

As a premier youth development organization, New Jersey 4-H offers many opportunities for you to enjoy the volunteer role you prefer. Age groups from kindergarten and up practice the skills represented by the four H's, Head, Heart, Hands, Health. Your knowledge, experience, and care is a gift you can give to youth. Examples of roles you might choose include:

- Club Leader/Assistant Leader
- Event Judge
- Resource Helper

As a 4-H volunteer you are entitled to professional training that includes how to apply best practices for keeping youth safe and protected from harm. Every adult volunteer completes a criminal background check and an official appointment process. Rutgers Cooperative Extension 4-H Youth Development staff in each county supervise volunteers and manage the 4-H program. Staff appreciate the commitment and effort of volunteers who accept this responsibility. In turn, we provide support, training, and materials to help you. We rely on volunteers like you to make a difference in the lives of youth we serve together as a team.

Becoming a 4-H volunteer is a responsibility as well as a privilege that requires official appointment by the Rutgers Cooperative Extension 4-H staff in your local county. The appointment procedure is standard throughout the state and is described in the following steps. Here's how to get started:

## 1. Contact Your 4-H Office

4-H programming varies among [counties](#). Meet with the staff/faculty in your county to learn what's offered, or share your own ideas. Relate what you'd like to do as a volunteer. They'll discuss the best volunteer role for you.

## 2. Apply Online

New Jersey 4-H uses Zsuite for enrollment. The system manages basic enrollment information for youth members as well as adult volunteers. The instructions on the back will show you how to get started with Zsuite.

## 3. Orientation

Learning everything about becoming a 4-H volunteer doesn't happen overnight. To get started, we have an online module you will take to learn the basics. After your enrollment is setup in Zsuite, select Clover Academy from the navigation menu and enroll in 4-H New Volunteer Training. Once completed, your county office will set up an in-person meeting to go over details about your specific volunteer role.

## 4. Youth Protection

To ensure the safety and integrity of our program, we require volunteers working with youth to submit personal information and undergo a screening process. Initially, 4-H volunteers must submit to an online criminal background check. This check is repeated every third year of a volunteer's service.

Volunteers must also complete an annual online training module on the protection of minors required by Rutgers University.

### Protection of Minors (POM)

You'll receive an email from your county office explaining how to access POM training. The process involves logging into a portal and completing a 30 minute online training session.

*All volunteers complete this process annually.*

### Criminal Background Check (CBC)

You will also receive an email to complete the background check from Rutgers' vendor, *HireRight*. This email includes a time-sensitive hyperlink for your security. The link will expire five days after it's issued.

*All volunteers must complete a CBC every three years.*

## 5. Appointment Agreement

After completing your orientation (and the other steps), you will sign a Volunteer Appointment Agreement. This explains your responsibilities as a 4-H volunteer as well as the responsibilities of New Jersey 4-H program staff. You will then become an appointed 4-H volunteer.

Your 4-H office will continue to provide support and information. We will also connect you with other 4-H volunteers and a variety of resources to promote your success.

*If you have any questions, please contact a Hudson county 4-H staff member. Contact information can be found on our website: [www.hudson.njaes.rutgers.edu/4h/](http://www.hudson.njaes.rutgers.edu/4h/).*



RUTGERS UNIVERSITY

# Cooperative Extension of Hudson County

New Jersey Agricultural Experiment Station

## Enrolling Online to Become a 4-H Volunteer

New Jersey 4-H uses Zsuite, an online enrollment system, for its membership.

To get started, login to Zsuite, (<https://4h.zsuite.org/>). If you don't have a household account in Zsuite, select **Sign Up**. You'll be prompted to enter your contact information.

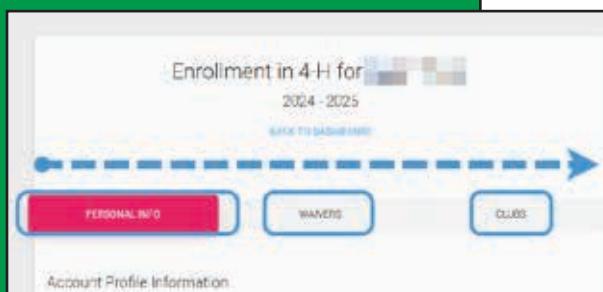


On the Dashboard page click the green button to add a Household Member.

Enter your information and select **Volunteer** from the Role menu. Click Continue.

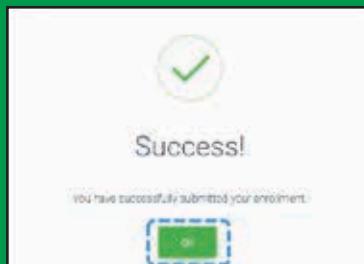


On the Enrollment page, enter **Personal Info**, sign **Waivers**, then select the 4-H club you plan to join along with its projects.



After you've entered this information, you'll be prompted to submit your enrollment.

You should receive an email confirming your enrollment in Zsuite. County 4-H staff will contact you with any questions and go over next steps.



In the meantime, you can select **Clover Academy** from the navigation menu on the left side of the screen and complete your online volunteer orientation.

