

WALWORTH COUNTY 4-H YOUTH DEVELOPMENT PROGRAM

Policies and Guidelines

Membership Eligibility

Membership in the Walworth County 4-H Youth Development Program is open to all qualifying youth regardless of race, color, creed, religion, national origin, disability, ancestry, sex, sexual orientation, pregnancy, marital or parental status. Qualifying youth are those who are in third grade through the next 4-H year following their graduation from high school.

Cloverbuds: Youth in kindergarten, first, and second grades may be eligible for membership in the Cloverbud program. The Walworth County 4-H Cloverbud program is offered at the discretion of individual clubs and their leaders. Membership in some clubs' Cloverbud programs may be limited to first and second graders or to the siblings of enrolled 4-H members. Cloverbud members are not competitive. Members participate in developmentally appropriate programs primarily at the club level. Cloverbud members do not enroll in specific 4-H projects and are not eligible to participate in most county 4-H events and activities.

Home-Schooled youth will participate in 4-H in their declared grade.

Graduation—Walworth County recognizes full graduation for those who wish to cease 4-H membership upon graduation from high school. High school seniors and those participating as members in the year following high school graduation will be eligible to participate through the entire 4-H program year, which in Walworth County ends October 31.

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

National 4-H Events—Participation in National 4-H events will be based upon the age established for the specific event.

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

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

For additional information, please see Appendix A – *Involving People with Disabilities in 4-H Youth Development Programs – Key Information for 4-H Volunteers*

Enrollment Deadlines

Re-Enrolling Members: Enrollment forms and fees for re-enrolling members are due at the University of Wisconsin Extension (UWEX) Office in Walworth County by December 1. Project changes may be made after that date using the Walworth County 4-H Project Add/Drop Form. In order to exhibit newly added projects at the Walworth County Fair, the Project Add/Drop Form is due at the UWEX Office by March 1. Club general leaders must submit all forms and fees to the UWEX Office. Therefore, a club's deadline will be prior to the county deadlines.

New Members: In accordance with state policy, the Walworth County 4-H Youth Development Program has a policy of open enrollment. Eligible youth may enroll at any time of the year. Eligibility to participate in 4-H activities or events may be determined by date of enrollment. To be eligible to show at the Walworth County Fair or to participate in pre-fair activities including the County 4-H Shoot-Off, the Communications Arts Festival, and the Style Review, enrollment forms and fees are due at the UWEX Office by March 1. Project changes may be made at anytime following initial enrollment using the Walworth County 4-H Project Add/Drop Form, but to be eligible to exhibit any new projects at the Walworth County Fair, the Project Add/Drop Form is due at the UWEX Office by March 1. Club general leaders must submit all forms and fees to the UWEX Office. Therefore, a club's deadline will be prior to the county deadlines.

Late Enrollment

Club general leaders are encouraged to contact potential re-enrolling members prior to the December 1 deadline and to make all reasonable efforts to assist these youth in meeting that deadline. Re-enrolling members who miss the December 1 deadline may petition the club's general leader for admission to the club. The club's general leader will complete and submit a Late Enrollment Request form to the UWEX Office. The 4-H Youth Development Educator, in consultation with the 4-H Executive Board, will make the decision to accept or deny the request. The March 1 deadline for Fair eligibility and specific project-related deadlines (i.e. tagging dates to register animals as on feed for the Walworth County Fair meat animal sale) are absolute and are not subject to waiver by the club general leaders or the 4-H Youth Development Educator.

Changing Clubs

Transfer of membership must take place by March 1st. (Requests for transfer after March 1st must be approved by the Executive Committee.

Enrollment Fees

The members in each club vote annually to set the enrollment fees for that club. \$12.00 of the amount collected for each 4-H member is sent to UWEX in Walworth County to offset program costs. The remainder stays with the local 4-H club to help pay for club expenses such as postage. The \$12.00* county fee is used as follows:

- \$1.00 - 4-H member Emergency Medical Insurance Coverage.
- \$1.50 - 4-H State Foundation fee. The Wisconsin 4-H Foundation provides funding for many 4-H events and activities, as well as for special projects.
- \$3.50 - 4-H literature fee. Used to partially offset the cost of member project literature and the cost of printing and mailing the 4-H newsletter.
- \$3.00 - County Senior Leaders' Association, to fund program expenses.
- \$3.00 - County Junior Leaders' Association, to fund program expenses.

