

Requirements for Existing 4-H Clubs

- Our 4-H Program year starts September 1 and runs through August 31.
- On-line re-enrollment information and hard copy forms will be available at the Administrative Leader Enrollment Meeting typically held in September. Re-enrollments will be due in the Extension office **November 15**.
- 4-H members and leaders are given an enrollment grace period until November 15 of the current year during which time they are still considered enrolled as you collect re-enrollment fees and enrollment information.
Items to be turned in with enrollment fees include:
 - If not enrolling online- hard copy forms must be turned in and must have all of the required signatures or they will not be accepted in the Extension office.
 - Club Annual Summary Financial Report and Club Inventory must be turned in for ALL clubs regardless of whether you have a bank account/inventory or not. If your club does have a bank account your report form must be accompanied by a beginning and ending bank statement. These reports are reviewed and leaders may be called in to provide necessary documentation if there are questions.
 - Club success story – tell about the good things your club is doing. Tell us when meetings were held and what took place. We use this information a lot!
 - Participation Fee form (insurance and participation fees collected). All 4-H members are required to purchase insurance. 4-H members in need can possibly have their participation fee covered by a scholarship, however, the scholarship does not cover the insurance fee. Families of 4 or more members need to only pay participation fee for 3 members, however, all members in the family must pay for insurance. Insurance for leaders is encouraged by not required.
 - Civil Rights
 - Club Enrollment Checklist
 - Project Availability form: list EVERY project that your club offers and list a leader for every project area. All projects must have a leader listed in the Extension office.
 - List your teen leaders and how they help.
 - List your planned meeting dates, times, locations and what was accomplished. (This is for your protection as much as our own knowledge.)
- Anyone not enrolled in the 4H Online enrollment system or without hard copy enrollment forms turned in to the Extension office after November 15, is not considered enrolled in our 4-H program.
- Clubs must participate in the Administrative Leader Enrollment Meeting held in the fall and in the Administrative Leader Fair Meeting held typically in the spring. Special meetings may be called if needed.

- All clubs must have at least 5 members from 2 different families and hold at least 6 meetings per year. (**Document information covered and educational activities at the meetings and keep attendance for each meeting. These should become part of your club records.**) 4-H members should attend at least 50% of the club meetings (or the percentage set and voted on by club membership) for the year.
- Volunteer Selection Process (VSP) – Any adult who meets the following criteria, must complete the VSP process. This process must be completed volunteers aged 20 and over who have ongoing, unsupervised access to children aged 19 and under and/or to adults who have severe mental, physical or emotional handicap conditions. “Ongoing” is defined as more than four meetings or gathering times and/or in-depth contact (such as overnight events, out-of-state trips, exchange trips). “Unsupervised” means that the person is alone with children for significant periods of time. This includes volunteers who work with any MSU Extension programs involving youth, including 4-H organizational leaders, 4-H project leaders, activity leaders, chaperons, resource persons, adult host family members, etc.
- Periodically background checks will be run on current 4-H volunteers. The Sexual Predator list is also checked on a regular basis.
- All clubs must have an EIN number and be Chartered by the USDA and the State 4-H Office.
- Clubs are not required to have a bank account. The clubs with a bank account must have two non-related adult volunteers on the signature card and the Extension office must have a record of who the two leaders are.
- Community Service – In staying true to our 4-H Pledge, each club should be doing at least one Community Service project each year. There is a Community Service form for you to turn in to the Extension office following the completion of your project or with enrollments. These service projects are included with our report to the State 4-H Office and often used in reports to legislators.
- Fundraising – A Fundraising Application is due 2 weeks prior to starting a project and must be approved before the event starts. **A follow up report is due two weeks after the project ends.** Failure to turn in this report will jeopardize future fundraising events for the club.
- The Extension office files an IRS electronic non-profit form for the club. Any correspondence from the IRS regarding the club must come in to the Extension office.
- You may close your club to new members or close a specific project area within your club if you have all the youth you can handle. Be cautious with this because once you close it, the club or project will remain closed for the program year. This means if you close your club and Suzie next door or one of your members cousins suddenly wants to join your club they will not be able to join until the next program year.

- We have on-going enrollment for new members, that is, if your club is open and you are willing to take them we will accept their enrollment and fees at any time throughout the year. Keep in mind the pre-registration deadlines and fair enrollment deadlines. Sometimes new members may be too late for an animal project, however, they may be able to do an educational display about an animal or non-livestock projects and still be included in the 4-H experience. Then be ready for an animal the following year. The online enrollment must be complete or the hard copy enrollment form must be complete with all signatures and the fees turned in to the office.
- April and May are typically pre-registration deadlines.
- June – Fair entries are due.
- Promote 4-H training events within your club. Encourage participation in Kettunen Center events and State events on campus.
- Promote award opportunities and college prep events such as:
 - Exploration Days
 - Capitol Experience
 - Washington DC Focus
 - Great Lakes Natural Resource Camp
 - Discovery Camp
- Other requirements may be added as necessary.