

4HOnline FAQ's & Updates

Oklahoma 4-H Youth Development

2016-17 Enrollment – Youth and Adult

Question – *Where do I download the new enrollment forms?*

<http://4h.okstate.edu/literature-links/lit-online/others>

Question – *Where do I download the revised Membership Rules and Guidelines?*

<http://4h.okstate.edu/literature-links/lit-online/others>

Question – *Where is the application for NEW Volunteers?*

Beginning September 1 all NEW volunteers must enroll online. There will be no paper form. If the volunteer does not have access to a computer provide them access to one in your office.

Question – *What Health Form options are being used this year?*

No options, everyone, youth and adults must complete the health form. Revisions to the packet now include:

- The Health Form – It must be turned in with enrollment. No enrollment is to be approved without the health form. Counties accepting paper enrollment will transfer the health information into 4HOnline.
- No longer requires a health insurance card.
- Limits enrollment in 10 projects
- Family keeps pages 7 and 8 for their personal records.

Question – *What do I do with the paper enrollment form once the data is entered into 4HOnline?*

Keep the paper on file. In the event there is some disputed discrepancies with electronic data, the paper copy will back up what the family wrote at the time of enrollment.

Question – Which enrollment form do I use for youth and adults enrolling before August 31, 2016?

County Entering Enrollment

Option 1 – Use the 2015-16 enrollment form and enter information in 4HOnline. FYI - New enrollment entered as of August 31 counts toward enrollment numbers for 2015-16 but does not roll over to the next program year.

Be sure the family enrolling in August understand they are NOT enrolling for the fall or 2016-17 4-H year. As of September 1 their enrollment becomes in-active. **It is important that the family understands they must re-enroll as of September 1 for the new program year.** Assist the family with timely enrollment by having them complete the 2016-17 enrollment form.

Option 2 – The county may choose to hand the family a 2016-17 enrollment packet during the month of August and enter the information in 4HOnline before August 31. Con – No paper enrollment form documenting 2015-16 enrollment and the enrollment becomes in-active on September 1. The county must go back into each record and re-new the authorizations and enrollment. Pro – the family does not have to fill out a 2015-16 and 2016-17 enrollment form within a short period of time.

A Family Entering Enrollment before August 31.

Be sure the new families/members enrolling online in August understand they are NOT enrolling for the fall or 2016-17 4-H year. As of September 1 any active enrollment in the system will become in-active. **It is important that the family understands they must re-enroll as of September 1 for the new program year.** The 4HOnline system will send the family a reminder to renew enrollment and they will go online and reactivate the enrollment for the new program year.

Question – Why does the 2016-17 enrollment form have “Effective 6/1/16-5/31/16” in the bottom margin?

All enrollments (new or renewed) for 2016-17 must be completed on the form released each June. This is to assist those counties using paper enrollment, meeting with volunteers during August or doing summer enrollment for the fall. Any forms collected do not go into effect until September 1, 2016 when they can be entered in 4HOnline for the new program year.

Question – *The county wants to transfer enrollment ownership to the families and we have people who do not have an email address. What do we do?*

Assist the families in registering for a gmail, yahoo or hotmail account. Explain that 4HOnline is more than an enrollment program. The family will be able to manage enrollment and health form changes and the Extension Office will be able to communicate in a timelier manner and provide more convenient registration in the future.

Question – *How do we transfer 4HOnline enrollment between counties when a family moves?*

Within the district, contact your DPS.

Between districts, contact Karla or Carl in the state office.

Important – The county receiving the membership **MUST** go in and update the clubs. If you do not, the members will not show on reports in the new county and will continue to show on reports in the old county.

Reminders for families and volunteers - It is FRAUD for anyone besides the legal parent or guardian to sign a paper form or enter an electronic signature in the new enrollment system. Signatures are more important than ever with the Liability Waiver and other permissions required by the University.