NEW Family Guide for enrolling into Colorado 4-H and the official Colorado online system 4HOnline web site is located at: https://co.4honline.com

1) Select "I need to setup a profile" – Complete all information as shown below, click 'Create Login'

Download the 4-H Family Help Sheet for enrollment instructions.

- ○ I have a profile
- ◉ I need to setup a profile
- ○ I forgot my password

Are you in a Military 4-H Club: ☐

County: Select your county ...

Email:

Confirm Email:

Last Name:

Password: Min. of 8 characters, at least 1 non-alpha

Confirm Password:

Role: Family

Create Login

2) Complete all 'Required' fields, then click "Continue"

Family Information

Profile Information *Required Fields

*Email: demofamily@noemail.com joe@gmail.com

*Last Name: Demo Family

*Mailing Address:

*City:

*State: Colorado

*Zip Code: 12345

*Primary Phone: 555-555-1234

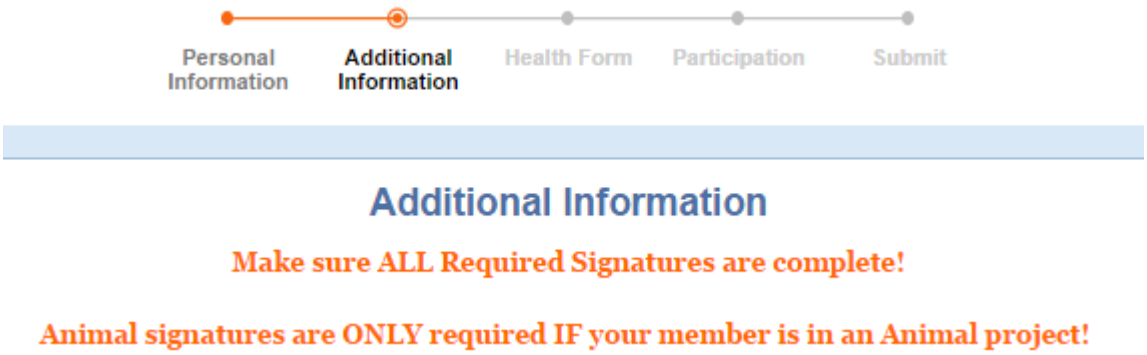
*Correspondence Preference: Mail

*4-H County: Demo

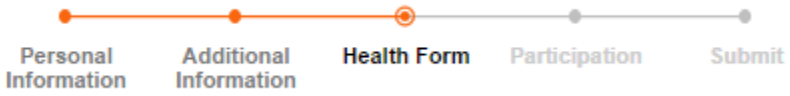
3) Select from the drop arrow "Youth" (Adult Volunteers ONLY will enroll in 4HOnline, not Parents of Youth). ***Click "Add Member"*** Complete ALL Required fields and thouroughly and accurately complete the member profile information.

Personal Information | Additional Information | Health Form | Participation | Submit

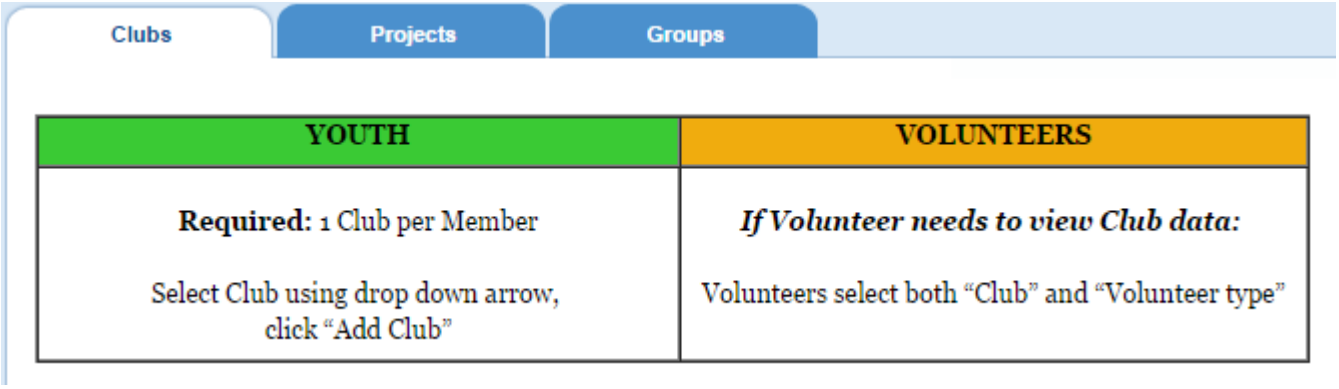
4) The **additional information** section is where several Youth and Adult signatures ARE required to continue enrollment for Code of Conduct, Permission to Participate, Photograph Permission/Denial Form, Medical Care Authorization and Animal Forms (if applicable). NOTE: You will not be able to proceed until all necessary signatures are provided. ***Click "Continue"***



