

BROWN COUNTY 4-H POLICIES

Adopted August 3, 2010



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18 U.S.C. 707

MISSION STATEMENTS

National

The mission of National 4-H Headquarters is to advance knowledge for agriculture, the environment, human health and well-being, and communities by creating opportunities for youth.

See National 4-H Headquarters Mission Statement online at:
http://www.national4-hheadquarters.gov/library/4H-HQ_mission.pdf

Wisconsin

4-H is a community of young people across America who are learning leadership, citizenship and life skills.

Brown County

The mission of the Brown County 4-H program is to provide opportunities for personal growth and to encourage the positive development of youth, their families, and their communities.

BROWN COUNTY 4-H POLICIES

It is the responsibility of the 4-H Club Leader to ensure that all 4-H families have a copy of or access to the Brown County 4-H Policies. It is the responsibility of every 4-H member and leader to read the policies and abide by them.

PROGRAM MANAGEMENT

Brown County Policy

The purpose of the 4-H program is positive youth development. All program participants making decisions or carrying out actions on behalf of the 4-H program should keep this goal in mind at all times. Educational programs provide, through youth and volunteer development, knowledge transfer, life skill development, and attitudes for positive development.

The ability to participate within the 4-H youth development program by members, volunteers, and parents is a privilege, not a right. Individuals who conduct themselves in a manner which violates the 4-H behavior expectations for youth and adults or is deemed detrimental to the best interests of the program by UW-Extension personnel may be subject to exclusion from future involvement.

MEMBERSHIP

A. Enrollment Policies

1. 4-H Program Year

Wisconsin Policy

The Wisconsin 4-H year is defined as October 1 – September 30 for the purpose of definition in these policies.

Brown County Policy

The Brown County 4-H year is October 1 – September 30. While Brown County 4-H Clubs may determine their own program year, being consistent with the National, Wisconsin, and Brown County 4-H year (October 1 – September 30) is recommended.

2. Enrollment Dates

Wisconsin Policy

The Wisconsin 4-H Youth Development program has a policy of open enrollment. Eligible youth may enroll in Wisconsin 4-H Youth Development programs at any time of the year. Counties may establish reasonable enrollment deadlines for participation in certain programs when those deadlines are needed to ensure educational integrity and/or safety.

Wisconsin Policy

New 4-H enrollments will be accepted at any time during the year. Counties can establish reenrollment deadlines for continuing members. It is reasonable to establish enrollment deadlines for certain aspects of participation such as county fair or animal projects because of the need for education prior to participation, however, basic club membership must be accepted at any time.

Brown County Policy

Brown County enrollment dates:

- Continuing Brown County 4-H members and leaders are expected to be enrolled by **November 15** but no later than **February 28**. If the deadline is on a weekend the form will be accepted if received on the first business day following the weekend deadline.
- All Brown County 4-H members must be enrolled by **February 28** in order to be eligible to participate in the Brown County Fair. Youth who enroll after that date are eligible to participate in all other project, club, and county 4-H events that do not have an enrollment, registration, or possession/ownership date that is earlier than the date the

youth officially enrolls in the Brown County 4-H program. If the deadline is on a weekend the form will be accepted if received on the first business day following the weekend deadline.

- Any Brown County 4-H member who plans to participate in the Youth Meat Animal Auction must be enrolled in 4-H and the specific market animal project no later than the weigh-in date for that species of animal.

3. Grade and Age Eligibility and Participation

Wisconsin Policy

Youth in first grade are eligible to enroll in the Wisconsin 4-H Youth Development program. First and second graders will participate in 4-H as Cloverbuds. Youth will continue to be eligible for membership through the next 4-H year following their graduation from high school.

National 4-H Policy

Cloverbuds

See *National 4-H Headquarters Fact Sheet: Kindergarten-3rd Grade Programs in 4-H*, January 2008 online at: <http://www.national4-hheadquarters.gov/library/fs-cloverbuds-02-08.pdf>

Wisconsin Policy

Counties have the option to extend Cloverbud membership to youth in 5-year-old Kindergarten. This does not include pre-kindergarten or 4-year-old Kindergarten youth. The state recognizes Cloverbuds as 4-H members. Developmentally appropriate programs should be designed to meet the unique needs of Cloverbuds.

Brown County Policy

Brown County Cloverbud program:

- Youth in 5-year-old Kindergarten through second grade may enroll as Cloverbuds.
- The Cloverbud program is offered at the discretion of individual 4-H clubs.
- Youth may only enroll in *Cloverbuds 1, Cloverbuds 2, Cloverbuds 3, or Cloverbuds 4* projects. ***CHECKING ON STATE POLICY FOR AEROSPACE AND BIKING.**
- Youth may not participate in competitive events or activities.
- Youth may enter and exhibit in the Brown County Fair Junior Division, Department 17, Class A only.
- Youth may participate in county events and activities specifically for Cloverbuds or youth in 5-year-old Kindergarten through second grade.
- Youth may not participate in any 4-H activities that are not developmentally appropriate including, but not limited to, shooting sports and animal projects.
- Cloverbud youth may participate in County events as non competitive participants as approved by the County Youth Development Educator, as supporters of their 4-H club.

Wisconsin Policy

Home Schooling

Children who are home schooled will participate in 4-H in their declared grade.

Wisconsin Policy

Graduation

Counties are encouraged to recognize full graduation for those who wish to cease 4-H membership upon graduation from high school. High School seniors, and those participating as members in the year following high school graduation, will be eligible to participate through the entire 4-H year.

