

**2025-2026 Wayne County 4-H Club Re-enrollment Checklist**

<b>4-H Club Name:</b>	<b><u>4-H STAFF Only</u></b>	
<b>Required from All Clubs:</b> <i>All Chartered 4-H Clubs must submit materials listed below must be submitted to MSUE 4-H Staff by October 1, 2025</i>	<b>Date Received</b>	<b>Staff Initial</b>
<input type="checkbox"/> Club Leader/Administrator Enrollment (All Volunteers MUST complete authorization and enrollment updates in Volunteer Central and 4-H online annually)		
<input type="checkbox"/> 2025-26 4-H Club Re-Enrollment/Civil Rights Compliance Form		
<input type="checkbox"/> 1 Copy of Secretary Minutes (highly encouraged) (From meeting held during Sept 1, 2024 -Aug 31, 2025)		
<input type="checkbox"/> Annual Summary Financial Report (All clubs are required to submit this form, even if they do not handle funds)		
<input type="checkbox"/> Club By-laws (if applicable to your group)		
<b>Additional Documents Required from Clubs with Accounts at a Financial Institution:</b> <i>Those clubs with financial accounts must also submit the materials listed below to MSUE 4-H Staff by October 1, 2025</i>		
<input type="checkbox"/> Monthly Treasurer's Reports		
<input type="checkbox"/> Financial Institution Statements (All monthly financial statements are required to be sent directly to the Wayne County MSUE office at 33030 4-H Van Born office Wayne, MI 48184 or email to <a href="mailto:apelashl@msu.edu">apelashl@msu.edu</a> )		
<input type="checkbox"/> Debit Card Agreement		
<input type="checkbox"/> 2025-2026 Club Budget (highly encouraged)		
<b>Staff Notes:</b>		