

Closed Club Policy

The size of a 4-H club may be limited. The decision must be based on nondiscriminatory guidelines and it should have the best interest of young people at its core. In some circumstances where volunteer recruitment is a challenge, the size may be limited to ensure members have a positive experience and the volunteers involved don't burn out.

Procedures to Closing Club Enrollments

1. Notify the MSU Extension Office if your club decides to close enrollment for the year, or if your club has established an enrollment deadline.
2. After your club has been closed for enrollment, you must continue to accept calls from interested potential members, explain that your club is currently closed and give an estimate of when you may re-open for enrollment. You must record the names of interested parties and add them to a waiting list.
3. When your club re-opens for enrollment, you must contact those families on your waiting list to see if they are still interested in joining.
4. When clubs close for enrollment, they must remain closed for the duration of the program year (which runs September 1- August 30).
5. All clubs are considered "open for enrollment" at the start of each program year. If clubs choose to remain closed, they must notify the office each year.

Special Circumstances to Keep in Mind

1. Some clubs are created because of a pre-existing common interest. For example, all club members board their horses or take lessons at a particular horse farm or facility. We understand that social networks form in this setting and creating a club from this type of situation is common. However, clubs can not restrict enrollment to individuals that do not ride/board at the facility. If someone has interest in joining the club, they can NOT be turned away simply because they do not ride/board at the farm. This same policy applies for clubs that are formed from after-school or in-school groups, or other similar circumstances.
2. When clubs are closed for enrollment, they must remain closed for everyone. Special exceptions can not be made for relatives, close friends, or club members that have chosen to become inactive, and want to re-join at a later time.