Cloverbud members are also assessed a county enrollment fee. Their fee of \$4.00* is used as follows:

- \$1.00 - 4-H member Emergency Medical Insurance Coverage.
- \$1.50 - 4-H State Foundation fee.
- \$1.50 - UWEX to partially offset the cost of program, literature, and the cost of printing and mailing the 4-H newsletter.

* Please note: 4-H enrollment fees are not intended to discourage anyone from joining 4-H. Any family needing help in paying fees should contact the UWEX Office. Arrangements can be made to reduce or waive fees if a family is unable to pay.

4-H at the Walworth County Fair

The Junior Department of the Walworth County Fair provides many opportunities for 4-H members to exhibit their project work, obtain valuable evaluation feedback from judges, and receive premium money, ribbons, awards, and recognition for their project-related achievements. 4-H volunteers and UWEX educators coordinate and conduct many activities of the Fair's Junior Department. However, the Fair is *not* an educational program of UWEX. It is a separately funded and managed Walworth County event under the direction of the Walworth County Agricultural Society.

4-H club's general leader(s) will assist members in making fair entries. A Walworth County Fair Junior Department Premium Book is available each spring. Members should refer to the premium book when making their entries. There is a connection between the projects in which members are enrolled in 4-H and the exhibits they enter at the Fair. Members may only enter exhibits at the Fair in project areas for which they are properly enrolled at the UWEX Office by March 1 of the same year. Other deadlines may apply for some exhibits.

Fair exhibits must meet the requirements listed in the Walworth County Fair Junior Department Premium Book. Members should watch for limitations on exhibit or poster size, the number of exhibits per department, animal weigh-in and tagging dates, fair check-in and judging dates, etc. Questions about the Fair should be directed to the Fair office at 262-723-3228.

Participation in the Fair is not required for active 4-H membership and may not be possible in all project areas. The 4-H program member will exhibit what they've learned, at the Fair, at a 4-H club meeting, or at another event approved by your club general leader.

4-H Record Books

Record keeping is a significant life skill that 4-H members develop through completion of annual 4-H records. The 4-H records:

- require members to think through and communicate their annual goals and accomplishments
- require members to organize their paperwork, assure quality meat animal production, analyze progress towards their goals, and track their profits and losses.
- help leaders and parents evaluate a member's progress
- may be used by the General Leader or project leaders in setting educational objectives for the new year
- provide a basis for recognition at the club and county level
- help members in preparing college applications, scholarship applications, job applications, and resumes because they document the member's activities and accomplishments through 4-H.

In order to be considered a member in good standing, a youth must complete and submit by club deadlines each fall, a 4-H Record Book that includes, at a minimum, a completed "Permanent Participation Record" (required for receiving bronze, silver, or gold pins), and a completed "My 4-H Activity Program" record (MPE-A) between the green 4-H record book covers or in a three-

ring binder (record book covers included). *Members who fail to submit completed record books as required will not receive their Fair premium checks and will not be allowed to re-enroll the following year. (Graduating members will not be eligible to graduate if they do not turn in a record book).*

Many Walworth County 4-H clubs also require members to submit completed individual project records for each project in which they are enrolled.

To be considered for county record book recognition, which includes receiving the annual date bar, the 4-H Record Book must be complete and meet criteria as established in the Walworth County 4-H Record Book Award Policy (Appendix B).

- Members will receive a green "record book cover" when they join 4-H. Record book covers may be replaced at the UWEX Office for \$1.00 per cover. Members may also submit records in a three-ring binder that includes a completed cover page.
- Members will receive a Permanent Participation Record (PPR) when they join 4-H. The PPR may also be found on line at the Walworth County UW-Extension web site: <http://www.uwex.edu/ces/cty/walworth/4h/forms.html>.
- Members will receive a new MPE-A, "My 4-H Activity Record" each year. The MPE-A may also be found on line at: <http://www.uwex.edu/ces/cty/walworth/4h/forms.html>.
- Members will receive individual project records (MPE's or project-specific records) each year for projects in which they enroll (as requested or as required by the club). Many of these forms are on line at: <http://www.uwex.edu/ces/cty/walworth/4h/forms.html>.

