

Youth Protection

1. The Wisconsin 4-H Youth Development Youth Protection process includes: a) a background records check for arrest and conviction records with the Wisconsin Dept. of Justice, b) participation in the volunteer orientation program, and c) signing the Volunteer Behavior Expectations form. All volunteers, age 18 and over, who work with youth in the 4-H youth program on an ongoing basis must participate in Youth Protection. The Volunteer Behavior Expectations form must be signed annually to continue as a volunteer. Arrest and conviction records will be rechecked every four years for continuing volunteers.
 - a. Youth leaders do not need to go through the process unless and until they become adult volunteers.
 - b. Host parents/guardians who are not certified volunteers must complete the background check and orientation program. Other adults (age 18+), living in the host family house, must also complete the records background check.
 - c. Volunteers who have had background checks and child abuse training for employment or other volunteer positions, still need to complete the 4-H Youth Protection process in order to be a 4-H leader or host family.

Safety

1. Adults and youth participating in all high risk programs, including horses, ATV, bicycle, rock climbing/repelling, rollerblading, and ropes adventure courses must wear protective clothing, head and foot gear.
2. To exhibit animals at any public event as a 4-H member, youth must be in at least third grade during the current 4-H year.
3. See the State 4-H website at <http://www.uwex.edu/ces/4h/resources/policies/index.cfm> to see the complete 4-H Safety policies, including Shooting Sports policies.

Financial

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 the loss of approval to use the 4-H name and emblem.
2. All 4-H Clubs/County Committees and the 4-H Leaders Council are required to submit a Financial Report Form for the county 4-H Leaders Council Audit Committee by October 31 of each year to the 4-H UW-Extension Office.
3. All 4-H clubs and groups must include in their bylaws a dissolution clause that states: Upon dissolution of the 4-H club any assets must be turned over to a recognized 4-H club or group, with approval of the 4-H Leaders Council and the county 4-H Youth Development Agent.

Calumet County 4-H Attendance Policy

Members are required to attend a minimum of 1/3 of their club's annual meetings.

- Grade 13 members (college/technical school) are exempt from attendance requirements, but are encouraged to attend as many club meetings as possible. Younger members gain from older youth interaction and positive role modeling.
- Members can be excused from 50 percent of their club's total number of meetings. Excused meetings do not count towards the attendance requirement.
 - Members need to be excused prior to the club meeting.
 - Each club should decide how and who to call for excused absences.
 - Approved excused absences include: church related activity, school functions, work, illness, family emergencies, other scheduled 4-H activities.
- **Clubs have the authority to set higher attendance requirements than this stated county policy. (Check with your club leader for club rules and guidelines.)**
- Youth who do not meet attendance requirements
 - Will not be able to show at the county fair as a 4-H exhibitor.
Main Leaders will be expected to notify the 4-H Office about those members not meeting the attendance requirement. By June 1, the 4-H office will send a list of the enrolled members to the Main Leader of each club with a form to complete and return by August 1.
 - Will not be eligible for honor trips and awards the following year.

Example: If a club holds 12 meetings in the year, the minimum requirement for a member is:

1. Must attend 4 meetings
2. Be excused from 6 meetings
3. Leaving 2 that would be unaccounted for.

Club County Funding Support Expectations

Club Dues: Clubs must pay \$3.00 per member to the 4-H Extension Office each year. Bills are sent to clubs in March for those dues not yet paid. Clubs who do not pay their dues by the final due date will be reported to the Calumet County 4-H Leaders Council. The Leaders Council Board of Directors will determine the proper action for clubs who do not comply. Club dues cover the cost of accident insurance for each leader and member, state 4-H dues to the Wisconsin 4-H Foundation, and educational materials.

County 4-H Program Fund Raising:

1. County Fair Food Stand: All clubs are expected and required to work their food stand shift with the recommended number of adults and youth workers. No exceptions!
2. Dance Tickets: Every club is expected to sell some dance tickets.
3. Silent Auction: Donations to the Silent Auction from clubs are greatly appreciated, but optional.

