

September 1, 2022

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 2022! 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/index>. 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; by email to macomb.4h@macombgov.org; or by fax to 586-469-6948, Attn: 4-H so that we may update your club information in the 4-H Online enrollment system.

2022 Year-End Information

Required year-end report: Club and committee leaders, don't forget to turn in your group's [Annual Financial Summary Report](#) for the previous program year (Sept. 1, 2021-Aug. 31, 2022). This form is required annually from each 4-H club and committee. Completed forms may be mailed to Macomb County MSU Extension, Attn: 4-H, 21885 Dunham Road, Suite 12, Clinton Township, MI 48036; faxed to 586-469-6948, Attn: 4-H; emailed to Macomb.4h@macombgov.org or turned in with your club's 2023 club enrollment/re-enrollment materials **no later than Oct. 1, 2022**.

Club disbandment: If your club is *not* returning for the 2022-2023 program year, please contact the Macomb County 4-H program staff for important information about the required [club disbandment process](#).



MSU EXTENSION

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

Phone: 586-469-5180
Fax: 586-469-6948
www.msue.msu.edu

2023 Club Enrollment/Re-enrollment Information

Club enrollment/re-enrollment for the 2023 program year officially begins on September 1st. 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 screened volunteers and members enroll/re-enroll via 4-H Online.

2023 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](#)

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2023 Member and Volunteer Enrollment/Re-enrollment:

Members and volunteers may begin enrolling/re-enrolling online at <https://mi.4honline.com.beginning> September 12, 2022. Enrolling for the first time? Use the [4-H Online Family Guide](#) for instructions. Re-enrolling for 2023? Use [Reenrolling through 4-H Online](#) for guidance.

Unable to enroll online? MSU Extension has printed youth member and adult volunteer enrollment forms available. These forms have been updated for 2022-2023. **Please do not use old forms.**

Other materials for club/committee use:

- [Fundraiser Application](#)
- [Donation Acknowledgement Form](#)
- [Using the 4-H Name & Emblem](#)

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 2023 Armada Fair must be registered 4-H members by Nov. 1, 2022 and youths who are new to 4-H must be registered 4-H members by April 1, 2023.
- Clubs must have at least one screened volunteer and five youth from two or more families. There must be at least one screened volunteer registered for every 10 youth.
- At least two (2) approved meeting minutes and treasurer's reports should be sent to the County 4-H Office during the 2023 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.
- A completed Michigan 4-H Youth Group Enrollment Form and a copy of your sign-in sheet should be sent in for every workshop, training or community service activity your club does. Statistical information received - no names - will be counted on the federal report that Macomb County MSU Extension sends to MSU annually. Part of the funding the Macomb County 4-H Program receives is based on this report.

Sincerely,

Macomb County 4-H Staff