Brown County Policy

County Events

Participation in county 4-H events will be based upon the 4-H member's grade as follows:

- Juniors – Grades 3 – 5
- Intermediates – Grades 6 – 8
- Seniors – Grades 9 and higher

<i>Brown County Policy</i>	Exhibiting at the Brown County Fair is just one activity that can be a part of a 4-H educational project. Participation in the county fair provides opportunities for 4-H members to exhibit their project work, obtain valuable evaluation feedback from judges, and receive premium money, ribbons, awards and recognition for their project-related achievements. Although 4-H volunteers and UW-Extension educators help to coordinate and conduct activities at the Brown County Fair, it is not an educational program of UW-Extension. The Brown County Fair is separately funded and managed by the Brown County Fair Association.
<i>Wisconsin Policy</i>	District & State Events Participation in District and State 4-H events and recognition programs will be based upon the 4-H member's grade.
<i>Wisconsin Policy</i>	National Events Participation in national 4-H events will be based upon the age established for the event.
<i>National 4-H Policy</i>	International Events See <i>National 4-H Headquarters Fact Sheet: 4-H Clubs and International Education</i> , July 2007 online at: http://www.national4-hheadquarters.gov/library/fs_international_7-11-07.pdf

4. Enrollment Procedures

<i>Wisconsin Guideline</i>	If this is your first year in 4-H, concentrate on doing only two or three projects well.												
<i>Brown County Policy</i>	The maximum number of projects a 4-H member may enroll in is 20. Any 4-H member who wishes to take more projects may petition the 4-H Leaders Association who will meet with the 4-H Youth Development Educator to rule on the request.												
<i>Brown County Policy</i>	4-H Club leaders are responsible for distributing enrollment/reenrollment forms to 4-H members and leaders in their club and returning all the completed forms to the UW-Extension office on or before the established deadline. 4-H members and leaders must submit their completed forms to their 4-H Club leader and the 4-H Club leader will submit the completed forms to the UW-Extension office.												
<i>Brown County Policy</i>	4-H members may add or drop projects after their initial enrollment for the year but no later than February 28 . If the deadline is on a weekend the form will be accepted if received on the first business day following the deadline. A Brown County 4-H Project Add/Drop form should be used.												
<i>Brown County Policy</i>	4-H member enrollment and insurance fees: <table border="0" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: left;">Amount</th> <th style="text-align: left;">Description</th> <th style="text-align: left;">Paid By</th> </tr> </thead> <tbody> <tr> <td>\$2.50</td> <td>County and State Membership Dues</td> <td>4-H Members/Cloverbuds</td> </tr> <tr> <td>\$1.00</td> <td>Mandatory Insurance</td> <td>4-H Members/Cloverbuds (non-horse projects)</td> </tr> <tr> <td>\$2.00</td> <td>Mandatory Insurance</td> <td>4-H Members (horse/horseless projects members)</td> </tr> </tbody> </table>	Amount	Description	Paid By	\$2.50	County and State Membership Dues	4-H Members/Cloverbuds	\$1.00	Mandatory Insurance	4-H Members/Cloverbuds (non-horse projects)	\$2.00	Mandatory Insurance	4-H Members (horse/horseless projects members)
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<i>Brown County Policy</i>	Enrollment and insurance fees must be paid by check payable to: Brown County 4-H Leaders Association . One payment per club for enrollment and insurance. Clubs may submit separate checks for enrollment and insurance.												
<i>Brown County Policy</i>	All 4-H members enrolled by the deadline are covered by an accident insurance policy provided through the American Income Life Insurance Company. All claims must be filed within 24 hours of an incident. To file a claim, contact the UW-Extension Brown County office. *OFFICE WILL CHECK ON INSURANCE FOR MEMBERS ENROLLING AFTER DEADLINE												

B. Membership and Participation

1. Multiple Membership

Wisconsin Policy

Youth may not hold 4-H membership in more than one county or state at the same time. This statement does not limit multiple county memberships in a given year, but it does require that those memberships be consecutive rather than concurrent. Youth moving from one county to another, for whatever reason, can belong to 4-H in the second county, but it requires transferring their membership from the first county. This also does not limit someone from belonging to 4-H in a county or state that is different from their county or state of residence, neither does it prohibit a 4-H'er from participating in educational programs in other states or counties.

Brown County Policy

Brown County 4-H youth may be enrolled in multiple Brown County 4-H projects. In the event the primary club does not offer a project the 4-H member wants to enroll in or does not have a project leader for a specific project the youth may work with a club that offers the project not provided by their club.

2. Qualifying for Participation

Wisconsin Policy

Youth must qualify for participation in district, state, or national 4-H competitions through their county of membership. This statement does not prohibit a county from using an event in another county as the place where their members qualify for a district or state competition. It does mean that members must be selected as representatives of only their county of membership, regardless of the location of the qualifying experience.

3. Deadlines

Brown County Policy

Both 4-H members and volunteers are expected to meet all established deadlines. Applications, enrollments, nominations and other forms that are late will be date stamped by UW-Extension staff. It will be at the discretion of the 4-H Leaders Association to accept or deny late documents.

Brown County Policy

Registration deadlines for events and workshops are expected to be met by both youth and adults. In most cases the registration deadline will be one week prior to the event. Registration deadlines are established for various reasons including:

- To determine how many educational handouts need to be copied or purchased.
- To insure there are enough supplies/equipment available for the number of participants.
- To help the event coordinator or workshop presenter decide on specific activities for the size of the group.

Brown County Policy

A minimum number of participants may be established for some events. When a minimum number has been established, if there are an insufficient number of people registered by the registration deadline, the event may be cancelled.

