

4H ONLINE COUNTY CHECKLIST

DAILY ROUTINE

CLICK THE LINK IN THE LEFT COLUMN TO VIEW THE INSTRUCTION PAGE FOR THE TASK DESCRIBED

AWAITING COUNTY REVIEWS - DAILY CHECK

<p>Animals Pending Review</p>	<p>A youth club member has submitted an animal validation record for county approval.</p> <ul style="list-style-type: none"> • Horse: Check the information and invoice before approving. A credit card payment is the only option. • Dog: Check the information before approving. Payment is not required for this animal type.
<p>Enrollments Pending Review</p>	<p>An adult or youth member submitted a record. County approval will process payment and prevent changes.</p> <ul style="list-style-type: none"> • Youth: Appears on the awaiting review screen only when the enrollment record is ready to be approved. • Adults: Appears on the awaiting review screen when the application is submitted. The volunteer application will be available to approve after training completion by the member and screening completion by the YPS office.
<p>Events Pending Review</p>	<p>An adult or youth member submitted an event registration and county approval is required.</p> <p>County office review notes:</p> <ul style="list-style-type: none"> • Event coordinators decide what certification levels are needed. • County approval is not always required. • County approval could be the final certification level. Approval will process payment and prevent changes.

CHECK PAYMENTS - DAILY CHECK

<p>Enrollments Payment Without Invoice</p>	<p>County check payment designated by the member and approved by the county office. Payment types are not reversible. A member is not active until the payment has been received.</p> <p>The 3-step invoice process needs to be completed only by the county office:</p> <p>Step 1 - Apply payment to member's profile for county payment tracking. Step 2 - Create invoice to mail with the county or club 4-H check. Step 3 - Print invoice and mail county or club 4H Check. State office will marked paid after receiving.</p>
<p>Enrollment Invoice Not Created</p>	<p>Step 1 Complete - A payment was applied to the member's profile. Step 2 Not Completed - An invoice has not been created to send with the county or club 4-H check. Step 3 Not Completed - Invoice printing and county or club 4H Check not received.</p>
<p>Events Payment Without Invoice</p>	<p>County check payment designated by the member and approved at the final level. Payment types are not reversible. The 3-step invoice process needs to be completed only by the county office:</p> <p>Step 1 - Apply payment to member's profile for county payment tracking. Step 2 - Create invoice to mail with the county or club 4-H check. Step 3 - Print invoice and mail county or club 4H Check. State office will marked paid after receiving.</p>
<p>Event Invoice Not Created</p>	<p>Step 1 Complete - A payment was applied to the member's event registration. Step 2 Not Completed - An invoice has not been created to send with the county or club 4-H check. Step 3 Not Completed - Invoice printing and county or club 4H Check not received.</p>
<p>Invoice Without Received Payments</p>	<p>Invoice was created but the payment was not received at the State 4-H Office.</p>

EVENT PAYMENTS - DAILY CHECK

<p>Event Payment Search</p>	<p>Check the status of event payments to make sure members are following through with credit card payments. An event will not be processed with a credit card until the event is approved at the final level.</p> <p>Tip: Build a report in every event that has a member registered.</p>
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COUNTY MANAGER ACCOUNT ACCESS - DAILY CHECK

<p>Accounts County Managers</p>	<p>County Agrilife Extension employees should be the only ones with access to the county manager account. Check the list daily to make sure only those listed are correct.</p>
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TRAINING - DAILY CHECK

<p>Training Search and Check</p>	<p>Adults have trainings required before their volunteer application can be processed. Check the trainings link to make sure adults who want to volunteer complete trainings successfully.</p> <ul style="list-style-type: none"> • Child Protection Training - Adults who want to volunteer are required to complete. • Volunteer Orientation - Extension employees and adults who want to volunteer are required to complete.
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