

PEPIN COUNTY 4-H FAMILY HANDBOOK



Revised 9/18/2006

Welcome to Pepin County 4-H

The Pepin County 4-H program is glad your family has taken an interest in this exciting youth program, sponsored by the University of Wisconsin Cooperative Extension System.

Pepin County has an active and diverse program for approximately 160 youth members, 20 Cloverbuds, 50 adult volunteers and their families.

It is our hope that this handbook will explain the basic points of this educational program. People join the 4-H family because it is exciting and fun. At the same time, youth and adults develop basic life skills such as how to relate to others, solve problems, make decisions and become productive citizens. 4-H focuses on your head, heart, hands and health in short, it touches every part of you.

We welcome you to the Pepin County 4-H family. We hope that you have an enjoyable first year, spending time with your family, other youth, neighbors and new friends.

Welcome and have fun!

Sincerely,

Marie L.B. Ritscher
4-H & Youth Development Agent

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LET'S GET INTRODUCED TO 4-H

4-H differs from other youth programs in that it is an integral part of our nation's education system (through the land-grant universities in each state). It is an off campus, non-credit voluntary educational program of the University of Wisconsin that has been in existence for more than 75 years. It is a co-educational program available to young people aged kindergarten to post high school graduate (grade 13). (Cloverbuds are grades K through 1 or 2) regardless of race, creed, religion, color, national origin or mental or physical abilities.

Definition and Purpose

4-H is a voluntary, educational program designed to meet the needs and interests of youth. 4-H members, parents, and leaders have great fun in learning and working together in club activities, project groups, special interest groups, and endless special events. Specifically, 4-H programs help the individual:

- Develop leadership skills
- Gain knowledge and skills in various project areas
- Become self reliant and responsible
- Develop communication skills
- Develop inquiry and decision making skills
- Learn to respect and cooperate with others
- Explore careers

The 4-H Mission

The mission of the 4-H Youth Development Program is to provide learning opportunities for youth, volunteers and parents that assist them in developing appropriate and essential life skills by creating an environment that empowers youth and adults to develop their leadership and volunteer skills.

The 4-H Goal

The 4-H Youth Development Program will be youth centered, meeting the needs of the individual through an open, mentoring environment which recognizes youth as equal partners in decision making and leadership.

The 4-H Emblem

The emblem is a four leaf clover with an H in each leaf. This symbol is well known, yet it means different things to different people. The letters in the emblem stand for Head, Heart, Hands, and Health - the foundation of all 4-H programs. The 4-H program helps youth develop their:

Head - learning to think, making decisions, understanding the "why's," and gaining new and valuable knowledge.

Heart - being concerned with the welfare of others, accepting the responsibilities of

citizenship, determining values and attitudes by which to live, learning how to work with others, and making new friends.

Hands - learning new skills, perfecting skills already known, and developing pride in work and respect for it. Developing concern for others through community service projects.

Health - practicing healthful living, protecting the well-being of self and others, and making constructive use of leisure time.

4-H Pledge

**I Pledge....My Head to clearer thinking
My Heart to greater loyalty,
My Hands to larger service,
My Health to better living,
for my club, my community, my country
and my world.**

4-H Symbols and Traditions

You will hear the basic purpose of 4-H stated in many different ways. The 4-H clover, pledge, motto, and other symbols and traditions have helped identify 4-H for many years.

4-H Colors: It is most appropriate that green and white are the colors of 4-H. The green in the 4-H clover represents life, springtime, and youth. The white represents purity.

4-H Slogan: The slogan to "Learn by Doing" is a constant incentive to motivate 4-H'ers to strive toward acquiring new skills and knowledge and the opportunity to practice those skills in a safe environment. The results can mean a very productive and healthy life.

4-H Motto: "To Make The Best Better" is the goal of each member. The motto gives a special motivation always strive to make things better.

4-H Pledge: The 4-H pledge was officially adopted in 1927. The pledge has been changed only once. In 1973, "my world" was added to the end of the pledge. It has stood the test of time, is educationally sound, and states the true purpose of 4-H.

What is each member expected to do?

1. Select a project for his or her age and ability. First year members (Explorers) usually grades 2 or 3 should take 1 to 3 projects including the Exploring project. They should do the best possible job on them. It is better to do an outstanding job on a project than a poor job on five or six. First year member can be any grade 2/3 through 13. A youth is encouraged to join 4-H at any time. (Cloverbuds are grades K through 1 or 2.)
2. Do his or her work according to the best information available.
3. Attend and share in the meetings of his or her 4-H club.
4. Participate in club activities.
5. Serve on committees to which (s)he is appointed.
6. Keep and turn in a record of what (s)he does in 4-H club work.
7. Make a public exhibit at the County Fair or/and 4-H club project tour.

What is a 4-H Club?

A 4-H club is a self-governing group of young people between the grades 2 through 13. It has adult guidance from public spirited citizens in the local community. Members elect officers to lead their club meetings and activities. It is the duty of the officers and appointed committees to see that all parts of the club's program are carried out. The main purpose of 4-H Club work is to make our homes, community and country more prosperous, healthier, safer, and more attractive places in which to live. A 4-H club may be one family, or a number of families.

