



Annual 4-H Club Form



Club Name: _____ Location: _____

Admin Person: _____ Phone Number: _____

Projects Areas (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</u> (approved and in good standings)	<u>*Leader Type</u>	<u>Adult Volunteers</u> (approved and in good standings)	<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 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 2 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.
- Youth and Volunteers have supplemental accidental insurance with enrollment. Additional coverage is available at a cost for certain activities, ask the 4-H Program Coordinator.
- Parents who want to help with club activities must be gold volunteers. Unregistered volunteers should not be working with the youth or representing 4-H in any way.
- Gold Volunteers and Silver Volunteers must enroll in 4-H online yearly and maybe required to complete trainings. Gold and Silver volunteers must understand the roles of the types of volunteers <https://www.canr.msu.edu/resources/msu-extension-volunteer-definitions>
- As an admin leader, I understand I must submit annual paperwork required to keep my club open.
- As an admin leader, I understand that the clubs bank statements must be mailed to the MSU Extension office, copies may be requested.
- The club must follow the financial policies in the 4-H Financial Manual https://www.canr.msu.edu/resources/financial_manual_for_4_h_volunteers
- Direct families to the Emmet MSU website for most current rules, forms, resources etc., https://www.canr.msu.edu/emmet/emmet_4h/.
- Encourage families to download BAND App and follow Emmet 4-H, Emmet-Charlevoix County Market Livestock and Horse Council Facebook pages for communication.
- 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 understand that I must follow the volunteer code of conduct and I will report any safety, accidents, and behavioral concerns to the 4-H Program Coordinator.

My signature below indicates that I have read and agree to these provisions.

Signed: _____

Date: _____

4-H Administrative Volunteer