

# Relationship of Cooperative Extension and 4-H Youth Development

## August 2010

### 4-H Name and Emblem Authority

#### ***Federal Authority***

The 4-H name and emblem are protected by federal law (1948: Public Law 772, protecting the 4-H Name and Emblem, giving it a higher order of protection than a trademark or copyright). USDA is responsible for overseeing its proper use.

At the state level, the Director of Cooperative Extension and the State 4-H Program Director are responsible for authorizing and monitoring the use of the 4-H name and emblem, including the charter and renewal process.

At the county level, the 4-H Youth Development educator/agent is responsible for authorizing and monitoring the use of the 4-H name and emblem.

#### ***Cooperative Extension and 4-H***

4-H is the youth development program of the Land Grant Universities' Cooperative Extension system and the United States Department of Agriculture. Land Grant Universities are not required to conduct a 4-H youth program, but they cannot delegate this program authority to another institution.

4-H groups are created solely to extend and support Cooperative Extension's youth educational programs, and are considered a formal component of Cooperative Extension's educational efforts. 4-H groups and associations are accountable to Cooperative Extension for their activities and finances. Their continuing existence is dependent upon Cooperative Extension's authorization and oversight.

#### ***4-H Name and Emblem Authorization***

4-H members and volunteers are permitted to use the 4-H name and emblem if they are part of a 4-H club or group that is officially chartered by Cooperative Extension. Permission to use the 4-H name and emblem, including 4-H charters, may be revoked at any time.

The 4-H name and emblem may not be used in titles of persons who are associated with organizations or groups other than representatives of Cooperative Extension who have been officially designated responsibility for 4-H.

Refer to the [Wisconsin 4-H Name and Emblem Authorization Continuum](#) on [the 4-H Name and Emblem](#) website.

### Program Requirements

#### ***State Policies***

All 4-H groups, 4-H volunteers, and 4-H members are required to comply with the Wisconsin 4-H Youth Development policies <http://4h.uwex.edu/resources/policies/index.cfm> in order to continue their involvement in 4-H.

Among other things, the policies prescribe:

- requirements for a 4-H club
- requirements for a 4-H unit/group/committee charter
- youth protection: requirements for being recognized as a 4-H volunteer
- program safety regulations
- financial accountability requirements.

### **Charter Requirements**

4-H charters are the only documents that officially recognize a 4-H club, group, or committee, and authorize the use of the 4-H name and emblem for the conduct of 4-H Youth Development programs. 4-H charters are issued to these units based on completion of the Wisconsin 4-H charter application or renewal packet. Charters must be renewed annually.

- New 4-H clubs: <http://4h.uwex.edu/pubs/pubdetails.cfm?publicationid=28520>
- New 4-H groups and committees (with a checkbook or financial account):  
<http://4h.uwex.edu/pubs/pubdetails.cfm?publicationid=28522>
- Renewal for existing 4-H clubs:  
<http://4h.uwex.edu/pubs/pubdetails.cfm?publicationid=28524>
- Renewal for existing 4-H groups and committees:  
<http://4h.uwex.edu/pubs/pubdetails.cfm?publicationid=28526>

### **Youth Protection**

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

<http://4h.uwex.edu/resources/mgt/index.cfm> and is currently an enrolled 4-H volunteer leader.

The Wisconsin 4-H Youth Development Youth Protection program process includes:

- completion of the volunteer application form
- background records check for arrest and conviction records through the approved channel
- participation in volunteer orientation
- completion of the volunteer behavior expectations form
- completion of the 4-H enrollment form.

In order to continue 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:

- volunteer behavior expectations form
- 4-H enrollment form.

A background records check for arrest and conviction records is completed every four years for continuing 4-H volunteers.

### **Financial Accountability**

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 unit's charter.

Financial management guidance and resources are located at:

<http://www.uwex.edu/ces/4h/resources/mgt/financial.cfm>.

### **Risk Management**

Guidelines are outlined for all 4-H Youth Development professionals and volunteers in management roles:

<http://www.uwex.edu/ces/4h/resources/mgt/documents/RiskManagement4HYouthDevelWork12-08.pdf>. Topics include insurance for volunteers, chaperons, using vehicles for transporting youth, considerations for overnight programs, handling emergency situations, finances, and records retention. Risk Management teaching materials and resources have been developed collectively with UW-Extension and UW System Risk Management:

<http://www.uwex.edu/ces/4h/resources/mgt/risk.cfm>.

The majority of Wisconsin counties are covered by two mutual insurance corporations. Both companies provide volunteer liability coverage at no additional cost provided locally established procedures are followed. County level and local level 4-H events and activities are covered under the county general liability policies when the locally established procedures are followed.

Counties are encouraged to purchase accident insurance for 4-H volunteer leaders and members. Purchasing the \$1.00 a year plan from [American Income Life](#) is recommended. Those participating in high risk activities including horse project, athletic league sports, ATV, and motorcycle participants have a \$2.00 annual fee.

4-H Leader Associations owning property or equipment are encouraged to secure property insurance through a local insurance agent or as a rider on an existing policy if possible.

## **County 4-H Program Structures**

**All 4-H groups are accountable to Cooperative Extension for their activities and finances. Their continuing existence is dependent upon Cooperative Extension's authorization and oversight. The 4-H Youth Development educator/agent is charged with overall leadership and oversight for all 4-H youth development programs and groups in the county.** This includes guidance and support for the 4-H community club program, 4-H outreach programs, and serving as a community leader in youth development.

The structure of a county 4-H program will vary from county to county. The program requirements are consistent regardless of structure.

### ***Examples of County and Local 4-H Groups***

#### ***4-H Leaders Organization:***

Organized at the county level, the 4-H Leaders organization works closely with the 4-H Youth Development educator/agent. The organization brings together volunteers to serve as a venue for leader training and an organizing mechanism in providing volunteer and financial support for county level educational opportunities for 4-H members and 4-H volunteers. The organization consists of 4-H volunteer leaders and may include 4-H members. Meeting frequency varies from monthly to annually. This countywide organization exists in many, but not all counties.

#### ***Executive Board or Board of Directors:***

An elected body working closely with the county 4-H Youth Development educator/agent in providing leadership for the activities of the 4-H Leaders organization, including compliance with county, state and federal policies and laws. The board often makes recommendations on issues for discussion and action by the organization's membership, and is accountable to the membership of organization.

#### ***Committees:***

Committees provide projects, activity and organizational support. Committees that exist to support the work of the 4-H Leaders organization, such as a food stand committee, are initially accountable to the organization, with the 4-H Youth Development educator/agent providing oversight for the association. Other committees which support the work of the 4-H Youth Development program in the county are directly accountable to the educator/agent.

#### ***4-H Clubs:***

An organized group of youth, led by an adult, with a planned program that is carried on throughout all or most of the year. 4-H clubs primarily meet in public locations, typically have elected officers and a set of rules approved by the membership to govern the club.

#### ***Project Groups:***

Groups of youth meeting for a specific learning experience that involves direct teaching by adult and youth 4-H volunteers.