



# **Buffalo County 4-H Leaders' Association** **Policies & Procedures**

*(Last Updated & Adopted March 5, 2007)*

## **Membership, Enrollment & Dues Policy**

1. 4-H membership is open to all youth regardless of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, marital or parental status, pregnancy, veterans' status, non-job related conviction record or qualified disability.
2. To be eligible for 4-H membership, a boy or girl must be in grades K-13 of the current 4-H year.
3. A youth must enroll in a 4-H Community Club. Individual enrollment is not permitted in the Buffalo County 4-H Community Club Program. A 4-H club includes Community Clubs or special interest project and/or activity committees, clubs, or groups. A 4-H member may not enroll in more than one county or state.
4. Cloverbuds, a pre-4-H age program for youth in grades K-1<sup>st</sup> grade, allows younger kids to participate in club activities. Exploring is a pre-4-H age program for youth in grades 2<sup>nd</sup> and/or 3<sup>rd</sup> grade. 3<sup>rd</sup> graders who enroll as an Explorer must follow all Exploring regulations and guidelines. Cloverbuds and Explorers in grades K-2 may not enroll in or exhibit *ANY* livestock/animal project at the Buffalo County Fair or other events under the 4-H name.
5. Enrollment is required in a minimum of 1 4-H project. It is recommended (but not restricted) that youth enroll in no more than 10 4-H projects (i.e., beef, flowers, speaking).
6. Since the 4-H year starts on October 1 and ends on September 30 of each year, 4-H re-enrollments are due to the UW-Extension Office by November 1<sup>st</sup> every year. All project changes must be completed prior to April 1<sup>st</sup> each year in order to exhibit at the Buffalo County Fair and other events. New members may join a 4-H club on a year-around basis; however, members, including Cloverbuds and Explorers, must join by April 1 to be eligible to exhibit at the Buffalo County Fair.
7. Membership dues are \$2.00 per member per 4-H year. Each 4-H club is responsible to pay member dues to the Buffalo County Leaders' Association by April 15. Horse project members are responsible for an additional \$2.00 per year. The Horse Project Committee will be responsible to pay these additional dues to the 4-H Leaders' Association by April 15.
8. New 4-H clubs can be started at any time, with the approval of the 4-H Youth Development Agent. To receive approval to be a chartered 4-H Club and retain that charter, the 4-H Youth Development Agent must ensure the following criteria is met and maintained:
  - a. Establish 4-H Club Name, Constitution and Bylaws
  - b. Five or more youth members from at least two families
  - c. At least one certified adult leader; however, it is recommended that there be a team leadership of certified adults and youth leaders is established
  - d. Educational plan which meets the purposes of the 4-H program
  - e. Youth involvement in leadership and decision-making including, but not limited to 4-H Club Officers elected by the 4-H youth membership
  - f. Meetings held on a regular basis
  - g. Regular contact with the UW-Extension Office and/or the 4-H Youth Development Program Staff
  - h. Open to all youth regardless of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, marital or parental status, pregnancy, veterans' status, non-job related conviction record or qualified disability
  - i. Submit a financial report (with audit) to the UW-Extension Office by January 1
  - j. Meet all Wisconsin State 4-H requirements for 4-H Clubs
9. 4-H Clubs will hold at least 6 meetings each 4-H year with adult leadership present. A 4-H Club Charter may be revoked in a 4-H Club in Buffalo County does not meet this requirement.

10. Members are required to attend 50% of their 4-H club's meetings. College students are exempt from these club attendance requirements, but are encouraged to attend club or project meetings when possible. The following criteria will be used to determine if the attendance requirements have been met:
  - a. Excused absences will be permitted. The Organizational Leader or Club Leadership Team is responsible for determining what constitutes an acceptable excuse for missing a club meeting.
  - b. Members may participate in alternative activities to make-up for an absence and meet the 50% attendance requirement. "Make-ups" need to be coordinated within the club and may include such alternatives as: a parent attending a meeting when a member cannot; and additional community service event; attending a Youth Council Leaders' meeting or Leaders' Association meeting.
  - c. 4-H members, including Cloverbuds and Explorers, who join mid-way through the 4-H year will be required to attend 50% of the remaining meetings for that 4-H year.
  - d. A consequence like that of loss of Buffalo County Fair premiums may result at the discretion of the 4-H Leaders' Association for 4-H members, including Cloverbuds and Explorers, who do not meet the 50% club attendance requirement.
11. All 4-H members, including Cloverbuds and Explorers, are insured under the 4-H Leaders' Association policy at all 4-H events, except those activities not covered by insurance like that of sledding. Only certified, enrolled 4-H adult volunteers are covered by this insurance policy. *(Please contact the 4-H Youth Development Agent if you have questions or concerns regarding the insurance policy.)*
12. Volunteer Leader Orientation/Youth Protection Screening is required for adult volunteers in the Buffalo County 4-H Program. All enrolled 4-H leaders, adults who drive 4-H youth, and adults who spend *any* amount of time with 4-H youth without a certified leader present (including project meetings, festival of arts coaches, or sports teams' captains) must be certified volunteers. The 4-H Leaders' Association strongly recommends this 2-hour training and background check for any adult or parent who participates in 4-H events including 4-H club meetings, 4-H project meetings, and/or the Buffalo County Fair.

