
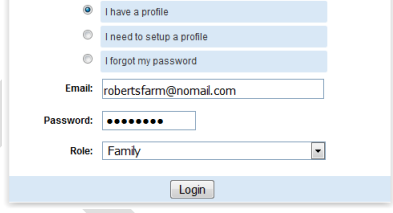
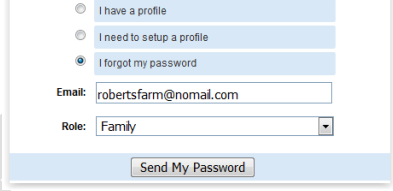

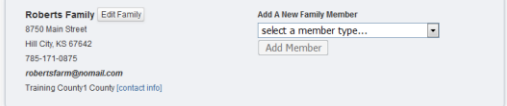
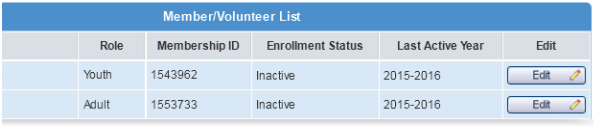
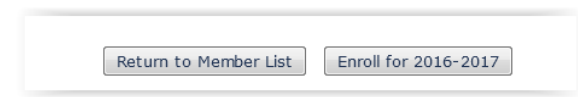
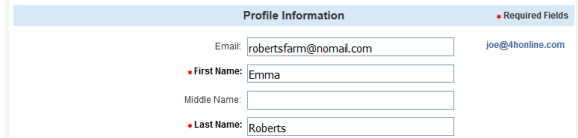




Kansas 4-H Youth Development welcomes you to another year of convenient online enrollment! Kansas 4-H has implemented an annual \$15 Kansas 4-H program fee. All youth will be asked to indicate their payment intention. If unsure which selection to use, please contact your local Extension office.

| <p>1. Visit https://kansas.4honline.com. Firefox and Chrome web browsers work best; Internet Explorer is not supported. It is recommended to use a computer, laptop or tablet to complete this process.</p> |  | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|-----------------------|-------------------|------------------|----------------------|--|--|--|------|---------------|-------------------|------------------|------|--|-------|---------|----------|-----------|----------------------|--|-------|---------|----------|-----------|----------------------|
| <p>2. Select "I have a profile." 3. Enter the email address used to create the family's 4HOnline account. 4. Enter the family's 4HOnline password. 5. Click [Login].</p> |  | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>CAUTION Do not create a new family account. If the password is unknown, select "I forgot my password." 4HOnline will send a temporary password to the email address used to create the family's 4HOnline account. Contact the local Extension office for assistance if this process is unsuccessful.</p> |  | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>6. Click [Continue to Family].</p> |  | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Tip If the family's mailing address, email address, or primary phone number needs updating, click [Edit Family] to make and save those changes.</p> |  | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>7. To reenroll a youth or adult volunteer for the new 4-H Program Year, click [Edit] next to their name in the Member/Volunteer List. 8. Review the member's existing Personal Information and scroll to the bottom of the page.</p> |  <table border="1"> <thead> <tr> <th colspan="6">Member/Volunteer List</th> </tr> <tr> <th></th> <th>Role</th> <th>Membership ID</th> <th>Enrollment Status</th> <th>Last Active Year</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td></td> <td>Youth</td> <td>1543962</td> <td>Inactive</td> <td>2015-2016</td> <td>Edit</td> </tr> <tr> <td></td> <td>Adult</td> <td>1553733</td> <td>Inactive</td> <td>2015-2016</td> <td>Edit</td> </tr> </tbody> </table> | Member/Volunteer List | | | | | | | Role | Membership ID | Enrollment Status | Last Active Year | Edit | | Youth | 1543962 | Inactive | 2015-2016 | Edit | | Adult | 1553733 | Inactive | 2015-2016 | Edit |
| Member/Volunteer List | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Role | Membership ID | Enrollment Status | Last Active Year | Edit | | | | | | | | | | | | | | | | | | | | |
| | Youth | 1543962 | Inactive | 2015-2016 | Edit | | | | | | | | | | | | | | | | | | | | |
| | Adult | 1553733 | Inactive | 2015-2016 | Edit | | | | | | | | | | | | | | | | | | | | |
| <p>9. Click the [Enroll] button for the new 4-H year.</p> <p>CAUTION The system will ask 17-18 year old youth if they wish to reenroll as an adult or youth. If the member wishes to participate in 4-H projects as a youth, "Reenroll as Youth" must be selected.</p> |  | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>10. Make changes to the member's Personal Information if needed. 11. Click [Continue] at the bottom of the page when finished.</p> |  | | | | | | | | | | | | | | | | | | | | | | | | |