These three fund raisers are the heart of the Calumet County 4-H Program. The annual budget, that provides funding for camp, trips, awards, projects, and annual events, is dependent on all clubs participating and contributing to the fund raising efforts.

The 4-H Leaders Council Board of Directors will be monitoring clubs' participation in county fund raising and will be taking action concerning those who do not contribute in the future. Such action could include denial of funds from the Leaders Council for members of the delinquent club wanting to take part in county, district, state, national or international events.

Guidelines for Disciplinary Action for the Infraction of Rules for Youth Taking Part in 4-H Trips/Activities

Definition of 4-H Trips/Activities:

- Includes all meetings and group activities preparing for and following the trip/activity.
- While youth and families are hosting Exchange members, 4-H time starts when the youth arrives until they depart.
- Travel to and home from the activity (i.e. camp)

Youth who take part in Calumet County 4-H trips may not use illegal drugs, alcohol, or tobacco while at 4-H events.

- Consequences for illegal usage:
 - No club, county, state, national, or international awards or trips for the next full year (starting from the date of infraction).
 - Dismissal from the current 4-H activity (sent home, hosting/counseling privilege terminated)

In addition, youth are expected to avoid events where other youth (4-H or non-4-H) are taking part in this type of illegal activity. 4-H youth are expected to not attend an event if they suspect illegal activity, leave the event as soon as they are aware of such activity, or report to an adult in charge of their 4-H trip/activity that such activity is going on.

- Consequences for failure to avoid or report illegal activity:
 - Dismissal from the current 4-H activity
 - No county, state, national or international awards or trips for the next full year (starting from the date of infraction)
- In either case, the 4-H Extension office will notify youth, parents, and club leaders of the consequences as soon as possible.

Definition of Trips and Awards: Youth who are attending a 4-H sponsored trip or event, whether specially selected or not, are taking part in 4-H trips and activities: Examples:

- Interstate and Intrastate Exchange Trips and Hosting, International Exchange Trips and Hosting
- State Fair, County Fair
- Summer and Adventure Camp
- WI 4-H and Youth Conference, Citizenship Washington Focus, National Congress
- Older Youth group activities, 4-H Dance
- Club trips
- Special project trips and activities

State and County 4-H Guidelines in a Nutshell

(More details available from the Calumet County 4-H office upon request. Full State 4-H policies are also available on the state 4-H website <http://www.uwex.edu/ces/4h/>.)

Membership

1. The 4-H year is October 1 to September 30.
2. 4-H has open enrollment. Members may enroll in 4-H at any time throughout the year. Calumet County 4-H requires that re-enrolling members be enrolled by October 31 and new members be enrolled by March 1 in order to show at that year's (Labor Day weekend) County Fair.
3. Calumet County 4-H clubs accept Cloverbud 4-H members from 5-year-old kindergarten through second grade. Cloverbuds are considered 4-H club members and their years in 4-H count toward their total 4-H membership years.
4. Home schooled children may participate in 4-H in their declared grade.
5. Youth may continue to stay in 4-H through one year after high school graduation. Graduation from 4-H is possible after graduation from high school.
6. State and district 4-H events are based upon the grade of the youth. National 4-H events are based on the age of the youth.
7. Youth can only hold membership in one county at the same time, but may hold membership in a county that is different from their county of residence. Youth must participate in district, state, or national 4-H competitions through their county of membership.

Participation

1. Club Requirements
 - a. Club name
 - b. Five or more youth
 - c. Adult leadership that has been approved through the youth protection process
 - d. Educational plan which meets the purposes of the 4-H program
 - e. Youth involvement in leadership and decision-making
"Youth participation in leadership and decision-making" emphasizes the 4-H clubs belong to the membership, and that youth members should make decisions. Adult leaders should not be making decisions for the members. Many clubs operate with officers, however they are not required.
 - f. Meet on a continuing basis
 - g. 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.
2. Failure of the 4-H club to meet these requirements may result in the loss of the club charter and use of the 4-H name and emblem.
3. 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, provide a written copy of that plan to the members and the UW-Extension Office.
4. All 4-H clubs must comply with federal and state nondiscrimination laws, including Title VI of Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Americans with Disabilities Act.