What is a 4-H Meeting?

Most 4-H clubs meet monthly. Each meeting should be started promptly and finished on time. A good agenda for the club meeting is:

- A. Pre-meeting Activity
- B. Business Meeting
 1. Call to order
 2. Pledges
 3. Secretary's Report (roll call and minutes of the last meeting)
 4. Treasurer's report
 5. Report of Committees
 6. Unfinished Business
 7. New Business
 8. Adjournment
- C. Information or project instruction (demonstrations, etc)
- D. Activity period (games, singing, skits, conservation, safety, etc.)

All 4-H clubs strive to conduct their meeting with the best parliamentary procedure, as the club belongs to the members. 4-H clubs are youth democracy in action, and not the adults in dominance.

General Recommendations

1. 4-H members should be in 2nd/3rd grade by October 1 and not more than one year post high school (grade 13). Cloverbuds are K and 1st/2nd grade as of October 1. They may take part in club activities.
2. A 4-H member who has graduated from high school, and has completed 5 years as a member may receive a graduation certificate.
3. Club members should attend at least 50% of the club meetings in order to remain a member. Parents should attend as many meetings each year as possible.
4. Club members should become involved in county, district, and state events in order to get the most out of their 4-H experience.
5. All 4-H members and leaders need to sign a code of conduct form.
6. Leaders must complete the Child Protection Program (ROPES).

County 4-H Activities

4-H Newsletter: A newsletter (Pepin Pacer) is sent out monthly to all families of 4-H members and leaders. This newsletter contains information on upcoming county, district and state 4-H events and reports on events already held by members and clubs. It is a handy reference and contains a monthly calendar and educational information. **Please** read it carefully as soon as you receive it. If you are not receiving this newsletter, please contact the Extension Office. Contributions of news, information or original pieces are welcome.

National 4-H Week: National 4-H week is celebrated during the first full week of October each year. This is the time to start to invite youth to join your 4-H club and to promote 4-H through out the county.

County Fair: The Pepin County Fair is held in July each year. All 4-H members are expected to enter at least one exhibit in each project in which they are enrolled. Premium money is awarded for most entries. 4-H'ers, leaders and parents are asked to volunteer time to help set exhibits and work with judges.

Wisconsin State Fair: The Wisconsin State Fair is held in West Allis, WI in early August.

Exchange Trips:

Interstate: Exchange trips for members grade 9-13 to a different state. Pepin County usually travels first summer and hosts the following summer of the exchange. These exchanges are usually for 7-10 days.

4-H Conference: A fun and educational trip to U.W. Madison for members grade 8-12 for one week in June. This trip is usually financially sponsored by Security National Bank and Bauer Built.

Citizenship Washington Focus (CWF): A 4-H trip to Washington D.C. for members grades 9-13 for fun and education. This trip is an award for older active members.

4-H Insurance Policies: 4-H leaders and families are urged to review their health, auto, and home

owners policies for applicability to volunteer service. Pepin County does purchase a small medical/accidental and a liability insurance policy for enrolled 4-H leaders. Information on insurance policies for non-profit organizations and ways to reduce liability risk are available from the Extension Office.

Camp: There are two 4-H summer camps, one for grades 2nd/3rd through 5th and one for grades 6-8. Recreation, the arts, nature study and waterfront activities are the focus.

Winter Camp: This is a district-wide event held at Beaver Creek Reserve near Fall Creek in December planned by Eau Claire County Junior Leaders. Activities include skiing, hiking, and more-plus educational program activities. This is for grades 8-13

Cultural Arts Festival: The County 4-H Talent Festival (Talent Expo) is held in February. Youth participate in group music, novelty acts, drama, arts and crafts and photography. District Talent Expo is held in March. All 4-H members welcome.

Demonstration Contest: This event held in June helps youth develop public speaking skills. Members show an audience how to complete a specific task or portion of their project work. Youth who are 8th grade and older in this contest may be selected to participate in the State Fair.

Favorite Foods Revue: This event is held in June/July, 4-H members enrolled in the 4-H foods project should plan to participate in the Favorite Foods Revue. Members bring their favorite food and table setting. Watch the Pepin Pacer for details.

Clothing Revue: This event is held in June/July, clothing project members participate in the Clothing Revue. Members model clothing they have sewn, knitted or crocheted. Participants are judged on construction and appearance. Two Clothing Revue members grades 8 or older are selected to attend the Wisconsin State Fair.

Dairy Judging and Dairy Bowl: County teams represent Pepin County at the district level each June.

State Shoot Off: Barron County hosts an annual Shoot Off in August for all 4-H shooting sports members. Awards are given in each topic for age divisions.

Northwest Area Animal Science Days: Held in June, the location rotates throughout the district. Events include training workshops, judging contests and poster contests for horse, dairy, livestock and small animals.

How Are Parent(s) and Guardian(s) Partners in 4-H?