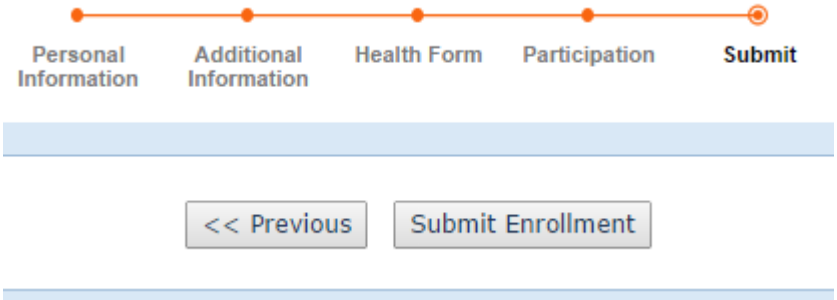
5) Health Form information is NOT required at the time of enrollment. However, if your child participates in any County and/or State Events you will be asked to update their records within 4HOnline to have on file. ***Click "Continue"***



6) Enter **Participation** Information (Club and Projects) – Youth are ***required*** to enter at least 1 Club and 1 Project to continue enrollment process. Click "Continue" through Club tab, then Project tab, then Group tab. Groups are designated on a County by County basis. Talk with your county Extension office for guidance on this tab.



7) This brings you to the final step! Click "Submit" Enrollment". You will receive an email that your information has been submitted. County staff will review your enrollment and will activate your enrollment accordingly to all county regulations. If you should have any questions please contact your county staff during any portion of this enrollment.



Thank you and Welcome to Colorado 4-H!!!

Begin adding “Members” and/or “Adults (Volunteers Only (or they plan to be) using the drop down arrow under “Add a New Family Member”

Colorado State University Extension

Colorado 4-H Youth Development

Logout

Logged in as Bauder

Home | My Member List

Member List

Returning Families:

Under "Member/Volunteer List", provides a list of who is currently in the system.

1) Locate the existing member/volunteer and click "Edit" to begin the re-enrollment process for the current year or update individual records. **DO NOT ADD a new record for an existing member!**

2) To "Add a New Family Member" **(Add Adults if they are LEADERS!)**, select "Adult or Youth" from drop down arrow.

3) If a Member has aged out and needs to enroll as an Adult, proceed with the "Edit" process and you will be prompted to "Enroll as an Adult" or "Enroll as a Youth".

New Families

"Add a New Family Member" **(Add Adults if they are LEADERS!)**, select "Adult or Youth" from drop down arrow.

Your enrollment status is Pending once you have completed the enrollment process. The County office will approve your record once all necessary paperwork and payments have been received. If you have specfic questions, please contact your local extension office.

[redacted] Family Edit Family
1320 S [redacted]
Fort Collins, CO [redacted]
970-[redacted]
[redacted] l.colostate.edu
Demo County County [contact info]

Add A New Family Member
select a member type...
Add Member

ReActivate An Archived Family Member
select a member...
ReActivate Member

YOU CAN NOT REGISTER FOR AN EVENT UNTIL YOUR ENROLLMENT HAS BEEN ACCEPTED AND YOUR STATUS IS SET TO ACTIVE

If your enrollment status is 'Inactive' or 'Incomplete', click the 'Edit' button to review and submit your record for approval

Member/Volunteer List

	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit

Highlights are "REQUIRED" – Default for Gender is now "FEMALE" **not MALE**

Logged in as Bauder | Home | My Member List

Personal Information — Additional Information — Participation

Youth Personal Information

Fields in BOLD are required. Please complete all other information that applies to you.

