

September 1, 2025

Macomb County 4-H Club Leaders:

The new 4-H program year is here, and it's time to enroll/re-enroll your club for 2026! Materials and the information you need to get started are listed below and are available online at <https://www.canr.msu.edu/macomb/4-h/club-resources/>. New clubs click on "[New Club Registration](#)" and re-enrolling clubs click on "[Returning Club Registration](#)."

Printed copies of club enrollment/re-enrollment forms are available upon request from the MSU Extension 4-H office. Please return completed materials by mail to Macomb County MSU Extension, Attn: 4-H, 21885 Dunham Road, Suite 12, Clinton Township, MI 48036 or by email to macomb.4h@macombgov.org so that we may update your club information in the 4-H Online enrollment system.

2025 Year-End Information

Required year-end report: Club and committee leaders, don't forget to turn in your group's [Annual Financial Summary Report \(AFSR\)](#) for the previous program year (Sept. 1, 2023-Aug. 31, 2024). An AFSR is required annually from each 4-H club and committee. There are now separate forms for clubs/committees **without funds** and clubs/committees **with funds**. Completed forms may be mailed to Macomb County MSU Extension, Attn: 4-H, 21885 Dunham Road, Suite 12, Clinton Township, MI 48036; emailed to Macomb.4h@macombgov.org; or turned in with your club's 2024 club enrollment/re-enrollment materials **no later than October 1, 2025**.

4-H SPIN clubs with funds must complete a [4-H SPIN Club Record of Finances](#) instead of an Annual Financial Summary Report. SPIN club leaders should consult the local 4-H staff about this (Rebecca Konarski, konars13@msu.edu or 586-783-8163; Nikki Knight, knighnt9@msu.edu or 586-469-5979; or Lizz Duran, duraneli@msu.edu or 586-469-6090).

Club disbandment: If your club is *not* returning for the 2025-2026 program year, please contact the Macomb County 4-H program staff for important information about the required [club disbandment process](#).

2026 Club Enrollment/Re-enrollment Information

Club enrollment/re-enrollment for the 2026 program year begins in September. Leaders, please turn in your club's enrollment materials to Macomb County MSU Extension so that MSU Extension can update your club information **before** your youth members and screened adult volunteers enroll/re-enroll via 4-H Online. The [4-H Online](#) enrollment system will open for 2026 member and volunteer enrollment on September 8, 2025. NOTE: Members and volunteers may not be able to enroll in a club for 2025-2026 until required forms for their club have been submitted to MSU Extension.

2026 CLUB Enrollment/Re-enrollment:

New clubs only:

- [Request for Official Approval to Establish a Michigan 4-H Youth Group](#)
- [4-H Group Tax Exemption Authorization & Request for a Charter](#)
- [4-H Club Constitution](#)

All clubs (new and returning):

- [Club Information Sheet](#)
- [Civil Rights Compliance Statement](#)
- [Club Bylaws or Club Rules](#) (use [Bylaws Guidelines](#), [Bylaws Worksheet](#), and [Bylaws Worksheet for Cloverbud Groups](#) as guides)
- [Club Officer Information Sheet](#)

(Over)



MSU EXTENSION

21885 Dunham Rd
Verkuilen Bldg, Suite 12
Clinton Twp, MI 48036

Phone: 586-469-5180
Fax: 586-469-6948

2026 MEMBER and VOLUNTEER Enrollment/Re-enrollment:

Youth members and screened adult 4-H volunteers may begin enrolling/re-enrolling online at <https://mi.4honline.com> beginning September 8, 2025. Please use the [4-H Online Family Guide](#) for instructions or contact the Macomb County 4-H Office at 586-469-6431 or macomb.4h@macombgov.org for guidance. **NOTE: Members and volunteers may only be able to enroll/re-enroll with a club after the club has registered for 2026 and MSU Extension has updated the club's information in 4-H Online.**

Unable to enroll online? Contact the Macomb County 4-H Office for assistance. MSU Extension has printed [youth member enrollment forms](#) available. These forms have been updated for 2025-2026. **Please do not use old forms.**

Other materials for club/committee use:

- [Fundraiser Application](#)
- [Fundraising Report](#)
- [Donation Acknowledgement Form](#)

Anyone needing help with club and member/volunteer enrollment/re-enrollment processes may contact the Macomb County 4-H staff for assistance at 586-469-6431 or macomb.4h@macombgov.org. Regular office hours are 8:30 a.m.-5 p.m., Monday-Friday.

4-H Enrollment/Re-enrollment Reminders

It's important to remember that:

- Enrollments are accepted at any time, however, returning members who are planning to show 4-H projects at the 2025 Armada Fair must be registered 4-H members by Nov. 1, 2025 and youths who are new to 4-H must be registered 4-H members by April 1, 2026.
- Clubs must have at least two screened gold-level volunteers and five youth from two or more families. There must be at least one screened volunteer registered for every eight youth.
- All bank account statements should be sent to the Macomb County MSU Extension office each month.
- At least two (2) approved meeting minutes and treasurer's reports should be sent to the County 4-H Office during the 2024 4-H program year. The address is Macomb County MSU Extension, Attn: 4-H, 21885 Dunham Road, Suite 12, Clinton Township, MI 48036. The fax number is 586-469-6948, Attn: 4-H; and the email address is macomb.4h@macombgov.org.
- Clubs must submit a [Fundraiser Application](#) to the County 4-H office at least two weeks before a club fundraiser and a [Fundraising Report](#) no later than two weeks after the club fundraiser.
- A copy of the sign-in sheet for each workshop, training or community service activity your club does should be submitted to Macomb County MSU Extension.
- Administrative club leaders should be [monitoring their club rosters](#) and inform Macomb County 4-H staff when their clubs are full and no longer accepting members. Staff will then turn off the 4-H Online enrollment option for those clubs.
- A 4-H Financial Workshop will be held at the end of September for all leaders who may need assistance filling out the club financial paperwork. Details will be announced.
- A 4-H Club Leader Update will be held in October. The date will be announced.
- Save the date! The Macomb County 4-H Awards Event is November 10th. Additional information is coming soon.

Sincerely,

Macomb County 4-H Staff