4-H Member in Good Standing

A 4-H member in good standing is one who has met all of the requirements for active membership at the club level. A member in good standing must:

- Enroll in one of the county's community 4-H clubs and pay required fees by enrollment deadlines.
- Enroll in one or more projects each year.
- Attend at least 50% of the club's regularly scheduled meetings (effective from time of enrollment). A member who has not met this requirement may be declared ineligible for entry in the Walworth County Fair, and the club's General Leader may refuse to sign the member's fair entry form.
- Read and follow the Walworth County Youth Organizations' Adult and Youth Behavior Contract.
- Complete and submit the required elements of the 4-H Record Book by the club deadline. Members who fail to submit completed record books as required will not receive their Fair premium checks as noted in the Fair rules.
- Participate in club activities, including one community service project annually.

Club General Leaders will submit a list of club members "not in good standing" to the UWEX Office by October 31 each year. Only those members in good standing will be eligible to re-enroll in the Walworth County 4-H Program for the new 4-H year. Youth not in good standing must sit out a year, but may re-enroll by the December 1 deadline the following year

Walworth County Youth Organizations' Adult and Youth Behavior Contract (Appendix C)

The Walworth County Youth Organizations' Adult and Youth Behavior Contract defines expected standards of behavior for members and their families when representing the Walworth Walworth County 4-H Youth Development Program

Approved by 4-H Exec Board
September 10, 2008

County 4-H Program at events and activities. Youth or adults who fail to follow the Behavior Contract may be removed from the activity or show in progress. The project committee and those individuals responsible for the specific event or activity, in cooperation with the UW-Extension 4-H Youth Development Program Educator, will make a decision regarding future participation in youth educational activities. Further disciplinary action may be taken in accordance with the Walworth County 4-H Adult & Youth Disciplinary Committee Procedure.

Walworth County 4-H Adult & Youth Disciplinary Committee Procedure (Appendix D)

Specific procedures for convening the Walworth County 4-H and Youth Disciplinary Committee are detailed in Appendix C. This committee is charged with taking disciplinary action if required when a youth or family member fails to follow the Behavior Contract.

Adult Volunteer Policies and Procedures

Adults (and youth who are no longer eligible for 4-H membership due to age or grade) may volunteer to serve as club general leaders, activity leaders, project leaders, resource leaders, chaperones for 4-H events and trips, coaches for judging teams or softball teams, host families for in-state or out-of-state exchanges, etc.

All volunteers must re-enroll annually, and all volunteers must sign the "Volunteer Behavior Expectations for Wisconsin 4-H Youth Development" form each year at the time of re-enrollment.

Department of Justice background checks will be conducted on each 4-H Youth Development Program volunteer every four years as required by the Wisconsin 4-H Youth Development Program.

All new volunteers age 18 and older who seek to work with youth in the 4-H youth program on an ongoing basis will complete the Youth Protection Program (YPP) prior to becoming an active 4-H volunteer.

4-H members who serve as youth leaders do not need to complete the YPP. They will need to complete the YPP, however, if they choose to volunteer as adult leaders.

The YPP includes completing a 4-H enrollment form, attending a 90-minute orientation and training, completing and signing a volunteer application that includes permission for UWEX staff to complete a Department of Justice background check, and signing the "Volunteer Behavior Expectations for Wisconsin 4-H Youth Development" form. DOJ background check will be conducted on all new volunteers, and references will be checked for any prospective volunteer who has resided in Wisconsin for less than three years or for any volunteer who lives outside of the state of Wisconsin. Volunteers who are accepted into the Walworth County 4-H program will receive written notification of their acceptance. Prospective volunteers will not be enrolled into the 4-H database at the UWEX Office and will not be covered by Walworth County volunteer accident or liability insurance until they have successfully completed the YPP.

Successful completion of the YPP is required for host parent/guardians who aren't currently certified 4-H Youth Development volunteers. Background checks are required for all other adults (18 and older) living with host families.

