

# Adding Camp Counselor Recognition

## OVERVIEW

All youth participating as camp counselors for overnight camping groups should be indicated as *Camp Counselor* in their respective camp group(s) in 4HOnline as outlined in this guide in order to receive state recognition.

1. Only 4HOnline managers should have the ability to complete this process.
2. A County or District Manager may perform this task for youth within their local unit.
3. The County Administrator must ensure that all needed camp groups are visible.

## CAMP GROUPS

All overnight camping groups have been added to 4HOnline for local Extension unit convenience.

These groups currently include:

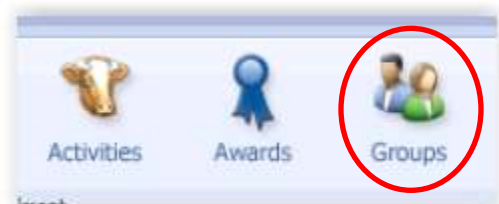
- |                           |                     |
|---------------------------|---------------------|
| • Funtastic               | • Photo Adventure   |
| • 4 Clover                | • Pioneer Trails    |
| • Camp Lakeside           | • Purple Power Pack |
| • Campference             | • Sewing Camp       |
| • Cedar Bluff             | • Western Kansas    |
| • Fantastic Four          | • Wildhorse         |
| • Great Northwest         |                     |
| • Greenbush 4-H Adventure |                     |
| • Heart of Kansas         |                     |
| • Mugwumps                |                     |
| • Ozsome                  |                     |

## PREP: CAMP GROUP VISIBILITY

Ensure all needed camp groups are available for use. Any 4HOnline Manager may click the [Groups](#) icon and check the list of visible camp groups.

If any of the above camp groups are not listed, they are simply “hidden” from view.

\***DO NOT** create/add any new *overnight camp groups* in 4HOnline. The State Administrator must complete this process if necessary.



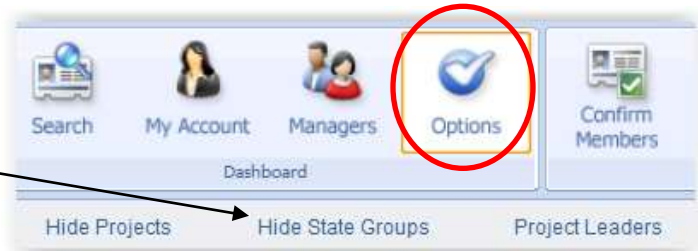
## OPTIONAL: "UNHIDING" CAMP GROUPS

If needed, the 4HOnline County Administrator (or a District Manager) may "unhide" overnight camp groups by clicking on [Options](#).

Once inside Options,

1. Click [Hide State Groups](#)

*"Groups Not Available in this County"* will appear.



A large list of Groups, including many State-created and possibly County-created groups will be present.

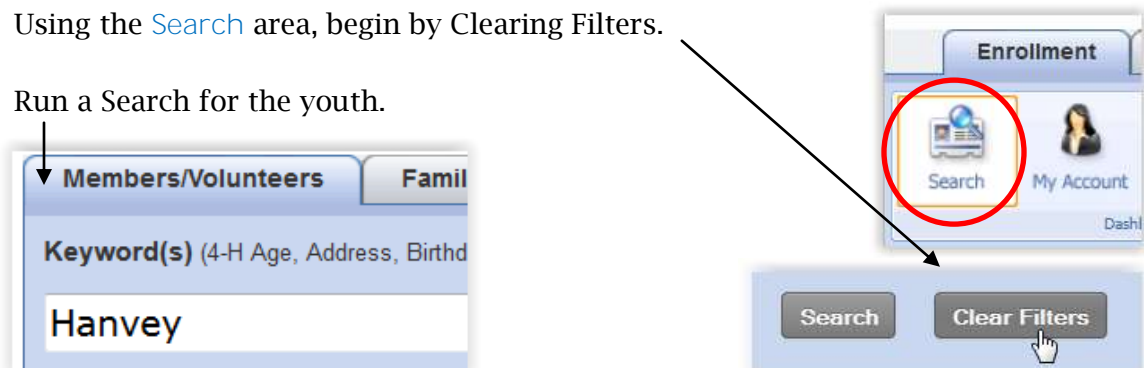
If the box is checked, the Group is hidden.

GROUPS NOT AVAILABLE IN THIS COUNTY				
	Level	Group Type	Title	Delivery Mode
<input type="checkbox"/>	State	Camp	4 Clover Camp	4-H Overnight Camping Program
<input checked="" type="checkbox"/>	State	Camp	Camp Lakeside	4-H Overnight Camping Program
<input type="checkbox"/>	State	Camp	Campference	4-H Overnight Camping Program
<input checked="" type="checkbox"/>	State	Camp	Cedar Bluff	4-H Overnight Camping Program

2. Uncheck any State-created overnight camp groups that should be visible.
3. Click [Update](#).

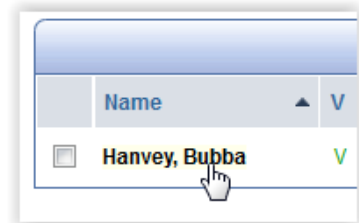
## ADDING CAMP COUNSELORS TO A CAMP GROUP

1. Using the [Search](#) area, begin by Clearing Filters.
2. Run a Search for the youth.



- When the member appears, single click on their name in the search results.

