

San Mateo/SF County Youth Enrollment Instructions

Please follow the below instructions for completing enrollment for new and returning youth members.

Primary Members - 4-H Ages* 5 to 8

Youth Members - 4-H Ages* 9 to 18

* Your "4-H Age" is your age by December 31 of the program year you are enrolled in.

New Youth Members

Step 1. Choose a Club. Not sure where your local club is located? See our club map [here](#) to find out what clubs and camp are offered in your area. You will have to choose a minimum of one club or camp when you sign up.

Step 2. Contact the club. Contact the Club Leader(s) for the club you are interested in joining to let them know you are signing up. The leader(s) can provide you more information about the club and the types of projects they offer. In addition, some clubs may have fees that you will pay them directly.

Step 3. Choose a Project. Your Club Leader can let you know what projects are open for enrollment. You can choose the projects and activities that sound interesting to you. *Note: Currently, each club's project lists are not up to date in the system. The projects listed are based on the 44 projects found at [California 4-H project list](#).*

Step 4: Create a family profile in 4hOnline. Create a family profile on [4-H Online 2.0](#). Members are grouped by Family, so you can add all youth family members who want to join 4-H. If you are under 18, please have a parent or guardian enter the information. For more information on self enrolling, please see the [Family Enrollment Guide](#).

**For Spanish:* The 4-H Online 2.0 system is only in English. Please fill in the [paper enrollment packet in Spanish](#) and turn it in to your club leader or county staff for them to enter it into 4hOnline for you. Please keep a copy of the paper forms for your records. You will also have to check back with your county 4-H Program Representative for your membership status.

For paper form in English, please fill out the [paper enrollment packet](#).

Returning Youth Members

All 4-H members must re-enroll by **December 31st or earlier** each year.

If you are a current 4-H member under 18, your parent or guardian can renew your membership in [4-H Online 2.0 system](#).

Step 1. Log in to [4-H Online 2.0 system](#) using your family profile email address (contact the County 4-H Office if you are having issues, **DO NOT** create a new profile)

Step 2. Update enrollment. Select the "Enroll for (current program year)" for the renewing member.

Step 3. Update personal information. Make sure all of your personal information is up to date, including email address. Email is the primary way you will receive communications outside of club and project meetings.

Step 4. Update your 4-H participation. Only select the club, projects and groups that you will be participating in for the new year. Your Club Leader can let you know what projects are open for enrollment. *Note: Currently, each club's project lists are not up to date in the system. The projects listed are based on the 44 projects found at [California 4-H project list](#).*

For more information on self enrolling, please see the [Family Enrollment Guide](#).



Payment of Program Fees:

Make payment(s) through our [survey form](#):

Credit card, check or sponsorship payments are being accepted for the State 4-H, County 4-H, and county council fees.

| | State 4-H Accident/Sickness Insurance and Program Fees | County 4-H Program Fees | County Council Fees | Total |
|-------|--|-------------------------|---------------------|-------|
| Youth | \$24 | \$38 | \$12 | \$80 |

Note: The ~4% credit card fee will be covered by County Council this year. Clubs may also assess additional fees. You will need to pay the fees to the club directly.

UC ANR programs are open to participants, regardless of their ability to pay. Program enrollment fees will be waived or reduced for eligible youth. You will need to complete the online [2020-2021 San Mateo/San Francisco Counties Request for 4-H Program Fee Waiver/Reduction application](#).

Enrollment Completion & Approval:

Get activated. Once your county 4-H office reviews the enrollment, you will receive an email sent to your Family email account to confirm your enrollment status as Active. If you filled a paper enrollment form, you will have to check with the county 4-H Program Representative for your membership status.

Participate! Check your Family email account for the confirmation that your membership is active. Once your membership is active, you may participate in 4-H events and activities! Club leader and project leaders may request for a hard copy of the member history form. You can print out the history form in the 4-H Online 2.0 system.

Need Help? Having trouble?

If you have any questions, please contact San Mateo/San Francisco 4-H office at 650-276-7422, smsf4h@ucanr.edu.

