

# *Sawyer County 4-H Clubs, Inc.*

*4-H The Power of YOUTH*



1902 - 2002

## *Policies & Procedures Manual*

*-Revised and adopted November 20, 2008*

*-Revised and adopted November 15, 2007*

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*-Revised and Adopted November 2004*

# The Sawyer County 4-H Program

## Table of Contents

|                          |       |
|--------------------------|-------|
| Bylaws                   | 4-10  |
| Standing Rules           | 12-17 |
| Trips                    | 21-25 |
| Forms                    | 27-36 |
| Record Book Sheets       | 37-48 |
| Addendum I               |       |
| Horse Project Guidelines | 49    |



**Sawyer County 4-H Clubs, Inc.**  
**BYLAWS**  
**Sawyer County 4-H Clubs, Inc.**  
**Est. 1971**

**“The Sawyer County 4-H Clubs, Inc., in cooperation with the Sawyer County 4-H Youth Development Educator, supports educational programs and activities involving youth and adults to promote positive youth development.”**

**Articles**

RESOLVE, that the Sawyer County 4-H Clubs, Inc. hereby adopts the following restated Bylaws which shall supersede the present Constitution and Bylaws for the Sawyer County 4-H Leaders' Association and all amendment thereto.

**Article 1**

**Name and Location**

- 1.01 The name of this organization is the Sawyer County 4-H Clubs, Inc. From this point on; it shall be referred to as the Organization.
- 1.02 The principal office shall be in the office of the Sawyer County 4-H Youth Development Educator, Sawyer County Courthouse, 10610 Main Street, Hayward, WI.

**Article 2**

**Purpose**

- 2.01 The purpose of the Organization shall be:
  - a. To improve, foster, promote and develop youth through the 4-H educational program in Sawyer County.
  - b. To provide a forum for 4-H leaders and youth to discuss ideas and make decisions relative to the Sawyer County 4-H educational activities and program opportunities.
  - c. To serve as a communication link between the local 4-H Clubs, 4-H projects, 4-H affiliates and the County Extension Office.
  - d. To promote good public relations and service to the Sawyer County community.
  - e. To serve as the policy making body for the Sawyer County 4-H program to insure compliance with Wisconsin 4-H Youth Development Policy and legal use of the 4-H name and emblem.

- f. To accept and generate funds and other support for the Sawyer County 4-H program.
- g. The Organization is a non-profit educational organization. Any funds received by the Organization shall be used for carrying out its purposes and shall not accrue to the benefit of individual members. ([www.national4-headquarters.gov/library/fs-tax\\_exempt\\_v2-08.pdf](http://www.national4-headquarters.gov/library/fs-tax_exempt_v2-08.pdf))

### **Article 3** **Membership**

#### 3.01 Membership Qualifications

- a. Every youth protection certified adult 4-H Leader enrolled in Sawyer County 4-H is a member. Enrollment/reenrollment is an annual requirement.
- b. Every youth enrolled in the Sawyer County 4-H program is a member of the Organization. Youth enroll annually.

3.02 No Discrimination. Membership is open to all persons regardless of age, race, color, creed or religion, national origin, ancestry, gender, sexual orientation, marital or parental status, pregnancy, veterans' status, arrest or non-job program related conviction record, qualified disability or social economic level. 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 American Disabilities Act. ([www.uwex.edu/ces/4h/](http://www.uwex.edu/ces/4h/))

3.03 Membership in this organization will be terminated immediately upon separation as a 4-H Leader or 4-H Youth within Sawyer County, whether separated voluntarily or involuntarily.

### **Article 4** **Officers / Board of Directors / Advisors**

4.01 Board of Directors. The Board shall consist of elected officers (Pres., V.P., Sec., Treas.), the General Club Leader or a designated alternate from each chartered 4-H Club and the State 4-H Adult Leader Council Representative. The 4-H Youth Development Educator is an ex-officio with no vote. Each Club is encouraged to designate a youth, grade 7 and above, to partner/participate with their General Club Leader in the monthly meetings of the Organization. Each Club will have one vote.

4.02 Duties of the Board of Directors. The Board shall conduct, manage and control the affairs and business of the Organization. Responsibilities include:

- a. Develop an annual budget and handle all financial transactions including the annual audit.
  - b. Set the agenda for all meetings and prepare draft policies for items on which the Organization needs to make a decision.
  - c. Suspension/Expulsion – the Board of Directors shall utilize the Sawyer County Behavior Agreement Form, as adopted, when making decision about suspension or expulsion.
  - d. File reports to the Secretary of the State and other officials annually or otherwise required by law.
- 4.03 Nominations for office. The Nominating Committee will recruit and present the candidates for office. Nominations will also be taken from the floor at the meeting immediately preceding the annual meeting. Candidates will be members in good standing who have served as an adult leader at least one year, immediately preceding the elections.
- 4.04 The Sawyer County 4-H Youth Development Educator will serve as advisor to the Sawyer County 4-H Clubs, Inc., with no voting power.
- 4.05 Election of Officers. The officers shall be elected by the membership at the annual meeting. Voting shall be done by ballot. A majority vote from members present, as described in Article 5.05. The UW-Extension Family Living, Agricultural and Community Resource Development Educators will serve in an advisory capacity in their fields of study. These positions hold no voting power.
- 4.06 Term of office. The officers shall be elected for a two-year term. The President and Treasurer will be elected on the even numbered years and the Vice-President and Secretary on odd numbered years. Each officer shall take office at the first meeting following their election. Officers may be re-elected to succeed themselves upon completing their elected two-year term with maximum of 2 consecutive terms. Whenever any vacancies occur by separation, resignation, death or otherwise: the position will be filled by majority vote of the Board of Directors to complete the un-expired term of office at the next regularly scheduled meeting.
- 4.07 Duties of Officers.
- a. President. Shall preside at all regular, board and special meetings of the Organization; shall work with the board and the UW-Extension 4-H Youth Development Educator to set the agenda for all meetings; shall act as chairperson of the board of directors; shall also be an ex-officio member of all standing or appointed committees; shall work with the UW-Extension agent

to act on Organization situations which in their judgment would not require board action.

- b. Vice-President. Shall preside in the absence of the president and take care of all the duties of the president during the president's absence; shall serve as chair of the Nomination committee.
- c. Secretary. Shall keep an accurate record of the proceedings of all Board and organization meetings; shall work with the UW-Extension Office to get out all organization correspondence and communications; shall send minutes of meetings to UW-Extension Office within seven working days after a meeting.
- d. Treasurer. Shall collect and care for all funds taken in by the Organization; shall keep accurate up-to-date records of all monies received and paid out; shall pay only those bills as authorized by the Organization and/or the Board; shall prepare a monthly financial statement for review by the Organization; shall have financial records audited annually using procedures authorized by the board of directors; receive and file evidence of chartered 4-H Clubs audits annually. The treasurer serves as the chair of the Finance Committee.

## **Article 5** **Meetings**

- 5.01 Organization Meetings. The Organization will hold meetings quarterly. The meetings will be schedule at the first meeting held after the Annual Meeting.
- 5.02 Board of Directors Meetings. The Board of Directors will meet monthly, excluding December. For those months designated as Quarterly meetings of the Organization, the Board will meet prior to the Quarterly meeting. All members are encouraged to participate in all meetings of the Organization.
- 5.03 Special Meetings. The Executive Board or 4-H Youth Development Educator may call a special meeting. Advance notice and the purpose, date, time and place of meeting will be specified.
- 5.04 Annual Meetings. The fiscal year of the Organization shall be January 1<sup>st</sup> through December 31<sup>st</sup>. The Organization will hold the annual meeting in January. The purpose of the annual meeting will be to elect officers, review committee reports, adopt the annual budget, and schedule the calendar of events for the coming year.
- 5.05 Notice. Notice of meetings shall be given to the membership not less then 5 business days nor more than sixty (60) days before a meeting of the Organization. Notice will be given via 4-H newsletter, mail, telephone or email.
- 5.06 Quorum and Voting.

