

# 2009-10 St. Croix County 4-H Policy and Procedures

(Approved 9-15-2009)

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

- Club name
- Five or more youth from at least three families
- Adult leadership that has been approved through the Youth Protection process
- Educational plan which meets the purposes of the 4-H program
- Youth involvement in leadership and decision-making
- Meet on a continuing basis
- Have written operating guidelines, bylaws or constitution approved by members to govern the club
- Open to any youth eligible for 4-H membership, regardless of race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, and marital or parental status.

*Sources: Wisconsin 4-H Youth Development Policies; National 4-H Policies and Regulations: Using the 4-H Name and Emblem; What is a 4-H Club?; Charters: The Key to Official Recognition?; and Tax Exempt Status for 4-H Clubs and Affiliated Organizations.*

2. Dues are set at \$5.00 (\$1.50 for State, 1.00 for County, \$2.00 for insurance \$.50 for Fair Improvements) per member per year, payable by the club to the Leader Council Treasurer when enrollments are turned in. Enrollments will not be accepted without dues payment.
3. The web fee of \$5.00 per club per year is due at the time of the club's first enrollment
4. All 4-H Clubs are required to submit a financial record, assets, and audit report to the UWEX office annually. All club checking accounts, savings, and Certificate of Deposits need to have the St. Croix County 4-H Leaders Council Treasurer as an authorized signature. All clubs are responsible for any financial charges they make.
5. If four or more members enroll in a project, it is the responsibility of the club to try to obtain a project leader.
6. Clubs are expected to hold 10 club meetings throughout the year.
7. The 4-H club year runs from October 1 - September 30. Fiscal year runs from January 1-December 31.
8. 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 St Croix County 4-H Leaders Association and the County 4-H Youth Development Agent.

## **MEMBERSHIP**

1. Youth in the 1<sup>st</sup> Grade are eligible to enroll in the Wisconsin 4-H Youth Development Program. Youth will continue to be eligible for membership through the next 4-H year following their graduation from high school. The University of Wisconsin-Extension provides affirmative action and equal opportunity in education, programming and employment for all qualified persons regardless of race, color, gender/sex, creed, disability, religion, national origin, ancestry, age, sexual orientation, pregnancy, marital or parental, arrest or conviction record or veteran status.
2. 1st and 2nd Graders will participate as Cloverbuds. 3rd Graders will participate as Explorers.
3. Re-enrollment deadline for 4-H is November 15. New members enrolled by March 1 may participate in the 4-H program and County Fair without restrictions if they have met all the guidelines for the projects and activities in which they have enrolled and participate in. New members enrolled between March 2 and June 1 may enroll and exhibit in non-animal projects only.
4. WHAT ARE 4-H MEMBERS EXPECTED TO DO?
  - a. Be a member of an organized club and attend regular meetings.
  - b. Enroll in and successfully complete a challenging individual or group project.
  - c. Complete a self-evaluation of each project enrolled, as well as club experiences in the past year.
  - d. Strive to do the best you can.
  - e. Read and sign code of conduct/behavior expectations.
5. WHAT ARE 4-H PARENTS EXPECTED TO DO?
  - a. Help member select the right projects.
  - b. Help to provide financial aid in starting projects.
  - c. Give encouragement and supervision with projects.
  - d. Provide a place for records and other club materials in the home.
  - e. Help members set standards of sportsmanship and honesty.
  - f. Be willing to help when called on by the 4-H Club.
  - g. Read and sign code of conduct/behavior expectations.
6. Adult 4-H Leaders must complete the Wisconsin 4-H Youth Protection Policy which includes:
  - a. A volunteer application with permission to conduct a background check
  - b. 2 Hour Youth Protection Policy Orientation
  - c. A volunteer expectation behavior form returned yearly with leader enrollment materials.

## **PROJECT ENROLLMENT**

1. All 1<sup>st</sup> and 2<sup>nd</sup> Graders must enroll in the Cloverbud Project. Cloverbuds are not eligible to participate in an animal project.

2. All 3rd graders must enroll in the Exploring Project. Explorers may exhibit one animal at the Fair (see Special Activities, 1 - d.). Explorers are not eligible for the Meat Animal Program.
3. All other 4-H members will be permitted to enroll in no more than seven projects. Youth Leadership Project, Family Times and Adopt A Friend **are not** included in the seven-project limit.

