

September 1, 2024

Macomb County 4-H Club Leaders:

The new 4-H program year is here, and it's time to enroll/re-enroll your club for 2025! Materials and the information you need to get started are listed below and are available online at <https://www.canr.msu.edu/macomb/4-h/club-resources/>. New clubs click on "[New Club Registration](#)" and re-enrolling clubs click on "[Returning Club Registration](#)."

Printed copies of club enrollment/re-enrollment forms are available upon request from the MSU Extension 4-H office. Please return completed materials by mail to Macomb County MSU Extension, Attn: 4-H, 21885 Dunham Road, Suite 12, Clinton Township, MI 48036; by email to macomb.4h@macombgov.org; or by fax to 586-469-6948, Attn: 4-H so that we may update your club information in the 4-H Online enrollment system.

2024 Year-End Information

Required year-end report: Returning club and committee leaders, don't forget to turn in your group's [Annual Financial Summary Report](#) for the previous program year (Sept. 1, 2023-Aug. 31, 2024). This form is required annually from each 4-H club and committee. Completed forms and January-July 2024 bank statements should be mailed to Macomb County MSU Extension, Attn: 4-H, 21885 Dunham Road, Suite 12, Clinton Township, MI 48036; faxed to 586-469-6948, Attn: 4-H; or emailed to Macomb.4h@macombgov.org **no later than September 13, 2024**. Please note that electronic signatures are **not** accepted on this form.

Club disbandment: If your club is *not* returning for the 2024-2025 program year, please contact the Macomb County 4-H program staff for important information about the required [club disbandment process](#).

2025 Club Enrollment/Re-enrollment Information

Club enrollment/re-enrollment for the 2025 program year officially begins on September 1st. Leaders, please turn in your club's enrollment materials to Macomb County MSU Extension so that MSU Extension can update your club information **before** your screened adult volunteers and youth members enroll/re-enroll via 4-H Online. The 4-H Online enrollment system will open for 2024-2025 enrollment on September 11. Members won't be able to enroll in a club for 2024-2025 until required forms for that club have been submitted to MSU Extension.

2025 Club Enrollment/Re-enrollment:

New clubs only:

- [Request for Official Approval to Establish a Michigan 4-H Youth Group](#)
- [4-H Group Tax Exemption Authorization & Request for a Charter](#)
- [4-H Club Constitution](#)

All clubs (new and returning):

- [Club Information Sheet](#)
- [Civil Rights Compliance Statement](#)
- [Club Bylaws or Club Rules](#) (use [Bylaws Guidelines](#), [Bylaws Worksheet](#), and [Bylaws Worksheet for Cloverbud Groups](#) as guides)
- [Club Officer Information Sheet](#)

(Over)



MSU EXTENSION

21885 Dunham Rd
Verkuilen Bldg, Suite 12
Clinton Twp, MI 48036

Phone: 586-469-5180
Fax: 586-469-6948
www.msue.msu.edu

2025 Member and Volunteer Enrollment/Re-enrollment:

Members and volunteers may begin enrolling/re-enrolling online at <https://mi.4honline.com> beginning September 11, 2024. Please use the [4-H Online Family Guide](#) for instructions or contact the Macomb County 4-H Office at 586-469-6431 or macomb.4h@macombgov.org for guidance. NOTE: Members and volunteers will only be able to enroll/re-enroll with a club after the club has registered for 2024 and MSU Extension has updated the club's information in 4-H Online.

Unable to enroll online? Contact the Macomb County 4-H Office for assistance. MSU Extension has printed [youth member enrollment forms](#) available. These forms have been updated for 2024-2025. **Please do not use old forms.**

Other materials for club/committee use:

- [Fundraiser Application](#)
- [Using the 4-H Name & Emblem](#)

Anyone needing help with club and member/volunteer enrollment/re-enrollment processes may contact the Macomb County 4-H staff for assistance at 586-469-6431 or macomb.4h@macombgov.org. Regular office hours are 8:30 a.m.-5 p.m., Monday-Friday.

4-H Enrollment/Re-enrollment Reminders

It's important to remember that:

- Enrollments are accepted at any time, however, returning members who are planning to show 4-H projects at the 2025 Armada Fair must be registered 4-H members by Nov. 1, 2024 and youths who are new to 4-H must be registered 4-H members by April 1, 2025.
- Clubs must have at least two screened gold-level volunteers and five youth from two or more families. There must be at least one screened volunteer registered for every eight youth.
- All bank account statements should be sent to the Macomb County MSU Extension office each month.
- At least two (2) approved meeting minutes and treasurer's reports should be sent to the County 4-H Office during the 2024 4-H program year. The address is Macomb County MSU Extension, Attn: 4-H, 21885 Dunham Road, Suite 12, Clinton Township, MI 48036. The fax number is 586-469-6948, Attn: 4-H; and the email address is macomb.4h@macombgov.org.
- Clubs must submit a [Fundraiser Application](#) to the County 4-H office at least two weeks before a club fundraiser and a [Fundraising Report](#) no later than two weeks after the club fundraiser.
- A copy of the sign-in sheet for each workshop, training or community service activity your club does should be submitted to Macomb County MSU Extension.
- Administrative club leaders should be [monitoring their club rosters](#) and inform Macomb County 4-H staff when their clubs are full and no longer accepting members. Staff will then turn off the 4-H Online enrollment option for those clubs.

Sincerely,

Macomb County 4-H Staff