4. Behavior Expectations

Wisconsin Policy

Volunteer Behavior Expectations

Families and youth serving organizations trust the University of Wisconsin-Extension to provide quality leadership and care for youth who are involved in Extension sponsored programs. The opportunity to work with youth is a privileged position and should be held only by those who are willing to demonstrate behaviors that fulfill this trust. All 4-H Youth Development volunteers working with youth are required to complete the Wisconsin 4-H Youth Protection program. This

includes:

- A background check for arrest and conviction records
- Participation in a volunteer orientation program
- Signing the Volunteer Behavior Expectations form

The primary purpose of this process is to ensure the safety and well-being of all participants (i.e., youth, their parents and families, salaried and volunteer staff). 4-H Youth Development volunteers are expected to abide by the following behavior standards established by UW-Extension/4-H, and to conduct themselves as positive role models for youth. All 4-H Youth Development volunteers are ultimately accountable to UW-Extension for their 4-H related activities. As a 4-H Youth Development Volunteer I will:

- Conduct myself with courteous manners and language, exhibiting good sportsmanship, serving as a positive role model, treating others with respect, and demonstrating reasonable conflict resolution skills.
- Abide by all local, state and federal laws and UW-Extension and U.S.D.A. rules, policies and guidelines.
- Make all reasonable efforts to ensure that programs are accessible to all individuals regardless of race, color, sex, creed, disability, religion, national origin, ancestry, age, sexual orientation, pregnancy, marital or parental status.
- Treat animals in a humane manner and teach program participants to provide appropriate animal care and management.
- Not consume alcohol or illegal substances while responsible for youth in 4-H activities, nor allow 4-H youth participants under my supervision to do so.
- When transporting youth, operate motor vehicles and other equipment in a safe and reliable manner and only with a valid operator's license and legally required insurance. I will comply with all motor vehicle-related state regulations and laws. All transported youth will be secured by a properly operating seat belt.
- Conduct myself in a manner that is in the best interest of youth and UW-Extension/4-H Youth Development and will not use the volunteer position for purposes of private or personal gain.
- Recognize that verbal, sexual, physical abuse and/or neglect of youth is unacceptable. Report suspected abuse.

Suspension or termination will result if volunteers do not meet these expectations.

Brown County Policy

Brown County 4-H Youth Agreement

1. 4-H members are expected to:

- Attend and participate in planned activities.
- Behave in ways respectful to other participants, chaperones, and hosting organizations.
- Use good judgment in selecting clothing appropriate to occasion and weather. Clothing that is revealing or with obscene language/pictures or with drug, tobacco, or alcohol advertising is NEVER allowed.
- Be responsible for own property and respect/care for property of others.
- Respect public and personal property.
- Parent will be held financially liable for any damages caused to public or personal property beyond reasonable wear and tear.
- Abide by all quiet hours and curfew times.
- Respect the privacy of others.
- Behave in accordance with applicable federal, state, and municipal laws.
- Abide by the Brown County 4-H Leader's Association Constitution and Bylaws.

2. 4-H members shall refrain from:
 - Using or possessing controlled or illegal substances (medication, tobacco, weapons, fireworks, alcohol, drugs, etc.), except as prescribed by a physician.
 - Using obscene or objectionable language, including racial or ethnic slurs.
 - Physically leaving the program site without expressed permission of chaperone and/or host.
 - Unauthorized use of personal vehicles during the activity.
 - Participation in harmful initiation or hazing activities.
 - Making untrue statements to deceive or try to deceive chaperones.

3. 4-H members and their families understand the chaperone's role to be:
 - To serve as an advocate for the members.
 - To maintain regular contact with members to monitor health, attitude, problem situations, and behavior.
 - To be aware of all prescription medications in use by members (chaperones may not dispense medication).
 - To make appropriate decisions in emergency situations to enhance the health and well-being of the members.
 - To have responsibility to determine the occurrence of inappropriate behavior and take appropriate actions, which may include:
 - Counseling with involved member(s) to reach an understanding and cessation of the inappropriate behavior.
 - Taking disciplinary actions at the time of occurrence, not to include physical punishment.
 - Informing parent(s) or guardian and local UW-Extension personnel of misbehavior at time of occurrence if chaperone feels severity of situation warrants such immediate notification.
 - Deciding to remove a member from the program send him/her home early at the member's family expense. Members removed from the program in such a manner may be required to relinquish all funds donated to help meet financial obligations for the event.

Youth who do not behave as outlined in the expectations may be sent home from the activity and may be ineligible to participate in future 4-H activities.

Brown County Policy

4-H Member in Good Standing:

- Be enrolled in a chartered Brown County 4-H Club no later than February 28. If the deadline is on a weekend the form will be accepted if received on the first business day following the deadline.
- Pay the required enrollment and insurance fees by the date established in their 4-H Club.
- Be enrolled in at least one 4-H project.
- Read, sign and follow the *Brown County 4-H Youth Behavior Expectation Form*.
- Attend at least 50% of the regularly scheduled meetings of their 4-H Club between October 1 and September 30.
- Complete and submit the required elements of the 4-H Record Book according to their 4-H club requirements.
- Exhibit their 4-H projects at a public place. This public exhibit is usually the County Fair but there may be circumstances where that is not possible. An alternative public exhibit should be approved by the 4-H Club leader prior to the exhibit date.
- Give an oral presentation (speech, demonstration, or illustrated talk) at their 4-H Club or

the 4-H Leaders Association.

- Participate in at least one 4-H fundraiser during the 4-H program year.
- Participate in at least one 4-H community service project during the 4-H program year.
- Meet additional requirements as required by their 4-H Club or project area.

