



Requirements for Existing Allegan 4-H Clubs

- Our 4-H Program year starts September 1 and runs through August 31.
- Administrative leaders for the 4-H Club are responsible completing the Yearly reports and getting them to the county 4-H Staff by **October 10th** each year. These reports include:
 - Annual Financial Report** – even if the club has no money or equipment this report must be completed And signed by 2 Gold 4-H Volunteers.
 - Annual Civil Rights Club Compliance form** – completed & signed by Admin leader.
 - Annual Club Report** – 2 page report completed and signed by Admin. Leader.
- Re-enrollment is done online thru 4-HOnline and begins mid-September. Families should be encouraged to re-enroll as soon as possible. In rare occasions when a family doesn't have email a paper enrollment form may be used. Contact the 4-H staff for this.
- 4-H Leaders must re-enroll in 4HOnline also. The 4-H leader doesn't have to do anything in Volunteer Central UNLESS they have a change (address or medical change). Re-enrollments should be made by **November 30 in 4HOnline**.
- To vote at County wide 4-H Committee meetings 4-H Clubs must have at least 5 members from 2 different Families currently enrolled in 4HOnline. 4-H Clubs are given a grace period on this rule between September 15 and December 15.
- 4-H members and leaders are given an enrollment grace period until December 15 of the current year. Anyone not enrolled in the 4H Online enrollment system by December 15, is not considered enrolled in our 4-H program and will not receive weekly email blasts or monthly newsletters.
- 4-H Administrative leaders must participate in 4-H Leader Update meetings typically held in the fall of the year. Special meetings may be called if needed. Clubs must have at least 2 gold Volunteers.
- All clubs must have at least 6 meetings/activities per year. Leaders must document information covered and educational activities at the meetings/activities and keep attendance for each meeting. County wide clinics, activities and shows count toward the 6 meetings/activities. 4-H Members should be expected to attend a minimum of 50% of meetings (or the percentage set and voted on by club membership) for the year.
- Volunteer Selection Process (VSP) – Any adult who meets the following criteria, must complete the VSP process. This process must be completed volunteers aged 20 and over who have ongoing, unsupervised access to children aged 19 and under and/or to adults who have severe mental, physical or emotional handicap conditions. "Ongoing" is defined as more than four meetings or gathering times and/or in-depth contact (such as overnight events, out-of-state trips, exchange trips). "Unsupervised" means that the person is alone with children for significant periods of time. This includes volunteers who work with any MSU Extension programs involving youth, including 4-H organizational leaders, 4-H project leaders, activity leaders, chaperons, resource persons, adult host family members, etc.
- Periodically background checks will be run on current 4-H volunteers. The Sexual Predator list is also checked on a regular basis.
- All clubs must have an EIN number and be Chartered by the USDA and the State 4-H Office.

- Clubs are not required to have a bank account. The clubs with a bank account must have two non-related Gold 4-H volunteers on the signature card and the Extension office must have a record of who the two leaders are. The Bank account must have the Extension Office address listed and the monthly Bank statement must be sent to the local 4-H staff.
- Community Service – In staying true to our 4-H Pledge, each club should be doing at least one Community Service project each year. Include your community service project on your yearly club report. These service projects are included with our 4-H staff reports and often used in reports to legislators.
- Fundraising – A Fundraising Application is due 2 weeks prior to starting a project and must be approved before the event starts. **A follow up report is due two weeks after the project ends.** Failure to turn in this report will jeopardize future fundraising events for the club.
- MSU Extension files an IRS electronic non-profit form (990 post card) for all 4-H Clubs and Committees. Any correspondence from the IRS regarding the club must come to the Extension Office.
- You may close your club to new members or close a specific project area within your club if you have all the youth you can handle. Be cautious with this because once you close it, the club or project will remain closed for the program year. This means if you close your club and Suzie next door or one of your members cousins suddenly wants to join your club they will not be able to join until the next program year.
- We have on-going enrollment for new members, that is, if your club is open and you are willing to take them we will accept their enrollment up to July 1st. Sometimes new members may be too late for an animal project, however, they may be able to do an educational project about an animal or non-livestock projects and still be included in the 4-H experience. Then be ready for an animal the following year. The online enrollment must be completed by the tagging deadline in order to participate in the project area.
- Allegan County 4-H and the Allegan County Fair are two separate entities with separate rules. Any youth who lives in Allegan County OR is a member of an Allegan County youth group may enter in the Allegan County Fair.
- August 10th Allegan County Fair youth entries are due.
- Promote 4-H activities and events within your club. Encourage participation in area clinics, shows, workshops as well as State events on campus.
- Other requirements may be added as necessary