



SEPTEMBER 15, 2023

4-H Family News

Ingham County



COUNTY CALENDAR OF EVENTS

2023-2024 4-H Enrollment Opens | 09/15/2023

4-H Council Committee | 09/20 | Hilliard Bldg | 7 pm

Leader Update Meeting | 10/03 | Community Hall Fairgrounds | 6:30 pm

Year End Club Paperwork Due | 10/05 | Hilliard Bldg | 5 pm

MICHIGAN STATE UNIVERSITY | Extension

4-H Ingham County

LEADER UPDATE MEETING

Tuesday, Oct 03
06:30pm
Community Hall
Ingham Fairgrounds

Topic of Discussion:
Upcoming programs and events happening at the county and state level, opportunities for 4-H youth, and more.

Stagg will be available at 6:00 p.m. and after the meeting to assist with your annual paperwork.

SNACKS WILL BE PROVIDED SO PLEASE ASSIST US AND PLANNING BY SENDING YOUR RSVP TO GLENDA.

If you are the administrative leader and cannot attend please send someone to represent your club.

Glenda Weiss | weissgle@msu.edu or (517) 676 - 7303

MSU Extension programs and material are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status.

Contact Us:

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Ingham County Human Services Bldg
5303 S. Cedar Street
Lansing, MI 48911
Ph: 517.676.7300

Ingham County 4-H

<https://www.canr.msu.edu/ingham/4-h/>

Facebook

<https://www.facebook.com/Ingham4H>

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Year End Club Paperwork

DUE Thursday, October 5th

[End of Year Checklist](#) pg 8

[Annual Financial Summary Report](#) pg 9-10

[Club Quality Checklist](#) pg 11

[Civil Rights Compliance](#) pg 12

[Club Profile](#) pg 13

Mail or drop off to MSU Extension Office
or email to weissgle@msu.edu



Adulting 101 Series

How to use
Your Voice for
Positive
Community
Change

Monday September 18, 2023
5:00 PM
Zoom



MICHIGAN STATE UNIVERSITY | Extension



MICHIGAN 4-H VOLUNTEER
WEBINAR SERIES

SPICE UP YOUR 4-H EXPERIENCES

September 21 at noon
September 21 at 7pm



A Balancing Act

SEPTEMBER 28TH | 5-6PM



CAREER



SCHOOL

Balance



SOCIAL LIFE



SELF CARE



Struggling to balance it all? Need tips on how to organize and prioritize to achieve success? Join us on September 28th from 5-6pm for a FREE crash-course on balancing your life!



Join Us Online

WILD SPARTANS

SCIENCE * RESEARCH * CAREERS * CONSERVATION

SNAKES AND FROGS: FIELDWORK IN THE TROPICS

WITH DR. D. BRUCE MEANS
BIOLOGIST, COASTAL PLAINS INSTITUTE AND LAND CONSERVANCY
& ADJUNCT PROFESSOR, FLORIDA STATE UNIVERSITY

October 10 | 6:30 PM EST

Registration required:

<https://events.anr.msu.edu/wildspartans20232024/>



Michigan 4-H

Animal Science Sportsperson of the Year Award

Application on pg 6-7



Nominations due October 15

Fall TSC

Paper Clover Campaign

October 4, 2023 - October 15, 2023



Support 4-H Youth from Oct. 4-15, 2023 by purchasing a paper clover both online or in Tractor Supply Co. (TSC) stores for just \$1!



Michigan 4-H Volunteer Webinar Series

September 21 - Spice up Your 4-H Experiences with 4-H Resources

October 23 - Helping Youth Find Their Spark

November 21 - Youth Engagement in 4-H Experiences

[Register Here](#)

[Recorded Trainings ready to watch!](#)

Energizing your 4-H club meetings

Creating a welcoming 4-H club

Building value in your 4-H club



MSU Extension 4-H Youth Development is offering a video contest to encourage youth to join 4-H. 4-H members can be our best advertisers by helping spread the word in a short video highlighting “**Why You Should Join 4-H!**” Be a 4-H changemaker by using your voice and sharing your story of 4-H. Chance to win prizes for 4-H youth 9-19 as they explore video creation and editing. Learn more about this opportunity here:

<https://www.canr.msu.edu/4-h-clovers-code/contest/>

Deadline to register and submit videos is January 31, 2024. The 4-H Creative Campaign Contest is sponsored with a grant from the Michigan 4-H Foundation.