1. Help member select the right project(s) for their interest.
2. Give encouragement and supervision, but allow the 4-H'er to do their own work. Also, this means giving positive encouragement when problems arise.
3. Help locate or assist youth in finding financial aid for project work.
4. Provide a place for records and other club and county materials in the home.
5. Help members set standards of honesty, teamwork and good sportsmanship.
6. Be willing to help whenever possible for the club as drivers, chaperons, lunch committee, or as need arises.
7. Attend club meetings with the member.
8. Help member complete club and county requirements for the year.
9. Give input into the county program by participating in county meetings and serving on committees.
10. Have fun with the youth.

4-H Parent or Guardian's Pledge

I Pledge My Head

to give my child the information I can,
to help them see things clearly and to make wise decisions.

I Pledge My Heart

to encourage my child no matter whether they have successes or disappointment.

I Pledge My Hands

to help my child's club; if I cannot be a leader, I can help in many equally important ways.

I Pledge My Health

to keep my child well and strong for doing better work, through 4-H, for our club, our community, our country and our world.

How To Select 4-H Projects

First make a list of the things that you would like to do or would like to learn more about. Talk over your list with your parents, leaders and friends. They may recognize some special things that you are good at, that you don't even realize you do well.

Then compare your list with the projects listed on the Pepin County Project Guide. Ask yourself, and your family, if you have the equipment, money and time to do the projects that sound interesting. Ask your club's general leader or the Extension Office about the type of help that is available for the projects in which you have an interest—project leaders, groups, workshops, trainings, printed materials, etc.

Your club general leader or enrollment coordinator will give you a form when you are ready to sign up. You'll notice that each project has a computer code number assigned to it. Mark that code number on the form. (Members should not use the LEADER project code numbers, unless signing up as a youth leader for that project.)

If you do not see your interest(s) listed on the project code list, talk to your leader or call the Extension Office, to see if it would be appropriate to sign up for Self-Determined (191).

If you are a 4-H member in Kindergarten, 1st or 2nd grade, you should sign up for the Cloverbud Project (136) ONLY. Second graders have the option of signing up for the Cloverbud Project (136) or the Exploring (131), but cannot sign-up for both.

Explorers are usually first or second year members or 3rd graders. In addition to the Exploring Project (131), Explorers may choose to take one or two additional projects. One or both of these additional projects may be animal projects (If the 4-Her is in 3rd grade or older during the current 4-H year).

All 4-H members who are in grade 6 or above, are encouraged to sign up for the Youth Leadership Project (121). You may complete your Youth Leadership Project in a specific area (by being a leader in a project like dairy, photography or foods) or in general leadership (by serving as an officer, committee chair, leading a community service project, promoting 4-H, etc.).

Visit the Extension Office to take a look at the printed resources available for each project. 4-H families have a \$2/member credit each year for purchasing printed materials.

Questions, contact Extension Office, (715)672-5214.

Adapted from: Eau Claire County 4-H Program

Helpful Information

From 4-H Members and Adults

If I Had Only Known.....

(From a Member)

- * I can go to 4-H county activity that is listed in the Pepin Pacer (newsletter).
- * Read the Pepin Pacer (newsletter) every month.
- * Keep records of activities in 4-H activities, speeches, demonstrations, school, community, church and other organizations for your later reference when applying for trips and awards.
- * Any of my friends can join 4-H. You do not need to own an animal to join 4-H.

If I Had Only Known.....

(From an Adult)

- * I should attend meetings with my child(ren) and bring a calendar to meetings to mark down club and county events.
- * Keep a drawer or shelf for all the 4-H newsletters, mailings and record-books.
- * Youth are to keep reusing the green recordbook covers from year to year.
- * Parent(s), guardian(s) and grandparents are encouraged to attend and participate in 4-H events with their youth. Everyone's help is needed to make the program strong. 4-H is a family organization.
- * The County Extension Office can obtain videos, slides, etc. for project leaders to use at project meetings.
- * To read my newsletter and call the Extension Office, or club leader(s) or other 4-H parents with any question (however small I think it might be.)
- * Free leader materials are available from the Extension Office to help you with your child's project work.

County 4-H Leaders Association (Pepin County 4-H Parent/Leader Federation)

Purposes:

1. To further in all ways the development of youth through the 4-H Program in Pepin County.
2. To determine policy for and conduct of the 4-H Club program in Pepin County.
3. To plan, conduct and evaluate 4-H work and appropriate training and activities with the assistance of the UW-Extension Office.
4. To bring up problems and ideas of the local clubs and their leaders for discussion and propose and follow up on possible solutions.
5. To provide necessary funds for 4-H activities and events.

The Association meets six times a year - October, December, February, April, June and August.

Dues: \$1.50 per 4-H member is paid to the Association each year to assist in covering program expenses.

Leaders Banquet: Each year a 4-H Leaders Banquet is held in the fall. This program is meant to recognize the time that adult volunteer leaders put into the 4-H program.

Pepin County 4-H Policy: Rules and guidelines concerning the Pepin County 4-H program. Developed and reviewed by the Pepin County 4-H Parent and Leader Federation.

By-Laws of the Pepin County 4-H Leaders and Parents Federation - A set of by-laws for the organization.

