



NEW 4-H LEADER ENROLLMENT INSTRUCTIONS

Updated 2/10/2023/lsc

Thank you for your interest in becoming a new 4-H Leader for Berrien County, Michigan and for Best Friends 4-H Club! As you already know there are two (2) **"ONLINE ENROLLMENT APPLICATIONS"** and four (4) **"PAPER REGISTRATION"** forms you must complete before joining a 4-H club. I have written out these steps for you to follow so that you will not become confused as to the how, the what and the why of registering with 4-H. Please note that Step Five is optional.

First off ... for your understanding ... 4-H's fiscal year always begins on September 1st of each year and runs through to August 31st of the following year. Renewing your membership for your 4-H club(s) begins on September 1st and ends on December 31st. New members are accepted year-round.

CLUB DUES: There is a club dues of \$10.00 per year and must accompany your "paper" registration form(s). If you are having financial difficulties, please speak with the coordinator privately. She loves to barter for your timely services behind the scenes.

COMPUTER: If, per chance, you do not have the opportunity to have a computer on hand, you can always

1. Make an appointment with Linda Shannon-Chaillet; Coordinator of Best Friends 4-H Club (Phone: 269-934-0462 or email: shannollet@sbcglobal.net) or Berrien County Michigan State University Extension Office (located at 1737 Hillandale Road; Benton Harbor, MI 49022. Phone: 269-927-5674) to use their computer.
2. If you would prefer the "paper form" to fill out and return to Berrien County Michigan State University Extension Office (located at 1737 Hillandale Road; Benton Harbor, MI 49022. Phone: 269-927-5674), please contact with Linda Shannon-Chaillet; Coordinator of Best Friends 4-H Club (Phone: 269-934-0462 or email: shannollet@sbcglobal.net).

REGISTRATION ITSELF: There are four (4) steps for a New Leader to enroll with Michigan State University (MSU) 4-H Extension Office.

STEP ONE: REGISTRATION WITH THE STATE MSU 4-H OFFICE - ALL LEADERS must undergo a yearly background check. This is because you are (or will be) considered a "teacher" of the canine classes and 4-H life skills and all teachers must undergo a yearly background check. MSU 4-H at the state level is where your yearly background checks are performed. The registration steps are:

1. On your computer, go to http://msu.samaritan.com/custom/502/application_info
2. Scroll down to Program Areas and click on 4-H Youth Development
3. Read the instructions and proceed to register yourself.
4. **FYI - You are applying for a "GOLD ROLE."**

STEP TWO: REGISTRATION WITH BERRIEN COUNTY MSU EXTENSION OFFICE - Berrien County Michigan 4-H registration is completed online. When you register with Berrien County Michigan 4-H, you can join and participate with as many 4-H clubs that you can handle. This is where your 4-H years, clubs and project records are kept up to date and contact information is current.

The registration steps are:

1. On your computer, go to <http://v2.4honline.com/#/user/sign-in>
2. Scroll down to "Don't have an account?" and click on it.
3. Begin your registration.



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STEP THREE: REGISTRATION WITH BEST FRIEND 4-H CLUB – This registration can only be done in “paper” form. Because Best Friends 4-H Club works with dogs and has several canine therapy programs that are available to the public, as well as the club members 4-H dog projects and achievements, there are certain liability topics that must be legally addressed.

1. What type of member are you? *Example: Team Instructor vs nontraditional or traditional 4-H'er.*
2. What dog training projects do you wish to participate in? *Example: Year-round canine therapy projects vs just the summer dog project.*
3. Will you need a canine to work with? Or do you have your own canine?
4. Your Current contact information.
5. Did you read the Website and Canine Policies?
6. Do you give or not give consent to have your audio, video film, and/or print images to be used on the website?
7. Liability Agreement must be signed by your adult self or guardian.

Therefore, and in order to be covered under the 4-H liability insurance umbrella, Best Friends 4-H Club has a simple two (2) page registration form for you to complete and sign.

Please Note: “No individual can be accepted into the Berrien County, Michigan Best Friends 4-H Club until this form has been completed by the youth’s parent(s)/guardian, or by the individual if he or she is of legally competent adult age of eighteen (18) or older.”

STEP FOUR: BEST FRIENDS 4-H CLUB CANINE REGISTRATION – Yes. Dogs are members too and must be registered with Best Friends 4-H Club. By training with their traditional (TR) 4-H’ers and/or owners or volunteering their therapy services by being paired with a nontraditional (NTR) 4-H’er and Team Instructor, Best Friends Team Canines work towards their American Kennel Club (AKC) Therapy Dog Titles¹ and Canine Good Citizenship² and Obedience titles. And, yet again, to prove that the dog is registered with the club and fit for duty which meets 4-H, the American Kennel Club and the Berrien County Youth Fair’s health standards and dog training levels. **After all ... Best Friends 4-H Club is an AKC recognized Canine Therapy Dog Competition Organization.**

 **PLEASE NOTE: IF AKC TITLES ARE NOT IN YOUR DOG’S AGENDA, THEN FEEL FREE TO BY-PASS STEP FIVE.**

STEP FIVE: IS YOUR DOG REGISTERED WITH THE AMERICAN KENNEL CLUB? – If your wish is to earn AKC Therapy Dog Titles through Best Friends 4-H Club your dog(s) must be registered with the American Kennel Club under one of these three AKC registrations:

1. **Purebred Dog Registration** - This registration comes from breeders registering his/her “litter” of puppies.
2. **AKC Canine Partners Registration** – This registration is for the mixed breed and non-registrable canine whose owner wishes to compete in dog performance and sporting events and canine therapy programs and earn titles.
3. **Purebred Alternative Listing** – This registration is not the equivalent of AKC registration but makes it possible for eligible breeds to compete in dog performance and sporting events and canine therapy programs to earn titles.

¹ Please refer to [AKC Therapy Dog Program – American Kennel Club](#)

² Please refer to [Canine Good Citizen \(CGC\) – American Kennel Club \(akc.org\)](#)