STATEWIDE CALENDAR OF EVENTS

Share Your 4-H Story!



Across the state, Michigan 4-H has grown true leaders for today and tomorrow. From Marquette to Monroe, these young people are impacting their clubs, communities, country and world.

To help share this impact with others, we're looking for youth and 4-H alums to share their own testimonials of how 4-H has influenced their personal growth and development.

Submissions will be posted on the Meet Michigan 4-H'ers section of the MSU Extension website and promoted digitally in newsletters and social media.

To learn more and download the guidelines, visit www.canr.msu.edu/4h/meet-michigan-4-h.

September 6: Welcome Back MSU 4-H Alumni Reception

Justin S. Morrill Hall of Agriculture, East Lansing

If you are a current or former 4-H'er attending MSU this fall, stop by outside the Justin S. Morrill Hall of Agriculture from 5:30 - 7:00 p.m. for networking and free dinner!

www.canr.msu.edu/events/msu-welcome-week-4-h-alumni-reception

September 16-17: 4-H Shooting Sports Workshop

Shiawassee Conservation Association, Owosso

Adult and teen 4-H volunteers can learn about 4-H shooting sports' mission policy, risk management and safety, discipline-specific equipment use and care, how to teach shooting fundamentals to youth, range set-up, and more.

www.canr.msu.edu/events/4-h-shooting-sports-workshop-owosso-1

September 18: Adulting 101 - How to Tell Principals & Politicians They are Full of Poop While Being Polite

Online

This session will provide some skills and practice on how to influence people in power to make change in your community and world.

www.canr.msu.edu/events/adulting1019-18-23

September 21: Michigan 4-H Volunteer Webinar Series - Spice up Your 4-H Experiences with 4-H Resources

Online

This session will explore a variety of resources that 4-H volunteers can use in meetings to support Michigan 4-H'ers.

12-1 p.m. session: www.canr.msu.edu/events/michigan-4-h-volunteer-webinar-series-spice-up-your-4-h-experiences-with-4-h-resources

7-8 p.m. session: www.canr.msu.edu/events/michigan-4-h-volunteer-webinar-series-spice-up-your-4-h-experiences-with-4-h-resources7pm

September 29: Michigan 4-H Foundation Annual Membership Meeting

Kellogg Hotel & Conference Center, East Lansing

Agenda items include 2023 president's report, audited financial statement report, trustee elections, and recognition of major donors to Michigan 4-H within the past year.

www.canr.msu.edu/events/michigan-4-h-foundation-annual-membership-meeting

October 4: Michigan 4-H Day at the Capitol

Heritage Hall, Lansing

Education and awareness event to elevate knowledge of Michigan 4-H and to share the impact of its programming across Michigan.

www.canr.msu.edu/events/michigan-4-h-day-at-the-capitol





STATEWIDE 4-H NEWS

National 4-H Week: October 1-7, 2023

For more than 100 years, 4-H has inspired families, shaped careers, and impacted communities. From October 1-7, we will celebrate the impact of 4-H during National 4-H Week. The theme of this year's National 4-H Week is "I ♥ 4-H." As you plan ahead for how you will mark National 4-H Week in your community, here are some ideas of you can celebrate 4-H and show all the ways you ♥ 4-H!

Wear Your 4-H Gear — Nothing says 4-H pride like a 4-H tee! Dress yourself (or the entire family – pets included!) in 4-H green and clover gear.

Shout-Out a 4-H'er — Recognize the hard work and dedication of 4-H'ers by shouting out one youth or an entire club on social media, in a local newspaper or other media.

Storefront Displays/Information Booths — In some communities, you can ask local businesses to display 4-H posters, flyers, showcase the work of 4-H'ers, or host a table to share information about your local 4-H program.

Become a 4-H Volunteer — If you are a 4-H alum, parent or recent 4-H 'graduate', you might be looking for ways to connect with 4-H. Consider giving your time to a local 4-H program by becoming a volunteer.

Share Your 4-H Story — Take to social media to share a 4-H memory, express how 4-H shaped who you are today, describe what 4-H means to you, post an old 4-H photo, or shout-out your 4-H club.