Successful completion of the YPP is required for all 4-H activity directors and coaches, such as Music and Drama Fest directors and Softball coaches. Club registrations will not be accepted until the directors or coaches identified on the registration form have completed the YPP.

Returning volunteers who have been absent one to four years will need to complete a 4-H enrollment form, complete and sign the volunteer application, and complete and sign the "Volunteer Behavior Expectations for Wisconsin 4-H Youth Development" form. A DOJ background check will be conducted. Such returning volunteers will not be required to attend the 90-minute orientation and training. Returning volunteers who have been absent for five or more years need to repeat the entire YPP process.

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

Resource volunteers do not need to complete the YPP process if they will be working under the visual supervision/guidance of an enrolled and certified 4-H Youth Development Program volunteer or UWEX staff member.

The criteria for whether a DOJ background check "record" causes concern is whether there is evidence of behavior related to child safety. If the background check causes question with an individual, that individual will be contacted for additional information before a decision on volunteer status is made. To enhance statewide uniformity of implementation, decisions on questionable backgrounds will involve additional review involving both state and county staff.

The driving record for all applicants reporting loss of a driver's license will be checked using UW-Fleet policies. If a person should be restricted in driving as a volunteer, the state 4-H office will write the individual asking them not to drive or to report that their record is in error. They will also notify the county educator, who in turn will notify the club general leader about individual's driving restrictions.

Club General Leaders are expected to attend an annual 4-H Club General Leaders' Program update, to submit member and volunteer enrollment forms and fees in a timely manner, and comply with the Walworth County 4-H club policies and guidelines.

Volunteer development and training opportunities will be offered periodically at the county, district, state, regional, or national levels. Interested volunteers are encouraged to participate in these training opportunities.

Volunteers shall practice safe operating procedures at all times when working with and instructing 4-H members. Safe operating procedures should be taught and demonstrated in connection with all 4-H project work. Volunteers are expected to use due diligence in supervising the activities of 4-H members.

Volunteers who itemize their federal tax deductions may deduct qualifying out-of-pocket expenses incurred while doing 4-H work. Qualifying expenses include direct gifts of money, automobile mileage and expenses, telephone bills, and costs of meals and lodging if away overnight. Volunteers may not deduct the value of volunteer time, dependent care expenses,

their own meals (unless away overnight), and their own entertainment. Volunteers must keep records of qualifying out-of-pocket expenses.

Event Chaperones

Any 4-H or 4-H-related club, county, project, out-of-county, or overnight event, program, or activity must be adequately chaperoned.

- Official event chaperones must meet the criteria for adult volunteers in the 4-H Youth Development Program.
- If youth of both genders are represented at the event or activity, chaperones of both genders must also be present.
- An adequate number of chaperones should be present to maintain a suggested minimum 1:10 ratio of chaperones to members. (This ratio may vary based on participant age.) Youth may be chaperoned by their own parent(s) or guardian(s) at an event. If these adults have not completed the 4-H YPP for adult volunteers, they may chaperone only their own children. In such cases, the youth and the adults will not be included in the event's chaperone to member ratio.
- Specific county, state, national, and international events may require adult chaperones to be 21 or older. In all cases, event guidelines for chaperones will be followed.
- UWEX educators will select chaperones for the State Fair. Interested volunteers must have completed the YPP and be 21 or older. Preference will be given to adults whose children are participating or who are leaders for a group that is participating in State Fair. Previous experience will also be considered.

Insurance

Accident Insurance—Walworth County 4-H members are covered by an accident insurance policy provided by the American Income Life Insurance Company. This insurance coverage is purchased annually with \$1.00 of the county 4-H enrollment fees. Horse program participants and youth who participate in the Walworth County Junior Leaders' Association softball program are assessed an additional \$1.00 per member for "high-risk" insurance. Insurance is paid annually by UWEX in Walworth County.

Making a Claim—Anytime an incident occurs at a 4-H meeting, event, or activity that may result in immediate or future medical treatment of the member, a report must be filed with the 4-H Youth Development Educator at the UWEX Office. The report should include a description of the incident; the name, address, and phone number of the individual who was injured; a report of what treatment was administered and by whom; a list of witnesses to the incident; and a report of any follow up medical treatment (type, facility providing care, etc.). UWEX staff, in consultation with the individual's family, will handle filing the claim with the insurance company.

