



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 20-30 minutes to complete. As each module is completed, volunteers take a short quiz and a certificate of completion is generated. Maine 4-H purchased the program with a generous grant from Monsanto.

Who is e-Learning designed for? e-Learning is for new 4-H volunteers who may not be able to attend an in-person VOLT training and for current 4-H volunteers who are interested in a refresher course.

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

What is the purpose of e-Learning? e-Learning is an alternative training method. 4-H volunteers will have the option of participating in this online training or attending an in-person VOLT training.

Where do I find it? On the Maine 4-H homepage, click on the “volunteer” picture. At the top of the next page click on “volunteer certification process.” Scroll down the page to the section on volunteer training and you will find the registration button. The following URL will also take you directly to the registration page: <http://extension.umaine.edu/forms/4h/4-h-volunteer-e-learning-course/>

How do individuals register? In order to access the e-Learning, volunteers register online. There is a link on the Maine 4-H website. Registration will generate an automated confirmation that will provide the password and web address link.

How will county staff know what is happening in their counties? When a volunteer completes an online module, an email notification will be sent to Jen Lobley and stored in a database. The email notification will be forwarded directly to the appropriate contact in each county office. The notification also provides a link to the database. Volunteers are encouraged to take responsibility for printing their completion certificates and providing the county office with copies to be kept in their file.

What happens if someone registers and does not complete the training? Staff will have access to the contact information on individuals who have registered, and may follow up with those individuals if they so choose.

What happens when someone has completed the e-Learning? Once a volunteer has completed all four modules, they are instructed to contact their local Extension office. Staff will still have personal contact with individuals, including follow-up for the interview, background check, reference checks, and risk management training.

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.

Our in-person VOLT training allows for volunteers to meet each other. How will new volunteers connect with other volunteers if they do their training online? 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 VOLT 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. We will eventually have an online toolkit for volunteers, which will provide consistency across the state.

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 are also good ways to make this technology accessible to all. Or a volunteer can sign up for an in-person VOLT training instead. The online training is not required.

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