- a. A quorum shall be reached when at least three (3) Officers (Pres., V.P., Sec., Treas.) and directors from at least 25% of chartered clubs are present.
- b. Voting. If a quorum is present when a vote is taken, the affirmative vote of a majority of directors present is the act of the board unless the articles of incorporation or the Bylaws require the vote of a greater number of members. At the Annual meeting, all members who have met the minimum requirements in their project area may vote.

## **Article 6** **Committees**

- 6.01 The Executive Committee shall consist of the officers of the Board and the UW-Extension 4-H Youth Development Educator who is an ex-officio with no voting privileges.
- 6.02 Standing committees are created by the Board of Directors as deemed necessary to promote the purpose of the Sawyer County 4-H program.
- 6.03 Special committees are created for a specific purpose and are dissolved when the work of the committee is completed. Special committees shall be created by the Board as deemed necessary to promote the purpose of the Sawyer County 4-H program.
- 6.04 Management committees are non-project committees formed by the Board of Directors for the purpose of managing tangible assets owned by Sawyer County 4-H Clubs, Inc.
  - a. Finance Committee. Membership in the committee shall include the Organization Treasurer (chair), President, Board member, representative from the fundraising committee, Financial Advisor, 4-H Youth Development Educator (non-voting). The role of the Finance Committee is to:
    - 1. Review the fiscal responsibilities of the Organization and make recommendations to the 4-H Board of Directors.
    - 2. Budget, development and implementation, verify annual audit completion, provide recommendations for bookkeeping and reporting procedures and provide leadership for long-range security for the Organization.
    - 3. Work with fundraising committees as they set their annual goals.
    - 4. Set up funding application guidelines for annually inviting requests and application from 4-H committees, the 4-H Leaders Organization and Extension. The committee will review requests and make recommendations for fund disbursement to the Board of Directors for final approval.
  - b. 4-H Endowment Fund Committee. The committee will be appointed by the Board, consisting of the Organization Treasurer as Chair, a board member, a youth member (if none are eligible the committee will operate without),

representative from the fundraising committee, a Financial advisor or counselor, the UW-Extension 4-H Youth Development Educator. The committee will set up grant guidelines and annually invite requests from 4-H Projects, 4-H Clubs and the Sawyer County 4-H Youth Educator.

1. The Sawyer County 4-H Clubs, Inc. Endowment Fund is established through the Wisconsin 4-H Foundation.
  2. The purpose of the fund shall be to receive gifts and bequests to support, expand and promote the Sawyer County 4-H program.
  3. The earnings of the Sawyer County 4-H Clubs, Inc. Endowment Fund are to be used for innovative/educational programs that support strengthening and expansion of the Sawyer County 4-H program. The Endowment Committee will recommend requests for disbursement with final approval from the Sawyer County 4-H Clubs, Inc. Board of Directors.
  4. The earnings of the Fund are not to be used for current operating expenses of the Organization.
  5. No earnings will be withdrawn or disbursed from the Fund until the principal has reached a minimum of \$20,000.
  6. The Committee will assist the Organization in creating awareness of the Sawyer County 4-H Endowment Fund and its benefits.
  7. The Committee will direct the solicitation of funds through donations of cash or property from various sources including gifts, bequests and memorials.
  8. The Fiscal year for the Fund is January 1 through December 31.
- c. Property Management Committee. The committee shall be chaired by a member of the Board of Directors and consist of at least (2) 4-H Leaders and one youth member (if no youth is eligible, the committee will operate without), representatives as stated in the Property Deed, and the UW-4-H Youth Development Educator serves as ex-officio. The committee will honor all restrictions on the Property Deed dated September 3rd, 2008 between Sawyer County and Sawyer County 4-H Clubs, Inc. The committee will:
1. Work with the County Forestry Administrator to insure that the long range management plan for the parcels is carried out as recommended.
  2. File an annual report with the Ag & Ext. Committee, the County Board of Supervisors identifying projects being carried out on said parcels. The Property Management Committee will report to the membership at the annual meeting.
  3. The property will not be sold in whole or part without written authorization by Ag. & Ext. Committee and County Board of Supervisors.
  4. Continue to investigate ways to develop the property to support and expand the 4-H program in Sawyer County.

6.05 The Board of Directors shall oversee all committees.

**Article 7**  
**Parliamentary Authority**

- 7.01 Rules of Order. The Organization and the Board of Directors meetings shall be conducted in accordance with and governed by Robert's Rules of Order (latest revised edition) except as otherwise stated in the Bylaws.
- 7.02 Observance of the bylaws adopted by the Organization is essential for orderly conduct of business. Officers, Board members and members should be familiar with the rules they have accepted. A copy of the bylaws of the Sawyer County 4-H Clubs, Inc. should be available at every meeting. This is the responsibility of the secretary.

**Article 8**  
**Amendments of Bylaws**

- 8.01 The by-laws may be amended at any regular, special or annual meeting of the Organization by a two-thirds vote of the members present and voting, provided notice of the proposed amendment have been presented at the previous meeting, and through notification by mail and/or e-mail ten (10) days before the vote and provided the amendment is not in conflict with the Articles of Incorporation.
- 8.02 The By-laws of this Organization shall be deemed to be part of the Articles of Incorporation.

**Article 9**  
**Dissolution of Organization**

- 9.01 Upon the dissolution of the Sawyer County 4-H Clubs, Inc., any assets remaining shall be conveyed to a 4-H Youth Development Program or Wisconsin 4-H Foundation as selected by the affirmative vote of the majority of the members entitled to vote.

**Voted on and accepted on this 20<sup>th</sup> day of November , 2008.**

**President, Sawyer County 4-H Clubs, Inc.:** \_\_\_\_\_

**Secretary, Sawyer County 4-H Clubs, Inc.:** \_\_\_\_\_





# Sawyer County 4-H Clubs, Inc.

## STANDING RULES

### I. Youth Participation in 4-H

No person shall, on the grounds of race, color, national origin, sex, handicap status, religion, or political affiliation, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any aspect of the Sawyer County 4-H Leaders Association, including, but not limited to, all programs and activities.

### II. Age Requirements (When filling out enrollment forms in the Fall, age/grade is calculated as of January 1 of the following year.)

- A. Entry level age – Kindergarten (Eligible for the Cloverbud program only)
- B. Upper age level - member may continue through the 4-H year in which the 19<sup>th</sup> birthday is reached. For example:  
Youth age 19 on January 1 are eligible for re-enrollment  
Youth age 20 on January 1 are *ineligible* for re-enrollment
- C. Youth in 1st and 2nd grade may join the Cloverbud program; however, years in the Cloverbud program do not count as years in 4-H.

### III. Membership

- A. 4-H Club Members - youth may join 4-H clubs by contacting a 4-H club leader and completing an enrollment form. 4-H club members must abide by the clubs' constitution, bylaws, and standing rules.
- B. 4-H Non-club Members - youth may join as a 4-H Non-club Member not involved in a 4-H club and their family takes on the role and responsibilities of needed leadership.  
Children who are home schooled will participate in 4-H in their declared grade/age.
- C. Leaders/Volunteers – adults shall enroll or re-enroll annually.

### IV. Enrollment Guidelines

Enrollment forms, changes of membership, and/or projects are not official until accepted in the UW-Extension office. Paperwork must be in the UW Extension office by designated deadline.

**October 31** - deadline for re-enrollments to maintain active status.

**May 1** - Deadline for new members to join 4-H and still achieve in their project(s) area.

**After May 1** – Youth may still join 4-H, but will not be able to achieve in their project(s) area, unless authorized by the 4-H Leaders Association. It is also the last date to change, add, or drop a project.

4-H in Sawyer County is open to youth in grades K – 12, plus one year out of high school, (see age requirements), no matter which county of residence.

## V. Project Guidelines

### A. Members

The Leaders Association recommends talking with a parent, club leader, or Junior Leader to choose a manageable number of projects to enter. Consider experience, level of maturity, and time available to devote to projects. A minimum number of six hours is required to achieve in each project area, as well as completing a Record Book. That means spending at least six hours learning and recording about each project you take. Time spent at school and at home count if documented on a Project Log sheet.