12. Read the **Additional Information** carefully. Mark answers and/or sign sections with the necessary electronic signatures.

CAUTION
 Sections 1-4 will be **locked** for the current 4-H Program Year and cannot be edited after the enrollment has been submitted.

Section 1 - Publicity Release

INSTRUCTIONS: A parent or guardian must complete sections 1-3, as their electronic signature is **required**. Both youth and their parent/guardian must complete section 4. An electronic signature is your typed name and is the legal equivalent of your handwritten signature which will be verified in the approval process.

I authorize K-State Research and Extension and Kansas 4-H Foundation or their assignees to record and photograph my child's image or voice for use in research, educational and promotional programs. I also recognize that these audio, video and image recordings are the property of K-State Research and Extension and/or the Kansas 4-H Foundation.

13. **Kansas 4-H has implemented an annual \$15 Kansas 4-H program fee.** This fee is for youth of Organized 4-H Community Clubs and Independent 4-H members, 4-H ages 7-18. Cloverbuds (4-H ages 5-6) should not pay this fee.

14. All youth will be asked to indicate their payment intention. If unsure which selection to choose, please contact the local Extension office.

Kansas 4-H Program Fee

Kansas 4-H has implemented an annual \$15 Kansas 4-H program fee for Organized 4-H Community Club Members and Independent 4-H members (youth 4-H age 7-18 as of January 1st of the current 4-H year) and adult volunteers are NOT charged. Please indicate your payment intention by selecting the appropriate option below. This will assist the state in determining the amount of the fee.

Payment Intention:

- Select an item ...
- I will pay online with a credit/debit card
- I will pay by mailing a check
- I am a Cloverbud, there is no fee
- I wish to request a waiver
- A local sponsor has agreed to pay my fee

15. If the \$15 Kansas 4-H Program Fee is more than you can afford at this time, please provide a brief answer to request a waiver. Reasons could include but are not limited to job loss, homelessness, food stamps, free or reduced school lunch, single family income, bankruptcy or health conditions. This information will allow us to better understand how to support 4-H families and will not be shared with outside agencies.

16. Click [Continue] when completed with this page.

Waiver Request

If the \$15 Kansas 4-H program fee is more than you can afford at this time, please provide a brief answer to request a waiver. Reasons could include but are not limited to job loss, homelessness, food stamps, free or reduced school lunch, single family income, bankruptcy, or health conditions. This information will allow us to better understand how to support 4-H families and will not be shared with outside agencies.

*If a family wishes to request a waiver for all youth in their family, each youth in the family must request a waiver.

Reason for Waiver request:

17. Complete the Health Form.

18. Click [Continue].

Health Form

HEALTH HISTORY

A parent or guardian is responsible for completing this section for their child. Reporting health conditions will not prevent a youth from attending and will be kept confidential.

Please indicate if any of the following health conditions apply to the participant.

Asthma
 Auto Immune Disease
 Seizures/Convulsions
 Diabetes

19. Review the "Club List." Last year's club(s) will already be listed.

20. [Edit] or Add a Club only if needed. Ensure primary club is correct.

21. Click [Continue].

Club List [New Look]

| Primary | Club | Volunteer Type | Edit |
|----------------------------------|-----------|----------------|-------------------------------------|
| <input checked="" type="radio"/> | Hootbeats | Secretary | <input type="button" value="Edit"/> |

22. Review your "Project List." Last year's projects will already be listed.

23. [Edit] or Add a Project as needed.
Ensure all desired projects are in the member's "Project List."

