



Wisconsin 4-H Community Clubs

CONSIDERING 4-H CLUB AND COUNTY POLICIES

4-H Community Clubs

July 2008

A policy is a deliberate plan of action to guide decisions. Guidelines or rules are put into place to develop an expected way for the group to operate. In Wisconsin 4-H Youth Development, all 4-H clubs/groups are governed by the statewide 4-H policies. Additional local policies may be developed, but the goal is to operate with the minimum number of policies necessary. Policies are developed by the 4-H club or group members with the support of the 4-H club/group leader. Policies communicate governance to the 4-H club/group and are reviewed annually.

Consider the following as you develop policies to govern your 4-H club/group.

1. **Have you reviewed the existing policies to see if they are valid and clearly understood?**
2. **Is the policy needed?**
 - a. Will the policy improve the governance of the 4-H club/group?
 - b. What is the purpose of the policy?
 - c. Does the policy further the mission 4-H?
 - d. Is the proposed policy the result of an ongoing concern the group needs to address, rather than the result of a particular incident?
3. **If the policy is needed:**
 - a. Are youth members involved in developing policy?
 - b. Where is the policy readily accessible in writing to all members, leaders and families?
 - c. Is there a process for enforcing the policy? Who will enforce the policy?
 - d. Are the consequences of policy enforcement appropriate and foster the positive development of the member and the group?
 - e. Is the policy free of any evidence of discrimination due to sex, race, national origin, or disability?
 - f. Does the policy create financial or transportation difficulties?
 - g. Has the proposed policy been reviewed by your County 4-H Youth Development Staff prior to final adoption? Is the policy consistent with county, state, or national policies?
 - h. Has the 4-H club/group reviewed and voted to adopt the policy?
4. **Continued Monitoring and Review of Polices**
 - a. Does each new and continuing member annually receive a copy of the policies?
 - b. Are policies reviewed annually?
 - c. Are policies enforced consistently and fairly?

Additional Resources:

- Wisconsin 4-H Youth Development Policies: <http://www.uwex.edu/ces/4h/resources/policies/index.cfm>
- National Name and Emblem: http://www.national4-headquarters.gov/emblem/4h_name.htm and <http://www.uwex.edu/ces/4h/resources/policies/symbols.cfm>
- County 4-H Leader Organizations and The County 4-H Youth Development Professional: <http://www.uwex.edu/ces/4h/volunteers/documents/4HVolunteerLeaderRoles.pdf>

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