



Requirements for Existing 4-H Clubs

- Our 4-H Program Year starts September 1st and runs through August 31st. Clubs must follow the 4-H year. Clubs must hold at least 6 meetings per year. Document information covered and educational activities at the meetings in club minutes and keep attendance for each meeting.
- All community and project clubs must have an EIN number and be chartered by the USDA and the State 4-H office. SPIN Clubs do not receive an EIN or charter (for more information, visit the SPIN Club guide at <https://www.canr.msu.edu/spin-clubs/>).
 - As chartered entities, clubs are authorized to use the 4-H name and emblem. Clubs must follow the guidelines for using the 4-H name and emblem, which can be found at <https://nifa.usda.gov/sites/default/files/resource/Professionals-Handbook-2017.pdf>.
- All clubs are required to follow the Michigan 4-H Financial Guidelines, even those that do not have a bank account. Guidelines can be found at http://msue.anr.msu.edu/county/eaton/eaton_county_4_h/eaton_county_4_h_club_resources.
- Clubs should make sure members are aware of 4-H activities and events, including those at the county, state, and national level.
- Clubs must participate in Leader Update Meetings typically held in September and March of each year. Clubs must have at least one leader present at these meetings; if no leaders from the club can make the meeting, the administrative leader must email or call 4-H staff *before* the update meeting to arrange a time to meet with the 4-H staff and receive the information. Special meetings may be called if needed.
- All community clubs are expected to work a shift at the 4-H Council's Food Shack during the Eaton County Fair or other 4-H Council fundraisers. Funds raised from 4-H Council fundraisers support all 4-H members and volunteers.

Membership

- All clubs must have at least 5 members from 2 different families and at least one registered volunteer. Clubs who do not have the 5 member minimum by March 15th will be disbanded.
- Clubs are required to complete year-end packets, club enrollment packets, and reenroll all members each year (note that SPIN clubs complete information by the end of their club; community and project clubs complete this yearly). Information for these are available at the fall Leader Update Meeting typically held in September. These are due back to the Extension Office on November 15th.
- Returning members must re-enroll every year. Members and volunteers should re-enroll as soon as they have selected a club and are participating for the year, after the Extension office announces re-

enrollment is open for the year (this usually occurs in September).

- 4-H members and leaders are not considered enrolled until their 4-H Online profile has been accepted and marked as active. *Members and volunteers are not enrolled simply because they have submitted their profile in 4-H Online; it must be accepted by the office and marked active! An automated email is sent from the system when profiles are submitted and another automated email is sent when profiles are approved.*
- The county has ongoing enrollment for new members during the program year. Clubs may set their own deadlines as needed by the club. New members who wish to show at the Eaton County Fair as a 4-H member must be enrolled by March 15. Members who enroll after that deadline will still be allowed to join 4-H, but cannot show at fair as a 4-H member.
- Club membership must be open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status, or veteran status.

Volunteers:

- Any adult who meets the following criteria is required to go through the Volunteer Selection Process (VSP):
 - Gold Volunteer: These individuals interact with youth and/or adults in meaningful ways on behalf of MSU Extension. This includes providing training, education, leadership or support to MSU Extension offices, programs, events or sub-organizations such as a 4-H club, an Extension Master Gardener class or association.
 - Silver Volunteer: These individuals have no direct interaction with youth or vulnerable populations and no to low opportunity to form relationships with youth or vulnerable populations on behalf of MSU Extension. Exempt from this rule are those with minimal interaction, such as parking attendants or people handing out ribbons or opening gates (see MSU Extension Volunteer Definitions for more information regarding roles not requiring screening). Note that a Gold volunteer or MSU Extension employee must be present anytime youth and adults are interacting together and accessible to Silver volunteers at events.
 - See MSU Extension Volunteer Definitions for more information:
<https://www.canr.msu.edu/resources/msu-extension-volunteer-definitions>
- Adults who meet the above criteria for a Gold or Silver level volunteer should apply at:
https://msu.samaritan.com/custom/502/volunteer_home
 - Adults who are not Active Gold or Active Silver level volunteers may only work with their own children.
- Volunteers who do not complete the annual compliance and reenrollment process in both Volunteer Central and in 4-H Online in a given year will be required to reapply as a volunteer.