

Cash Handling for 4-H Club Members/Volunteers

Updated September 4, 2024

As a 4-H club member, you may have an important job of handling money for the club. The following information is a summary of best practices for cash handling that will help you be successful and teach you important skills. Good cash handling procedures can protect members, volunteers, and families while helping prevent fraud or error in the organization.

Every club member/volunteer who handles cash, credit cards, or e-commerce devices must annually participate in USU's Cash and Credit Card Handling Training. These instructions will help individuals who do not have an A-Number (University Number) but need to access our training system to take a specific set of courses. This guide is specifically for volunteers who are required to take the Cash and Credit Card Handling course in Utah State University's Learn Blue system. Please see the instructions below:

Learn Blue Volunteer Sign-Up Guide

1. In a browser of your choice, navigate to learnbluepublic.usu.edu.
2. Select the large "Request Access to Learn Blue" button in the middle of the screen.
3. Input the following enrollment key into the box titled "Key Name"
 - a. Enrollment Key: cashhandling
4. Press the blue "Sign Up" button.
5. Enter the information into the boxes, including your first and last name, email address, and password.
6. Press the blue "Sign Up" button.

After completing those steps, you will be logged into Learn Blue and automatically enrolled in the Cash and Credit Card Handling course. You will have 14 days to complete this course from when you are enrolled. After 14 days, your account will be de-activated. If you need to re-activate your course for any reason, you may contact training@usu.edu.