#### **REQUIREMENTS FOR MEMBER ACHIEVEMENT**

1. A member must attend 5 club meetings. A county meeting, attended the same night, may be substituted. Club project meetings, softball games or practices are not included. Organizational Leaders are to determine achievement of members unable to attend 5 meetings.
2. Must give one talk or demonstration. This can be given at project or general meeting or at district or county events.
3. Exhibit at least one entry for each project in which a member is enrolled. Entry could be exhibited at the Fair, club tour, or at a local Project meeting or Organizational Leader visit.
4. Member must complete a self-evaluation of all projects enrolled in and club experiences for the year. Format of evaluation is to be determined by the individual club (examples may include: traditional record book, scrapbook, journal, audio or video tape, or an interview with adult leaders).
5. Evaluations should be reviewed by the General Organizational Leader or club evaluation committee.
6. A committee of leaders in a club shall make the final determination of successful completion and award selection for the members of the club. This information is sent to the county office for use in ordering awards and filed with the club's permanent records.

#### **PROJECT AND MEMBERSHIP AWARD PROGRAM**

1. Selection of county award winners is done by leaders and junior leaders in a local club.
2. To be eligible for county awards, members must have successfully completed the current 4-H year.
3. Grades for project awards selected by the Club:
  - a. Cloverbud grades 1-2
  - b. Exploring grade 3
  - c. Grades 4 - 7
  - d. 8<sup>th</sup> Grade and Over
  - e. Youth Leadership

A member may receive only one county 4-H Project disc in a year, with the exception that older members may also receive a Youth Leadership Award.

4. Pins for 1st year members, and graduates will be awarded at the end of the year.
5. Awards for outstanding graduate will be presented upon nomination by club leader. This award is suggested for high school seniors.
6. Clubs are encouraged to recognize member accomplishments.

**COUNTY AWARDS AND TRIPS** (Application or ME is required for these awards/trips)

1. High school seniors & graduates presently enrolled in 4-H are eligible to apply for St. Croix County Leaders' Association Scholarships.
2. The Helen Holzer Club Leadership award is presented to two boys & two girls who have exhibited outstanding leadership at the club level.
3. The Florence Jensen County Leadership Award is presented to two boys and two girls who have exhibited outstanding leadership at the county level.
4. Key Award is presented to 4-H members (graduating from high school having completed 6 years of 4-H and 1 year of youth leadership) who have demonstrated consistent growth in their 4-H program, who have developed their leadership ability, and who have been helpful members in their club and community.
5. Members may receive each individual award only once: 4-H Scholarships, Helen Holzer Club Leadership Award, Florence Jensen County Leadership Award, Key Award, Farm Bureau, Outstanding Dairy Member and Outstanding Livestock Member.
6. Betty Utecht Forgivable Loan is awarded to a 4-H member or alumni in a 2 - 4 year nursing program.
7. Trips:

- Wisconsin Tour - Time and place to be determined (5<sup>th</sup> - 7<sup>th</sup> Grade)
- Wisconsin 4-H & Youth Conference (8th - 10th Grade) - UW-Madison, June
- Interstate Exchange (9th Grade and Older) - Time and place to be determined
- CWF (10th Grade and older) - Washington, D.C. - Late June/Early July
- National 4-H Congress (11<sup>th</sup> Grade and older) - late November, place to be determined
- National 4-H Conference (14 - 18 years old) - April, Washington, D.C.
- International 4-H Youth Exchange (IFYE) (9<sup>th</sup> Grade & Over and Alumni) - time dependent on program

For the safety of the 4-H members in an exchange program, all family members 18 years and older of the host family must complete the following requirements each year their family participates:

1. Complete a volunteer application with permission to conduct a background check (The \$2.00 processing fee per person is the responsibility of the host family.)
2. Sign a volunteer expectation behavior form

In addition, parent(s) of the host family are required to attend a host family orientation. 4-H Leaders who have completed the Youth Protection Policy and have annually enrolled need only to attend the host family orientation.

8. Family accounts from previous trips must be paid in full for family members to be eligible for future trips

## **SPECIAL ACTIVITIES**

### 1. County Fair

- a. In order to be eligible to exhibit at the County Fair a member must attend 5 **club meetings** (a county meeting attended the same night may be substituted, softball practice/games are not included) from Sept. to fair entry deadline. Organizational Leaders are to determine situation of members unable to attend 5 meetings. Youth are considered in good standing, if the General Leader turns in the form.
- b. Members must have successfully completed the previous year, unless they are 1st year members.
- c. The death of a project animal during the year should not count against the completion record of a member. Any other hardship case regarding the project or the member should be reported to the General Organizational Leader.
- d. Explorers may exhibit one animal. Refer to the Fairbook for project regulations.
- e. Cloverbuds are not eligible to exhibit in an animal project.
- f. New members officially enrolled in the 4-H program by March 1, must meet all the project guidelines, and requirements for the projects they have enrolled in to show at the county fair.
- g. New members officially enrolled between March 2 and June 1 are eligible to exhibit in non-animal projects only.

### 2. Mini-Talent Explosion

Refer to Mini-Talent Explosion Guidelines.

