



How To Start A New 4-H Club in Grand Traverse County



Current 4-H Volunteers

1. Must be active in 4-H online and have current background check completed
2. Apply for an EIN number from the IRS using your new club's name
3. Apply for a 4-H charter

New 4-H Volunteers

1. Begin the 4-H volunteer selection process
2. Apply for an EIN Number from the IRS using your new club's name
3. Apply for a 4-H charter

4-H Volunteer Selection Process (aka VSP)

1. Submit an MSU Extension online volunteer application:
https://msu.samaritan.com/custom/502/volunteer_home Click on "Apply" to begin!
**You will be asked to select the program you are applying for on the Applicant Profile page; select "4-H Youth Development" from the drop-down menu*
2. Register on 4-H online: <https://v2.4honline.com>
3. Schedule an interview with the County 4-H Program Coordinator, once references and background check have been received.

How to Apply for an EIN (Employer Identification Number, aka Tax ID Number)

Directions for the online EIN application (recommended):

1. Go to IRS Website to fill out the SS-4 Form: <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>
Click in the blue "Apply Online Now" box to get started
2. Select "View Additional Types", and then "Other Non-Profit Organization/Tax-Exempt Organizations"
3. Choose "Banking purposes" as reason for obtaining an EIN
4. Fill in your name and Social Security number
5. Choose "I am a responsible and duly authorized member..."



How To Start A New 4-H Club in Grand Traverse County



6. Fill in the address and phone number for the MSU Extension office: 520 W Front St, Traverse City MI 49684. 231-922-4623. Leave the “Care of” box blank. Choose “No” for using a different address for mail to be sent.
7. Legal name: New 4-H Club Name must include “4-H Club” in the name, ie: Bales and Buckets 4-H Club
8. Start date for you club is March 2020
9. Check “No” for all questions on the next page
10. Choose “Other” for the category that best describes what your business does
11. On the next page, choose Other, then type “Education” in the box
12. Choose how you would like to receive your confirmation letter

Directions for paper EIN application: (<https://www.irs.gov/pub/irs-pdf/fss4.pdf>)

Line 1: New 4-H Club Name. Must include “4-H Club” in the name, ie: Bales and Buckets 4-H Club

Line 4a: 520 W Front St., Ste A

Line 4b: Traverse City, MI 49684

Line 6: Grand Traverse, Michigan

Line 7a: Your name as the 4-H volunteer

Line 7b: Your social security number

**This is an IRS requirement for new EIN requests. Once your club’s EIN number is assigned, your social security number is no longer needed and will be deleted from any future documentation.*

Line 9a: Check “Other”, and type in “Michigan State University”; fill in the Group Exemption Number (GEN): 5933

Line 10: Check “Other”, and type “Start a 4-H Group”

Line 12: Type in “August”

Line 16: Type in “Education”

Line 17: Type in “Youth Development and Education”

Line 18: Check “No”

Print, Sign and Date and return to the 4-H office and we will mail it to the IRS.