Enrollment opens October 1st. Returning volunteers should re-enroll by December 31st. New volunteers may enroll at anytime, but must contact the Extension Office to begin the enrollment process.

To begin, access the 4-H online system at: https://mt.4honline.com

**NEW VOLUNTEERS**

**STEP 1**
Contact our office to get a copy of the New Volunteer Application. Complete and submit it along with a $40.00 membership fee and background screening fee (Payable to Lewis & Clark County 4-H Council)

**STEP 2**
Once your application has been received, you will be sent a link to Verified Volunteers website where you will input your background information. Approval may take a few days to a few weeks.

**STEP 3**
Upon approval of your Verified Volunteers background screening, your 4honline profile will be activated. Review your profile for accuracy or to make any changes at https://mt4honline.com

*The online background screening is a one-time process contingent that there is no break in service for subsequent years.

**STEP 4**
Once all profile information is current and correct under the Personal Information, Additional Information, and Participation areas of enrollment select [Submit Enrollment].

**STEP 5**
Your enrollment status will be displayed as “Pending” until the Extension Office confirms your membership, which is done after enrollment fees of $10.00 per adult is received. Payment can be made with exact cash, check or mailed to the Extension Office at 100 West Custer Ave. Helena, MT 59602

Make checks out to Lewis & Clark County 4-H Council

**RETURNING VOLUNTEERS**

**STEP 1**
Select [I have a profile]. Enter email and password used to create account. Select [Login]. Contact the Extension Office for resetting assistance.

**STEP 2**
Select the [Edit] button next to the re-enrolling member’s name.

**STEP 3**
To order your Project Leader/Helper Guides select the project book in the drop down menu for “Select Project Materials”.

**STEP 4**
Select [Enroll for 2019-2020]. Check information for accuracy and e-sign all the required forms on the “Additional Information” page. Under the “Participation” page, your project leader selections from the previous year will be listed. You may add/drop projects as desired.

Questions? Contact the Extension Office at (406) 447-8346

Detailed Instruction pages can be found online at http://montana4h.org/resources/4honline.html