TEXAS 4HONLINE FAMILY GUIDE
EMPLOYEE FLOW CHART

texas.4honline.com
4-H Online
4-H ENROLLMENT AND EVENT REGISTRATION

TEXAS A&M AGRILIFE EXTENSION

NON-PROGRAM VOLUNTEER

County secretaries, office managers, county program assistants, etc. may enroll as any of the non-program volunteer types. They will enroll as a volunteer and will be screened like all volunteers. County-funded positions have not had the same screening and trainings as program volunteers.

SEE VOLUNTTER FLOW CHART FOR INSTRUCTIONS

PROGRAM VOLUNTEER - AGRILIFE

Texas A&M AgriLife Extension Service employees may enroll with the Volunteer Type of Program Volunteer- AgriLife Extension Employee. These are state-funded positions such as County Extension Agents or Specialists. State-funded positions have received a background check through AgriLife Extension HR.

PAYMENT PROCESSING

SUBMIT CREDIT CARD OR CHECK PAYMENT (FEES WILL BE WAIVED)

ENROLLMENT SUBMITTED

VOLUNTEER SCREENING

Screening information has to be completed logged in using the email and password assigned to the employee's personal family account.

VOLUNTEER SCREENING INFORMATION ENTERED AND SUBMITTED

VOLUNTEER TRAINING

TRAININGS NOT COMPLETE

COMPLETES TRAINING - NOT CPT

TRAININGS NOT EXPIRED

YPS OFFICE REVIEWS ENROLLMENT

VERIFIES EMPLOYMENT

MARKS CHILD PROTECTION TRAINING COMPLETE

WAIVES THE $10.00 VOLUNTEER APPLICATION FEE

MARKS VOLUNTEER STATUS AS APPROVED

COUNTY REVIEWS ENROLLMENT

ONLY AFTER ALL OF THE STEPS ARE COMPLETE

COUNTY APPROVES

SENT BACK FOR CHANGES

APPROVED PROGRAM VOLUNTEER PROFILE

The members of Texas A&M AgriLife will provide equal opportunities in programs and activities, education, and employment to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity and will strive to achieve full and equal employment opportunity throughout Texas A&M AgriLife.