County 4-H Senior Youth Council (SYC)

Purposes:

1. Provide leadership training for older members of the 4-H organization.
2. Assist adult leaders in conducting county and club programs.
3. Plan and conduct county 4-H activities.
4. Promote 4-H on all levels.
5. Provide an opportunity for social, educational, and service experiences, as well as leadership development.
6. Encourage older youth to continue 4-H work.
7. Carry out community service activities.

Pepin County 4-H Senior Youth Council Constitution - A set of by laws for this organization.

Members must be grade 8 or older.

4-H's Easy to Use Dictionary

Achievement - Achieving in 4-H means a member completes all membership requirements of the 4-H club and County 4-H policy during the year, including a record book.

Cloverbuds - Cloverbuds, K and 1st/2nd grade, are recognized by the state as 4-H activity members, they can participate in designated club and county events and activities.

Club - an organization made up of a group of youth who have fun together learning and sharing.

County Committees - Volunteers (adults and youth) serve on county committees which determine project area needs, organize and provide leadership for events or workshops and plan a yearly plan of action.

Enrollment Deadline - Re-enrolling members must submit their enrollment forms by October 15. New members joining after October 15 should turn in an enrollment form as soon as possible to the County Extension Office.

Audio Conference - Telephone Audio Network. Pepin County is linked to all county offices and the state via teleconferencing equipment. The system is two-way audio communication which enables you to listen and ask questions.

Explorer - A first year 4-H member (in 2nd/3rd grade) who takes the Exploring project, allowing him/her to look at a variety of 4-H projects during the year.

General Club Leader(s) - Volunteer adult(s) who serve as an advisor, friend, and leader to the local club.

Pepin County 4-H Parent Leader Federation - County wide adult 4-H volunteer group, who's purpose is to promote and direct the county 4-H program.

Pepin Pacer - The monthly Pepin County 4-H newsletter, mailed to each 4-H family. It contains valuable countywide meeting information, project news, educational information, and family fun ideas.

Projects - a unit of 4-H work which is the basis of "learning" experiences which involve learning a skill.

Project Leader - a volunteer (youth or adult) who teaches a particular interest or skill to youth or other adults who may wish to learn about an unknown project.

Project Literature - Most projects have valuable information for the 4-H'er to use during the year. The information is written by University specialists and serve as suggested areas to study in your 4-H projects. (This is available for a small fee, most of literature is financed by the county.)

Project Meetings - Project leaders (either club or county level) hold meetings for members to come and learn about the project area they have signed up.

Record books - A booklet that members put together explaining what they did during the past 4-H year. These books are turned into the General Club Leader at the end of the 4-H year, August 15.

SYC (Senior Youth Council) - A countywide organization for all 4-H members who are grades 8-13.

UWEX - University of Wisconsin Cooperative Extension Service - 4-H is part of the University of Wisconsin Cooperative Extension Service, the land-grant colleges, and the U.S. Department of Agriculture.

PEPIN COUNTY 4-H CLUBS AND ADVISORS

CHIPPEWA - Pepin Area
Patti Moline
Club Leader
N2844 Co Rd N
Pepin, WI 54759
715-442-3131

LAKEVIEW - Stockholm Area	
Allen Gullickson	Nancy Iverson
Club Co-Leader	Club Co-Leader
W822 Co Rd SS	W897 100 th Ave
Plum City, WI 54761	Plum City, WI 54761
714-448-2710	715-647-3513

LIMA LADS & LASSIES - Lima/Durand Area
Jackie Pelke
W2108 Cty Rd FF
Durand, WI 54736
(715)672-4129

SHADYLANE HILLBILLIES - Arkansaw Area
Lisa Koehler
Club Leader
701 Madalyn Ct
Durand, WI 54736
(715)672-4564

WAUBEEK CORNERS - Durand/Waubee/Eau Galle Area
Dave & Lori Klein
Club Co-Leaders
N6168 S Kirk Rd
Durand, WI 54736
715-672-4131

Pepin County 4-H Policy

(For 2004-2005 year)

Adapted April 1, 1999, to coincide with state guideline

Enrollment Guidelines

The Wisconsin 4-H year is defined as October 1 - September 30 for the purpose of definition in these policies.

The Wisconsin 4-H Youth Development program has a policy of open enrollment. Eligible youth may enroll in Wisconsin 4-H Youth Development programs at any time of the year. Counties may establish reasonable enrollment deadlines for participation in certain programs when those deadlines are needed to ensure educational integrity and/or safety.

New 4-H enrollments will be accepted at any time during the year. Counties can establish re-enrollment deadlines for continuing members. It is reasonable to establish enrollment deadlines for certain aspects of participation such as county fair or animal projects because of the need for education prior to participation, however, basic club membership must be accepted at any time.

Pepin County - Enrollments are due **October 15**. Newsletters/correspondence will be sent out according to October 15 deadline. Project changes (addition/subtraction) must be done by **April 1** to exhibit in that project at the fair.

Pepin County Cloverbuds - grades Kindergarten and 1st grade; optional - 2nd grade.