Original Project books are available to Leaders for their project areas.

Copies of 4-H project book material will be available to all 4-H youth and leaders at no cost. If original project book material is requested by 4-H youth, the cost will be shared by the 4-H member and the Leaders Association.

### B. Cloverbuds

Youth who are not old enough to enroll as regular 4-H members can enroll as Cloverbuds. Cloverbuds receive special project information and attend all 4-H meetings and activities.

### C. Leaders

- Attend leader trainings and monthly leaders association meetings when able
- Submit announcements of upcoming project/club meetings for inclusion in the monthly 4-H newsletter
- Provide a minimum of six hours of project experience
- Submit attendance reports to the UWEX office after each meeting
- Distribute and help members complete a Record Book
- Assist with fundraising activities through the Leaders Association, including the 4-H food booth at the Sawyer County Fair
- Encourage members to enter projects in the Sawyer County Fair
- Club Leaders should provide community service opportunities
- Club leaders shall annually file financial and Cloverbud audit reports with UWEX office.
- Submit all publicity releases to the ~~UWEX office or the~~ Sawyer County 4-H Youth Educator for review.

## VI. Fair Entry Guidelines

4-H members enter the Sawyer County Fair under the Junior Class Division departments. Cloverbuds can enter in the Sawyer County Fair Department 117-B. Cloverbuds may exhibit up to 3 items. To exhibit at the county fair, members must follow the guidelines stated for each individual department in the Exhibitor's Handbook. In addition, 4-H members may also enter the Open Division if they wish.

## **VII. Club Requirements**

Development of new 4-H Clubs in Sawyer County is at the discretion of the 4-H/Youth Agent. The following requirements must be met to be officially recognized as a 4-H club in Sawyer County, Wisconsin:

- Club Name
- Five or more youth, not all siblings
- Adult leadership that has been approved through the Youth Protection Program
- Educational plan which meets the purpose of the 4-H Youth Development Program
- Youth involvement in leadership and decision-making
- Meet on a continuing basis
- Each club will have on file, and comply with, "4-H Club Financial Handbook for Leaders" and "4-H Club Management - Club Fund Raising" publications.

## **VIII. Awards and Recognition**

### **A. Trips**

- Members must meet trip requirements regarding age & eligibility.
- Members may receive the same award or trip more than once, but preference will be given to first time applicants.
- Additional rules may be specified for each trip.

### **B. Awards**

Members will receive an award per year for each project area in which they have achieved. A completed Record Book must be submitted on time in order to be eligible for the following county level awards:

#### 1. Requirements for a Project Award:

- Minimum of 6 hours involvement, documented on Project Log Sheet
- Enter in the Sawyer County Fair
- Complete a Record Book

#### 2. Requirements for a Record Book Award:

- Complete a Record Book
- Complete requirements for at least 1 project area
- Minimum of 6 hours community service, documented on Volunteer Log Form.

Working at a community event for compensation is NOT considered Community Service. Examples of community service:

- Trash pick-up
- Working with Senior Citizens at a Nursing Home
- Helping at Sawyer County Fair
- Helping at Barnebirkie, Birkie, Relay for Life, etc.

#### 3. Other Special Awards

Other awards will be determined based on merit.

## **IX. 4-H Sawyer County Leaders Association Scholarship**

The scholarship application is available at the UWEX office and at high school guidance offices. Applicant must be an active member Sawyer County 4-H throughout high school and plans to be a full time student at an accredited college or vocational school. The scholarship will be awarded at the beginning of the second semester upon receipt of a transcript showing a GPA of at least 2.0 on a 4.0 scale.

The applications will be reviewed by a committee consisting of the Association President, a representative from each Sawyer County Club, the chairman of the Scholarship Committee, and the Sawyer County 4-H Youth Educator who will serve as an advisor. The chairman will be member of the Executive Board.

## **X. Field Trips**

1. Field Trips must be supervised by a certified 4-H volunteer/leader.
2. A distance of greater than 10 miles must be driven outside of club's origin to be eligible for mileage reimbursement. (see page 18, *Requesting Funding*)
3. A valid driver's license and auto insurance must be on file with the UWEX office **per event**.
4. Each youth participating must have a signed permission slip on file with the UW-Extension office.
5. **Only certified 4-H Leaders/drivers** ~~Non-4-H volunteer drivers~~ are **not** qualified for reimbursement.
6. If a 4-H youth does not attend their designated trip and the Sawyer County 4-H Leaders have paid for this trip in advance, the 4-H youth **not** attending will be responsible to the Sawyer County 4-H Leaders for 100% of the trip cost.

## **XI. Fundraising**

1. Any fundraising or raffle activity should be described on the Fundraising Request Form (see Forms) and presented to the Leaders' Association for their approval **prior to** the activity. If the event occurs prior to the next Leaders Meeting, the 4-H Agent must be notified of the event.
2. Fundraising activities will be discussed monthly at the Leaders Association meetings.
3. When a group is representing 4-H in a fundraising activity, a 4-H sign should be posted for insurance purposes.
4. Fundraisers held at a Club/Project level ~~may~~ **will** be required to submit a percentage of their net profits to the Leaders Association. Payment ~~should~~ **must** be received within 30 days of the event.
5. A fundraising report including profit and loss must be submitted to the Association at the next monthly meeting.

## **XII. 4-H Property/Inventory**

1. All furniture, equipment, etc. purchased by or for 4-H use is considered property of the Sawyer County 4-H Leaders Association.
2. Use of the equipment is granted only to 4-H Adult Leaders.
3. Equipment is signed out with the Leaders Association. Length of sign-out must be stated in the inventory file kept by the Leaders Association at the UWEX office.
4. The leader must be using the 4-H equipment in a 4-H related event.
5. Leader is responsible for any damage or loss to the equipment while in their possession.
6. Any new equipment must be added to the inventory file, accompanied by a receipt if purchased, and stored with the other 4-H supplies in the basement of the courthouse.

### **XIII. Situations for Board of Directors**

#### **A. Situations for Required Board of Directors Action**

1. Persons accused of any of the following while participating in a club, county, state, or national 4-H related activity will be required to appear before the Board of Directors: illegal possession or use of drugs or alcoholic product; theft, misuse, or abuse of public or personal 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 individual at the hearing.
2. If the accused individual is found to be in violation of the above, he/she will be suspended from participation in club, county, state, or national 4-H activities for a period of up to twelve months.

#### **B. Situations for Possible Board of Directors Action**

1. Persons accused of any of the following while participating in a club, county, state, or national 4-H activity may be required to appear before the Board of Directors:
  - breaking curfew or disturbing the peace
  - unexcused absence from the activities of the event
  - unauthorized use of vehicles during the event
  - use of tobacco products
  - participation by his/her willful presence at secretive events where people are using tobacco, alcohol, or unauthorized drugs

Other relevant parties may appear with the individual at the hearing.

2. If a Board of Directors meeting is held, the accused individual will be notified and asked to appear. If the individual is found by the Board of Directors to be in violation of any of the above and disciplinary action is recommended he/she may be suspended from participating in club,

county, state, or national 4-H activities for a period of up to twelve months.

### **C. Appeals Procedure**

If an individual wishes to appeal the decision of the Board of Directors, the member must appeal in writing to the President of the 4-H Leaders Association and the 4-H Youth Development Agent through his/her county Extension Office within ten (10) days following notification of disciplinary action to be taken.

### **XIV. Expectations for Participants**

- A. Youth** - Youth are required to read and sign the "Sawyer County 4-H Youth Expectation Agreement" and return with their enrollment form to the UW-Extension Office. These guidelines cover participation in club, county, state, or national 4-H sponsored events.
  
- B. Adult volunteers and leaders** are required to successfully complete the Youth Protection program. The program includes a volunteer application form that authorizes a records check for convictions related to child safety, participation in a volunteer orientation session, and signing volunteer behavior guidelines. Volunteers accused of violating the behavior guidelines may be requested to appear before the Board of Directors.

Failure to comply with any of these behavior guidelines may be reason for termination of a volunteer.