Have a 4-H Reunion — Gather your old 4-H friends and spend some time together reminiscing on your 4-H experience or recreate a 4-H project together!

Send a 4-H 'Thank You' — We all have a reason to thank our local 4-H staff, leaders and supporters. To show your appreciation, send a handwritten 'thank you' note to someone who has supported youth and made a difference.

Raise Awareness — On October 4, Michigan 4-H and MSU Extension will be hosting the first Michigan 4-H Day at the Capitol. Join this exciting education and awareness event to help elevate knowledge of Michigan 4-H and share the impact of its programming across Michigan. Learn more at www.canr.msu.edu/events/michigan-4-h-day-at-the-capitol.

Give Back — Local programs are always looking for resources to continue growing 4-H for the future. Help programs thrive by making a donation at <https://mi4hfdn.org/countymatch/> that can help support your county 4-H program.

Adapted from: <https://4-h.org/about/blog/10-ways-to-celebrate-national-4-h-week/> .





Michigan 4-H Animal Science Sportsperson of the Year Nomination Form

Due October 15th (annual award)

One Youth & one Adult MI 4-H Animal Science Sportsperson of the Year will be chosen annually.

Nominee Information

Name: _____

Address: _____

Email: _____ County: _____

Phone: _____ YOUTH or ADULT (circle one)

Years enrolled in 4-H: _____ Youth's Date of Birth: _____

Project Area(s) Involved in: _____

Nominator's Information

Name: _____ 4-H Volunteer/Leader? (circle one) YES or NO

Address: _____

Email: _____ County: _____

Phone: _____ Relationship to Nominee: _____

County Approval

Nominator Signature Date

County Staff Signature Date

Be sure the following are included:

- Nomination Form
- Nomination Letter
- Letter of Support from County Staff

Please email (preferred) or mail completed nomination packet by October 15th to:
 Autumn Converse
 474 S Shaw Ln
 Room 1287 Anthony Hall
 East Lansing, MI 48824
conver20@msu.edu



Michigan 4-H Animal Science Sportsperson of the Year Nomination Letter

You may use this form or type on a separate sheet. Please limit to one page.

Things to remember: Use this letter to describe why this individual is deserving of the Michigan 4-H Animal Science Sportsperson of the Year. Include how the individual exemplified the MI 4-H definition of a good sport by demonstrating respect for animals, respect for opponents, respect for the traditions of the sport, and respect for others.

Ingham County 4-H End of the Year Check List

Club name: _____

Administrative Leader(s): _____

**All of the enclosed 4-H club end of the year paperwork is due to the Ingham County
MSU Extension Office on or prior to October 5th.**

Please (v) the following to be sure they are complete:

- Club Quality Checklist
- Annual Financial Summary Report
- Club Profile
- If Applicable, bank statement ending in August 31, 2022
- Ensure all fundraising forms have been turned in for the 2021-22 year

I certify that all of the following items are turned in for the _____ 4-H Club:

Signature	Date
-----------	------

Office Use Only

Date Received

Received By

Annual Financial Summary Report

Directions: Complete each section of this report whether or not the group had a treasury, collected or spent funds, accepted donations or had property within the report period. **Groups without a treasury, and whose participation fees did not pass through the group,** must still complete the form (with zero [0] balances) and submit it by the county's designated deadline.

Part 1. Group Information

For the period September 1, 20 ____ to August 31, 20 ____ **County** _____
Group name _____ **EIN** _____
Financial account No ____ Yes ____ **Type** Checking ____ Savings ____ CD/Money Market ____ Other ____
Financial Institution Name _____ **Account #** _____
Signatories _____, _____, _____

Part 2. Group Income and Expenses

Adjusted treasury balance as of September 1 of last year	A		\$
Taxable sales income (list each separately; attach additional sheet if necessary)			
1.			
2.			
3. Total from additional sheet			
Taxable sales subtotal (add items 1-3 above)	B	\$	
Nontaxable income (list each separately; attach additional sheet if necessary)			
1. 4-H participation fees collected			
2. Group dues collected			
3. Total monetary donations received			
4.			
5. Total from additional sheet			
Nontaxable income subtotal (add items 1-5 above)	C	\$	
Total income for the period (add B and C)	D	plus	\$
Expenses (list each separately; attach additional sheet if necessary)			
1. 4-H participation fees paid to the MSU Extension office			
2.			
3.			
4.			
5.			
6. Total from additional sheet			
Total expenses for the period (add lines 1-6 above)	E	minus	\$
Account balance at end of the period (add A and D; then subtract E)	F	equals	\$
Add checks that have not shown up on statement	G	plus	
Subtract deposits that have not shown on statement	H	minus	
Adjusted balance (should agree with account statement)	I	equals	\$