Profile Information

Email	[redacted]@gmail.com	joe@gmail.com
First Name	[redacted]	
Middle Name	Jean	
Last Name	Bauder	
Mailing Address	132[redacted]Ave	
Mailing Address 2		
City	Fort Collins	
State	Colorado	
Zip Code	80521[redacted]	12345
Birth Date		mm/dd/yyyy
Gender	Female	
Primary Phone	970-[redacted]	555-555-1234
Cell Phone	970-[redacted]	555-555-1234
I wish to receive notices via text message	☑ @ Verizon <vtext.com>	
Years in 4-H	1	#
Parent 1 First Name	Troy and Joy	
Parent 1 Last Name	[redacted]	

All NEW for Family Enrollment – You will be asked a series of Authorization Questions. Electronic Signatures have been approved by Colorado State University Extension 4-H and Colorado State University Legal Services and are legal and binding. – These signatures are required before enrollment in Clubs/Projects. NOTE: The Animal Care and Housing Information is NOT required for all families, only those Youth who will be selecting 4-H animal projects.

Additional Information

Animal Care and Housing Form

ONLY REQUIRED FOR THOSE ENROLLING IN ONE OR MORE ANIMAL PROJECTS (examples below):

Beef Cattle, Dairy Cattle, Goat, Horse, Llama, Poultry, Sheep, Swine, Dog, Rabbit, etc.

It is the responsibility of every 4-H Member to ensure that proper care is taken of their animal(s) according to acceptable methods of good animal husbandry, as set forth by Colorado State University Extension and the Colorado Department of Agriculture. A healthy animal requires sufficient food, water, shelter, and appropriate health care. Cruel and inhumane training methods are prohibited in the Colorado State University Extension 4-H Program and will not be tolerated. Specific animal husbandry guidelines and humane training methods are provided in the appropriate 4-H manual. It is necessary for the local county Extension office to know the location of all 4-H livestock/horse projects.

The Colorado 4-H current project recommendation for primary care states that "4-H members will provide primary and continuous care of their project animals." **Primary care is defined as the 4-H member making the decisions for and/or providing the care, handling, and training or their animal project a majority of the time.** Primary care exemption must be approved by the designated local representative body comprised of at least one Extension agent and other committee representatives as appointed by the Extension office. The county will determine a one-step appeal process if request is denied.

Each situation for exemption of primary care will be evaluated within the exhibitor's county by an appropriate review body. An approval or disapproval of the situation will be communicated to the participant(s) in writing. An appeal may be submitted through established grievance channels established in each county. 4-H members and guardians acknowledge that approval of facilities and animal welfare checks may be conducted at any time by the local county Extension agent.

Submission of the animal care document is required by all 4-H animal project participants each 4-H year. By signing electronically below is your commitment to the above guidelines.

Additionally, if your local county Extension office requires a completed and signed form OR your animals are NOT being housed at your home you will need to download, complete and return this form to your local county Extension office. The form can be downloaded and printed at:

www.colorado4h.org/enroll/AnimalCareForm.pdf

I (We) agree to the following terms as stated above ☐

Member Signature [redacted]

Parent/Guardian Signature [redacted]

Medical Care Authorization

I hereby give my permission to officals to call a doctor or emergency medical service and for the doctor, hospital or medical service to provide emergency medical or surgical care for my child should an emergency arise. It is understood that event officials with made a conscientious effort to locate emergency contacts before any action will be taken. If it is not possible to locate emergency contacts listed I/we will accept the expense of the emergency medical or surgical treatment.

☑

Parent/Guardian Signature Joy L[redacted]H REQUIRED

Permission to Participate

Permission for Youth to Participate

For the 4-H Enrollment Year 2012-2013

I hereby give permission for my child to participate in organized events and activities offered by the Colorado 4-H Youth Development Program. It is my understanding that my child will learn, understand and follow established guidelines for safety in the activities in which he/she participates. We also agree to follow the County/State 4-H Code of Conduct.