(State policy Cloverbuds - Counties have the option to extend Cloverbud membership to youth in Kindergarten. The state recognizes Cloverbuds as 4-H members. Developmentally appropriate programs should be designed to meet the unique needs of Cloverbuds.)

Note: A Cloverbud member needs to sign-up for the Cloverbud project, Cloverbuds are not able to sign-up for other 4-H projects.

Pepin County Exploring Members - grade 3; optional 2nd grade.

Note: Exploring - First year club member and may sign up for 4-H projects.

Note: A 2nd grade youth can be a Cloverbud or Exploring member, but not both.

Home Schooling - Children who are home schooled will participate in 4-H in their declared grade.

Graduation - Counties are encouraged to recognize full graduation for those who wish to cease 4-H membership upon graduation from high school. High School seniors, and those participating as members in the year following high school graduation, will be eligible to participate through the entire 4-H year. Youth will continue to be eligible for membership through the next 4-H year following their graduation from high school (grade 13).

District & State Events - Participation in District and State 4-H events and recognition programs will be based upon the 4-H member's **grade**.

National Events - Participation in national 4-H events will be based upon the **age** established

for the event.

Youth may not hold 4-H membership in more than one county or state at the same time.

This statement does not limit multiple county memberships in a given year, but it does require that those memberships be consecutive rather than concurrent. Youth moving from one county to another, for whatever reason, can belong to 4-H in the second county, but it requires transferring their membership from the first county. This also does not limit someone from belonging to 4-H in a county or state that is different from their county or state of residence, neither does it prohibit a 4-Her from participating in educational programs in other states or counties.

Youth must qualify for participation in district, state, or national 4-H competitions through their county of membership.

This statement does not prohibit a county from using an event in another county as the place where their members qualify for a district or state competition. It does mean that members must be selected as representatives of only their county of membership, regardless of the location of the qualifying experience.

Use **2006 Project Selection Guide Project & Literature List** when enrolling and signing up for 4-H projects (do not use the fairbook).

4-H Literature Costs

We are not able to offer 4-H literature for free, so each 4-H member will receive a \$2.00 credit toward 4-H literature, if a member's cost of literature goes above \$2.00 the family will need to pay the amount over \$2.00. Also, if a 4-H member only needs \$1.25 worth of literature the other .75¢ can be transferred (used) by another 4-H member. Project leaders and Cloverbud members literature is free.

Requirements for a 4-H Club

The University of Wisconsin-Extension grants 4-H Club Charters, which formally recognize a club's affiliation with 4-H, and grant that club the permission to use the 4-H Club name and emblem. To be a chartered 4-H Club in Wisconsin, the following requirements must be met and maintained:

- g** Club name
- g** Five or more youth
- g** Adult leadership that has been approved through the Youth Protection (ROPES) process
- g** Educational plan which meets the purposes of the 4-H program.
- g** Youth involvement in leadership and decision-making
- g** 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.

Failure of a 4-H Club to meet these requirements may result in the loss of the club charter and the use of the 4-H name and emblem.

A 4-H Club may have either paid or volunteer leadership. Teen leadership does not meet the adult leadership requirement.

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, and provide a written copy of that plan to the members and the UW-Extension Office and/or regularly submit a copy of club minutes to the UW-Extension and a plan of the 4-H year.

“Youth participation in leadership and decision making” emphasizes that 4-H clubs belong to the membership, and that the youth members should make the decisions. Adult leaders should not be making the decisions for the members. Many clubs operate with officers, however, they are not required.

“Continuing basis” means that a club intends to carry on as a functioning unit indefinitely. The club may determine for itself the frequency and timing of its meetings. Clubs that don’t meet in the summer, or November – February are acceptable if they continue as a club the next year. They don’t completely disband at the beginning of the summer, rather than continue to exist with leadership and an identity and program again in the fall. Likewise a school club that meets every school year as the 5th grade class club would also be acceptable, even through all of the members change each year.

All 4-H clubs must comply with federal and state nondiscrimination laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Americans with Disabilities Act.

Youth Protection

The Wisconsin 4-H Youth Development Youth Protection process includes a background records check with the Wisconsin Department of Justice, participation in the volunteer orientation program, and completion of the volunteer behavior expectation guidelines. All volunteers, age 18 and over, who work with youth in the 4-H youth program on an ongoing basis will participate in Youth Protection.

Background checks and attendance at a youth protection orientation are required for a host parent/guardians who aren’t currently certified 4-H Youth Development volunteers. Background checks are required for all other adults (18+) living with host families. It is up to county discretion on whether these adults should be required to attend a youth protection orientation session.

Returning volunteers who have been absent one to four years need the background records check, signed volunteer expectation form, but are not required to attend the orientation to be reinstated as a volunteer. Returning volunteers who have been absent five or more years need to repeat the entire youth protection process.

4-H volunteers who have already had background checks and child abuse training as part of their employment or other volunteer experience will need to complete the 4-H Youth Development process.

A resource person doesn’t need to complete the process if working under the visual supervision/guidance of an enrolled volunteer or Extension staff member.

