



Annual 4-H Club Authorization Form



Club Name: _____ Location: _____

Contact Person: _____ Phone Number: _____

Main Projects (what you want listed on brochure, think big!): _____

Preferred maximum number of youth in club: _____ Are you accepting new members this year? ___ Yes ___ No

If no, why? _____

Purpose of Group: _____

<u>Adult Volunteers (application on file)</u>	<u>*Leader Type</u>	<u>Adult Volunteers (application on file)</u>	<u>*Leader Type</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

***Leader Types & Definitions:**

Administrative Leader – responsible for the club’s overall management, paperwork, etc.

Project Leader –teach project and life skills to members using age-appropriate activities and 4-H curriculum

Cloverbud Leader – teach project and life skills to Cloverbuds (4-H age 5-7) using age-appropriate activities and 4-H curriculum

Activity Leader – carry out a selected activity or activities from planning an event to working with youth

Resource Leader – teaches a specific lesson, provides background information, acts as driver/chaperone

Note: Additional club volunteers can be added at any time. Contact the 4-H Coordinator for more information!

I have read, understand and promise to share the following information with youth, parents and volunteers in my club.

- A 4-H Club consists of at least 1 registered adult volunteer, 5 youth from 2 or more families, and meets a minimum of 6 times.
- 4-H clubs must get written approval from 4-H Staff before holding a fundraiser or asking/soliciting for or receiving donations of money or other items.
- All flyers or promotional items must be approved by the 4-H Staff before being distributed.
- If a club is making a group purchase of taxable merchandise, they can get a *Michigan Sales and Use Certificate of Exemption* from the MSU Extension office so hopefully they won’t have to pay Michigan sales tax on the items.
- Our club will only use new 4-H forms. We understand that social security numbers are not to be collected.
- 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.

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 member’s participation fee to the MSU Extension office within two weeks of members registering with the club (make checks payable to MSU). My signature below indicates that I have read and agree to these provisions.

Signed: _____

4-H Volunteer Leader in Charge of Club

Date: _____



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: _____

4-H Program Coordinator

Date: _____