## **4-H Literature Policy**

As of November 10, 2002 each 4-H club must adhere to the following 4-H literature requirements:

1. UW-Extension Office will make every effort to ensure that 4-H literature requests are as accurate and complete as possible. Literature will be distributed to 4-H Organizational Leaders by February 1.
2. Each club must pay the entirety of their literature expenses within 30 days of pick-up.
3. Each 4-H club is entitled to decide if and/or how literature expenses will be collected from 4-H members at the club level.
4. Literature returns to the UW-Extension Office will only be accepted in the first 30 days from pick-up. The UW-Extension Office will not accept used literature. Reusing literature is recommended on the club level.

## **Behavioral Policy & Discipline Review Procedure**

### **Buffalo County 4-H Annual Behavioral Expectation Agreement**

As a condition of participation in 4-H program trips, activities, and events you agree to be bound by the terms of this Agreement. Terms of the Agreement shall apply while you are participating in activities or attending events because you are a 4-H Member.

#### ***4-H Members must:***

1. Behave in ways acceptable to others
2. Use good judgment in selecting clothing appropriate to occasion
3. Be responsible for own property
4. Respect public and personal property
5. Be financially liable and responsible for any damage to public or personal property
6. Abide by quiet hours and curfew times established by chaperon or sponsoring organizations
7. Behave in accordance with applicable federal, state and municipal laws
8. Abide by any additional expectations established for a particular event

**Buffalo County 4-H Members will be appropriately disciplined when there is reasonable proof of the following:**

1. Possession or use of illegal drugs, chemicals, tobacco, or alcoholic beverage
2. Theft, misuse, or abuse of public or personal property
3. Sexual misconduct
4. Breaking curfew or disturbing the peace
5. Unauthorized use of vehicles during an activity or event
6. Illegal or unsafe use or possession of non-prescription drugs
7. Use of prescription medication other than as prescribed by physician (*chaperones must be informed of the need to take any such medication*)
8. Use of language found to be objectionable by others

**Buffalo County 4-H Members and their families understand the leaders/chaperones role to be:**

1. To serve as an advocate for the 4-H Members.
2. To maintain regular contact with members to monitor health, attitude and problem situations.
3. To be aware of all prescription medication; but not to dispense medication
4. To make appropriate decision in emergency situations to enhance the health and well-being of the members
5. To have responsibility for determining the occurrence of inappropriate behavior and taking appropriate actions, which may include:
  - A. Counseling with involved member(s)
  - B. Taking disciplinary actions at the time of occurrence, not to include physical punishment
  - C. Informing parents and UW-Extension personnel of misbehavior if leader/ chaperone feels the situation warrants notification
  - D. Deciding to remove member from the program and send him/her home early at the member family's expense. Representatives removed from the program in such a manner may be required to relinquish all funds provided towards event, may result in restricted opportunity to participate in future 4-H-related activities for the involved member(s), and may be required to appear before the Buffalo County Leaders' Association Executive Board.

**In the occasion, that a 4-H member or volunteer does not conduct themselves according to the Behavioral Expectations above the following Disciplinary Review Procedure will be conducted:**

The individual who witnesses inappropriate behavior may submit their concern either verbally or in writing to the event/trip chaperone, 4-H Leaders Association President or 4-H Youth Development Agent. The information will be shared with the Leaders Association Executive Board for action. When reporting an incident, please state your name, describe the situation, indicate the date and location of occurrence, who was involved and what happened. If a member is reported and it is deemed that the member must appear before the Executive Board, then the member will be suspended from all 4-H related events and activities until the s/he appears before the Executive Board for disciplinary review.

