



## Barry County New 4-H Club Administrative Requirements



- Our 4-H Program year runs from September 1<sup>st</sup> through August 31<sup>st</sup> of the current year.
- You must apply to start a new 4-H Club.
- To start a new club, there must be at least one leader (2 is better) who has completed the volunteer selection process and 5 youth from 2 different families.
- You must work with 4-H staff to apply for an EIN number. This requires a specific form and must be filed by staff.
- After the EIN number has been obtained from the IRS, the Administrative Leader must sign the Constitution and the tax exempt authorization forms and turn them into the Extension Office.
- Using the above documents, 4-H staff will submit your club for charter from the USDA and the State 4-H Office.
- No meetings shall be held until the above paperwork has been completed.
- You will receive an enrollment packet from 4-H Staff and training on the required documents included. 4-H members and leaders must re-enroll in 4-H each year.
- Any adult who meets the following criteria, must complete the Volunteer Selection Process. This process must be completed by volunteers aged 20 and over who have ongoing, unsupervised access to children aged 20 and under and/or to adults who have severe mental, physical or emotional handicapping 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.
- Enrollment forms for members of new clubs are due in 4-H Online and Participation Fees (\$20 per youth or \$30 family over 3 youth) are due in the Extension Office (with 4-H Participation Fee Sheet) by March 1. All forms must

contain the appropriate signatures or they will not be accepted. Additional members can be added later however all members must meet sign up guidelines and dates for fair.

- Club bank accounts must have two non-related volunteers on the signature card at the bank. The Extension Office must have the names of the leaders on the account on file. The MSU Extension Financial Manual for Volunteers & 4-H Treasurers Guides must be followed. All bank statements come to the Extension Office 121 S Church St Suite B Hastings and copies are sent to club leader.
- Fundraising – A Fundraising Application is due 2 weeks prior to starting 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.
- The Extension Office files an IRS electronic non-profit form for the club. Any correspondence from the IRS regarding the club must come into the Extension Office.
- If you offer a project in your club you are expected to participate in the Developmental Committee for that project area. The Developmental Committees are where the rules for that project area are set.
- April & May – Pre-registration forms for fair are due, deadlines vary.
- May – Mandatory fair meeting – get the latest information regarding fair and all the forms and fair books.
- June – Fair sign up, MDA forms are due at the Expo Center fair office.
- All clubs must have at least 6 meetings per year. Document information covered and educational activities at the meetings and keep attendance for each meeting.
- Clubs must participate in General Leader meetings typically held in the fall and spring of the year. Special meetings may be called if needed.
- Promote 4-H training events within your club, encourage participation in Kettunen Center events and State events on campus.
- Promote award opportunities and college prep events such as:
  - Exploration Days
  - Capitol Experience
  - Washington DC Focus
  - Great Lakes Natural Resource Camp

- Discovery Camp
- Barry County 4-H and the Fair are two separate entities with separate rules.
- Other requirements may be added as necessary