Volunteer Liability and Accident Insurance—Volunteers who have completed the YPP and annual enrollment requirements have liability and accident insurance coverage provided by Walworth County. This insurance is provided in addition to their personal health, auto, and homeowners insurance. If an incident occurs for which a claim may be filed, contact the UWEX Office immediately.

Community Club Guidelines

UWEX grants 4-H club charters, which formally recognize a club's affiliation with 4-H and grant that club the permission to use the 4-H club name and emblem. To be a chartered 4-H club in Walworth County, the following requirements must be met and maintained:

- Club Name
- Five or more youth
- Adult leadership that has been approved through the UWEX Youth Protection Program
- Educational plan that meets the purposes of the 4-H program
- Youth involvement in leadership and decision-making
- Meet on a continuing basis
- Membership open to any youth eligible for 4-H membership regardless of race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital, or parental status
- Manage 4-H funds in accordance with UWEX policies and procedures
- File an annual financial record and audit report to the UWEX Office as required
- Conduct one or more youth-directed community service projects annually
- Provide opportunities for members to participate in a variety of youth development and education experiences at the club, county, state, and national level
- Enroll members with the UWEX Office in accordance with county deadlines
- Complete and submit to the UWEX Office by January 1 each year the "Wisconsin 4-H Club Information Sheet."

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

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

4-H clubs must have an educational mission. Evidence can be provided in different ways. The preferred method is for clubs to develop a program plan with their members and to provide a written copy of that plan to the members and to the UWEX Office.

"Youth involvement in leadership and decision-making" emphasizes that 4-H clubs belong to the members. Members should be empowered to make decisions regarding club activities, dues, etc. Adult leaders and parents should advise and guide, not make the decisions. Many clubs operate with officers. However, they are not required.

"Continuing basis" means that a club intends to carry on as a functioning unit indefinitely. The club may determine for itself the frequency and timing of its meetings. Clubs that don't meet in the summer or November through February are acceptable if they continue as a club the next year. Likewise, a school club that meets every school year as the "5th grade club" would also be acceptable, even though all of the members change each year.

All 4-H clubs must comply with federal and state nondiscrimination laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Americans with Disabilities Act. Refer to Appendix D for additional information on involving people with disabilities in 4-H Youth Development Programs.

4-H Financial Policies

Federal regulations governing the use of the 4-H name and emblem require annual financial reporting/accountability of all organized 4-H units. Funds raised in the name of 4-H must be publicly accountable and must be used for 4-H purposes. Failure to submit an audited 4-H club financial report and accompanying financial reports each year could result in loss of approval to use the 4-H name and emblem.

The following policies apply to a 4-H club's treasury, money management, and fund raising activities. Please read the policies carefully, and work with the UWEX Office to ensure that the 4-H program's status as a non-profit organization is not jeopardized.

1. All 4-H funds must be deposited in a checking or savings account that bears the individual 4-H group's name.
2. The account should be set up so that all checks require two signatures--those of the treasurer and of an adult club leader who is not a parent or guardian of the treasurer.
3. In order to open a checking or savings account, the 4-H club will be required to have an Employer Identification Number (EIN). To apply for an EIN from the Internal Revenue Service, use Form SS-4. You may get a copy of this form from your bank, from the UWEX Office, or from an IRS office or web site. Be sure to use "4-H" in your club name on the form. Use the same identical name on your club accounts. The 4-H program's national group exemption number (GEN), required to complete the form, is 2704. Do *not* use a personal social security number when opening a 4-H checking or savings account.
4. 4-H clubs, county committees, and county junior and senior 4-H leader associations must comply with the Internal Revenue Service Tax Code Section 501 (c) (3) regarding disposition of assets when the group dissolves. In Wisconsin, the following dissolution statement must be included in club by-laws or guidelines:

Upon dissolution of the 4-H club, any assets must be turned over to a recognized 4-H club or group with the approval of the county's Senior Leaders Association and the county 4-H Youth Development Program Educator.

