Online 4-H Volunteer Training Instructions

Thank you for your interest in trying the online 4-H Volunteer Training Modules. It is our hope that this option will provide an easy to use, alternate opportunity for volunteers to complete training.

Please plan 45-60 minutes. The time needed will vary by person.

Current 4-H Volunteers in Clermont County who have completed at least 1 full year of service are able to do this.

Instructions:

- Log in to your FAMILY account on 4-H Online (4honline.com) using Firefox, Chrome or Safari. Firefox is the preferred browser. Online trainings will NOT work in Explorer or Edge.
- Choose Ohio as the state.
- Please re-enroll yourself as a volunteer and update information prior to completing the trainings. Your status will show as “Pending”.
- Select “Continue to Family” (orange button).
- You will see a list of all family members who are members or volunteers.
- Find your name and select “Edit”.
- Select “Trainings”.
- Click “Sign Up for a Training”.

![Image of Member List with details]

![Image of Trainings section with details]

![Image of Adult Personal Information section with details]
Click “Sign Up” beside the trainings you would like to complete.
Choose “Edit/View” to begin each module.

To meet requirements you must complete two modules by March 9

1. OSU Policy 1.50 Child Abuse and Neglect Training & Quiz (Online Ver. 3/2018)
2. Any Additional module of your choice:
   - Club Chartering
   - Club Structure
   - Membership
   - Name & Emblem
   - Club Financials
   - Fundraising
   - Mission, Vision, Values
   - Volunteer Screening

You may complete them all in one sitting or do them at three different times, but it doesn't work well to pause in the middle of a module. You must receive a passing score on each quiz to receive credit. Trainings may be repeated if needed.

**Please note:** At least one volunteer for each club must still attend an in person training to obtain a club packet.

**Every** volunteer must complete ONE approved training each year to remain active. This training meets that requirement.