

Trempealeau County 4-H Policy

CLUBS

1. To be officially recognized as a 4-H Club in Wisconsin, the following requirements must be met:
 - Club name
 - Five or more youth
 - 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
 - Open to any youth within the age parameter – regardless of race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital or parental status.
2. Dues are set at \$2.00 per regular member per year. If member is enrolled in the Horse Project, add an extra \$1.00 per member per year. Membership dues are payable by the club to the 4-H Leader's Association Treasurer. **Dues not received by June 1st, will increase by \$.05 per member per additional month until paid.** Dues are expected to be paid when enrollments are turned in.
3. All 4-H Clubs are required to submit a financial record and audit report to the Extension Office by November 1st.
4. Clubs are expected to meet at least 8 times throughout the year.
5. The State 4-H club year runs from October 1 to September 30.
6. 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 Trempealeau County 4-H Leaders Association and the County 4-H Youth Development Agent.
7. Failure of a 4-H Club to meet these requirements may result in the loss of the club charter and the use of the 4-H name and emblem.

MEMBERSHIP GUIDELINES

1. 4-H membership is open to any person in 5-year-old kindergarten through the year following high school graduation. This does not include 4-year-old kindergarten youth or pre-kindergarten youth. Youth in kindergarten through 1st grade will participate as Cloverbuds.

2. Second graders will participate as Explorers. Explorers may also enroll in three other projects besides Exploring. To exhibit animals at any public event as a 4-H member, youth must be in at least 3rd grade during the current 4-H year. This policy is for the safety of the 4-H member and the public at the public exhibition. The developmental ability and maturity level of the exhibitor and the unpredictable behavior of animals should be considered prior to involving a 4-H member in the exhibition of animals.
3. 3rd graders through the year following high school graduation will be eligible for traditional 4-H membership.
4. Re-enrollment deadline for 4-H is the 1st Friday of November. Enrollment deadline for new members wanting to exhibit at the County Fair is April 1st. **An individual will be considered a new member if they were not enrolled in any Trempealeau County 4-H club the previous 4-H year.** The Trempealeau County 4-H Program accepts new enrollments throughout the year.
5. Youth may participate in the Trempealeau County 4-H Youth Development program through membership in a 4-H club. In order to exhibit at the Trempealeau County Fair 4-H members are required to attend at least 4 club meetings and/or activities during the year-long period beginning with Trempealeau County Fair sign-up deadline and ending with the next year's Trempealeau County Fair sign-up deadline. Club leaders use their discretion regarding this requirement; if a club leader determines that a member has not met this 4 club meeting and/or activity requirement, that member may appeal to the Trempealeau County Leaders' Board. Club leaders also use their discretion regarding attendance requirements for members who are high school graduates away at college.

AWARDS AND TRIPS

A list of awards and trips will be listed in the 4-H newsletter. An application and interview are required for certain awards and trips.

1. Youth who want to participate and/or receive financial assistance for awards/trips must meet the following requirements:
Complete and follow directions of Trempealeau County 4-H Funding Request Form, which can be obtained from the website or the Extension Office.

For reimbursement of money:

- \$30.00 and under ~ Completed "Funding Request Form" sent to the UW-Extension office 1 week prior to Executive Board Meeting and optional in person request at the monthly Leaders Executive Board Meeting.
- \$30.01 and above ~ Completed "Funding Request Form" sent to the UW-Extension office 1 week prior to Executive Board Meeting and required personal appearance request at the monthly Leaders Executive Board Meeting.

SPECIAL ACTIVITIES

1. County Fair
 - a. In order to be eligible to exhibit at the County Fair, a 4-H member must meet the county, club, and project requirements.
 - b. New members must be enrolled by April 1st, in order to show at the Trempealeau County Fair as a 4-H member.
2. State Fair Participation
 - a. Clothing Revue participants cannot represent the county 2 years in a row. Participation as an alternate is acceptable.
 - b. Non-livestock projects that are sent to State Fair are selected at the County Fair. Animal Science project members may exhibit at the State Fair. They must meet State Fair entry guidelines.
 - c. Any drama, mini-drama or musical may participate at the WI State Fair. All are welcome and invited to apply. The WI State Fair will decide who performs. In order to seek reimbursement, club leaders or performance supervisors must seek reimbursement through the Funding Request Form and follow the requirements sent forth on that form. The Leaders' Board will use discretion in appointing money.

YOUTH PROTECTION

1. The Wisconsin 4-H Youth Development Youth Protection process includes:
 - a. A background check for arrest and conviction records with the Wisconsin Department of Justice.
 - b. Participation in the volunteer orientation program.
 - c. Signing the Volunteer Behavior Expectations form. All volunteers, age 18 and over, who work with youth in the 4-H youth program on an ongoing basis will participate in Youth Protection. The Volunteer Behavior Expectations form must be signed annually to continue as a volunteer. Arrest and conviction records will be rechecked every four years for continuing volunteers. 4-H members who serve as youth leaders do not need to go through the process. If they enroll as an adult volunteer, they need to complete the process.
2. Background checks and attendance at a volunteer orientation program are required for all parent/guardians who are hosting 4-H youth in their home if they are not currently certified 4-H Youth Development volunteers. Background checks are required for all other adults (18+) living with families who are hosting 4-H youth overnight.
3. Returning volunteers who have been absent one to four years need the background records check, signed volunteer expectation form, but are not required to attend the orientation to be reinstated as a volunteer. Returning volunteers who have been absent five or more years need to repeat the entire youth protection process.
4. 4-H volunteers who have already had background checks and child abuse training as part of their employment or other volunteer experience will need to complete the 4H Youth Development Youth Protection process.

Program Safety Regulations

1. Adults and youth participating in all high-risk programs, including horses, ATV, bicycle, rock climbing/rappelling, rollerblading, and ropes adventure courses must wear protective clothing, head, and foot gear. Minimum requirements for these programs:
 - Protective head gear (SEI approved for the specific activity) which properly fits the participant.
 - Shoes or boots which provide protection from the hazards of said program.
 - Clothing appropriate for the activity which will protect the participants from the elements surrounding the event. The policy means that all 4-H members and leaders (adult or youth) participating in the mentioned projects and/or activities need to use protective or safety equipment while participating. Approved safety helmets need to be worn while mounted or driving a horse, operating a bicycle or ATV, on roller blades, rock climbing or doing a challenge course.

2. If a 4-H club is listed as a sponsor or co-sponsor of an activity which includes the above listed projects, the helmet and safety equipment requirement applies for all participants. This includes adults, as they need to be positive role models. Should people decide not to comply, they need to be disqualified from the competition or asked to at least dismount, if during a non-competitive activity. When adults are serving in leadership roles, they are expected to meet the same safety requirements as the youth. If leaders fail to comply with the safety policy and individuals are participating without proper safety equipment and an injury occurs, the leader may be found negligent and application of liability insurance coverage would be questionable. It is strongly encouraged that 4-H groups set an example of using proper safety equipment and maintaining the highest standards of injury prevention.