The county senior leaders association must include a statement of dissolution in its bylaws similar to the following:

Upon dissolution of the association, any assets remaining shall be conveyed to a 4-H Youth Development program or 4-H Youth Development Foundation as selected by the affirmative vote of the majority of association members entitled to vote.

County 4-H committees must include a statement of dissolution in their bylaws similar to the following:

Upon dissolution of the committee, any assets remaining shall be conveyed to the county 4-H Leaders Association if one exists. If one does not exist, any remaining assets shall be conveyed to a 4-H Youth Development program or 4-H Youth Development Foundation as selected by the affirmative vote of the majority of association members entitled to vote.

5. All money received by the treasurer should be acknowledged with a written receipt, preferably pre-numbered.
6. The treasurer should deposit all funds promptly.
7. If a club does not have a budget, or if items arise that are not part of the budget, each item needs to be presented to the members for approval before payment.
8. Payment should be made only in response to a written bill, invoice, or receipt. The itemized invoice or other written document will become part of the treasurer's records.
9. All money raised using the 4-H name and emblem must be used for 4-H activities.
10. **Fund Raising Guidelines:**
 - a. Fund raising should only be conducted to meet a specific goal.
 - b. Generally, money raised during the course of the 4-H year should be spent that same year, unless the fund raising goal is long term.
 - c. Discuss fund raising plans with your 4-H Youth Development Educator.
 - d. There are rules about the use of the 4-H name and emblem in fund raising. See the "4-H Club Financial Handbook for Leaders" or the National 4-H Headquarters web site for details.
 - e. Check with local and state authorities on health, licensing, labeling, labor and tax laws.
 - f. 4-H groups that plan to conduct raffles or bingo must comply with state regulations and obtain licenses. See the "4-H Club Financial Handbook for Leaders" for details.

11. **Wisconsin Sales Tax Policies:** 4-H units do not have to pay sales tax on purchases for the program. 4-H units that are authorized to use the 4-H name and emblem are eligible for tax-exempt status relative to Wisconsin State Sales Tax Guidelines. In a continuing 4-H club or committee, check with the previous leader to determine if an exemption number exists. To obtain a sales tax exempt certificate, a general leader will need to file a Wisconsin Department of Revenue Form S-103. Call the State Revenue Department for form S-103.

4-H units do not have to collect sales tax on items they sell provided they meet the requirements of "Occasional Sales by Nonprofit Organizations Statutes: Section 77.52 (7m), Wis. Stats (1987-88) Wisconsin Tax Bulletin #59 and new regulations as of January 1, 1989. Contact UWEX with questions about these requirements.

12. Federal Income Tax Policies: 4-H is a tax-exempt organization under an IRS ruling letter of February 9, 1973. It recognizes the tax-exempt status of 4-H clubs and affiliated 4-H organizations that are organized and operated under the guidance and control of the Cooperative Extension Service. Contributions by individuals or businesses to 4-H programs or clubs are tax deductible for the donor to the extent allowed by law.

4-H organizations are exempt from paying Federal income taxes. If a club or affiliated organization has gross receipts in its tax year that normally exceed \$25,000, then it must file an IRS Form 990.

13. 4-H clubs, county committees, and county junior and senior 4-H leader associations are required to submit an audited financial report and financial record (ledger) to the UWEX Office each year. County committees and junior and senior leader associations conducting raffles or soliciting funds as charitable organizations must file additional reports as required by law to the respective agencies with a copy filed with the county's 4-H Youth Development Educator.

14. 4-H clubs should discuss money at least once a year. Discussion topics should include:

- a. How much money will be needed?
- b. Will we collect dues? If so, how much? (Members must vote each year on the amount of club dues if any are to be charged above and beyond the county dues.)
- c. Do we need to conduct fund raising?
- d. How will we make decisions about spending money?
- e. Do we need to have an annual budget? (Note: If a budget is developed, it must be approved by the members of the club.)

Use of the 4-H Name and Emblem

The 4-H Name and Emblem are protected under federal statute (Title 18, U. S. C. 707). There are penalties for misuse of the clover emblem for profit.