Please respond to the following:

1. The account statement was reconciled each month. Yes No
2. There is written documentation that all expenses were approved through an approved budget or by a vote of the full membership. Yes No
3. What was the group's total account balance as of June 30 of this period? \$ _____

Annual Financial Summary Report, continued.

Part 3. State Sales Tax

Complete this section if the group has taxable sales (Part 2, line B).

Total taxable sales (Part 2, line B): \$ _____

Divide the amount by 17.67 = \$ _____ **This is the amount of sales tax the 4-H group owes.**

Make check or money order payable to "Michigan State University" and **submit the check with this Annual Financial Summary Report** to the MSU Extension office **by the county's deadline.**

Part 4. Verification of No Account at a Financial Institution

A signature in this box verifies that this 4-H group did **not have an account at a financial institution during this report period.** It further verifies that the group had less than \$100 (not including 4-H participation fees) in its treasury for more than 30 days.

If the 4-H group opens an account at a financial institution in the future, the group must notify the county MSU Extension 4-H staff within 10 business days.

Part 5. Inventory of 4-H Group Property

"4-H group property" is defined as all items purchased with 4-H group funds as well as all items donated to the 4-H group.

If the 4-H group has no property, verify by signing here: _____

If the 4-H group has property, list below and on additional sheets if necessary, all existing group property. List consumable items (such as food, tape or paper plates) only if the amount is so significant that the items will last more than a year.

This form section needs to be completed each year. Writing "same as last year" is not acceptable.

If the group disbands, all nonconsumable (not eaten or worn) property must be returned to the MSU Extension office within 10 business days of the group's final date of operation.

Year Purchased or Received	Quantity	Item Description	Value When New	Storage Location	If Discarded Last Year, Explain Why

Part 6. Signatures, Review and Approval

_____ Signature of person who prepared this report	_____ Phone	_____ Date
_____ Signature of person who reviewed and approved this report	_____ Phone	_____ Date
_____ Signature of 4-H staff who approved this report	_____ Date	

Ingham County 4-H

Club Quality Check List

Club name: _____

Administrative Leader(s): _____

Please indicate (✓) which of the following you club has achieved over the past year:

- At least 5 youth are enrolled in the club from at least 2 different families
 If your club does not meet this requirement, please explain your plans to expand club membership:

- A minimum of six meetings/activities were attended by club members Provide a brief highlight of six activities:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

- Club has at least one active adult leader
 All club leaders and volunteers are processed
 Club has printed bylaws or written expectations that have been shared with all members (provide a copy if any changes have been made in the last year)
 Explain how youth were involved in club decisions: _____

Michigan State University Extension

 Ingham County 4-H Youth Program

Civil Rights Compliance Statement

Name of Group (Club):

Primary Location:

I understand that the use of the 4-H name and emblem is granted on the basis that membership in the group named above is open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.

Signature of Club Coordinator

Date

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**Ingham County 4-H
Club Profile 2023-24**

Due by October 5, 2023



Club Name _____

Club Administrative Leader/s _____

Date(s) of club meetings _____

Time and location of meetings _____

Do you have teen leaders? ____ yes ____ no Do you have a Cloverbud program? ____ yes ____ no

Are you accepting new members into the club? ____ yes ____ no New Leaders? ____ yes ____ no

Deadline for accepting new members/leaders? _____

When is the best time to contact you? _____ Phone _____

Can you receive calls at work from MSU Extension office? ____ yes ____ no

Work phone number and extension (if applicable) _____

Leader's email address _____ Club email _____

Club website or social media address _____

Projects offered in club _____

Do you have individuals enrolled in projects that you don't have leaders for? ____ yes ____ no

If yes, what are they? _____

If you do not want your name, phone number, or email to appear on the MSU Extension website and club directory, please indicate here. Please be specific about what information may not be included. _____

Comments: _____

Signed: _____
(Administrative Leader)

Date: _____