4-H Clubs should establish a policy related to meeting attendance that includes reasonable exceptions for 4-H members who are away at college, on exchange programs, or have other personal situations that prevent regular attendance. In addition, 4-H Clubs may establish a policy for excused absences making sure to define what an excused absence is and procedures that need to be followed.

A member who has not met these requirements may be declared ineligible for awards and entry in the Brown County Fair, Wisconsin State Fair, and 4-H events held at the county, state, national, or international level.

Brown County Policy

4-H Club Leaders will submit a list of club members *NOT IN GOOD STANDING* to coincide with the fair entry deadline to the UW-Extension office. The Extension office will notify the fair exhibits coordinator of members *NOT IN GOOD STANDING*. A member *NOT IN GOOD STANDING* will not be able to participate in 4-H youth sponsored fair, trips, or fundraising for their own trip for one year. Youth will be able to participate in county-wide educational, fundraising and community service activities.

Brown County Policy

Youth Disciplinary Committee Procedure

Youth are expected to exhibit behavior that is consistent with the *Brown County 4-H Youth Agreement*. When a violation occurs, the issue will be discussed by the Brown County 4-H Leaders Association Executive Board and the 4-H Youth Development Educator. Individuals (youth and parents) will have an opportunity to meet with the Brown County 4-H Leaders Association Executive Board and the 4-H Youth Development Educator to answer questions or provide information related to the incident. Disciplinary actions **may** include:

- Immediate dismissal from event in progress.
- Formal written apology by the member to the parties involved, Brown County 4-H Leaders Association, and/or 4-H Youth Development Staff.
- Restitution for damages to property or equipment.
- Restrictions or suspension from future participation in the 4-H program or 4-H events.

The UW-Extension 4-H Youth Development Educator has the final authority regarding future participation in the Brown County 4-H program.

Brown County Policy

Volunteer Conflict Resolution

The purpose of this structured process is to resolve issues that affect the Brown County 4-H program. Every effort should be made to resolve issues as quickly as possible with the 4-H Youth Development Educator. Following is the recommended process for resolving issues:

Step 1: Notify UW-Extension Youth Development Educator of concerns or issues. Discuss observations and/or document concerns about the volunteer(s) with whom you are having issues.

Step 2: UW-Extension Youth Development Educator will meet with volunteer(s) to discuss concerns, review possible solutions, and create a plan of action. If the Educator and the volunteer can agree on the steps to be taken to address the issue(s) identified, the agreement will be in writing and a time frame established for reviewing progress. This agreement will be dated and signed by all parties. If an agreement cannot be reached, go to Step 4.

Step 3: Evaluate progress. On the agreed-upon date the UW-Extension Youth Development Educator and volunteer(s) will meet face-to-face to review progress on the plan of action. If disputes still exist which cannot be resolved, go to Step 4.

Step 4: Assemble a local review committee. If UW-Extension Youth Development Educator and volunteer(s) cannot agree on the issues to be resolved, UW-Extension Youth Development Educator will assemble a local review committee consisting of three individuals. These individuals may be chosen from Extension personnel and volunteers, from groups such as 4-H Leaders Association, or the Fair Board. The committee will meet to review the situation and make written findings and recommendations to resolve issues. Committee members must be unbiased and objective and not be involved in the dispute. The Committee's written findings and recommendations will be forwarded to the volunteer(s) and to Extension personnel. Extension personnel will then make a decision regarding the volunteer's status. The final decision must be conveyed in writing to the volunteer(s).

PARTICIPATION

A. Participation Options

Wisconsin Policy

Youth may participate in the Wisconsin 4-H Youth Development program through:

- Membership in a 4-H club
- Participation in a special interest/activity/group/program sponsored by UW-Extension

Wisconsin Policy

Additional participation options may be offered at county discretion:

- Affiliation with an organized 4-H project
- School enrichment
- There may be extenuating circumstances where independent and family memberships would be warranted. The circumstances should be carefully reviewed and granted sparingly as an exception. Independent and family memberships should not ordinarily be allowed when the potential exists for organizing or joining a multifamily, community-based 4-H club. If a county chooses to grant a family or independent membership status, there should be a clear statement of expectations for those members, including an educational plan and participation in community service. Individual and family memberships are not eligible for recognition as a tax exempt entity.

Wisconsin Policy

Adults may participate in Wisconsin 4-H Youth Development program as:

- Project Leaders
- 4-H Club or Club Team
- Activity Leaders
- Key or Resource Leaders
- Leaders Association and/or Committee officers, chairs, or members

Brown County Policy

Every Brown County 4-H Club is expected to have at least one representative in attendance at the monthly Brown County 4-H Leaders Association meetings.

Brown County Policy

Leadership Training

A variety of leadership training opportunities are conducted each year by the 4-H Youth Development Educator or others for 4-H youth and adults. The following workshops are required by UW-Extension 4-H Youth Development:

- Volunteer Orientation – required for new leaders

- Annual Leader Training – required for a minimum of one adult leader per 4-H club.

Brown County 4-H clubs are expected to have at least one 4-H Club Officer participate in the annual *4-H Club Officer Workshop*.

Learning to learn is one of the life skills taught through the 4-H program. As leaders and role models for the youth involved in the Brown County 4-H program, all volunteers are encouraged to participate in at least one county, district, state, or national 4-H workshop each year.