ACKNOWLEDGEMENT OF RESPONSIBILITY AND RELEASE

The current 4-H enrollment year beginning October 1 and ending September 30.

I understand and acknowledge that there are certain hazards and risks associated with my child's participation in 4-H educational activities. These risks may result in injury, death or damage to property. I understand and accept such risks, and thus waive all claims, demands and causes of action against the State of Colorado, The Board of Governors of the Colorado State University System, Colorado State University, Local County Extension Office and their members, officers, employees, agents and volunteers acting on their behalf. I understand that I am solely responsible for any costs arising out of any injury or property damage sustained through my child's participation in 4-H educational programs.

I have had sufficient time to review and seek explanation of the provisions contained above, have carefully read them, understand them fully, and agree to be bound by them. After careful deliberation, I voluntarily give my consent to my child's participation and agree to the terms contained in this Acknowledgement of Responsibility and Release.

I, am the parent or legal guardian of the 4-H participant. I have read and I understand the provisions of this document, I consent to the participant taking part in the activities described above, and I fully enter into and agree to the above Acknowledgement of Responsibility and Release.

☑ REQUIRED

Member Signature: Leah [redacted] REQUIRED

Parent/Guardian Signature: Joy [redacted] REQUIRED

DENIAL OF PERMISSION TO USE CHILD'S PHOTOGRAPHIC FORM FOR PROMOTION

Colorado State University Extension would like to share the positive results of youth participation in Extension and 4-H Youth Development events. However, in some cases, parents or guardians may want to deny this publicity. If you **DO NOT** want your child's picture used for certain promotional efforts, select the appropriate check box and sign below. If no signature is provided, publicity about this child's participation will be used.

I DO NOT want my child's picture to be used for promotional efforts. ☑ REQUIRED

Parent/Guardian Signature: Joy L[redacted] REQUIRED

If Box IS NOT Checked
No signature is required!

Youth Enrollment Confirmation - Code of Conduct

COLORADO 4-H CODE OF CONDUCT

4-H members, leaders, parents, and other adults participating in 4-H activities will:

1. Adhere to program rules, curfews, dress codes, policies, and rules of the facility being used.
2. Conduct themselves in a courteous, respectful manner, use appropriate language, exhibit good sportsmanship, and provide positive role models.
3. Abstain from illegal behaviors, use of alcohol, illegal or illicit drugs, and tobacco during 4-H events and activities.
4. Fully participate in scheduled activities.
5. Respect other's property and privacy rights.
6. Abstain from child abuse (physical and/or verbal) and harassment.
7. Accept personal responsibility for behavior including any financial damage.
8. Be responsible for any financial damage caused by inappropriate behavior.
9. Adhere to rules of safety.

Consequences for violating any part of this code of conduct may include, but are not limited to: removal from participation in the event in which the code of conduct has been violated (at the individual's expense); sanctions on participating in future 4-H events; forfeiture of financial support for the event; removal from offices held, etc.

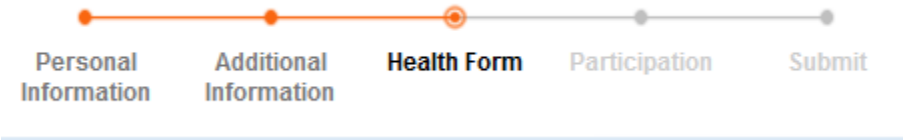
Behavior outside of 4-H activities can affect "member in good standing" or "volunteer in good standing" status.

It is the responsibility of all program participants to reinforce the code of conduct and intervene when necessary to enforce the rules.