**A. Situations that require Executive Board action:**

Person(s) accused of any of the following while participating in any 4-H related activity **will be required to appear before the Executive Board within 10 days of the reported incident:**

- illegal possession or use of drugs, alcohol or tobacco products
- theft, misuse or abuse of public or private property
- sexual misconduct
- unauthorized absence from the premises of the event
- violation of federal, state or municipal law

Other relevant parties may appear with the 4-H leader/member.

If the accused individual is found to be in violation of any of the above, he/she will be suspended from participation in 4-H activities at all levels for a period of up to one year.

B. Situations for possible Executive Board action:

Persons accused of any of the following while participating in any 4-H related activity **may be required to appear before the Executive Board within 10 days of the reported incident:**

- breaking curfew or disturbing the peace
- unexcused absence from the activities of the event
- unauthorized use of vehicles during the event
- participation by his/her willful presence at secretive events in which people are using alcohol, tobacco, unauthorized or illegal drugs
- inappropriate behavior or misconduct

Other relevant parties may appear with the member/leader.

If the Executive Board determines a meeting is necessary, the accused will be invited to appear before them. If the individual is found by the Executive Board to be in violation of any of the above and disciplinary action is recommended he/she may be suspended from participating in any 4-H activity for up to one year.

C. Appeals procedure:

If an individual wishes to appeal the decision of the Executive Board, the person must appeal in writing to the 4-H Youth Development Agent within ten (10) days following the notification of disciplinary action to be taken.

## **4-H Financial Accountability Policy & Procedure**

1. 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 approval to use the 4-H name and emblem.
2. The Buffalo County 4-H Leaders' Association will create and adopt an annual budget each year at the Fall Leaders' Meeting.
3. All 4-H funds must be deposited in a checking or savings account that bears the individual 4-H group's name. The account should be set up so that all checks require two signatures--those of the treasurer and of an adult club leader who is not a parent or guardian of the treasurer. In order to open a checking or savings account, the 4-H club will be required to have an Employer Identification Number (EIN). To apply for an EIN from the Internal Revenue Service, use Form SS-4. You may get a copy of this form from your bank, from the UWEX Office, or from an IRS office or web site. Be sure to use "4-H" in your club name on the form. Use the same identical name on your club accounts. The 4-H program's national group exemption number (GEN), required to complete the form, is 2704. Do *not* use a personal social security number when opening a 4-H checking or savings account.
4. The 4-H club treasurer should deposit all funds promptly. If a club 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 treasurer's records.
5. All 4-H Clubs, Committees, Councils and Associations are required to submit a financial record and audit report to the UW-Extension Office once each year by January 1.
6. 4-H clubs must include a statement of dissolution in their by-laws or club guidelines similar to the following: Upon dissolution of the 4-H Club any assets must be turned over to a recognized 4-H club or group, with the approval of the 4-H Leaders Association and the county 4-H Youth Development Agent.

## **4-H Fundraising Policy**

4-H Club fundraising guidelines:

1. Fundraising should only be conducted to meet a specific 4-H-related goal and/or purpose.
2. Generally, money raised during the course of the 4-H year should be spent that same year, unless the fundraising goal is long term.
3. Follow the rules regarding the use of the 4-H name and emblem in fundraising.
4. Check with local and state authorities on health, licensing, labeling, labor and tax laws.
5. 4-H groups that plan to conduct raffles or bingo must comply with state regulations and obtain licenses.
6. Discuss fundraising plans with the 4-H Youth Development Agent.

As of May 9, 2006 each 4-H club must meet the following expectations in order to receive their 10% sales return on their fundraising efforts:

1. Membership dues must be paid by April 15
2. Literature expenses must be paid by April 15
3. Club Information Sheet must be returned by January 1
4. Club Financial Report (with audit) must be returned by January 1
5. At least one representative from 4-H club must attend Spring & Fall Leaders' Meeting

## **Equipment Rental Policy**

4-H Clubs may use 4-H Leaders' Association Equipment like that of the Pizza Warmer and Ovens at no cost.

Other non-profit organizations in Buffalo County who have 4-H membership may use 4-H Leaders' Association Equipment like that of the Pizza Warmer and Ovens if they meet the following regulations:

1. A 4-H member is involved in the organization and present at the event.
2. A \$10 deposit is collected from the organization at time of equipment pick-up. The \$10 deposit will be refunded at time of equipment return.

The person and/organization who checks out the equipment is responsible for replacing the equipment within 30 days if damage occurs while in their possession. Please contact the UW-Extension Office to gain approval for equipment rental.