B. Requirements for a 4-H Club

National 4-H Policy

See *National 4-H Headquarters Fact Sheet: What Is a 4-H Club?*, September 2008 online at: <http://www.national4-hheadquarters.gov/library/fs-clubs9-08.pdf>

Wisconsin Policy

The University of Wisconsin-Extension grants 4-H Club Charters, which formally recognize a club's affiliation with 4H, and grant that club the permission to use the 4-H Club name and emblem. To be a Chartered 4-H Club in Wisconsin, the following requirements must be met and maintained:

- Club name
- Five or more youth from at least 3 families
- Adult leadership that has been approved through the Youth Protection process
- Educational plan which meets the purposes of the 4-H program
- Youth involvement in leadership and decision-making
- Meet on a continuing basis
- Have written operating guidelines, bylaws or constitution approved by the members to govern the club
- Open to any youth eligible for 4-H membership, regardless of race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital or parental status.

Failure of a 4-H Club to meet these requirements may result in the loss of the club charter and the use of the 4-H name and emblem.

Wisconsin Policy

Leadership for 4-H Clubs is primarily provided by volunteers. A 4-H club may have paid leadership when the individual provides leadership for the club as a function of their employment for another organization. Teen leadership does not meet the adult leadership requirement.

Wisconsin Policy

4-H Clubs must have an educational mission. Evidence can be provided in different ways. The preferred method is for clubs to develop a program plan with their members, and provide a written copy of that plan to the members and the UW-Extension Office through the annual charter renewal process.

“Youth participation in leadership and decision making” emphasizes that 4-H clubs belong to the membership, and that the youth members should make the decisions. Adult leaders should not be making the decisions for the members. Many clubs operate with officers, however they are not required.

“Continuing basis” means that a club intends to carry on as a functioning unit indefinitely. The club may determine for itself the frequency and timing of its meetings. Clubs that don't meet in the summer, or November – February are acceptable if they continue as a club the next year. They don't completely disband at the beginning of the summer. Rather they continue to exist with

leadership and an identity and program again in the fall. Likewise a school club that meets every school year as the 5th grade class club would also be acceptable, even though all of the members change each year.

Wisconsin Policy

4-H Club written operating guidelines or bylaws need to include at minimum the following: the group's purpose/mission; a statement of compliance with state and national 4-H policies and laws; the approved civil rights statements; information on how the group is organized and makes decisions; the required dissolution clause; and procedures of how finances are handled and audited.

Wisconsin Policy

All 4-H clubs/units/groups must comply with federal and state nondiscrimination laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Americans with Disabilities Act.

Brown County Policy

Procedure for limiting enrollment.

All late enrollment inquiries must be submitted to the office immediately. If the club has a limit to the number of people the club will have all over limit inquiries must be submitted to the office immediately.

C. Requirements for a 4-H Unit/Group/Committee Charter

Wisconsin Policy

The University of Wisconsin-Extension grants 4-H Charters to units/groups/committees, which formally recognize a club's affiliation with 4-H, and grant that club the permission to use the 4H Club name and emblem. All units/groups/committees that handle finances and have a checkbook must be chartered. To be a Chartered 4-H Unit/Group/Committee in Wisconsin, the unit/group/committee must complete the Charter application. The following requirements must be met and maintained:

- Unit/Group/Committee name
- Adult leadership that has been approved through the Youth Protection process
- Educational plan which meets the purposes of the 4-H program
- Youth involvement in leadership and decision-making
- Meet on a continuing basis
- Have written operating guidelines, bylaws or constitution approved by the members to govern the unit/group/committee
- Open to any youth eligible for 4-H membership, regardless of race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital or parental status.

Wisconsin Policy

4-H Unit/group/committee written operating guidelines or bylaws need to include at minimum the following: the group's purpose/mission; a statement of compliance with state and national 4-H policies and laws; the approved civil rights statements; information on how the group is organized and makes decisions; the required dissolution clause; and procedures of how finances are handled and audited.

D. Other Policies and Regulations

National 4-H Policy

Name and Emblem

See *National 4-H Headquarters: Using the 4-H Name and Emblem* online at:

<http://www.national4-hheadquarters.gov/library/4-Hguidelines-v4-26-04.pdf>

See *National 4-H Headquarters Fact Sheet: Granting Authorization to Use The 4-H Name and Emblem*, January 2006 online at:

http://www.national4-hheadquarters.gov/library/fs_authorization_1-25-06.pdf

See *National 4-H Headquarters: 4-H Name and Emblem Authorization Continuum*, January 2007 online at:

http://www.national4-hheadquarters.gov/library/4-H_Authorization_Continuum.pdf

See *National 4-H Headquarters Fact Sheet: Procedures For Reporting Violations of the Use of the 4-H Name and Emblem*, January 2007 online at:

http://www.national4-hheadquarters.gov/library/fs-violation_01-23-07.pdf

National 4-H Policy

Naming Clubs/Groups/Units

See *National 4-H Headquarters Fact Sheet: Naming 4-H Clubs, Units, Programs, Events and Websites*, March 2008 online at:

http://www.national4-hheadquarters.gov/library/fs-naming_4-H4-08.pdf

National 4-H Policy

Charters

See *National 4-H Headquarters Fact Sheet: Charters: The Key to Official Recognition*, January 2008 online at:

http://www.national4-hheadquarters.gov/library/fs_charter_1-23-08.pdf

National 4-H Policy

Fundraising

See *National 4-H Headquarters Fact Sheet: Fundraising: Private Support for the 4-H Program*, July 2006 online at:

http://www.national4-hheadquarters.gov/library/fs_fundraising_7-28-06.pdf

See *National 4-H Headquarters Fact Sheet: 4-H Fundraising: Sponsorships & Promotions*, May 2008 online at:

http://www.national4-hheadquarters.gov/library/fs-sponsors_promos-v6-08.pdf

National 4-H Policy

Livestock Sales

See *National 4-H Headquarters: IRS 4-H Livestock Sales FAQ*, April 2007 online at:

http://www.national4-hheadquarters.gov/library/4-H_IRS_Livestock_FAQs.pdf

See *National 4-H Headquarters Fact Sheet: Appropriate Use of the 4-H Name and Emblem in Regards to Livestock Sales, Auctions and Similar Events*, January 2007 online at:

http://www.national4-hheadquarters.gov/library/fs-livestock_sales_01-23-07.pdf

Brown County Policy

Brown County 4-H members who are enrolled in livestock projects must follow abide by state regulations and the Brown County 4-H Youth Meat Animal Guidelines.