The criteria for whether a record causes concern is whether there is evidence of behavior related to child safety. If the background check causes question with an individual, that individual will be

contacted for additional information before a decision on volunteer status is made. To enhance statewide uniformity of implementation, decisions on questionable backgrounds will involve additional information review involving both state and county staff.

The driving record for all applicants reporting a loss of drivers license will be checked using UW-Fleet policies. If person should be restricted in driving as a volunteer, the state 4-H office will: 1. Write individual asking them not to drive or report that their record is in error. 2. Notify agent 3. Agent notifies club leader about individual's driving restriction.

If a volunteer has lived in Wisconsin for less than 3 years, references will be sought and checked. If a volunteer lives outside Wisconsin, references will be sought and checked.

Program Safety Regulations

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. Minimum requirements for these programs:

1. Protective head gear (SEI approved for the specific activity) which properly fits the participants.
2. Shoes or boots which provide protection from the hazards of said program.
3. Clothing appropriate for the activity which will protect the participants from the elements surrounding the event.

The policy means that all 4-H members participating in the mentioned projects and/or activities need to use protective or safety equipment while participating. Approved safety helmets need to be worn while mounted or driving a horse, operating a bicycle or ATV, on roller blades, rock climbing or doing a challenge course.

If a 4-H club is listed as the sole sponsor of an activity which includes the above listed projects, the helmet and safety equipment requirement applies for all participants. This includes adults as they need to be positive role models.

The goal of this policy is educational. We need to work for a safe environment for our youth. In the volunteer orientation program, the need for a safe environment is discussed. Therefore, if safety equipment which significantly reduces serious injuries is available, why would we not use it?

These standards apply to all 4-H activities, regardless of location. Meeting these standards may require the selection of an alternative site, or requiring the use of additional safety equipment, even though it is not standard practice for the facility where the 4-H activity is to occur. If these safety requirements are not followed, then the particular event is not eligible to use the 4-H name and emblem, nor will it be recognized as a part of the Extension program.

Should people decide not to comply, they need to be disqualified from the competition or asked to at least dismount, if during anon-competitive activity. When adults are serving in a leadership role, they are expected to meet the same requirements as the youth. If leaders fail to comply with

the safety policy and individuals are participating without proper safety equipment and an injury occurs, the leader may be found negligent and application of liability insurance coverage would be questionable. This is a consequence which needs serious consideration.

If 4-H Horse project group co-sponsors a horse related event, the sponsoring groups must establish their own rules and procedures. However, any classes which require 4-H membership to enter, or serves as a qualifying event for district or state competition must adhere to these safety policies.

It is strongly encouraged that 4-H groups set an example of using proper safety equipment and maintaining the highest standards of injury prevention.

To exhibit animals as a 4-H member, youth must be in at least 3rd grade during the 4-H year.

This policy is for the safety of the 4-H member and the public at the public exhibition. The developmental ability and maturity level of the exhibitor, and the unpredictable behavior of animals should be considered prior to involving a 4-H member in the exhibition of animals.

Wisconsin 4-H Shooting Sports Policy

4-H certified leaders must be at least 18 years old, and must have participated in at least one state-level leader training workshop (minimum of 8 hours). If an adult leader is not certified, he/she cannot provide hands-on or safety instruction without a certified leader present.

Adult assistant leaders do not need to be certified, but they must be in the presence of a certified leader.

Youth assistants do not need to be certified, but must be in the presence of and under the supervision of a certified leader.

All leaders should incorporate wildlife/conservation into their program via the 4-H hunting discipline or other suggested activities.

Leaders should maintain their volunteer status at the county level. Certification in the County 4-H Youth Protection training is required for all 4-H Shooting Sports leaders. Leader and member participation will be consistent with any county guidelines.

If a leader is operating in an unsafe manner or is in noncompliance with 4-H leader standards, they are subject to removal.

Adequate insurance is important in 4-H Shooting Sports. Accident insurance is presently available through county 4-H Youth Development Agents for \$1 per person per year. Every leader and member should be covered. Also, leaders should check with their county 4-H Youth Development Agent and/or facility about liability insurance. A leader may obtain certification in an additional discipline through a certified state/district team member.

Leaders are encouraged to upgrade skills via training with NRA, DNR, or others.

Financial

Financial 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.

4-H Clubs/Units

Reporting Requirements: All 4-H Club/units are required to submit a financial record and audit report to the County UW-Extension Office once each year (Treasurer's record from the Secretary's book).

Dissolution Clause: 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.

County 4-H Leaders Associations and County 4-H Committees

Reporting Requirement: The county 4-H Leaders Association and county 4-H committees are required to submit a financial record and an audit of this record to the County UW-Extension Office once each year. Additional reports required by law must also be submitted to the respective agencies with a copy files with the 4-H Youth Development Agent.

Dissolution Clause: The county 4-H Leaders Association must include a statement of dissolution in its bylaws similar to the following: Upon dissolution of the association, any assets remaining shall be conveyed to a 4-H Youth Development program or 4-H Youth Development Foundation as selected by the affirmative vote of the majority of committee members entitled to vote.

