

4HPlus! Leader Screening

Add a New Leader

Use this procedure to add leaders and include their screening information.

1. When a new leader volunteers for the 4-H program, complete the necessary forms. Submit them to the State 4-H office. **Do not enter the leader in the 4HPlus! program at this time.**
2. The State 4-H office will contact the county office when the screening is complete. Enter the leader in the 4HPlus! program.
3. Transmit the 4-H data to the State 4-H office. See the Transmit/Receive 4-H Data tip sheet for further information.

Unscreened Leaders

A report is available showing unscreened leaders.

1. Click **Go to > Leaders > Reports/Utilities > Screening.**
2. Click **Non-screened Leaders.**
3. Call the State 4-H office when there are any unscreened leaders.
There is a problem!