



UW-MADISON EXTENSION



2023-2024 4-HOnline Re-enrollment will open on Sept. 5th PLEASE READ CAREFULLY!

For instructions on how to enroll using 4HOnline visit:
<https://4h.extension.wisc.edu/4h-resources/4-h-online-2-0-family-enrollment-guide/>

ADULT VOLUNTEERS

Volunteer Types:

If you would like to be affiliated with a specific 4-H club or group, you MUST select **CLUB VOLUNTEER**. From there, you can select which type of club volunteer suits you best.

If you plan to be an overnight chaperone, you MUST choose **PROGRAM VOLUNTEER** and then choose **Overnight Adult Advisor / Chaperone**

If you are a project leader and want to be affiliated with a specific club, you MUST select **CLUB VOLUNTEER** and then select Club Project Leader

If you are a project leader and **do not** want to be affiliated with a club, select **PROJECT VOLUNTEER**. From there, you can select which type suits you best

A description of Volunteer Roles can be found here:

<https://fyi.extension.wisc.edu/wi4hvolunteers/become-a-volunteer/>

NOTE: Additional or new training and/or updated background checks may be required when re-enrolling. Please keep an eye out for emails regarding these updates. See back side of this page for various volunteer training requirements.

Volunteers wear many hats! You can choose one or multiple volunteer types.

**** If your club has multiple Co-Leaders, please document each Co-Leader's list of duties or areas that they are co-leading or responsible for. Keep a copy for your club files and email a copy to: dana.berger@wisc.edu**

Approving Adult Volunteers:

After the 4-H Program Coordinator (Dana) has approved an adult volunteer, a Volunteer Agreement letter will be emailed to the volunteer from the State Office. This letter will confirm the volunteer role(s) and will provide a link to the appropriate volunteer role description.

PLEASE NOTE: The content of the Volunteer Agreement Letter outlines the dates that volunteer is covered by liability insurance and essentially serves as a contract between the volunteer and Extension.

IMPORTANT INFO FOR YOUTH & ADULTS

Volunteer Hours & Youth Service Hours:

As a returning volunteer, please be sure to enter accurate volunteer hours. This information is important and reported statewide and nationally.

Paper Enrollments: Please contact the Extension office for paper enrollment forms if needed.

Project Guide and Listing can be found at: <https://winnebago.extension.wisc.edu/4h/projects/>

Please Contact the Extension Office with Any Questions: (920) 232-1974

Training Requirements for Staff & Volunteers

Many of the volunteer training requirements also apply to staff. Here's a breakdown of what is required, by who and where to locate information on the training:

Mandated Reporter

Required by UW Policy 301 and Governor's Executive Order EO 54

Staff	Volunteers
Required for all staff through this website: https://media.wcpds.wisc.edu/mandatedreporter/	Required at start of volunteer service, taken through 4H Online. no refresher required.

Sexual Misconduct & Clery Crimes/Responsible Employee (Title IX)

Required by UW-Madison Office of Youth Protection and Compliance (OYPC). Available for staff and volunteers at <https://youthtraining.compliance.wisc.edu/>

Staff	Volunteers
Required by all PYD staff every year due as "Responsible Employees"	Volunteers who work with youth are required to take Section 1 & 2 (timing requirement is being discussed - TBA)

Building Safe Spaces

Required by UW-Madison Division of Extension - in Vulnerable Populations Handbook Training and more information available at: <http://buildingsafespaces.wi4h.org>

Staff	Volunteers
Required by all PYD staff who lead youth programs or supervise volunteers who work with youth - take initial training and participate in refreshers every 2 years.	Volunteers who work with youth are required to take initial training, and then participate in refreshers every 2 years

Supporting Youth Mental Health

Required by UW-Madison Division of Extension - in Vulnerable Populations Handbook Training and more information available at: <http://symh.wi4h.org>

Staff	Volunteers
Required by all PYD staff who may be serving in custodial care roles. Initial training taken once, then refreshers every 2 years.	Volunteers who serve as overnight chaperones/adult advisors or custodial care roles are required to take the complete training once, then refreshers every 2 years

Volunteers in Preparation (VIP) Orientation

Required by UW-Madison Division of Extension - offered in-person or by Zoom in local counties (and occasionally regionally or statewide)

Staff	Volunteers
Staff who supervise volunteers should participate in a VIP training to shadow the process and learn to facilitate. Staff resources for VIP are available at https://uwprod.sharepoint.com/sites/EXT-PYD/SitePages/Youth-Protections.aspx	Volunteers take this training one time, unless a break in service of 4 years or more. Resources and handouts are available at https://4h.extension.wisc.edu/resources/volunteer-resources/4-h-foundations/volunteers-in-preparation