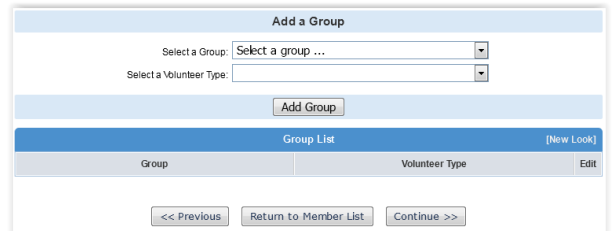
24. Click [Continue].

Project List [New Look]

| Project | Years in Project | Volunteer Type | Edit |
|-----------------------|------------------|------------------------------------|-------------------------------------|
| Clothing Construction | 4 | | <input type="button" value="Edit"/> |
| Horse | 2 | | <input type="button" value="Edit"/> |
| Visual Arts | 4 | Junior Project Leader - Club Based | <input type="button" value="Edit"/> |

25. If applicable, add Groups that indicate this year's commitments to 4-H. It is possible that no Groups will exist.

26. Click [Continue].



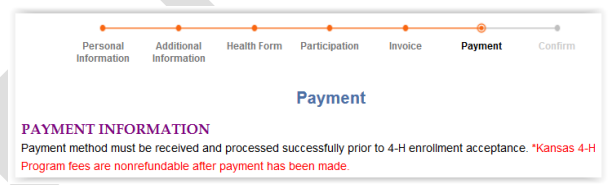
27. A \$15.00 4-H Program Fee will automatically be generated for Independent 4-H youth and 4-H Club members. (This includes Cloverbuds, youth who requested a waiver and youth who have a local sponsor). This is normal.

28. Click [Continue] to proceed to the Payment screen. (If the total is \$0.00, there will be no Payment screen).

| Invoice Information | | | |
|--|--------------|-------------|-------------------------|
| # | Name | Involvement | Description |
| 25 | Cam Checking | Youth | Enrollment 2016-2017 |
| Invoice Items | | | |
| Item | Rate | Quantity | Amount |
| STATE: KS: FEE: Kansas 4-H Program Fee | 15.00 | 1 | \$15.00 |
| | | | Total: \$15.00 |
| | | | Paid: \$0.00 |
| | | | Balance: \$15.00 |

29. Families paying the Kansas 4-H Program Fee will have (2) options to remit payment. Cash cannot be accepted.

Please read the next steps carefully on how to proceed with a payment method. Kansas 4-H Program fees are non-refundable.



PAYMENT METHOD #1 - Pay online with a credit/debit card.
 Select the orange [Add New Credit Card] button and enter payment information.

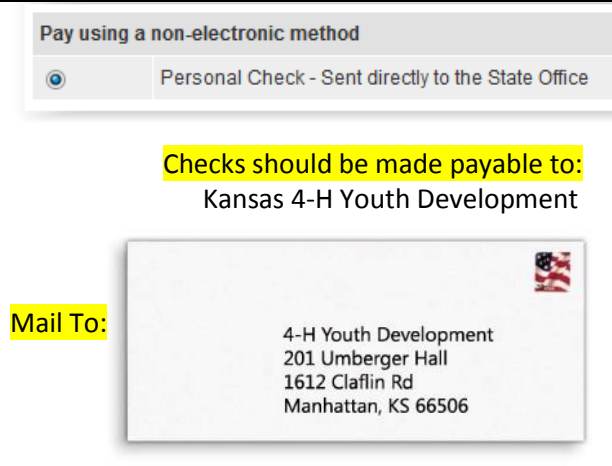
Select credit/debit card as the payment method.

We are testing the payment feature within 4HOnline at this time.

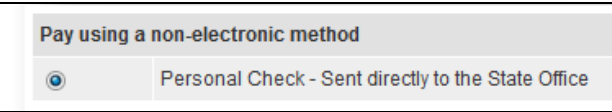
PAYMENT METHOD #2 - Pay by mailing a personal check.
 Select "Personal Check" under Pay using a non-electronic method.