### **XV. Amendments**

The Board of Directors of the Sawyer County 4-H Leaders Association may make amendments or additions to the Standing Rules for 4-H at any regular meeting. Membership will be notified of the changes and the date they will be discussed through the 4-H newsletter or in a letter to organizational leaders(s).

### **XVI. Dissolution of 4-H Club**

Upon dissolution, any 4-H Club with assets must turn over those funds to a recognized 4-H club or group with the approval of the Sawyer County 4-H Leaders Association and the County 4-H/Youth Development Educator.

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

### **Sawyer 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/Volunteer. Failure to comply with any of these behavior guidelines may be reason for separation or termination of a member/volunteer. (See expectation agreement)

#### ***4-H Members/Volunteers 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 chaperone 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

#### ***Sawyer County 4-H Members/Volunteers will be appropriately disciplined when there is reasonable proof of the following:***

1. Possession or use of illegal drugs and chemicals including 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

#### ***Sawyer County 4-H Members/Volunteers and their families understand the leaders/chaperones role is to:***

1. Serve as an advocate for the 4-H Members.
2. Maintain regular contact with members to monitor health, attitude and problem situations.
3. Be aware of all prescription medication; but not to dispense medication. Medications will be dispensed by a designated person.
4. Make appropriate decision in emergency situations to enhance the health and well-being of the members
5. Determine the occurrence of inappropriate behavior and take appropriate actions, which may include:

- A. Counseling with involved member(s)
- B. Taking disciplinary action(s) 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 Sawyer County 4-H Club's, Inc. Executive Committee.

***In the occasion, that a 4-H member/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 UWEX 4-H Youth Development Educator. The information will be shared with the Sawyer County 4-H Club's, Inc. Executive Committee 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 Committee, then the member will be suspended from all 4-H related events and activities until the she/he appears before the Executive Committee for disciplinary review.

A. Situations that require Executive Committee 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 Committee 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 Committee action:

Persons accused of any of the following while participating in any 4-H related activity **may be required to appear before the Executive Committee 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 Committee determines a meeting is necessary, the accused will be invited to appear before them. If the individual is found by the Executive Committee 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. Failure to appear before the Executive Committee for review of incident will result in suspension of the member/volunteer for a period up to one year.

#### C. Appeals procedure:

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

## 4-H TRIPS

### **Wisconsin 4-H & Youth Conference**

Where: UW Madison Campus

When: June

Approximately 800 youth attend this educational event in Madison each summer. Participants take part in educational seminars and assemblies and meet people from across Wisconsin. They are encouraged to take what they learn and share it with others in their community.

Age: 8th - 10th grade at time of selection

Cost: Approximately \$175

### **CO-OP YES**

Where: Location rotates every year

When: Monday and Tuesday in February

Participants will learn the purpose, operation and scope of cooperative business and economy in a fun and educational environment. Participants also explore career possibilities and meet youth leaders from across the state.

One Wisconsin 4-H member attending this conference will be selected to attend the National Institute on Cooperative Education (NICE) Conference

Age: 8th - 10th grade at time of selection AND have not previously attended this conference

Cost: Minimal. Local sponsors are typically secured by the Wisconsin Federation of Cooperatives office.

### **Citizenship Washington Focus**

Where: Washington D.C.

When: June - July

Over 200 Wisconsin 4-H Youth are selected to attend this leadership program held at the National 4-H Center. Participants learn the importance of civic and social responsibilities as they relate to the development of better citizens and leaders. The week consists of participatory workshops, speakers, committee work, field trips and social events.

Age: 10th - 12th grade at time of selection, minimum age of 15.

- Cost: Approximately \$750

**\*\*NOTE\*\*** Must have attended WI 4-H and Youth Conference to be eligible

### **National 4-H Congress**

Where: Atlanta, GA

When: November -December

Delegates participate in self-development seminars, tours, and a service project, while exchanging ideas with youth from across the country.

Age: 10th - 12th grade at time of selection, maximum age of 18 as of January 1 in the current year

Cost: Approximately \$800. The Wisconsin 4-H Foundation sponsors a portion of the cost, and the remaining amount is the responsibility of the delegate.

**\*\*NOTE\*\*** Must have attended WI 4-H and Youth Conference to be eligible

### **National 4-H Conference**

Where: Washington D.C.

When: March - April

Six (6) youth are selected to attend this working conference held at the National 4-H Center. Each participant selects an issue (i.e., education, promotion, environment, violence) and works with other youth from across the county to develop plans to help direct future 4-H programming.

Delegates spend the majority of time contributing to stimulating, task-oriented groups. One day is spent on Capitol Hill meeting with legislators and touring.

Age: 10th - 12th grade at time of selection, maximum age of 18 as of January 1 in the current year

Cost: Approximately \$1000. The Wisconsin 4-H Foundation sponsors a portion of the cost, and the remaining amount is the responsibility of the delegate.

**\*\*NOTE\*\*** Must have attended WI 4-H and Youth Conference to be eligible

### **State 4-H Arts Camp**

Where: Wisconsin Dells, WI

When: October

A fun filled weekend with five hour-long exploratory sessions in communications, music, photography, drama, and art. In the evening, everyone will come together for fun in the cultural arts.

Age: 6, 7 & 8th grade

Cost: Approximately \$45

### **4-H Arts Leadership Lab**

Where: Wisconsin Dells, WI

- When: December

This program is for new and emerging leaders, is open to adults and youth leaders who are interested in their clubs and counties. Participants develop a plan of action to carry out in their local areas. Workshop tracks include communication, music, photography, theatre arts, video, and visual arts. Counties may register up to six (6) participants.

Age: 13-17 yrs of age

Cost: Approximately \$60

### **Winter Camp**

Where: Camp Crosswoods - Delta, WI

When: January

A fun filled weekend of outdoor wintertime activities. Just a great weekend to come and get to know your fellow North District 4-H members. Open to all youth.

Age: 14 and older

Cost: Approximately \$65.00

### **Summer Camp**

Where: Trails End - Bruce, WI

- When: End of June

A wonderful 3-day campout, combined with Price County. Learn about and enjoy the outdoors! Registration forms are available in May. Open to all youth.

Age: 9 and older

Cost: Approximately \$70.00

### **Space Camp**

Where: Huntsville, Alabama

When: End of April

Delegates participate in hands-on mock space missions and other activities in this NASA program while exchanging ideas with youth from across Wisconsin.

Age: Be in 6<sup>th</sup>-8<sup>th</sup> grade at time of trip. Maximum age 15 at time of trip;

Cost: Approximately \$490.

### **International Travel Opportunities**

Where: Finland, Japan, Korea, Mexico or Australia (youth choice)

When: Summer months

Delegates travel abroad for 2-4 weeks of hands-on cultural experience, living with participating 4-H host families.

Age: 16 – 19

Cost: Varies yearly, depending upon which trip is chosen \$500 - \$4000. Youth is responsible for fundraising at least \$1000 with the remainder to be contributed by the participants family.

Before you begin: contact Lori Laberee, 4-H Youth Development Educator

## **TRIP APPLICATION PROCEDURES**

Trip Application Procedures may vary from year to year. There will be a Fall/Winter Trip Mailing and Spring/Summer Trip mailing from the UW-Extension Office, to all youth 8<sup>th</sup> grade and older. You will be asked to indicate on the Trip Request Form (see Forms), which ones you are interested in attending. Summer camp and Winter Camp has open registration, and does NOT require filling out the form. Listing your choices does not mean that you are committed to going, nor does it mean that you will be selected to go.

In the event that we have more applicants than our county allotment, you may be required to submit an essay, and go through an application procedure. The Essay requirements will be stated at that time.

If there are conditions requested of you for receiving funding, failure to fulfill these conditions will jeopardize your selection for future trips.

## **TRIP FUNDING POLICY**

Policy purpose: means for documenting requests for funding and to monitor distribution of funds for 4-H youth and volunteers. The objective is to further promote, expand and utilize educational opportunities sponsored by the 4-H program (at any level – local club, county, district, etc.) The Sawyer County 4-H Youth Educator has been authorized to distribute up to \$200 of discretionary money to 4-H members in need. Requests can be made by contacting the 4-H Educator for approval. Distribution will be respected as a confidential matter.