County 4-H Committees must include a statement of dissolution in their bylaws similar to the following: Upon dissolution of the committee, any assets remaining shall be conveyed to the county 4-H Leaders Association if one exists. If one does not exist, any remaining assets shall be conveyed to a 4-H Youth Development program or 4-H Youth Development Foundation at selected by the affirmative vote of the majority of committee members entitled to vote.

Multi-county, District and State Committees and Councils

Reporting Requirement: All multi-county, district and state committees and councils are required to submit a financial record and an audit of the record to the advising 4-H Youth Development Agent or State UW-Extension Specialist once each year. Additional reports required by law must be submitted to the respective agencies and a copy filed with the advising 4-H Youth Development program or 4-H Youth Development Foundation as selected by the affirmative vote of the majority of committee or council members entitled to vote.

**BY-LAWS OF THE PEPIN COUNTY
4-H LEADERS AND PARENTS FEDERATION**

Adopted 3-1-79, Revised 1990, Revised 1999

Article I - Name

Section 1 - The name of this organization shall be the Pepin County 4-H Leaders and Parents Federation.

Article II - Nonprofit Educational Charitable Organization

Section 1 - This Federation is a nonprofit educational charitable organization. Any funds received by the Federation for carrying out its purposes shall not accrue to the benefit of individual members.

Article III - Purpose

Section 1 - The purpose of this Federation shall be:

- a. The promotion of 4-H club work in Pepin County.
- b. To arrange for project meetings, leader training, and other county events.
- c. To select members for county and district project achievement, trips, and awards.
- d. To assist the University Extension Office in planing of 4-H club work.
- e. To assist in providing necessary funds for 4-H activities and events.
- f. To determine the policy for, the conduct of, the 4-H Club Program in Pepin County.
- g. To review ideas, plans, and suggestions brought up by county committees, local clubs, and leaders.
- h. To represent 4-H leaders at district, state, and interstate activities.

Article IV - Dissolution

Section 1 - The officers of the Federation are directed, in case of dissolution, to assign all assets of the Federation to the University of Wisconsin - Extension.

Article V - Membership

Section 1 - Members of the Federation shall be all persons regardless of race, color, creed, or national origin, that provide leadership in 4-H programs in Pepin County. The UW-Extension staff are ex-officio members.

Section 2 - All members of this organization shall have the privilege of voting. Ex-officio members shall not vote.

Article VI - Officers

Section 1 - The officers of the Federation shall be the President, Vice-President, Secretary, and Treasurer.

Section 2 - Officers of the Federation shall be elected at the November annual meeting and take office immediately. The Vice President shall be elected each year to serve as President for one year and then to serve as President for one year. The Secretary shall be elected in odd numbered years and shall serve for two years. The Treasurer shall be elected in even numbered years for a two year term.

Section 3 - Duties of the officers

President - Shall preside at all regular and special meetings of the Federation. President and county Extension staff shall act on organization business which in their judgement would not require a Federation meeting. The Federation shall appoint all standing committees. The President may appoint temporary committees. The President shall appoint a three member nomination committee to present a slate of officers.

Vice-President - Shall preside in the absence of the president and take care of all the duties of the president during his absence.

Secretary - Shall keep complete minutes of the Federation and take care of necessary correspondence.

Treasurer - Shall collect and care for all money of the Federation. Shall keep records and pay all bills, present books for audit at the end of the term of office.

Section 4 - Officers will not hold the same office for more than two consecutive terms; but after a one year interval could be re-elected to the same office. However, the officer could be elected to another office of the federation.

Section 5 - In the case of vacancy of the Executive Board, the President shall appoint someone to complete the unexpired term.

Article VII – Meetings

Section 1 - The Federation shall hold six regular meetings per year in February, April, June, August, and October, with the annual meeting in December.

Section 2 - Achievement Night will be held in September and the Leaders and Friends Banquet in October/November.

Section 3 - Special meetings may be called by the President, the Executive Board, by petition of 10 members, or by the Extension Staff.

Section 4 - "Robert's Rules of Order" shall govern all meetings.

Article VIII - County 4-H Committees

Section 1 - Committee members will be appointed at the annual meeting in November and serve for one year beginning at that time. 4-H leaders must give their consent before serving on a committee.

Section 2 - Committees will be formed for 4-H programs, projects and activities when deemed necessary by the membership, Executive Board, or University Extension personnel. An up-to-date listing of committees and their members shall be distributed to all members of this organization each year.

Section 3 - The purposes and the functions of the committee will be reviewed each year for necessary changes by the committee.

Section 4 - Reports of Committees: Committees will report to leaders at the annual meeting. Special reports will be given to the Federation if deemed necessary by the Executive Board.

Article IX - Amendments

Section 1 - The by-laws of this organization may be amended by a two-thirds majority of votes cast at any regular meeting.

Section 2 - The proposed amendments to the by-laws shall be sent from the County Extension Office, to all members of the organization in a newsletter prior to the meeting at which it is to be acted upon.

Article X - Quorum

Section 1 - A quorum shall consist of active members representing at least four clubs.

