

## **GETTING A NEW 4-H CLUB STARTED**

Are you interested in starting a new 4-H Club? These are the steps to getting a new club started:

1. Decide whether starting a new club or getting involved in an existing club is best for you. By contacting the MSU Extension Office you'll be able to find out if they are existing clubs in your area and whether they have project leaders for the things you are interested in and the general age range of the members. If you don't see a club that is a good fit, you can start your own!
2. 4-H clubs need to have five or more members from 2 or more families, so make sure you have youth identified who will participate in the club.
3. Members should choose a name for the club! All 4-H clubs must have "4-H" in the title of their official club (example: XYZ 4-H Club).
4. Every club needs to have at least one adult Administrative Leader who has been approved through the Volunteer Selection Process. Contact the Extension Office or apply online. All volunteer leaders must go through this process.
5. Once the Administrative leader has been approved, they can meet with 4-H Staff to fill out the necessary forms and materials to start the club, which include: a. Obtaining an EIN (federal employee identification number). 4-H staff will assist with completing the EIN! b. Obtaining a Charter, which authorizes the club as a 4-H unit. Once the EIN has been received, you will also need to fill out and return the form to obtain a charter to the Extension Office. The Extension Office will submit the form to the state office and will notify you and give you a copy of the charter when it is received. The official charter should be kept with club permanent records. NOTE: It can take up to 1-2 months to receive the charter back!
6. The Administrative Leader should review the 4-H Club Development Guide and pull together the interested families and go over how to enroll and any information for starting the club.
7. All adults interested in becoming project leaders will also need to apply to become a volunteer using our online portal.
8. The Administrative Leader will meet with 4-H staff to go over 4-H policies, procedures, receive your 4-H Club Toolkit, and answer any questions you may have.
9. Once youth and approved volunteers are enrolled in 4-H Online, have fun meeting! The 4-H Staff is here to answer any and all questions you might have going through this process so please don't hesitate to call 517-439-9301 or email [msue.hillsdale@county.msu.edu](mailto:msue.hillsdale@county.msu.edu).