National 4-H Policy

Raffles, Lotteries, Gaming and 4-H

See *National 4-H Headquarters Fact Sheet: Raffles, Lotteries, Gaming and 4-H*, January 2007 online at:

<http://www.national4-hheadquarters.gov/library/fs-raffles%2001-23-07.pdf>

National 4-H Policy

Contests and Awards

See *National 4-H Headquarters Fact Sheet: 4-H Contest and Awards*, January 2007 online at:

http://www.national4-hheadquarters.gov/library/fs-contests_01-23-07.pdf

National 4-H Policy

Gender Specific Competitions and Awards

See *National 4-H Headquarters Fact Sheet: Title IX and 4-H Youth Development Programs*, January 2008 online at:

http://www.national4-hheadquarters.gov/library/fs-title_IX.pdf

National 4-H Policy

Religion

See *National 4-H Headquarters Fact Sheet: Religion and 4-H Youth Development Programs* online at:

http://www.national4-headquarters.gov/library/fs_religion_4h.pdf

Wisconsin Policy

Photo Release

If an individual is identifiable in an image published in an electronic or hardcopy format, the UW-Extension office must have a signed release form on file. Photographs taken at public events and in public spaces do not require written consent unless an individual is singled out and identifiable in the photo. Consent is not needed to photograph groups of people in a public place. In the case of children and youth under the age of 18, the release must also be consented to and signed by a parent or guardian.

Brown County Policy

Rental equipment and usage agreement

Any club, group or individual renting equipment must follow all guidelines of the rental equipment/loan and & usage agreement.

Brown County Policy

Scholarship policy

Any application submitted for a college scholarship must follow the guidelines as set up by the scholarship committee.

YOUTH PROTECTION

Wisconsin Policy

4-H Youth Development programs and activities must be supervised by an adult, 18 years of age or older, who has completed the Youth Protection program and is currently an enrolled 4H volunteer leader.

Wisconsin Policy

In order to initially be recognized as a 4-H volunteer leader in the Wisconsin 4-H Youth Development program, all adults age 18 years and over must participate in the Youth Protection Program. The Wisconsin 4-H Youth Development Youth Protection program process includes:

- a. Completion of the Volunteer Application Form
- b. Background records check for arrest and conviction records through the approved channel.
- c. Participation in volunteer orientation
- d. Completion of the Volunteer Behavior Expectations Form
- e. Completion of the 4H Enrollment Form

4-H members who serve as youth leaders do not need to complete the Youth Protection program process. If they enroll as an adult volunteer leader instead of serving as a youth leader, they need to complete the Youth Protection program process.

Wisconsin Policy

To continue to be recognized as a 4-H volunteer leader in the Wisconsin 4-H Youth Development program beyond the first year, all adults 18 years of age and over must annually complete the following:

- a. Volunteer Behavior Expectations Form
- b. 4-H Enrollment Form

Note: A background records check for arrest and conviction records will be completed every four years for continuing 4-H volunteer leaders. Youth that are over 18 years of age and are still active 4-H members do not require background checks. These youth are expected to participate as members and not in a chaperone or adult volunteer leader role.

<i>Wisconsin Policy</i>	Background checks and attendance at volunteer orientation are required for all host parents/guardian who aren't currently recognized 4-H Youth development volunteers. Background checks are required for all other adults 18 years of age and older, living in host families who are not currently enrolled as 4-H members. It is up to county discretion whether or not these adults should be required to attend volunteer orientation.
<i>Wisconsin Policy</i>	Returning volunteers who have been absent one to four years need the background records check, signed Volunteer Behavior Expectations form, but are not required to attend the orientation to be reinstated as a volunteer. Returning volunteers who have been absent five or more years need to repeat the entire Youth Protection process.
<i>Wisconsin Policy</i>	4-H volunteers who have already had background checks and child abuse training as part of their employment or other volunteer experience will need to complete the 4-H Youth Development process.
<i>Wisconsin Policy</i>	A guest speaker or guest presenter doesn't need to complete the process if working under the visual supervision of an enrolled volunteer or Extension staff member.
<i>Wisconsin Policy</i>	A record causes concern when there is evidence of a conviction related to child safety. If the background check causes question with an individual, that individual will be contacted for additional information before a decision on volunteer status is made. To enhance statewide uniformity of implementation, decisions on questionable backgrounds may involve additional information review involving both state and county staff.
<i>Wisconsin Policy</i>	The driving record for applicants reporting loss or suspension of a driver's license will be checked using UW-Fleet policies. In the event driving restrictions are placed on the volunteer regarding transportation of youth or their animals, the individual will be contacted regarding the driving record to verify the accuracy of the record. Restriction of volunteer driving privileges will be communicated in writing by either state or county staff.
<i>Wisconsin Policy</i>	If a volunteer applicant has lived in Wisconsin for less than three years, references will be sought and checked. If a volunteer lives outside Wisconsin, references will be sought and checked.