### **Requesting funding:**

To go on any trip, you must submit a Trip Request Form and possibly an essay. This does not apply to Summer Camp or Winter Camp, which has open enrollment.

Any other requests for workshops or project training must be made in writing on the FUNDING REQUEST VOUCHER forms available from the UWEX Office. Requests should be made before the event, if possible. Any request should be made no later than the following month's Leaders' meeting, by the individual. We cannot promise funding for an event if the request comes after it has occurred. Requests should be made only for the registration fee, or base cost; do not include cost of incidentals.

- ♣ Summer camp fees will be 50% for the first child in the family and \$5 less for each subsequent child in the same family.
- ♣ Request for funds is not to duplicate actual costs already covered by fundraising, solicitation or donation. No 4-H fundraising or solicitation is to be done without knowledge and approval of the 4-H Leaders Association.
- ♣ Payment will be made after attending an event, with the exception being registration fees for awarded trips and activities with a cancellation policy.
- ♣ It is the participant's responsibility to claim refunds if they cancel and assume reimbursement liability for funds prepaid by the Association.
- ♣ The Association has the right to reject any or all requests for funding pending availability of funds and number of applicants.
- ♣ *Mileage will be paid, to certified Leaders* if requested with prior approval, for officially recognized(s) vehicle attending a 4-H event at the rate of **\$.20 per mile** established by the Association, with a maximum of \$75.00 per field trip. Mileage reimbursement will not exceed the annual Leaders Association budgeted amount. Proof of auto insurance and a valid driver's license must be presented to the Extension Office prior to the event.
- ♣ Adult volunteer chaperones will have their registration fees paid in full.

### **Responsibilities of those receiving funding:**

- ♣ Adult volunteers and youth leaders who obtain funding are expected to contribute leadership and knowledge gained to the local 4-H program. (either club or county level)

- ♣ 4-H members granted funding should share knowledge gained with their club and summarize their experience in an article for the 4-H newsletter and/or local newspaper.
- ♣ If there are conditions requested of you for receiving funding, failure to fulfill these conditions will jeopardize your selection for future trips.
- ♣ Anyone (or their family) receiving funding is expected to help the 4-H organization with fundraising.

**How funding will be determined:**

Funding voucher requests will be reviewed at the monthly meeting of the 4-H Leaders' Association meeting. ~~The rule of thumb is that~~ **A maximum of** 50% of the registration or base cost ~~will~~ **may** be awarded. ~~for attending 4-H sponsored events.~~ The person completing the voucher request ~~would~~ **will** be notified in writing of the outcome and any conditions of ~~the~~ support.

# FORMS

*All The Power of YOUTH*



1902 - 2002



# Wisconsin 4-H Member Enrollment Form

Please Print Information



County \_\_\_\_\_ 4-H Club \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Birthdate \_\_\_\_\_ Gender:  Male  Female

Grade \_\_\_\_\_ School Name \_\_\_\_\_ Year in 4-H (Incl. this yr.) \_\_\_\_\_

E-mail address where you'd like to receive communication \_\_\_\_\_

If available, I'd prefer electronic communication:  Yes  No

**Residence:**  Farm  Rural non-farm or Town less than 10,000  
 Town/City 10,000 to 50,000  Suburb of City over 50,000  City over 50,000

**Ethnicity: (check one):**  Hispanic or Latino - **OR** -  Not Hispanic or Latino

**Race (check all that apply):**  White  Black or African American  
 American Indian or Alaskan Native  Asian  
 Native Hawaiian or Other Pacific Islander  More than one Race  Undetermined

### Parent/Guardian(s) Residing at the Same Address as the Member

Parent/Guardian Name(s) \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Parent's E-mail \_\_\_\_\_

Please attach additional parent/guardian name(s) and contact information to this form

**Project Enrollment -** For more projects, please attach an additional page.

| <u>Project Code</u> | <u>Project Name</u> | <u>(Year in Project)</u> | <u>Need Literature</u> |
|---------------------|---------------------|--------------------------|------------------------|
| _____               | _____               | _____                    | Yes or No              |
| _____               | _____               | _____                    | Yes or No              |
| _____               | _____               | _____                    | Yes or No              |
| _____               | _____               | _____                    | Yes or No              |
| _____               | _____               | _____                    | Yes or No              |
| _____               | _____               | _____                    | Yes or No              |
| _____               | _____               | _____                    | Yes or No              |
| _____               | _____               | _____                    | Yes or No              |

- Yes  No I grant the University of Wisconsin Board of Regents and University of Wisconsin-Extension (hereinafter University) the right to publish, and copyright my image (including audio, moving image or photography) for educational programs, websites, and promotion of University programs.
- Yes  No I want the University of Wisconsin-Extension to keep my name and contact information private when creating a public record or list.
- Yes  No I require an accommodation for a disability to participate in this program.

Member Signature \_\_\_\_\_ Leader Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_



An EEO/AA employer, the University of Wisconsin-Extension provides equal opportunities in employment and programming including Title IX and American with Disabilities Requirements.

### Field Trip Permission

This is to certify that as a parent/guardian with legal responsibility, I/we do consent and agree for the child/children to participate in any upcoming 4-H field trips this 4-H year. I/we do consent and agree not only to his/her release, but also for myself/ourselves and my/our heirs, assigns and next of kin to release and indemnify the releases from any and all liability incident to my/our minor child's involvement as stated below. I/we have read this release of liability and waiver agreement, fully understand it's terms and sign it freely and voluntarily. I/we acknowledge and agree that I/we risk bodily injury, including paralysis, dismemberment, disability and death, and while particular rules of my sport, equipment, and personal training and discipline may reduce the risk, this risk of injury does exist, as well as the risk of damage or loss of property.

YES

NO

---

### 4-H EXPECTATIONS

- Use good behavior at all times
- Respect others, even those different from you.
- Be on time.
- Be mature.
- Listen with respect.
- Have fun.
- Follow directions
- No talking about inappropriate topics.
- Respect others privacy.
- Do not destroy property.
- No profanity.
- No roughhousing.
- Obey authority figures; abide by rules.
- No sneaking out.
- Show enthusiasm; effort; have a good attitude.
- Attend all scheduled activities; participate.
- Encourage others to behave.
- Include everyone.
- Display proper manners and conduct; set a good example.
- Be courteous to others.
- Be kind to others.
- Remain under control.
- Wear appropriate clothing.

### Consequences of disciplinary action:

1. Families of participants removed from the program will be responsible for the participants' transportation, including bus/plane fares supplemental "Unaccompanied Child" fares or expenses for a chaperone. Event registration, lodging or other participant fees will not be reimbursed
2. If damage/destruction of property occurred, participants will be assessed for the cost of damages and repairs.
3. Participants removed from the program may be required to relinquish all funds donated to help meet his/her financial obligations for the event.
4. Youth who do not follow the guidelines in the Expectation Agreement while participating in a 4-H event may be required to appear before a Disciplinary Review Committee in addition to consequences that occur during the event.
5. Disciplinary action may result in restricted opportunity to participate in future 4-H related activities for the involved members.
6. Youth who break public laws will be dismissed from the program and will be subject to legal action by law enforcement authorities.