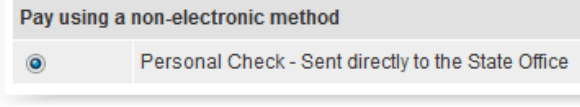
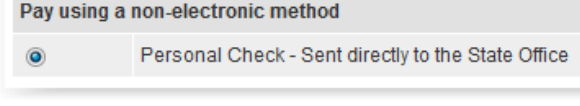


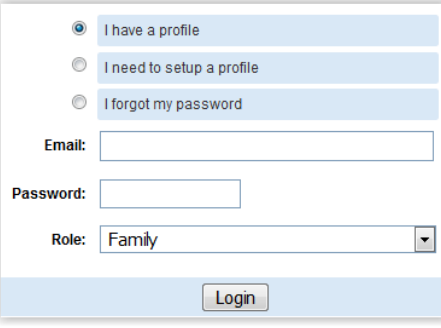
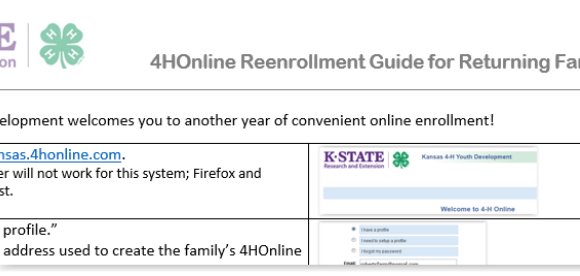
Write the 4-H youth name(s) in the check memo line or on an additional sheet of paper, enclosed with the check so payment may be applied to the appropriate member(s).

Payment is due within (7) days of submitting 4-H enrollment.
 Payment cannot be made at the local Extension office.



CLOVERBUDS must select "Personal Check" under Pay using a non-electronic method. The family should not mail payment for these youth, despite indicating payment by check.



| <p>SPONSORED YOUTH must select “Personal Check” under Pay using a non-electronic method. The family should <u>not</u> mail payment for these youth, despite indicating payment by check.</p> |  | | | | | | | | | |
|--|---|-----------------------|--|--|------|---------------|-------------------|-------|---------|---------|
| <p>YOUTH REQUESTING A WAIVER must select “Personal Check” under Pay using a non-electronic method. The family should <u>not</u> mail payment for these youth, despite indicating payment by check. Youth will be notified of waiver acceptance within (10) business days.</p> |  | | | | | | | | | |
| <p>30. All members must click [Submit Enrollment].</p> <p>Once reenrollment has been submitted, it is “pending” approval. The member will become “Active” once the local Extension office approves the member’s reenrollment information and State 4-H office approves payment/waiver/Cloverbud age. All members will receive an e-mail from 4HOnline when reenrollment has been accepted.</p> |  <table border="1"> <thead> <tr> <th colspan="3">Member/Volunteer List</th> </tr> <tr> <th>Role</th> <th>Membership ID</th> <th>Enrollment Status</th> </tr> </thead> <tbody> <tr> <td>Youth</td> <td>1681869</td> <td>Pending</td> </tr> </tbody> </table> | Member/Volunteer List | | | Role | Membership ID | Enrollment Status | Youth | 1681869 | Pending |
| Member/Volunteer List | | | | | | | | | | |
| Role | Membership ID | Enrollment Status | | | | | | | | |
| Youth | 1681869 | Pending | | | | | | | | |
| <p>To reenroll another family member, repeat this process beginning at step 7 or logout by clicking “Log out” in the upper right-hand corner.</p> |  | | | | | | | | | |
| <p>Keep login information (family email address and password) as this is your family’s permanent 4-H account.</p> <p>Families are able to login to 4HOnline to update member records and add/drop projects. Check with your local Extension office for project and reenrollment deadlines.</p> |  | | | | | | | | | |
| <p>Next year during 4-H re-enrollment, log in to these records to “reactivate” 4-H family members using this guide.</p> <p>Welcome back to Kansas 4-H!</p> |  | | | | | | | | | |