### 3. State Fair Participation

- a. Clothing Revue participants cannot repeat themselves 2 years in a row. Alternate participation is acceptable.
- b. State Fair Music - participating clubs may not repeat themselves 2 years in a row (unless there is no other club).

### 4. Dairy Judging

- a. Team members participating in a National Contest in Madison cannot participate on the county dairy judging team in future years.

### 5. Softball Program

- a. Members must have attended 5 **club meetings** (a county meeting attended the same night may be substituted, softball practices/games not included) before June 1.
- b. Members must have achieved the previous year, unless they are first year members.
- c. Coaches must submit a roster of players to the Organizational Leader of their club. Organizational Leaders will verify for eligibility. The Organizational Leader will communicate with the coaches about eligibility.

## 6. Ambassadors

1. Member must be in the 9<sup>th</sup> grade or older
2. Member must have successfully completed the previous year
3. To be selected, Ambassadors must fill out a written application form, meet the qualifications on the form, and complete an interview process.

### Junior Ambassadors:

1. Member must be in the 7<sup>th</sup> or 8<sup>th</sup> grade
2. Member must have successfully completed the previous year
3. To be selected, Junior Ambassadors must fill out a written application form and attend the orientation.

**St Croix County 4-H**  
**CODE OF CONDUCT/BEHAVIOR EXPECTATIONS AT 4-H ACTIVITIES and ENFORCEMENT**  
**Adopted 2007**

4-H members represent their county 4-H program. It is important to behave in a manner that reflects positively on 4-H. All members participating in a 4-H activity are expected to adhere to this code of conduct:

1. Demonstrate healthy choices. Possession and/or use of alcohol, tobacco, weapons, illicit drugs or medications(s) is forbidden. Adults overseeing the activity need to be informed of medication prescribed to the member and/or over the counter medications approved by the parent(s).
2. Exhibit mutual respect for all participants. Use of language and gestures found to be objectionable to others is not permitted.
3. Use good judgment in dress. Revealing attire is not acceptable, such as extremely low cut tops, short shorts or thong back swimming suits are not allowed. Do not wear t-shirts with obscene language/pictures or with drug, tobacco or alcohol advertising.
4. Avoid public displays of affection. Necking, kissing and sexual activity will not be tolerated.
5. Be respectful of property and facilities. Do not damage or destroy public or private property.
6. Behave in accordance with applicable federal, state and municipal laws.

Supervising adults will take the following steps for violations of this code of conduct:

1. Counsel with involved members privately to reach an understanding and stop the inappropriate behavior.
2. Take disciplinary actions at the time of occurrence. This may consist of restriction of privileges, apology to the group, additional duties, etc. Physical punishment is not appropriate.
3. Inform parents and 4-H Youth Development Agent of misbehavior at time of occurrence if supervising adult feels severity of situation warrants such immediate notification.
4. When the infraction is serious, decide as part of a committee of at least two adults to remove a member from the activity and send him/her home immediately.
5. Write a letter describing the disruptive behavior to be sent to the member's parents within 10 days after the activity.

Consequences of violations will result in the following disciplinary action:

1. Families of members removed from the activity will be responsible for the members' transportation home. Members removed from the activity will wait with the supervising adult until parents arrive.
2. If damage/destruction of property occurred, members will be assessed for the cost of the damages and repairs.
3. Members who have violated the code of conduct will become ineligible to participate in ANY county, district, regional, state and national events for a period of 12 months from the time of the violation. Examples of activities which members may become ineligible for include softball, County Fair, Mini Talent Explosion, camp, trips, District Talent Explosion, Area Animal Science

Days, district shows and fairs, Wisconsin State Fair, state 4-H events, etc. Participation in club level activities will be allowed.

4. Event registration, lodging or other participant fees will not be reimbursed for members who become ineligible for upcoming activities.
5. Youth who break public laws will be subject to legal action by law enforcement authorities.
6. Members who complete the 5 club meeting requirement, give a talk/demonstration and submit a self evaluation of projects may be reinstated with full privileges at the end of the 12 month period.

Steps for an appeals process:

1. Members who wish to appeal the disciplinary action may do so within 5 days of the violation.
2. Member(s) involved must request a meeting with the disciplinary committee which will consist of three members: county committee member (if appropriate), St. Croix County 4-H Leader's Council Member(s) and a UW-Extension Agent.
3. The meeting to review the disciplinary action will be scheduled within 15 days of the request.

**Youth Statement of Agreement:**

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

\_\_\_\_\_  
Youth Participant's Signature

\_\_\_\_\_  
Date

**Parent/Guardian Statement of Agreement:**

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

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

\_\_\_\_\_  
Date

Address and telephone where parent or guardian can be reached during this program:

Name: \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

Daytime phone: (\_\_\_\_\_) \_\_\_\_\_ Night phone: (\_\_\_\_\_) \_\_\_\_\_