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4-H Member Signature

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Leader Signature

---

Parent/Guardian Signature

---

Date



# Wisconsin 4-H Leader Enrollment Form

Please Print Information



County \_\_\_\_\_ 4-H Club \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Work Phone \_\_\_\_\_ Gender:  Male  Female

E-mail address \_\_\_\_\_

If available, I'd prefer electronic communication:  Yes  No

Year in 4-H (Incl. this yr.) \_\_\_\_\_ 4-H Alumni:  Yes  No

**Residence:**  Farm  Rural non-farm or Town less than 10,000  
 Town/City 10,000 to 50,000  Suburb of City over 50,000  City over 50,000

**Ethnicity: (check one):**  Hispanic or Latino - OR -  Not Hispanic or Latino

**Race (check all that apply):**  White  Black or African American  
 American Indian or Alaskan Native  Asian  
 Native Hawaiian or Other Pacific Islander  More than one Race  Undetermined

**Leader Type:**  Organizational/General  Project  Activity \_\_\_\_\_  
 Resource \_\_\_\_\_  Key \_\_\_\_\_  
 County Committee \_\_\_\_\_  Club Enrollment  Adult Advisor

**Project Selection for Project Leaders-** For more projects, please attach additional page.

| <u>Project Code</u> | <u>Project Name</u> | <u>Need Literature</u> |
|---------------------|---------------------|------------------------|
| _____               | _____               | Yes or No              |
| _____               | _____               | Yes or No              |

- Yes  No I grant the University of Wisconsin Board of Regents and University of Wisconsin-Extension (hereinafter University) the right to publish, and copyright my image (including audio, moving image or photography) for educational programs, websites, and promotion of University programs.
- Yes  No I want the University of Wisconsin-Extension to keep my name and contact information private when creating a public record or list.
- Yes  No I require an accommodation for a disability to participate in this program.

**Volunteer Behavior Expectations for Wisconsin 4-H Youth Development:** Families and youth serving organizations trust the University of Wisconsin-Extension to provide quality leadership and care for youth who are involved in Extension sponsored programs. The opportunity to work with youth is a privileged position and should be held only by those who are willing to demonstrate behaviors that fulfill this trust. All 4-H Youth Development volunteers working with youth are required to complete the Wisconsin 4-H Youth Protection program. This includes: a) a background check for arrest and conviction records, b) participation in a volunteer orientation program and c) signing the Volunteer Behavior Expectations form. The primary purpose of this process is to ensure the safety and well-being of all participants (i.e. youth, their parents and families, salaried and volunteer staff). 4-H Youth Development Volunteers are expected to abide by the following behavior standards established by UW-Extension/4-H, and to conduct themselves as positive role models for youth. All 4-H Youth Development volunteers are ultimately accountable to UW-Extension for their 4-H related activities. As a 4-H Youth Development Volunteer I will:

- > Conduct myself with courteous manners and language, exhibiting good sportsmanship, serving as a positive role model, treating others with respect, and demonstrating reasonable conflict resolution skills.
- > Abide by all local, state, and federal laws and UW-Extension and U.S.D.A. rules, policies and guidelines.
- > Accept supervision and support from Extension staff or designated management volunteers.
- > Make all reasonable efforts to ensure that programs are accessible to all individuals regardless of race, color, sex, creed, disability, religion, national origin, ancestry, age, sexual orientation, pregnancy, marital or parental status.
- > Treat animals in a humane manner and teach program participants to provide appropriate animal care and management.
- > Not consume alcohol or illegal substances while responsible for youth in 4-H activities, nor allow 4-H youth participants under my supervision to do so.
- > When transporting youth, operate motor vehicles and other equipment in a safe and reliable manner and only with a valid operator's license and legally required insurance. I will comply with all motor vehicle-related state regulations and laws. All transported youth will be secured by a properly operating seat belt.
- > Conduct myself in a manner that is in the best interest of youth and UW-Extension/4-H Youth Development and will not use the volunteer position for purposes of private or personal gain.
- > Recognize that verbal, sexual, physical abuse and/or neglect of youth is unacceptable. Report suspected abuse.

I have read, understand and agree to abide by these expectations for volunteers. I understand that suspension or termination of my position as a volunteer will result if I do not meet these expectations.

Signature \_\_\_\_\_ Date \_\_\_\_\_



An EEO/AA employer, the University of Wisconsin-Extension provides equal opportunities in employment and programming including Title IX and American with Disabilities Requirements.

# 4-H FUNDRAISING REQUEST FORM

*Please return to the Extension Office to be forwarded to the 4-H Leaders' Association for review.*

**REMINDER:** A postfundraising report including profit and loss must be submitted to the Association at the next monthly meeting.

Date \_\_\_\_\_ Date and location of event \_\_\_\_\_

Person submitting (name/phone number) \_\_\_\_\_

Identity purpose/description of fundraising activity \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Will the fundraiser need the SC Leader's Assoc raffle license? Yes / no

Is start-up money needed? \_\_\_\_\_ If so, how much? \$ \_\_\_\_\_

Estimated income \$ \_\_\_\_\_ % to Leader's Association \_\_\_\_\_ (if any)

Funds raised will be used for 4-H at

- |  |  |
|--|--|
| <input type="checkbox"/> County level  | <input type="checkbox"/> Individual level                          |
| <input type="checkbox"/> Club level    | <input type="checkbox"/> other (Fairgrounds, Relay for Life, etc.) |
| <input type="checkbox"/> Project level |  |

### For Leader's Association Use ONLY

Approved Yes/No by \_\_\_\_\_ Actual amount of money raised \$ \_\_\_\_\_

Amount of start-up money given \$ \_\_\_\_\_ Date start-up money repaid \_\_\_/\_\_\_/\_\_\_  
 Cash or check # \_\_\_\_\_

% to Leader's Association \_\_\_\_\_ Date and amount paid \_\_\_/\_\_\_/\_\_\_ \$ \_\_\_\_\_  
 Cash or check # \_\_\_\_\_

% to Sawyer County Leader's Association

| <u>Money Raised</u>                     | <u>Percentage</u> |
|---|-------------------|
| \$0 - \$100                             | \$0               |
| \$101 - \$400                           | 20%               |
| \$401 and over                          | 15%               |
| <i>(\$ to SCLA not to exceed \$150)</i> |                   |

# SAWYER COUNTY LEADERS ASSOCIATION TRIP EXPECTATION AGREEMENT

## Youth responsibilities:

- Prepare a 4-H Essay, if required, and submit to Sawyer County 4-H Leaders by deadline.
- Complete all necessary forms for Sawyer County 4-H Leaders and forms required by State 4-H Office and meet deadlines.
- Pay all fees to Sawyer County 4-H Leaders by deadline.

**This expectation agreement form is for all Sawyer County 4-H Award Trips and programs that the Sawyer County 4-H Leader Association have to pay in advance to State 4-H Office. (Includes: CWF, State 4-H and Youth Conference, National Conference and National Congress, but not limited to these specific trips and programs.)**

## Trip requirements:

- 4-H Youth cost is 50% of trip to Sawyer County 4-H Leaders.
- If a 4-H youth does not attend their designated trip and the Sawyer County 4-H Leaders have paid for this trip in advance, that 4-H youth will be responsible to the Sawyer County 4-H Leaders for 100% of trip.

I have read and understand this Expectation Agreement and will abide by it.

Youth Statement of Agreement

Participant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Statement of Agreement

I have read and understand the rules and penalties in this Expectation Agreement Form and agree to be bound by them.

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved 6/13/02

## Sawyer County 4-H Clubs, Inc.

### Payment or Reimbursement Request /Authorization

Person Making Request: \_\_\_\_\_ Date: \_\_\_\_\_

*Complete this Section if Expenditure has not been previously authorized for payment*

Purpose of Expenditure: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Estimated Amount of Expenditure: \$ \_\_\_\_\_

- General Fund Expenditure  
 Designated Fund (Specify Fund: \_\_\_\_\_)

*If funding is approved, this form will be returned to you with approval information. Complete lower section when reimbursement / payment is requested.*

Treasurer Complete:      Approved by Board:  Yes (Date: \_\_\_\_\_)       No

*Complete this section if Expenditure has been previously authorized for payment*

- Expenditure Authorized by: \_\_\_\_\_  
 Payment Request (**Attach Invoice or other backup documentation**)  
 Reimbursement Request (**Attach receipts**)

| Description                   | Quan. | Cost Ea. | Total | Treasurers Use |
|-------------------------------|-------|----------|-------|----------------|
|                               |       |          |       |                |
|                               |       |          |       |                |
|                               |       |          |       |                |
|                               |       |          |       |                |
|                               |       |          |       |                |
| <b>Total Amount Requested</b> |       |          |       |                |

Make Check Payable to: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

- Mail Check to Above Address       Give Check to Requestor

Signature of Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

Treasurer Complete:

Account: \_\_\_\_\_ Check #: \_\_\_\_\_ Date: \_\_\_\_\_

# Sawyer County 4-H Digital Photo/Photo/Video Release Form

## 4-H Model Release Form

I grant the University of Wisconsin Board of Regents and University of Wisconsin-Extension (hereinafter University), the right to use, publish, and copyright my image (including audio, moving image or photograph) for educational programs, web sites, and promotion of University programs.