SAFETY

A. Program Safety Regulations

<i>Wisconsin Policy</i>	<p>Adults and youth participating in all high risk programs, including horses, ATV, bicycle, rock climbing/rappelling, rollerblading, and ropes adventure courses must wear protective clothing, head and foot gear. Minimum requirements for these programs:</p> <ul style="list-style-type: none"> • Protective head gear (SEI approved for the specific activity) which properly fits the participant. • Shoes or boots which provide protection from the hazards of said program. • Clothing appropriate for the activity which will protect the participants from the elements surrounding the event. <p>The policy means that all 4-H members and leaders (adult or youth) participating in the mentioned projects and/or activities need to use protective or safety equipment while participating. Approved safety helmets need to be worn while mounted or driving a horse, operating a bicycle or ATV, on roller blades, rock climbing or doing a challenge course.</p>
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Wisconsin Policy

If a 4-H club is listed as a sponsor or cosponsor of an activity which includes the above listed projects, grade exhibit policies (youth must be in 3rd grade) and the helmet and safety equipment requirements apply for all participants. This includes adults as they need to be positive role models.

The goal of this policy is educational. We need to work for a safe environment for our youth. In the volunteer orientation program, the need for a safe environment is discussed. Therefore, if safety equipment which significantly reduces serious injuries is available, why would we not use it? These standards apply to all 4-H activities, regardless of location. Meeting these standards may require the selection of an alternative site, or requiring the use of additional safety equipment, even though it is not standard practice for the facility where the 4-H activity is to occur. If these safety requirements are not followed, then the particular event is not eligible to use the 4-H name and emblem, nor will it be recognized as a part of the Extension program.

Should people decide not to comply, they need to be disqualified from the competition or asked to at least dismount, if during a noncompetitive activity. When adults are serving in a leadership role, they are expected to meet the same safety requirements as the youth. If leaders fail to comply with the safety policy and individuals are participating without proper safety equipment and an injury occurs, the leader may be found negligent and application of liability insurance coverage would be questionable. This is a consequence which needs serious consideration.

Any classes which require 4-H membership to enter or serves as a qualifying event for district or state competition must adhere to these safety policies.

It is strongly encouraged that 4-H groups set an example of using proper safety equipment and maintaining the highest standards of injury prevention.

Wisconsin Policy

To exhibit animals at any public event as a 4-H member, youth must be in at least 3rd grade during the current 4-H year.

This policy is for the safety of the 4-H member and the public at the public exhibition. The developmental ability and maturity level of the exhibitor and the unpredictable behavior of animals should be considered prior to involving a 4-H member in the exhibition of animals.

B. Wisconsin 4-H Shooting Sports Policy

Wisconsin Policy

4-H Shooting Sports programs are available to youth from third grade through the year following high school. Shooting Sports disciplines include archery, air pistol, hunting/wildlife ecology, muzzle loading, rifle (.177 pellet, .177 BB, and .22), and shotgun. 4-H youth must be 12 years of age to operate any powder burning firearm. This includes, but is not limited to, .22 handgun or rifle, muzzle loading handgun or rifle, or shotgun.

Wisconsin Policy

Youth may participate in an organized 4-H Shooting Sports activity only if a certified 4-H Shooting Sports volunteer leader is present and providing supervision. The 4-H Shooting Sports certified volunteer leader must have certification in the shooting discipline in which the youth is participating.

Wisconsin Policy

4-H Shooting Sports certified volunteer leaders must be at least 18 years old, and must have successfully completed at least one state level 4-H leader training Shooting Sports certification is not certified, he/she cannot provide hands-on or safety instruction without a certified volunteer leader being present. A volunteer leader may obtain certification in an additional

discipline (archery, air pistol, coordinator, hunting/wildlife ecology, muzzle loading, rifle [.177 pellet, .177 BB, and .22], and shotgun) by completing a certification workshop provided by 4-H certified state training team members. 4-H volunteer leaders are encouraged to upgrade skills via training with such organizations as the NRA, NAA, and DNR.

Wisconsin Policy

4-H adult assistant volunteer leaders do not need to be 4-H Shooting Sports certified, but they must be in the presence of a 4-H Shooting Sports certified volunteer leader who has certification in the shooting discipline in which the youth is participating.

Wisconsin Policy

Youth assistants do not need to be 4-H Shooting Sports certified, but must be in the presence of and under the supervision of a 4-H Shooting Sports certified volunteer leader who has certification in the shooting discipline in which the youth is participating.

4-H volunteer leaders must be currently enrolled as a 4-H volunteer in a county. Completion of the Wisconsin 4-H Youth Development Youth Protection program required for all 4-H Shooting Sports volunteer leaders. 4-H volunteer leader and member participation will be consistent with state and county guidelines

Wisconsin Policy

If a 4-H volunteer leader is acting in an unsafe manner or is in noncompliance with 4-H volunteer leader standards, he or she is subject to removal.

FINANCIAL

A. Financial

National 4-H Policy

See National 4-H Headquarters Fact Sheet: Tax Exempt Status for 4-H clubs & Affiliated 4-H Organizations, February 2008.

http://www.national4-hheadquarters.gov/library/fs-tax_exempt_v2-08.pdf

See National 4-H Headquarters: Update on 4-H Tax Exempt Status and the IRS, July 2008

http://www.national4-hheadquarters.gov/library/Update_4-H_tax_exempt_7-23-08.pdf

Wisconsin Policy

Federal regulations governing the use of the 4-H name and emblem require annual financial reporting/accountability of all organized 4-H units. Funds raised in the name of 4-H must be publicly accountable, and must be used for 4-H purposes. Failure to annually submit the financial report could result in loss of the 4-H Club/unit/group charter.

