

Glossary of Terms

Certified 4-H Volunteer:	An adult volunteer for the 4-H Youth Development Program who has completed all required screening and training and has a Completed Enrollment in 4-H Online.
Cloverbud:	An enrolled youth member between the ages of 5 and 7. Cloverbuds may participate in age-appropriate activities and projects.
Club:	An organized group which meets the Club Definition as outlined in section 5.2 in the 4-H Youth Development Policies and Procedures. Clubs may be chartered or non-chartered.
Completed Enrollment:	A Completed Enrollment is an Enrollment Record that has been submitted and Approved by the local Extension Office. Your enrollment is not considered completed until all local requirements and fees have been paid, and the local Extension Office has marked your enrollment as "Approved."
Consent:	Formerly called "Authorizations." These are the agreements that must be signed in order to submit a 4-H Enrollment.
Delivery Mode:	A classification of the ways in which members (both enrolled and not) participate in the 4-H Program. See section 5.2 in the 4-H Youth Development Policy and Procedures.
Electronic Payment:	A digital payment made, usually using a debit or credit card.
Enrolled 4-H Youth Member:	Any 4-H youth member who is aware of their ongoing involvement with 4-H and has a Completed Enrollment in 4-H Online.
Enrollment Fee:	The fee charged statewide for participating in 4-H as an Enrolled 4-H Youth Member . The Enrollment fee is \$25 per youth.
Enrollment Record:	The part of the enrollment process where an Enrolled 4-H Youth Member or Certified 4-H Volunteer selects clubs and projects, signs the consent forms, completes the health form, and submits payment.
Family Profile:	The profile under which all Member Profiles and Enrollment Records are housed for a single family group.
Health Form:	Basic health information required on all Enrollment Records .
Home Page:	The main page of the Family Profile . Here you can view and edit your Member Profile, complete the Enrollment/Reenrollment process, view your Enrollment Records (past and present), register for event, manage payments, and more.
Inactive Members:	Previously Enrolled youth and/or adults who have had a gap in their Enrollment Record . These are visible on the Home Page , but must be reactivated by your local Extension Office.
Member Record:	The first step when adding a new member to 4-H Online. You'll be asked to provide your name, birthdate, gender, grade (if youth), demographic data, and emergency contact information. You will not be considered an Enrolled 4-H Youth Member or Certified 4-H Volunteer until your Enrollment Record is also completed.
Non-Electronic Payment	A payment made physically, typically with a check, cash, or money order.
Payment:	The section of 4-H Online where you will select your payment method for Enrollment and/or Programming Fees . You can pay with an Electronic Payment or Non-Electronic Payment method.

Primary Club:	The club you consider your Primary Club is the one you do most of your 4-H programming with. Your Programming Fees are determined by the location of your Primary Club.
Programming Fee:	Fees charged for local 4-H programming as determined by the local Extension Office. Not all counties/locations charge a Programming Fee. Programming Fees are determined by the location of the primary club listed on your Enrollment Record .
Project:	The way in which an Enrolled 4-H Youth Member or Certified 4-H Volunteer notates their project participation in 4-H Online. Not all clubs offer every project. Cloverbuds may participate in age-appropriate projects. Some projects require additional training and/or certification in order to participate as a Certified 4-H Volunteer.
Status:	<p>Your enrollment status in the 4-H program as notated in 4-H Online. These include:</p> <ul style="list-style-type: none"> • <i>Approved:</i> all requirements have been met, reviewed, and approved. Formally called "Active." • <i>Awaiting Review:</i> all requirements have been submitted and are ready to be reviewed. • <i>Incomplete:</i> members have started the enrollment but have not yet submitted it. • <i>Not Enrolled:</i> members have not begun the enrollment process for the current year. Formally called "Inactive." • <i>Participant:</i> members who have created a Member Profile but have chosen not to enroll in the program by completing an enrollment record. • <i>Payment Due:</i> an enrollment has been submitted, but payment has not been completed. This status occurs when we are either waiting on a physical payment to arrive or an electronic payment has been declined and needs to be resubmitted. • <i>Resubmit:</i> an enrollment record that was previously sent back and then resubmitted. Before submitting again, enrollments are listed as "incomplete." • <i>Screening Pending Approval:</i> a volunteer Enrollment Record and Screening have been submitted but the Screening has not been reviewed yet. • <i>Submitted:</i> members of this status have submitted their Enrollment Record but have not completed all requirements for approval (i.e. a volunteer has submitted the Enrollment Record but has not yet submitted their Screening). • <i>Trainings Not Complete:</i> members need to complete additional required trainings prior to being Approved.
Youth Member:	An Enrolled 4-H Youth Member between the ages of 8 and 18.
Volunteer Types and Roles:	<p>The Volunteer Type and Role indicates what kind of volunteer you are. There are 4 Types of Volunteers. Selecting a Volunteer Type gives you the option to select the appropriate Role:</p> <ul style="list-style-type: none"> • Club Volunteers <ul style="list-style-type: none"> <i>Main Club Leader:</i> responsible for the overall management of a 4-H club. This is the main point of contact for the club. A club may have more than one Main Club Leader. <i>Assistant Club Leader:</i> responsible for helping with the management of a 4-H club under the direction of the Main Club Leader. • Project Volunteers <ul style="list-style-type: none"> <i>Project Leader:</i> responsible for leading various projects within a 4-H club or county. • Activity Volunteers <ul style="list-style-type: none"> <i>Activity Leader:</i> responsible for various activities including fundraising, record keeping, community service, etc. This can be done for a club or program. These individuals will be working with youth in the completion of duties. • Program Volunteers <ul style="list-style-type: none"> <i>Resource Volunteer:</i> responsible for assisting with various 4-H events and activities but have no direct supervision of, or unsupervised access to, 4-H youth. <i>Administrative Volunteer:</i> responsible for the overall organization and leadership of general program areas, organization of county-wide events, etc.