## **4-H ME Process & 4-H Award Trip Policy**

### **ME Process**

1. The ME form is a record summarizing the 4-H projects and activities that a 4-H member participated in over a period of years. An ME form should be completed by 4-H members grade 7 and over.
2. ME Forms are due to the UW-Extension Office November 1. ME Interviews will be conducted in the month of November. Candidates will be notified by December 1 of Trip Award selections.
3. Not necessarily all members who apply for a trip with a ME will be awarded an ME interview or a 4-H Award Trip. ME's are subject to standards of completion. An ME should represent a 4-H member's best work.
4. ME candidates who cannot attend ME Interviews must notify the 4-H Youth Development Agent by November 1<sup>st</sup> and receive an approved excuse. With an approved excuse, the member is responsible for arranging for the interview to be conducted with the 4-H Youth Development Agent prior to the scheduled interview date.

### **Award Trip County Requirements**

Member's fees must be paid no later than two weeks prior to the trip. In order to qualify for financial assistance for trips, members must:

1. Fill out an ME Form
2. Participate in interview selections (must bring record book).
3. Complete a record book (must have been evaluated at record book reviews).
4. Successfully complete the requirements for any previous trips (as listed on Trip Promotional Report Form).

**Award Trips:** The Buffalo County 4-H Leaders Association will pay one-half of a 4-H member's fees for one award trip per year not to exceed \$450. Each 4-H member may only attend each trip once during their 4-H career unless otherwise stated. (Must meet requirements specific to each trip in addition to those county requirements listed above).

- FIVE (locations vary)\*
- Wisconsin 4-H and Youth Conference (UW-Madison)
- Citizen Washington Focus (CWF)
- Out-of-State Service-Learning (locations vary)\*
- National 4-H Congress (Atlanta, GA)

\*May attend this trip a second time; however, the 4-H member is responsible for the entire cost of the trip.

**Award Trip Payment:** The UW-Extension Office will send a commitment form to selected participants following interview selections. The commitment form with the member's signature and his/her parent's signature should be turned in by the posted date. Member's fees must be paid no later than two weeks prior to the trip. If the member defaults on the trip, after turning in the commitment form, and chooses not to attend, the member is responsible for the entire cost of the trip. If the Leader's Association has paid a scholarship portion of the trip and the member defaults on the trip, after turning in the commitment form, and chooses not to attend, the member is responsible to pay that portion back to the Leader's Association. If a member defaults on a trip due to an emergency, for example: death in family, critical illness, divorce, or any other reasonable cause, the Leaders Association Board has the right to allow default of the trip and no repayment made. If a member needs a disciplined plan in making payments, a payment plan may be set up with the 4-H Youth Development Agent in conjunction with the 4-H Leaders' Association Executive Board on an individual case-by-case basis.

**International Exchange Trips:** The Executive Committee may also agree to contribute funds to those youth who participate in International Exchanges if the county requirements listed above are met. The amount contributed will be determined by the funds available, and will not exceed \$450. Participants should request assistance prior to travel.

### **Other trips or opportunities available to 4-H Members:**

(must meet requirements specific to each, but is not required to complete county requirements)

The Association will pay one-half of a 4-H members fees to participate in one of the following State sponsored activities per year not to exceed \$350.

- State 4-H Youth Leaders' Council
- State Teams including: Art Team, Press Team, Drama Company, Tech Team & Showcase Singers

The Association will pay \$100 toward expenses for participation in the following:

- National 4-H Conference
- Space Camp (must have completed a modified ME form and project record book that was evaluated at the last record book reviews).

## **4-H Record Book Policy**

1. Effort should be made to keep the book as neat, clean, and legible as possible.
2. Members may use a #2 pencil, black or blue pen, typewriter or computer.
3. If placed in a 3-ring binder, the binder should be no more than 1-inch wide.
4. A Record Book should be the member's own work.
5. A Record Book should represent a member's best work. Not all member's 4-H Record Books will be awarded as the member's Record Book must earn recognition.
6. Members should strive to complete Record Book work for each of the 4-H projects in which they are enrolled.
7. Additional Record Book information and sample evaluations are available from the UW-Extension Office.

## **Grant Policy & Procedure**

### **Purpose of Grant Application**

To help defray some costs of 4-H programs or activities in which active Buffalo County 4-H members and certified volunteer leaders instruct or participate. In addition, to reimburse grant recipients for unbudgeted expenses incurred for approved 4-H opportunities not granted through the member evaluation process. State Fair exhibitors and 4-H Campers also do not qualify. Examples of the types of programs or activities for which you might apply include: Arts Leadership Lab, Area Animal Science Days, 4-H project meetings and events, youth and/or adult leadership trainings, and exceptional 4-H service-learning events at the club or county level. This procedure is adopted to establish in advance a fair and uniform method of making such reimbursement.

