

# 4-H Club Enrollment Checklist

Club: \_\_\_\_\_ Date Received: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Club Leader: \_\_\_\_\_ Phone: \_\_\_\_\_

**\*\*\*\*\* Please do NOT use old forms. \*\*\*\*\***

## NEW CLUBS ONLY:

- Request for Official Approval to Establish a Michigan 4-H Youth Group (required - new clubs only)
- Group Exemption Authorization Form (required - new clubs only)
- 4-H Club Constitution (required - new clubs only)

## RETURNING CLUBS ONLY:

- Annual Financial Summary for 2023-2024 (required)

## ALL CLUBS:

- 2024-2025 Club Information Sheet (required)
- 2024-2025 Bylaws or Club Rules (required, submit when approved by club)
- 2024-2025 Civil Rights Compliance Statement (required)
- 2024-2025 Club Officer Information Sheet (required, submit when officers are elected)

## NOTES:

**IMPORTANT: Each member and screened volunteer must enroll/re-enroll online at <https://v2.4honline.com> AFTER September 11, 2024. Adult volunteers are asked log in to their MSU Extension Volunteer Central Profile ([https://msu.samaritan.com/custom/502/volunteer\\_login](https://msu.samaritan.com/custom/502/volunteer_login)) to update their contact information and emergency contact information. There are no longer annual screening requirements in Volunteer Central. A Macomb County 4-H staff member will reach out to volunteers individually if action is needed.**