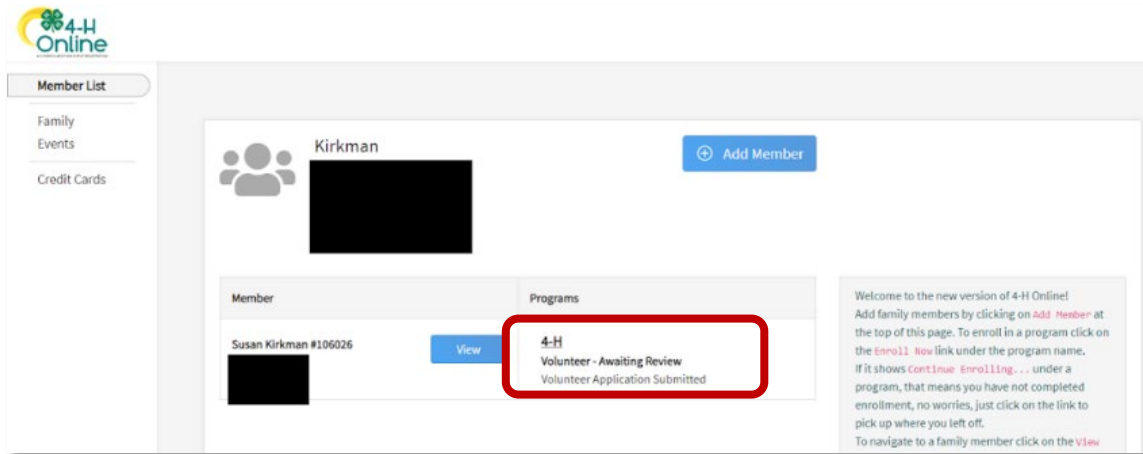
- Select a Project:

The 'Add Volunteer Projects' dialog box is shown. It has radio buttons for 'Club project volunteer or County wide project volunteer', with 'Club' selected. Below this is a 'Club' dropdown menu with 'Chicks & LADDS' selected. There is a 'Type To Search...' input field. Below this is a list of projects with 'Select' buttons next to each:

Project Name	Action
Aerospace	Select
Ag in the Classroom	Select



- Continue through the enrollment process and click on submit. Once submitted, your screen will say “Volunteer Application Submitted” as shown below:



For additional information, please view the [4-H Online 2.0 Family Guide](#).

VERIFY VOLUNTEER STATUS

- ☐ Contact your local 4-H professional to verify what your volunteer status is.
 - If you are an Active Gold: you may request to hold an in-person event.
 - If you are an Active Silver: you may participate in an in-person event but not make the request.

APPLY FOR IN-PERSON EVENTS

- ☐ Talk to your local 4-H professional about your plan for in-person programming. They will help guide you through the process and make recommendations to your plan.
- ☐ Read the additional information about requesting in-person events on the [Approved Activities for MSU Extension Volunteers in 2021](#) page.
- ☐ Read the [MSU Extension Volunteer Planning Guide for In-Person Engagements](#).
- ☐ Congratulations! Upon completion of all of the above elements, you may [request approval](#) to conduct in-person events on behalf of MSU Extension and Michigan 4-H.

To contact an expert in your area, visit extension.msu.edu/experts or call 888-MSUE4MI (888-678-3464)