10-99 Update

Pepin County 4-H Senior Youth Council Constitution

Adopted by May, 1966

Revised November, 1980; Revised January, 1989; and February, 1999

ARTICLE I NAME: **Pepin County Senior Youth Council (SYC)**

ARTICLE II OBJECT: The purpose of the Pepin County Senior Youth Council shall be for: Leadership, Service, Responsibility, Education, Fellowship, and Recreation.

ARTICLE III MEMBERSHIP: Any County 4-H member, in 8th grade or older, may become a member, paying the annual membership dues of .50 cents if necessary.

1. Those away to any advanced school or working should attend meetings whenever possible.
2. Members have to attend 1/2 of all regular meetings (6).

ARTICLE IV GOVERNING BODY

COUNCIL: The governing body is the executive council, consisting of county Senior Youth Council officers.

ADVISORS: One or more advisors should be present at the monthly meetings. The County Extension Agents are members Ex officio.

ARTICLE V OFFICERS: The elected officers of the Pepin County Senior Youth Council shall consist of (a) President; (b) Vice-President; (c) Secretary; (d) Treasurer; and (e) Historian.

The Council shall help plan the yearly program and act on matters requiring immediate attention.

ARTICLE VI MEETINGS: Meetings shall be called whenever the president or County Agent feels it is needed. Regular meetings shall be the second Monday of every month, or if a conflict on that evening have it at another time convenient for the group. The place shall be decided by the executive council. A designated monthly activity will be held in addition to the meeting. SYC member(s) are in charge of arranging this activity.

ARTICLE VII AMENDMENTS: This constitution may be amended by a majority vote of the council members present at any regular or special meeting.

BY-LAWS

Roberts Rules of Order shall govern over all meetings.

SECTION I ELECTION OF OFFICERS - ELECTION PROCEDURES.

To be elected, a candidate must have a majority of the ballots cast.

If no candidate received a majority of the ballots, the one received a majority of ballots, the one receiving the least number of votes is dropped and the voting is continued until a candidate has a majority of votes.

Election shall be by ballot.

Election in October, take office immediately.

New officers shall be elected every year.

The executive committee will appoint in case of a vacancy.

Candidates for office must be SYC members for at least one year.

SECTION II ELECTION OF ADVISORS:

- 1) Advisors will be appointed in October.
- 2) Candidates must be either a parent of a SYC member, a 4-H leader or 4-H Alumni.
- 3) Advisors may be appointed for consecutive terms.
There should be at least one advisor present at each SYC activity; if none of the advisors, including the county Extension Agent, cannot make it, someone else will be contacted.

SECTION III DUTIES OF THE OFFICERS:

1. All officers should assist other officers in arranging for meetings, etc.
2. If the president is not there then the vice president will preside, if the vice president is absent too; then the secretary and so on down the line.
3. All officers must attend monthly meetings unless they provide an excuse, and they should contact the president prior to the meeting.

DUTIES OF THE PRESIDENT

1. Checks on arrangements for meeting, and that each one is ready as listed on program.
2. Presides and calls meeting to order and directs the business meeting.
3. Decides points of order fairly.
4. Casts deciding vote in case of tie vote, and can vote when by ballot or roll call.
5. Approves payment of accounts on action by club.
6. Is largely responsible for the orderly conduct of meeting.
7. Keeps in close touch with advisor and county Extension Agent.
8. Helps members cooperate by being a good cooperater.
9. Shows courtesy to guests.
10. The president guides meetings in a courteous, tactful way, but avoids talking too much.
11. The meeting belongs to the members. The president is only the pilot.

DUTIES OF THE VICE PRESIDENT

1. Learns the duties of the president.
2. Performs these duties when the president is absent.
3. Often acts as chairman of program committees.
4. Appoint committees and takes charge of planning yearly program. Shall also execute the program.

DUTIES OF THE SECRETARY

1. Keeps records of club. A permanent record is important.
2. Keeps minutes of all meetings of club, reads these when called for by the president.
3. Keeps close tab of all actions by the club.
4. Keeps a complete list of members and records their attendance at meetings.
5. Send regular reports to county Extension Agents and special reports as requested by president, leader, or by decisions of club.
6. Writes letters required by decisions of club, thank-you notes, etc.
7. Will send out notices before meeting.

DUTIES OF TREASURER

1. Keeps records of club. A permanent record is important.
2. Keeps close tab on all actions by the club.
3. Keeps accurate account of all money owned by the club and pays all bills on action by the club and approval of the president.

DUTIES OF THE HISTORIAN

1. Take pictures and collect information on meetings and activities to be placed into yearly scrapbook.

SECTION V POINT SYSTEM

Rules: No points can be taken for participation in activities which receive premiums.

Points for committees can only be taken if the committee meets and if you have been active in the work of the committee.

Final decisions on points will be made by SYC advisors and/or 4-H Agent.

Any questions about points on unlisted activities that may qualify should be brought up to SYC advisors and/or 4-H Agent.

SYC activities which differ from year to year will be assigned a point valuation as they come along.

The SYC member with the highest number of points receives the SYC Award.

Points accumulated by each member will be recorded by the members and reviewed by advisors and/or 4-H Agent.

The advisor and/or 4-H Agent will total points by each member at the August meeting.

