



ALASKA 4-H VOLUNTEER TRAINING INSTRUCTIONS

All of the links for the trainings and forms are found at <http://www.alaska4h.org/volunteer-2020.html>

Enroll in Alaska 4-H

Required once per year; Alaska 4-H year begins October 1st and ends September 30th.

- Complete Adult Annual Enrollment at <https://4h.zsuite.org/> You must have access to a computer and have a good email address. Please contact your **local District office** for assistance and/or other enrollment options.
- For help sheets about enrollment, visit Zsuite's help page:

<https://zsuite.s3.us-east-2.amazonaws.com/static/Help/LoginHelp/Introduction.html>

RISK MANAGEMENT (2 courses required)

Both courses are required once per 4-H year and must be completed after 8/1 for the next 4-H year PRIOR to any activity involving youth (including club meetings).

- 1) If you were an active leader last 4-H year (2019-2020), you already have a login for these trainings. If you can't find it, please email alaska4h@gmail.com to request a new login.
- 2) If you are NEW to Alaska 4-H, please request a username and password by clicking here (www.alaska4h.org/risk-management-training.html) A username and password will be emailed to you within 24 hours.
- 3) **Go to Learning Portal:** <https://armatus2.praesidiuminc.com/armatusUser/login>

On this page, please fill in

- Your username
- Your password
- Click on the **LOGIN** button.

This will take you to the Learning Portal page.

- You are required to successfully complete both of the courses that are shown on your page:
 - Duty to Report: University of Alaska
 - Social Media Safety
- Click the course title or picture and your training will start.

Complete the course and take the quiz.

When you are finished:

- Click on **CERTIFICATES** at the top right of your home screen.
- View your certificate
- No need to send your completion certificate.

The certificate will state that it is good for one calendar year, however Alaska 4-H uses the 4-H year for this training. You may begin this course as early as 8/1 for the following 4-H year (beginning 10/1)

BACKGROUND CHECK

Required every 3 years.

Download the form: http://www.alaska4h.org/uploads/1/4/0/2/14026701/volunteer_background_check.pdf and follow the instructions (found at <http://www.alaska4h.org/volunteer-2020.html>).

UAF DRIVER TRAINING

Required every 3 years if you are transporting youth for a 4-H activity. Submit emailed quiz results and Cat-1 form to your District Agent. If you have taken the UAF Driver's Training in the past three years, and there is documentation, you do not need to take the new training.

Slides: http://www.alaska4h.org/uploads/1/4/0/2/14026701/4-h_drivers-training-2019_final.pdf

Quiz: <https://tinyurl.com/y62qpy54>

UAF Driving Forms (complete page 1 and one line on top portion of Page 2, then submit both pages to your district Agent): http://www.alaska4h.org/uploads/1/4/0/2/14026701/combined_forms.pdf

4-H VOLUNTEER MODULES

Required your first year as a 4-H volunteer and if you have over a 3 year break-in-volunteer-service

Go to this link: <http://www.alaska4h.org/volunteer-online-training.html>

Complete the information as requested and click **SUBMIT**.

Complete modules and email a screenshot of your module completion pages to your 4-H District Agent or Staff. Please note: there is no internal tracking at this time, so if you do not email your completion pages, we will not be able to access them!

The [University of Alaska](http://www.alaska.edu) is an AA/EO employer and educational institution and prohibits illegal discrimination against any individual: www.alaska.edu/titleIXcompliance/nondiscrimination

Updated: 09/14/2020

