



Allegan County New 4-H Club Requirements

- The 4-H Program year runs from September 1 through August 31 of the current year.
- You must apply to start a new 4-H Club.
- To start a new club, there must be at least one Gold Volunteer 4-H leader (2 is better) who has completed the volunteer selection process and 5 youth from 2 different families.
- You must work with 4-H staff to apply for an EIN number. This is done online. The address for the club must be the Office address
- After the EIN number has been obtained from the IRS, the Administrative Leader must sign the Club Constitution and the tax exempt authorization forms and turn them into the Allegan County MSU Extension Office.
- Using the above documents, 4-H staff will submit your club for charter from the USDA and the State 4-H Office.
- No meetings shall be held until the above paperwork has been completed.
- To vote at County wide 4-H Committee meetings 4-H Clubs must have at least 5 members from 2 different clubs currently enrolled in 4HOnline. 4-H Clubs are given a grace period on this rule between September 15 and December 31.
- Talk with 4-H Staff about 4HOnline and the guides available to help families enroll in 4-H. Club admin leader will be given a club code to use to access club files in 4HOnline. 4-H members and leaders must re-enroll in 4-H each year.
- Any adult who meets the following criteria, must complete the Volunteer Selection Process. This process must be completed by volunteers aged 20 and over who have ongoing, unsupervised access to children aged 20 and under and/or to adults who have severe mental, physical or emotional handicapping 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.
- Youth may enroll thru 4HOnline, choosing club and projects – enrollment should be done as soon as possible in the fall and definitely PRIOR to project deadlines (Market animal tag forms, Horse and dog project animal declarations). New youth may enroll thru 4HOnline after they have contacted a 4-H Club and have permission to enroll in that club. They must also enroll PRIOR to project deadlines (Market animal tag forms, Horse and dog project animal declarations).

- Club bank accounts must have two non-related Gold 4-H volunteers on the signature card at the bank. The Allegan County MSU Extension Office **must** have the names of the leaders on the account on file. The MSU Extension Financial Manual for Volunteers & 4-H Treasurers Guides **must** be followed. All bank accounts must have the office address on the account: 3255 122nd Ave. STE. 200, Allegan MI 49010 and monthly statement **must** be sent to the 4-H Staff at the office
- Fundraising – A Fundraising Application is due 2 weeks prior to starting 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.
- MSU Extension files an IRS electronic non-profit form (990 post card) for all 4-H Clubs and Committees. Any correspondence from the IRS regarding the club must come to the Extension Office.
- If you offer a project in your club you are expected to participate in the County Committee for that project area. The County Committees are where the rules for that project area are set and clinics and workshops are planned. Current county committees include: 4-H Horse Leaders, 4-H Livestock Leaders, 4-H Dog Leaders and 4-H Creative and Educational Leaders.
- All clubs must have at least 6 meetings/activities per year. Leaders must document information covered and educational activities at the meetings/activities and keep attendance for each meeting. County wide clinics, activities and shows count toward the 6 meetings/activities. 4-H Members should be expected to attend a minimum of 50% of meetings.
- 4-H Administrative leaders must participate in 4-H Leader Update meetings typically held in the fall of the year. Special meetings may be called if needed. 4-H Clubs must have a representative attend the 4-H Annual Meeting and Awards Celebration usually held the first Saturday in November.
- Promote 4-H training events within your club, encourage participation in State-wide training events and events on MSU campus.
- Promote award opportunities and college prep events such as: Exploration Days, Capitol Experience, Great Lakes Natural Resource Camp and National 4-H Congress.
- Allegan County 4-H and the Allegan County Fair are two separate entities with separate rules. Any youth who lives in Allegan County OR is a member of an Allegan County youth group may enter in the Allegan County Fair. The Youth entry deadline is August 10th.
- Other requirements may be added as necessary