The University adheres to all Federal and State laws associated with the use of these materials.

I understand that no personal information about my family, such as name, age or address, or me will be used with any photo or video. I give my permission to 4-H to use such images without any expectations of compensation.

Name of Event: \_\_\_\_\_

Subject's Name (adult or youth): \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_ I give permission to use my name or my child's name when necessary for newsletters or for local media.

|  |
|--|
| An EEO/Affirmative Action employer, University of Wisconsin-Extension provides equal opportunities in employment and programming, including Title IX and ADA requirements. |
|--|

## AUTHORIZATION TO ADMINISTER MEDICATION

I HEREBY AUTHORIZE ADMINISTRATION OF THE FOLLOWING MEDICATION(S) TO MY CHILD BY AUTHORIZED CHAPERONE:

Child's Name \_\_\_\_\_

| Name of Medication(s) | Type | Dosage | Prescriptive  | Special Administration Instructions |
|-----------------------|------|--------|---|-------------------------------------|
|                       |      |        | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                                     |
|                       |      |        | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                                     |
|                       |      |        | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                                     |

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date Signed

### MEDICATION LOG (Chaperone/Office Use Only)

| Date | Time | Name of Medication | Person Administering Medication |
|------|------|--------------------|---------------------------------|
|      |      |                    |                                 |
|      |      |                    |                                 |
|      |      |                    |                                 |
|      |      |                    |                                 |
|      |      |                    |                                 |
|      |      |                    |                                 |
|      |      |                    |                                 |
|      |      |                    |                                 |

**OVERNIGHT HEALTH FORM**

NAME \_\_\_\_\_ Gender: M \_\_\_ F \_\_\_ AGE \_\_\_\_\_ DOB \_\_\_\_ / \_\_\_\_ / \_\_\_\_

PARENT/GAURDIAN NAME \_\_\_\_\_ HOME PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ WORK PHONE \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

FAMILY DENTIST \_\_\_\_\_ PHONE \_\_\_\_\_

FAMILY PHYSICIAN \_\_\_\_\_ PHONE \_\_\_\_\_

FAMILY HEALTH INSURANCE CO. \_\_\_\_\_ POLICY # \_\_\_\_\_

• THIS INDIVIDUAL WAS LAST EXAMINED BY A PHYSICIAN: MONTH \_\_\_\_\_  
YR \_\_\_\_\_

|                  | YES | NO  |                  | YES | NO  |                 | YES | NO  |
|------------------|-----|-----|------------------|-----|-----|-----------------|-----|-----|
| Menstrual Cramps | ___ | ___ | Drug Sensitivity | ___ | ___ | Fainting Spells | ___ | ___ |
| Cold/Flu         | ___ | ___ | Hernia           | ___ | ___ | Headaches       | ___ | ___ |
| Ear Infection    | ___ | ___ | Heart Trouble    | ___ | ___ | Upset Stomach   | ___ | ___ |
| Sinusitis        | ___ | ___ | Rheumatic Fever  | ___ | ___ | Athlete's Foot  | ___ | ___ |
| Tonsillitis      | ___ | ___ | Asthma/Hay Fever | ___ | ___ | Epilepsy        | ___ | ___ |
| Sore Throat      | ___ | ___ | Constipation     | ___ | ___ | Other           | ___ | ___ |

ALLERGIES \_\_\_\_\_

MEDICATION OR TREATMENT FOR ALLERGIES \_\_\_\_\_

IMMUNIZATIONS/VACCINATIONS: (DATE OF LAST TREATMENTS)

DPT \_\_\_\_\_ TD \_\_\_\_\_ Polio \_\_\_\_\_ MMR \_\_\_\_\_ Tetanus \_\_\_\_\_

Has this person been exposed to communicable diseases within the past two weeks? YES NO  
 Does this person wear eyeglasses? \_\_\_\_\_  
 Does this person were contacts? \_\_\_\_\_

DIETARY RISTRCTIONS \_\_\_\_\_





To be Completed by Record Book Committee

## 4-H Record Book Score Sheet

Date Judged \_\_\_\_\_

Member Name \_\_\_\_\_ Club \_\_\_\_\_

| <b>Required Elements</b>   |  | <b>Possible Points</b> | <b>Points Awarded</b> | <b>Scorer's Comments</b> |
|--|--|------------------------|-----------------------|--------------------------|
| <i>Assemble your Record Book in this order: Score Sheet, Introduction, Project Log (one for each Project with Financial forms if needed), Volunteer Log, 4-H Story, Achievement Guidelines</i> |  |                        |                       |                          |
| <b>Part One</b>  | <b>Introduction</b> — must complete each area  | <b>5</b>               |                       |                          |
| <b>Part Two</b><br><small>(2 pages &amp; exp. sheet)</small>   | <b>Project Log Form</b> — one log for each project. Minimum 6 hours in each project required | <b>40</b>              |                       |                          |
| <b>Part Three</b>  | <b>Volunteer Log Form</b> — Minimum of 6 hours required                                      | <b>20</b>              |                       |                          |
| <b>Part Four</b>   | <b>4-H Story</b> — an explanation of what happened in 4-H this year. Photos can be included. | <b>25</b>              |                       |                          |
|  | <b>Appearance</b> - this includes neatness, creativity and completeness.                     | <b>10</b>              |                       |                          |
|  | <b>TOTAL</b>   | <b>100</b>             |                       |                          |

Rating Scale

- Blue Award            90-100 points
- Red Award            80-89 points
- White Award        70-79 points
- Pink Award          69 points and under

Record Book Award:            **Blue**            **Red**            **White**            **Pink**

# 4~H Record Book

## Introduction

Hi! My name is \_\_\_\_\_.  
I'm \_\_\_\_\_ years old and have been a 4~Her for \_\_\_\_\_ years.  
I belong to the \_\_\_\_\_ 4~H Club.

My 4~H projects this year are:

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

***Put a picture of yourself  
here!***



# 4-H Record Book Project Log

(Complete one log per project. Must include an Expense Sheet, either animal or non-animal.)

Examples of Projects: Photography, Rabbits, Foods, Cultural Arts

**My Project is:** \_\_\_\_\_

**Goals:** What I hope to learn this year in this project. List at least 2 goals.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Action Plan:** What I learned and how I worked toward my goals. (Ex. Attended meetings and clinics, daily chores, skills learned, exhibited in fair, etc.)

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**Communications:** How have you shared what you have learned about your project with others? (ex. Camp counselor, club presentation, face-to-face judging, newspaper article, shared with your friends, radio interview etc.)

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**County Fair:** Tell us what you entered in the fair in this project area.

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Did you meet the required six (6) hours in this project?

YES NO

Did you enter your project in the Fair?

YES NO

**Reflections:** Evaluate yourself on this project experience. What were some of your fun or frustrating experiences? What were your successes?

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**Next Year:** What would you like to do next year in this project?