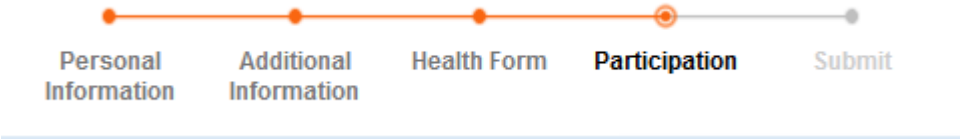
I agree with the above statement	☐	REQUIRED
Member Signature		REQUIRED
Parent/Guardian Signature		REQUIRED
Comments: Any specific concerns in the participation of 4-H activies list here.:		

Add comments in the box provided that is relevant to the member's participation in 4-H. (if needed)

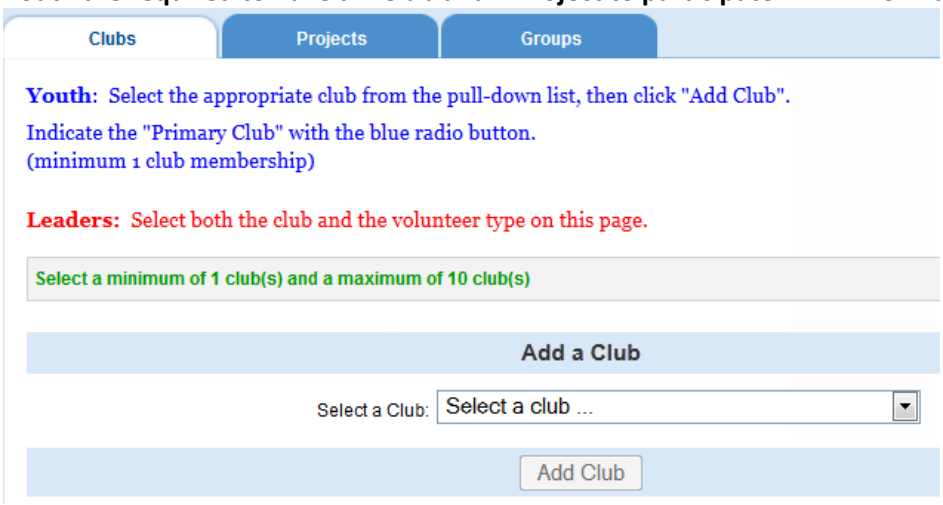
Click "Continue" and this will guide you to the "Health Form" section. Fill out this information as accurately as possible. If you do not have this information immediately you can go back and fill it in at a later time. This information can be used throughout the year when members register for events so please update any of this information if it changes during the course of the 4-H Year.



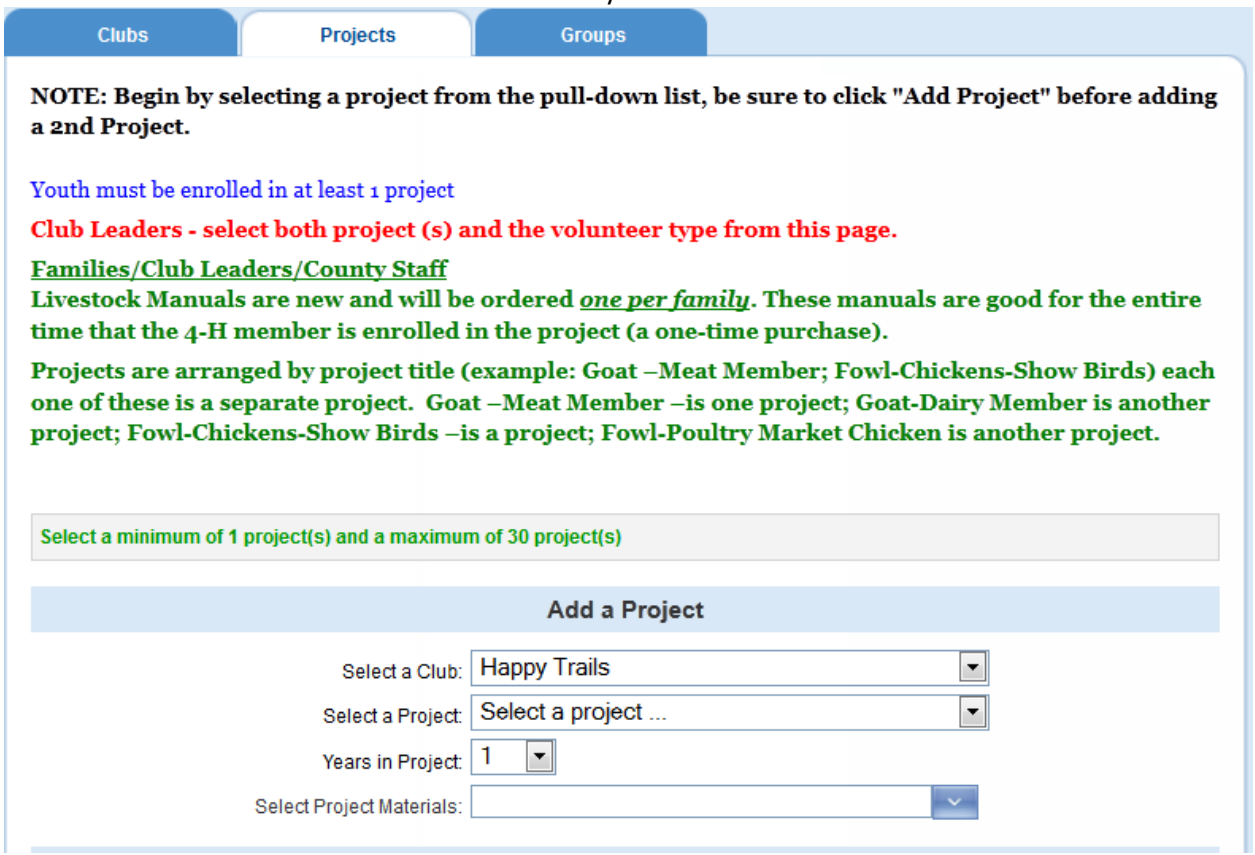
Click "Continue" to move to the Participation section to Add Club (s) and Project (s) information