Wisconsin Policy

All money received by a 4-H club/unit/group is public money since 4-H is a public organization. All moneys received from 4-H fund raising programs, except those necessary to pay reasonable expenses, must be expended to further the 4-H educational program.

Wisconsin Policy

4-H funds must be deposited in a public financial institution in an account bearing the 4-H name.

- An Employer Identification Number (EIN) is needed to open a checking or savings account.
- **Do not** use a personal social security number in establishing a 4-H checking or savings account. To apply for an EIN from the Internal Revenue Service check with 4-H Youth Development Staff or the IRS website:
<http://www.irs.ustreas.gov/businesses/small/article/0%2C%2Cid=102767%2C00.html>
- Checks should require 2 signatures: the club treasurer and an adult leader. Avoid having a parent/child as both signatories.
- All money received by the treasurer should be acknowledged with a written receipt, preferably pre-numbered.

- The treasurer should deposit all funds promptly.
- If a club/unit/group does not have a budget, or if items arise that are not part of the budget, each item needs to be presented to the members for approval before payment.
- Payment should be made only in response to a written bill, invoice or receipt. The itemized invoice or other written document will become part of the groups financial records.

Wisconsin Policy

4-H clubs are eligible to receive and use a sales tax exempt number. To obtain a sales tax exempt certificate, contact the Extension Office or <http://www.dor.state.wi.us/forms/sales/s103.pdf>
When a tax exempt number is used, you do not pay sales tax on purchases. Clubs do not charge sales tax on fund raisers as long as they meet state sales tax requirements.

Brown county policy

All clubs will fill out financial reports and have all records checked by a financial person not a member of the club. In the case of a discrepancy or question by a registered leader, adult or youth of the club, the person holding these records will be asked to turn in all financial records as outlined in the financial peer review guidelines. These records will be turned into to the extension office for review. The financial records will be reviewed by a volunteer financial review team.

B. 4-H Clubs/Unit/Groups

Wisconsin Policy

Reporting Requirement: All 4-H Clubs/units/groups are required to submit a financial record and audit report to the County UW-Extension Office once each year. This report is included in the annual charter renewal documents. Additional reports required by law must also be submitted to the respective agencies with a copy or verification of submission filed with the 4-H Youth Development staff.

Wisconsin Policy

Dissolution Clause: 4-H Clubs/units/groups must include a statement of dissolution in their written operating guidelines or bylaws similar to the following: Upon dissolution of the 4-H Club any assets must be turned over to a recognized 4-H club/unit/group, with the approval of the 4-H Leaders Association and the county 4-H Youth Development staff.

C. County 4-H Leaders Association and County 4-H Committees

Wisconsin Policy

Reporting Requirement: The county 4-H Leaders Association and county 4-H committees/units/groups must be chartered and are required to submit a financial record and an audit of this record to the County UW-Extension Office once each year. Additional reports required by law must also be submitted to the respective agencies with a copy or verification of submission filed with the 4-H Youth Development staff.

Wisconsin Policy

Dissolution Clause: The county 4-H Leaders Association must include a statement of dissolution in its bylaws similar to the following: Upon dissolution of the association, any assets remaining shall be conveyed to a 4-H Youth Development program or 4-H Youth Development Foundation as selected by the affirmative vote of the majority of association members entitled to vote.

Wisconsin Policy

County 4-H Units/Groups or Committees that have a check book or assets must be chartered and must include a statement of dissolution in their written operating guidelines and bylaws similar to the following: Upon dissolution of the committee, any assets remaining shall be conveyed to the county 4-H Leaders Association if one exists. If one does not exist, any

remaining assets shall be conveyed to a 4-H Youth Development program or Wisconsin 4-H Youth Development Foundation as selected by the affirmative vote of the majority of committee members entitled to vote.

D. Multi-County, District and State Committees and Councils

Wisconsin Policy

Reporting Requirement: All multi-county, district and state committees and councils are required to be chartered and to submit a financial record and an audit of the record to the advising 4-H Youth Development Agent or State UW-Extension Specialist once each year. Additional reports required by law must be submitted to the respective agencies and a copy filed with the advising 4-H Youth Development staff or State UW-Extension Specialist.

Wisconsin Policy

Dissolution Clause: Multi-county, district and state committees, councils, and unit/groups must include a statement of dissolution in their written operating guidelines or bylaws similar to the following: Upon dissolution of the committee or council, any assets remaining shall be conveyed to a 4-H Youth Development program or 4-H Youth Development Foundation as selected by the affirmative vote of the majority of committee or council members entitled to vote.

References:

USDA National 4-H Headquarters Policies and Regulations

http://www.national4-hheadquarters.gov/library/4h_polregs.htm

Wisconsin 4-H Youth Development Policies, Revised July 2008.

<http://4h.uwex.edu/resources/policies/documents/WI4HYouthDevelPolicies.pdf>

Wisconsin 4-H Project Guide, 2009

Volunteer Behavior Expectations for Wisconsin 4-H Youth Development.

http://www.co.brown.wi.us/i_brown/d/uw_extension/leader_enrollment_form_2010.pdf

Brown County 4-H Youth Agreement

http://www.co.brown.wi.us/i_brown/d/uw_extension/4-h_member_enrollment_form_youth_agreement.pdf

Approved 8-3-2010

L. Dahlke