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# 4-H 'Non-Animal' Project Expense Sheet

*(Complete one Expense Sheet per project)*

Name \_\_\_\_\_ Age \_\_\_\_\_ Years in Project \_\_\_\_\_  
 Project \_\_\_\_\_ Project Leader \_\_\_\_\_

## Financial Agreement

**I have the following understanding with my parents for the costs involved in this project:**

- I pay for all expenses.
- I share financial costs.
- My parents pay for all expenses.
- I borrow the money from my parents and pay them back.
- I manage and care for the property, but someone else owns it.
- Other \_\_\_\_\_

### Summary of Income and Expense:

| Date                             | Description of Income or Expense | Income    | Expense   |
|----------------------------------|----------------------------------|-----------|-----------|
|                                  |                                  | \$        | \$        |
|                                  |                                  |           |           |
|                                  |                                  |           |           |
|                                  |                                  |           |           |
|                                  |                                  |           |           |
|                                  |                                  |           |           |
|                                  |                                  |           |           |
|                                  |                                  |           |           |
|                                  |                                  |           |           |
|                                  |                                  |           |           |
|                                  |                                  |           |           |
|                                  |                                  |           |           |
|                                  |                                  |           |           |
|                                  |                                  |           |           |
|                                  |                                  |           |           |
|                                  |                                  |           |           |
|                                  |                                  |           |           |
|                                  |                                  |           |           |
|                                  |                                  |           |           |
|                                  |                                  |           |           |
| <b>Total Income and Expenses</b> |                                  | <b>\$</b> | <b>\$</b> |

# 4-H Animal Project Expense Sheet

Name \_\_\_\_\_ Age \_\_\_\_\_ Years in Project \_\_\_\_\_  
 Project \_\_\_\_\_ Project Leader \_\_\_\_\_

## Financial Agreement

I have the following understanding with my parents for the costs involved in this project:

- I pay for all expenses.
- I share financial costs.
- My parents pay for all expenses.
- I borrow the money from my parents and pay them back.
- I manage and care for the property, but someone else owns it.
- Other \_\_\_\_\_

## Summary of Income and Expense:

| Description of Expense | Expense |
|------------------------|---------|
| Total Health Costs     | \$ (A)  |
| Total Feed             | (B)     |
| Total Equipment/Tack   | (C)     |
| Boarding Costs         |         |
| Cost of Animals        |         |
| Other expenses         |         |
|                        |         |
| <b>Total Expense</b>   | \$      |

| Description of Income                 | Income |
|---------------------------------------|--------|
| Sale of Animals                       | \$ (D) |
| Sale of Equipment                     | (E)    |
| Sale of By-Product (eggs, wool, etc.) | (F)    |
| Other Income                          |        |
|                                       |        |
|                                       |        |
| <b>Total Income</b>                   | \$     |

Net loss or profit from project

(Total income - total expense) \$ \_\_\_\_\_



## Income

### Sale of Animals -

|                            | <b>Income</b> |
|----------------------------|---------------|
|                            | \$            |
|                            |               |
|                            |               |
|                            |               |
|                            |               |
|                            |               |
|                            |               |
|                            |               |
|                            |               |
|                            |               |
| <b>Total Animal Income</b> | \$ (D)        |

### Sale of Equipment -

|                               | <b>Income</b> |
|-------------------------------|---------------|
|                               | \$            |
|                               |               |
|                               |               |
|                               |               |
|                               |               |
|                               |               |
|                               |               |
|                               |               |
|                               |               |
|                               |               |
| <b>Total Equipment Income</b> | \$ (E)        |

### Sale of By-Products - include eggs, wool, off-spring, etc.

|                                | <b>Income</b> |
|--------------------------------|---------------|
|                                | \$            |
|                                |               |
|                                |               |
|                                |               |
|                                |               |
|                                |               |
|                                |               |
|                                |               |
|                                |               |
|                                |               |
| <b>Total By-Product Income</b> | \$ (F)        |

# Market Animal Projects *Only*

## General Information

|  |    |
|--|----|
| <b>ANIMAL #1</b>   |    |
| Beginning weight of animal   |    |
| Number of days animal was on feed  |    |
| Final weight of animal   |    |
| Total pounds gained (final weight - beginning weight)                        |    |
| Average daily gain (pounds gained ÷ days on feed)                            |    |
| Total cost of gain (feed costs and health costs)                             |    |
| Cost per lb. of gain (total cost of gain ÷ by total pounds of gain)          |    |
|  |    |
| Total cost of animal (total cost of gain & cost of animal)                   |    |
| Income from project (sale, exhibit, etc.)                                    |    |
| Net profit or loss from project (Income from project - total cost of animal) | \$ |

|  |    |
|--|----|
| <b>ANIMAL #2</b>   |    |
| Beginning weight of animal   |    |
| Number of days animal was on feed  |    |
| Final weight of animal   |    |
| Total pounds gained (final weight - beginning weight)                        |    |
| Average daily gain (pounds gained ÷ days on feed)                            |    |
| Total cost of gain (feed costs and health costs)                             |    |
| Cost per lb. of gain (total cost of gain ÷ by total pounds of gain)          |    |
|  |    |
| Total cost of animal (total cost of gain & cost of animal)                   |    |
| Income from project (sale, exhibit, etc.)                                    |    |
| Net profit or loss from project (Income from project - total cost of animal) | \$ |





# 4-H Record Book Achievement Guidelines

*To be completed by Record Book Committee*

## Achievement Goals

|   |     |    |
|---|-----|----|
| Completed Record Book                                       | Yes | No |
| Met Project(s) Requirements*<br>(at least one project area) | Yes | No |
| Met Volunteer Requirements<br>(for ages 9 & older)          | Yes | No |
| Entered in Fair   | Yes | No |

### 4-Hers age 8 and younger

- Complete a record book with assistance from a parent or older helper
- For each project area record at least 6 hours of activities and a Fair entry in that project

### 4-Hers age 9 and older

- Complete a record book with assistance as needed.
- For each project area record at least 6 hours of activities and a Fair entry in that project
- Record at least 6 hours of volunteer activities in the record book.

**To be eligible for Achievement Recognition:** 4-Hers must complete a record book and meet the minimum achievement goals for their age, outlined above. **Record books must be submitted to the Extension Office for judging by the due date.** Watch for due date in the monthly newsletter.

Is Member eligible for Award? \_\_\_\_\_ Yes \_\_\_\_\_ No



# Addendum I

## Horse Project Guidelines

1. The Wisconsin 4-H Horse Association Handbook will be used as a guideline for the Sawyer County Horse Project to insure all youth are aware of and prepared for all the opportunities afforded by the Wisconsin 4-H Horse Project.
2. There are no exceptions to the rules set by the Fair Board in the Exhibitors Handbook unless approved by the Fair Board at a regular meeting prior to the fair.
3. To qualify to enter in the Fair as a 4-H entry, exhibitor must be a member of the horse project by May 1. Exhibitor must declare horse(s) to be used by June 1.
4. Project Safety. Safety must be our first focus when working with youth and horses.
  - a. Adults and youth participating in all high risk programs, including *horses*, ATV, bicycles, rock climbing/repelling, rollerblading, and ropes adventure courses must wear protective clothing, foot wear and SEI approved head gear. (See Wisconsin 4-H Youth Development Policies Program Safety Regulations.)
  - b. Parents and youth are advised that safety and continuing education are the paramount in our horse/youth program. With this in mind, a 3 member board of experienced horse handlers and owners will be formed (no parents or leaders of enrolled youth) to evaluate how each youth handles and controls their horse(s) and how the horse responds to handler, other horses and surrounding. This independent safe guard will ensure that we are providing the best possible atmosphere for all participates to learn and enjoy. The outcome of this evaluation may mean that the horse will not be allowed to participate in group activities until it had additional outside training/handling or that the horse may not suited for the environment at the Fair.
5. Horse project members will be required to contribute \$1 per year for insurance. (Youth enrolled in Horse related activities are among the high-risk activities that cost the county twice the amount that it costs all other youth to be insured.) Payment is due to the Leaders Association upon request, or policy payment date.
6. All youth enrolled in the horse project are required to enter some horse related project in the fair.
7. 4-H Horse Youth Activity Guides, (Horse 1, Horse 2 and Horse 3) which are supplied by the Extension Office will be utilized and youth enrolled will be required to fulfill guidelines and their individual goals set for the year. Youth entering the program will always begin in Horse 1. Youth will graduate to the next level of education when guidelines are completed and endorsed by youth's partner and Horse Project Leader or 4-H Agent.
8. In addition to the required minimum 6 hours of participation per project in all project areas, horse project youth entering a horse(s) in the fair, horse and horseless youth, will be required to participate in a minimum of ½ of the scheduled work nights to insure horse and rider are prepared for the fair experience.