### **Grant Procedures and Policies**

The amount the Leaders' Association is able to contribute in a given year depends on the number of applicants, the success of Watkins fundraising efforts, and the financial needs in other areas of the budget. An applicant may only apply once per 4-H year.

Grant applicants seeking reimbursement must complete and return a Buffalo County 4-H Leaders' Association Grant Application to the 4-H Youth Development Educator by January 1. Applications will be reviewed at the next regularly scheduled 4-H Leaders' Association meeting. Grant applicants will be notified of the results of the request after the Leaders' Association meeting in which it was reviewed.

Grant recipients must provide an oral summary to the Leaders' Association at the next meeting following the program or activity and also give a presentation/display in person at the 4-H Recognition Celebration in October. Grant recipients may also be called upon to do presentations at the club level.

The Leaders' Association is authorized to allow reasonable claims for reimbursement of expenses and any exceptions or variations from this procedure.

In order for reimbursement to be made, an itemized list of expenses with actual receipts attached shall be submitted to the 4-H Youth Development Educator within thirty (30) days after the end of the month in which such expenses were incurred.

The Buffalo County 4-H Leaders' Association is an all volunteer organization supporting the 4-H youth program in Buffalo County. The Leaders' Association does not compensate its members and/or leaders for time or services rendered. Volunteers can only be reimbursed for out-of-pocket expenses incurred while conducting or participating in a program or activity that is approved through the Leaders' Association Grant Application process.

### **4-H Project Meetings & Events**

Grant recipients will receive partial or full reimbursement for material expenses incurred for a successful educational meeting or event. A lesson outline or action plan must be submitted to the 4-H Youth Development Educator prior to the meeting or event. Following, the grant recipient must submit photographs and/or sample work for 4-H publicity and complete a 4-H Youth Group Enrollment Form that is obtained at the UW-Extension Office for state reporting.

Mailings and publicity should be discussed with the 4-H Youth Development Educator in advance. The 4-H Youth Development Educator will make a decision if the UW-Extension Office or the Leaders' Association is capable of supporting mailing costs and publicity needs.

### **Exceptional 4-H Service-Learning Events**

Grant recipients will receive partial or full reimbursement for material expenses incurred for a successful service-learning event at the club or county level. An action plan must be submitted to the 4-H Youth Development Educator prior to the service-learning event. Following, the grant recipient must submit photographs for 4-H publicity and complete a 4-H Youth Group Enrollment Form that is obtained at the UW-Extension Office for state reporting.

Mailings and publicity should be discussed with the 4-H Youth Development Educator in advance. The 4-H Youth Development Educator will make a decision if the UW-Extension Office or the Leaders' Association is capable of supporting mailing costs and publicity needs.

### **4-H Trainings, 4-H Programs, & 4-H Activities**

In the case a 4-H training, program or activity is not known until after January 1, the grant applicant seeking reimbursement must contact the 4-H Youth Development Educator who will obtain verbal approval from a majority of the Executive Board members. The 4-H Youth Development Educator will then inform the grant applicant of the decision.

### **Program Registration & Material Fees**

Grant recipients shall be reimbursed in partial or full for the cost of registration and material fees.

### **Auto Travel**

Grant recipients shall be reimbursed for automobile travel at the rate established by the Leaders' Association. If more than one eligible person is traveling to the same destination, such persons should share a car to reduce travel expenses. In such cases, mileage shall be paid to the eligible person actually providing the automobile transportation. In the event a number of persons claim mileage in violation of this car-sharing rule, the Leaders' Association may pro-rate reasonable mileage allowance or it may disallow all such claims.

Grant recipients attending a conference, workshop, program/activity or leader training shall be reimbursed for mileage to and from their home to the meeting site.

### **Lodging**

Grant recipients shall be reimbursed for hotel or motel expense at the rate established by the 4-H Leaders' Association unless already included with the cost of the registration fee.

Lodging for the night prior to a conference shall only be allowed for distances over 120 miles from the county seat when the conference or training begins earlier than 9:00 a.m. Lodging expenses shall be approved by the Leader's Association if the grant recipient is participating in a night meeting prior to the beginning of the conference or is on the committee presenting the conference or training and has obtained prior approval by the Leaders' Association.

### **Meals**

The Leaders' Association will not cover the cost of meals unless already included with the cost of the registration fee.