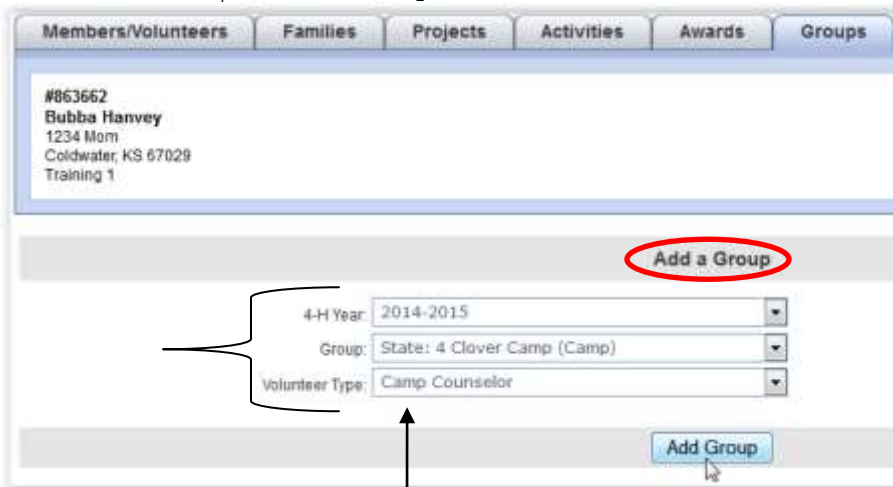
A *Member Options* window will appear.



- Click [Groups](#).

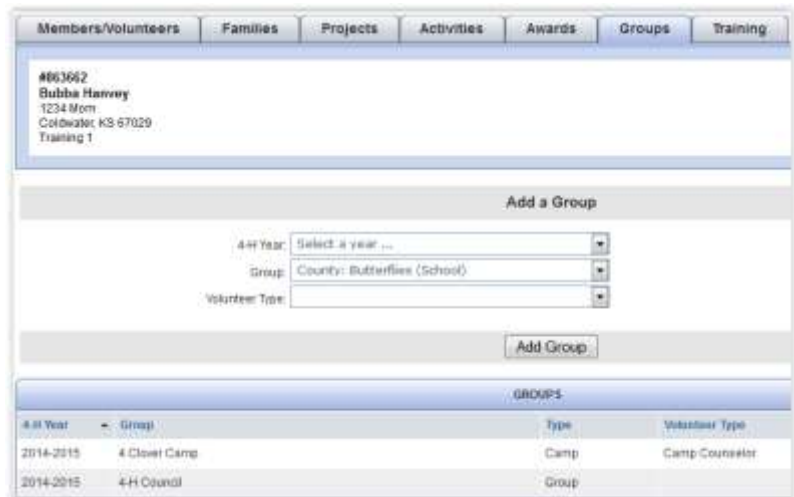


The *Add a Group* section will open for that member.



- Change the 4-H Year to the appropriate year.  
Choose the appropriate camp group.  
Select *Camp Counselor* as the Volunteer Type.  
Click [Add Group](#).

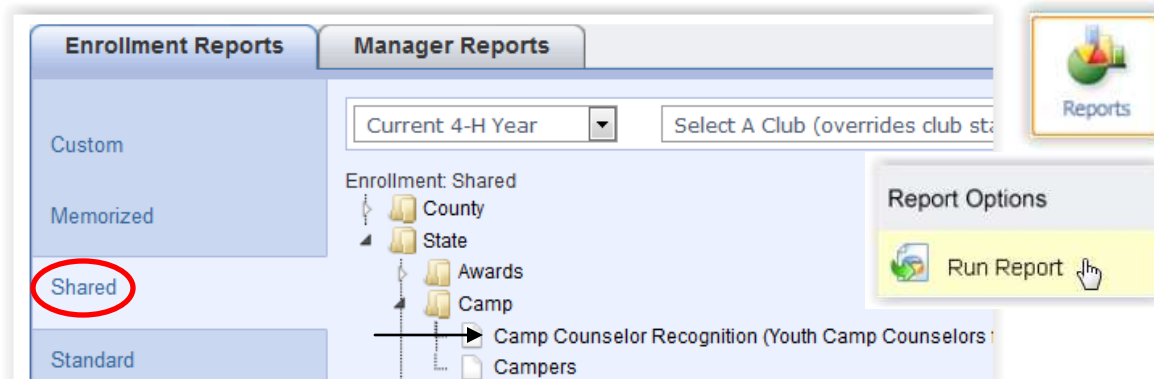
The camp counselor will be added for the appropriate camp group.



6. To Search a new youth, click the [Search](#) icon to begin the process again.




7. To ensure that all camp counselors have been added, you may run the [Camp Counselor Recognition Report](#) in your [Shared Reports Directory](#).



Example report

**Training County1 Extension  
2014-2015**

Report: Camp Counselor Recognition



Member: First Name	Member: Last Name	Member: 4-H County	Member: 4-H District	Group: Title	Group: Volunteer Type
<b>Training 1</b>					
Bubba	Harvey	Training 1	Training District	4 Clover Camp	Camp Counselor
Johnny	Cheezit	Training 1	Training District	Camp Lakeside	Camp Counselor

*This report is for your local records only. The State Administrator will pull a statewide report for certification creation.*

8. The deadline for completion of this process is **July 15<sup>th</sup>**.

Please contact the State 4HOnline Administrator if you are a Camp Chair or Camp Counselor Trainer Agent responsible for adding camp counselors.

You may request temporary permissions in 4HOnline that will allow editing of records outside of your local Extension unit.