

# RE-ENROLLMENT CHECKLIST



Both **members** and **volunteers / leaders** need to complete the following forms and training in order to continue their involvement with Somerset County 4-H.

- If you are a new Somerset County 4-H member, please click here -

## MEMBERS (2 Tasks)

### 1. **4HOnline Re-Enrollment [Due: ASAP]**

**You need to re-enroll in** 4HOnline 2.0 just like last year. To learn how to do that, view this [PDF walkthrough](#).

### 2. **Member Registration Form [Due: ASAP]**

If you intend to join a club of which you have not previously been a member, you contact the leader to see if there is room. If there is, you must complete the [member registration form](#) for each new club in which you would like to participate. All forms must be emailed to Annette Smutko at [smutko@co.somerset.nj.us](mailto:smutko@co.somerset.nj.us) as well as the club leader.

## VOLUNTEERS / LEADERS (3 Tasks)

### 1. **4HOnline Re-Enrollment [Due: ASAP]**

**You need to re-enroll in** 4HOnline 2.0 just like last year. To learn how to do that, view this [PDF walkthrough](#).

### 2. **Protection of Minors (POM) Training [Due: ASAP]**

Volunteers must complete their annual Protection of Minors (POM) training if they have not completed it since September 1, 2020. You can access this training by [clicking here](#). You must use the same email you provided POM in the past. For additional step-by-step instructions, please [click here](#).

### 3. **Criminal Background Check [Due: Every 3 years]**

Volunteers must complete a background check every 3 years. If you are due for a background check, your unique link to complete the check will be sent to you from HireRight. Your unique link is active for only 5 days - meaning you must complete it ASAP. Check both your Inbox *and* Spam.



SOMERSET COUNTY 4-H

# ENROLLMENT CHECKLIST



If you are a new Somerset County 4-H member, welcome! You **must complete** the following steps in order to finalize your involvement with 4-H.

## NEW MEMBERS (2 Tasks)

### 1. **4HOnline Enrollment [Due: ASAP]**

You need to enroll on the 4HOnline website. To learn how to do that, view this [PDF walkthrough](#).

### 2. **Member Registration Form [Due: ASAP]**

New members **must complete** the [member registration form](#) and email it to Annette Smutko at [smutko@co.somerset.nj.us](mailto:smutko@co.somerset.nj.us) and the leader of the club. **One form per club** is necessary for each new club in which you would like to participate.