

MICHIGAN STATE UNIVERSITY EXTENSION

ANNUAL 4-H CLUB AUTHORIZATION

This Checklist is to be completed annually to assure a 4-H Club's continued compliance with the 4-H Club criteria. This checklist will be reviewed by your County Extension 4-H Program Coordinator. Chartered 4-H Clubs are permitted to use the 4-H Name and Emblem according to the 4-H National Headquarter guidelines. Clubs that meet these minimum requirements will be granted/continue a charter. All items and the table on reverse must be completed.

Name of 4-H Club _____

Date Submitted _____ EIN# _____

Organizational Leader _____ Email _____

Cloverbud Leaders _____ Phone # _____

Additional Leaders/Volunteers (i.e. co-leader, project leader, etc.)

_____	_____
_____	_____
_____	_____

Where do you hold your meetings? _____

What day do you hold your meetings? _____

What time of day do you hold your meetings? _____

Additional details about your meetings _____

Would you like us to send you new members? Yes No

Does your club have a Cloverbud Program? Yes No

Does your club have a focus area (Livestock, Food and Nutrition, Shooting Sports, be specific) _____



MONROE COUNTY EXTENSION

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Criteria—4-H leader to mark (X) the appropriate column for each item:	Yes	No
All of our adult 4-H club volunteers are approved through the 4-H Volunteer Selection Process.		
Our 4-H club has at least five youth members from two different families.		
The name of our 4-H Club has been approved through the County Extension Office.		
Our club conducts a minimum of six meetings per year.		
Our club has a current constitution (by-laws).		
Our club has elected officers.		
Our 4-H Club agrees to provide a welcoming and safe environment for all club members.		
Our 4-H Club plans a series of experiential learning experiences for club members.		
Our 4-H Club agrees to follow all national, state and county 4-H policies and procedures.		
Our 4-H Club agrees to follow the national and state 4-H guidelines for the use of the 4-H Name and Emblem.		
Our 4-H Club agrees to follow state guidelines for fundraising.		
Our 4-H Club agrees to maintain its own Tax Payer Identification Number (EIN).		
Our 4-H Club will not participate in any political campaign or devote time to attempt to influence legislation.		
Our 4-H Club agrees to submit an annual financial summary report.		
Our 4-H Club agrees that all flyers/promotional items must be approved by the 4-H staff before distribution.		
Our club agrees to obtain a <i>Michigan Sales and Use Certificate of Exemption</i> in order to avoid paying sales tax.		
Our club is aware that supplemental insurance is available for clubs to purchase. (See office for details.)		
Our club will only use current 4-H forms. We understand that social security numbers are not to be collected.		
We understand if any youth is not able to pay the \$20 participation fee due to financial hardship, the club leader or parent/guardian will contact the 4-H office to discuss the need for a scholarship.		
Our club acknowledges the enrollment deadlines of April 1, 2020 for the 2019-2020 program year to enroll and to turn in participation fees to the Extension Office.		

I understand that my name, club meeting location and contact phone number will be printed in a brochure available to the public and listed on the MSU Extension County 4-H web page on the internet. I also understand that the club is responsible for collecting and submitting the 4-H members' participation fee to the MSU Extension office within two weeks of the members registering with the club (make checks payable to MSU). My signature below indicates that I have read and agree to these requirements and understand the minimum of 4-H club operation standards.

Signed: _____ Date: _____
Club Leader



On the basis of the above purpose(s), this 4-H club/group is authorized to use the 4-H name and emblem in connection with its program and activities and is considered an official unit of Michigan State University Extension and Michigan 4-H.

Signed: _____ Date: _____
4-H Program Coordinator



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