

Frequently Asked Questions About.... 4-H Membership in Green Lake County

Q: How old must I be to join 4-H?

A: Membership is set according to **grade level**-Kindergarten through 13th, based on fall enrollment. Enrollment is "open," meaning a member may join at any time during the year. However, there may be restrictions for showing at special events such as county fair.

Q: Must I live in Green Lake County to join 4-H?

A: Most 4-H club members live in Green Lake County. If you live in a bordering county, you may join a Green Lake County club. However, you may not belong to a Green Lake County club and another county or state 4-H program at the same time.

Q: What are Cloverbuds?

A: Cloverbuds is an age appropriate program for youth in grades K-2.

Q: What are Explorers?

A: Explorers is a program designed for youth in grades 3-4 who are still trying to find areas of interest and expertise.

Q: How do I join 4-H?

A: Contact the Green Lake County Extension Office, N3150B Highway 81, Monroe, WI 53566. **Phone: (608) 328-9440.** The UW-Extension 4-H Youth Development Agent will put you in touch with the club(s) and their contacts in your area. You may attend any or all of the clubs in the area to best find the one to match your family needs. The 4-H club general leader will give you the enrollment information, which is also available at the UW-Extension Green Lake County website at <http://green.uwex.edu/ces/cty/greenlake/>

Q: How many 4-H clubs are there?

A: Green Lake County has 11 4-H clubs to serve you. They are located in every community. If one does not serve your purposes, contact Tammy Duve, Green Lake County 4-H Youth Development Agent about starting a new club.

Q: What exactly is a 4-H club?

A: A 4-H club is a group of youth who meet certain requirements to use the authorized 4-H name and emblem. These include:

- Has a **club name** (ie: Juda Jolly Juniors 4-H Club)
- **Have five or more youth from two or more families**
- Have adult leadership that has been approved through the **Youth Protection/New Volunteer Orientation** process
- Has an **Educational Plan** which meets the purposes of the 4-H program (see FAQ)
- Have youth involvement in leadership and decision-making
- Meets on a continuing basis throughout the 4-H year
- Has a Mission Statement (see FAQ)
- Open to any youth within the age parameter-regardless of race, color, creed, religion, national origin, ancestry, orientation, sex, marital or parental status, pregnancy, veteran's status, non-job related conviction record or qualified disability.

For further information, contact Tammy Duve, 4-H & Youth Development Agent at (920) 294-4032 or email tammy.duve@ces.uwex.edu

Frequently Asked Questions About Green Lake County 4-H Financial Records

Q: Are there any legal requirements for 4-H clubs and funds?

A: Yes, all groups who use the 4-H name and emblem must follow laws and regulations as well as WI 4-H policies.

Q: What do 4-H Club and Public Funds mean?

A: The money clubs receive from dues, bake sales or any fundraising event is owned by the club, not by any one member or leader of the club. Because 4-H is a public organization, it is not "owned" by individuals the way a company is owned. Instead, 4-H is owned by the public.

Q: Must a club keep track of how much it raises and how it is spent?

A: Yes, because the public calls for a higher standard of accountability and integrity for public groups. There are specific guidelines for 4-H groups, regardless if a group has twenty-five cents or \$2,500 in its treasury.

Q: What is the club budget?

A: A budget is a written plan for raising or spending money for a set period of time, usually one year. When a budget is established, members of the club must approve it. A 4-H club should determine what it plans to spend each year and make a budget accordingly. This budget must be filed in the Extension Office with the 4-H agent.

Q: How much should/can be raised?

A: Fundraising should only be conducted to meet a specific club goal. Generally, money raised during the course of the 4-H club year should be spent that same year, unless the fundraising goal is long term.

Q: Are there guidelines for club financial transactions?

A: All 4-H club financial transactions should take place by check rather than cash to ensure accountability. All money received should be acknowledged with a written receipt, preferably pre-numbered. The receipt should include the amount, source of the funds (such as a bake sale), the date and the name of the person making the payment. These receipts serve as a back-up documentation for any bank deposits made. The receipts should also become a permanent part of the club record.

Q: How should clubs pay bills?

A: Each item should be presented to the club for approval before payment. This accomplishes two things: all expenditures are made with full approval of club membership and members are educated on cash flow-how money flows in and out of an organization.

Q: Are there guidelines for setting up club checking accounts?

A: All clubs should establish a checking account at a public financial institution. The checking account should require two signatures. Authorized individuals should be an adult 4-H leader, along with the youth member treasurer. It is not recommended that a parent and a child from the same family be co-signers. The 4-H club is required to have an Employer Identification Number (EIN). Contact the 4-H Youth & Development Agent for necessary forms. Never use a personal social security number in establishing a club account due to tax liability concerns.

Frequently Asked Questions About..... Green Lake County 4-H Club Insurance

Q: Why does Green Lake County 4-H have a mandatory 4-H insurance policy?

A: Each club member pays \$1.00 for a limited accident insurance policy as a protection for the member and protection for the adult(s).

Q: What does Green Lake County 4-H insurance policy cover?

A: It is a limited benefits package. The maximum benefits are:

\$ 2,500-medical & hospital expenses

\$ 5,000-loss of life

\$ 500-dental expenses

\$10,000-loss of extremities, vision

\$ 5,000-loss of one extremity

\$ 3,000-loss of one eye

If the accident costs more than the insurance coverage, the difference will be incurred by the family's own insurance.

Q: What is Special Activities Coverage for?

A: The special activities insurance should be used for 4-H club activities where non 4-H members may also participate. This should give leaders peace of mind in case of accident for the youth who are not covered under the regular insurance. There are three plans available: Plan 1: \$0.15/day/person; Plan 2: \$0.20/day/person; Plan 3: \$0.23/day/person. Each plan offers a maximum amount of benefits. This activity insurance must be filled out and sent in 1 day prior to the activity being offered.

Q: What is the procedure for an accident?

A: First, take care of the person (i.e. call 911, care for injury, contact parent, etc.). Second, if the injury requires medical care, fill out an accident report form. One copy is to be sent to the Extension Office. If accident includes a hospital visit, give a copy of the policy number to the medical officials. Third, contact the 4-H agent of the accident and any action taken.

Q: In an accident situation involving a 4-H youth, what safeguards are in place for the adult in charge?

A: The 4-H leader, provided they have attended the 4-H new leader orientation, are protected under the County of Green liability insurance coverage.