4-H Volunteer e-Learning Course
An Introduction for Maine 4-H Staff

What is e-Learning? e-Learning is an online training option for 4-H volunteers. It consists of four modules, each taking approximately 10 minutes to complete. When the volunteer completes all four modules, they need to register for the End of Course Completion. Your volunteer will also need to contact their county office to notify them they have completed the training modules online. They can forward their confirmation email to the county office or provide you with a printed copy.

Who is e-Learning designed for? e-Learning is for any new 4-H volunteer who wishes to become a certified 4-H volunteer. The modules are designed to provide a good foundation for new volunteers coming into the 4-H program.

When is it available? The on-line training is available online 24 hours/day, 7 days a week.

What is the purpose of e-Learning? e-Learning is similar to an orientation to the 4-H program. By taking time to work through the modules independently, staff can then discuss aspects of the modules when they meet in person with the volunteer, and volunteers can have time to formulate additional questions. Some 4-H staff ask volunteers to work through the modules prior to an in-person training. This provides the same basic information to everyone and allows the staff to provide additional more in-depth activities as needed.

Where do I find it? On the Maine 4-H homepage, click on the "how do I become a volunteer" link. https://extension.umaine.edu/4h/volunteers/how-do-i-become-a-volunteer/ Scroll down the page and click on the 4-H Volunteer e-Learning Course link.

How do individuals register? In order to access the e-Learning, volunteers register on-line. The course is hosted on Canvas by another state Extension. The volunteer will be asked to enter their email and name.

How will county staff know what is happening in their counties? When a volunteer completes an on-line module, the volunteer will need to complete the "end of course" completion form. They will receive a completion confirmation via email. The volunteer should forward the email to their county office or print it off and give a copy to the county office. The contact information will also go to a data base housed by a different state Extension. Jen Lobley has access to the database if needed.

What happens if someone registers and does not complete the training? At this time, Maine 4-H staff would not have any knowledge of this. This is why it is important to have volunteers notify the county office when they complete the modules and forward the completion confirmation.

12-30-19

What happens when someone has completed the e-Learning? Once a volunteer has completed all four modules, they are instructed to fill out the course completion form and to contact their local Extension office. Staff will still need to have personal contact with individuals to complete the volunteer on-boarding process and then determine a training path that best meets the needs of the volunteer and 4-H program.

Can I still offer additional training in my county? Yes. e-Learning provides general 4-H information to volunteers. Counties may wish to offer additional materials or trainings to cover topics such as working with Cloverbuds, project records, local county programs and activities, etc.

The in-person training in the county allows for volunteers to meet each other. How will new volunteers connect with other volunteers if they do their training on-line? 4-H staff should talk to new volunteers about ways to connect with other volunteers. Some possibilities include having multiple volunteers attend a county 4-H orientation, encouraging participation in Leaders' Association meetings, local events, or being paired with a mentor volunteer who has more experience with the program.

Will volunteers still get a 4-H notebook? Counties can still provide a resource notebook if they choose. Those who have completed their registration may access e-Learning modules at any time to review information. The 4-H Volunteer Handbook can be found at the following link and can be tailored to include local county information.   https://extension.umaine.edu/plugged-in/program-volunteer-resources/4h/4-h-volunteer-handbook/

What if a volunteer does not have a home computer or doesn't have high-speed internet? The program will run too slow on dial up to be user friendly. Public libraries and county offices can help to make this technology accessible to all. Some 4-H staff have offered the modules to volunteers in a group setting.

Is there contact information for those who have difficulty using the online tool? Volunteers having difficulty should first contact their county staff. If staff members are unable to answer volunteer questions, staff may contact Jen Lobley for assistance. jennifer.lobley@maine.edu

12-30-19