Youth are required to have a 1 Club and 1 Project to participate in 4-H. For Adults it is not required but encouraged.

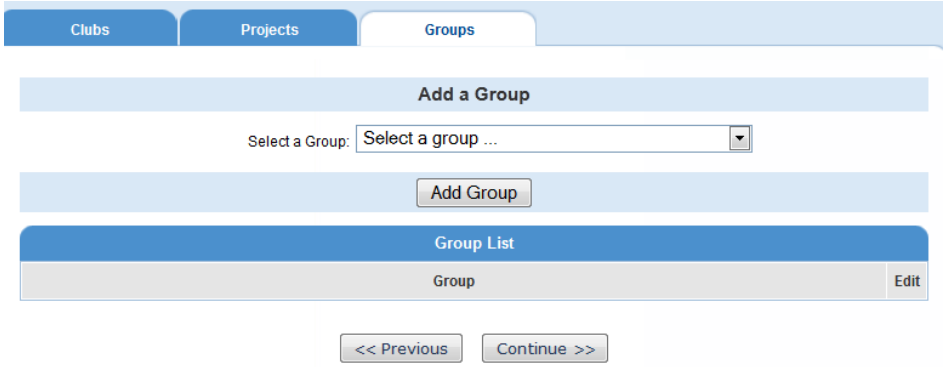


Click “Continue” after the Club has been added to your record.

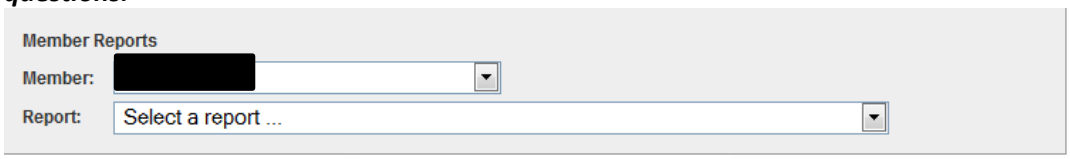


Note: Under Project Materials it is best to talk with your County Staff and/or Club Leader for instructions in this area. Click “Continue” once you have finished adding your project information.

Skip groups, click “Continue” unless instructed otherwise by your County Staff and/or Club Leader.



Final Step click “Submit Enrollment”, if you need to review your information, click “Previous” before submitting.

Upon Submission you will receive an email confirmation (check spam folders also) and you will be returned to the “Member List” screen. You can continue adding additional youth and/or adult records, print any documents or simply logout.

To print information locate the “Member Reports” section. Select the member/adult listed and then use the drop down arrow to print the report of your choice. ***NOTE: Not all reports are ACTIVE in Colorado. Contact your County office for additional specific questions.***