Authorization for all uses of the 4-H name and emblem must be granted by the following:

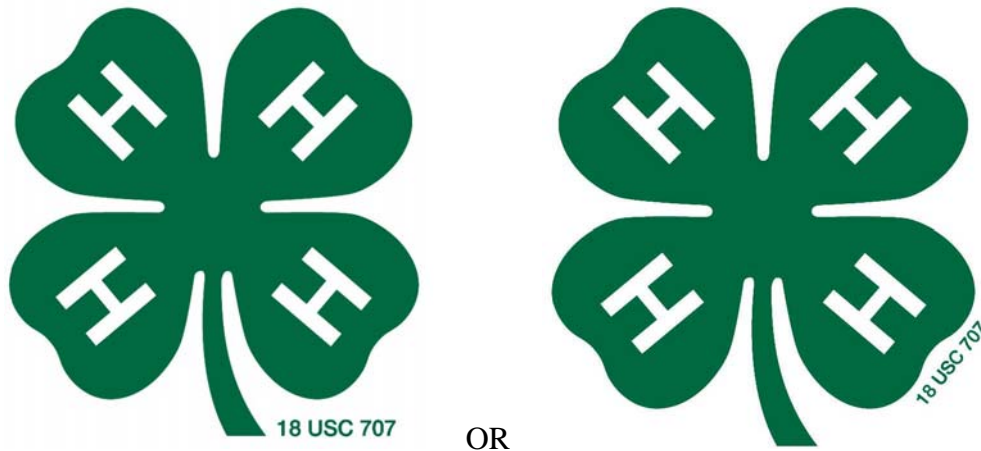
- Interstate (two or more states)—USDA
- Intrastate (within one state's boundaries)—Cooperative Extension System directors and administrators at the state land-grant universities located in the state in which the 4-H name and emblem are to be used.
- Within one county—Cooperative Extension System staff located in the county in which the 4-H name and emblem are to be used.

A 22-page document articulates current official statutes, regulations, and guideline regarding the use of the 4-H name and emblem. To view the *4-H Name and Emblem Guidelines*, download the file, *4-H_name.pdf* from the web site: www.national4-hheadquarters.gov/4h_name.htm

A brief summary of the regulations for the use of the emblem follows:

- Only use an official emblem graphic. The official graphics may be downloaded from www.national4-hheadquarters.gov/4h_name.htm. The emblem must include the language "18 USC 707" as shown, and the proper height and width proportions must be maintained. The emblem should be reproduced in green and white when possible; it may be reproduced in black and white as necessary.
- Text or graphics should never cross the clover emblem. Use of the 4-H clover as a desktop wallpaper or web page background is inappropriate.
- Read the emblem guidelines carefully regarding commercial use of the name and emblem and production of items with the 4-H name or emblem.

The official emblem is as follows:



Program Safety Regulations

Adults and youth participating in all high risk programs, including horses, ATV, bicycle, rock climbing/rapelling, rollerblading, and ropes adventure courses must wear protective clothing, head and foot gear. Minimum requirements for these programs:

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

The policy means that all 4-H members 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.

If a 4-H club is listed as a sponsor or co-sponsor of an activity which includes the above listed projects, grade exhibit policies (youth must be in 3rd grade) and the helmet and safety equipment requirement apply for all participants. This includes adults as they need to be positive role models.

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

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

Should people decide not to comply, they need to be disqualified from the competition or asked to at least dismount, if during a non-competitive activity. When adults are serving in a leadership role, 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. This is a consequence that needs serious consideration.

Any classes that require 4-H membership to enter, or serves as a qualifying event for district or state competition must adhere to these safety policies.

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

To exhibit animals 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.

Wisconsin 4-H Shooting Sports Policy

4-H Shooting Sports programs are available to youth from third grade (and at least 8 years of age at the time of participation) through the year following high school. Shooting Sports disciplines include archery, air pistol, hunting/wildlife ecology, muzzle loading, rifle (.177 pellet, .177 BB, and .22) and shotgun. 4-H youth 8-11 years of age cannot operate any powder-burning firearm. This includes, but is not limited to, .22 handgun or rifle, muzzle loading handgun or rifle, or shotgun.

Youth may participate in an organized 4-H Shooting Sports activity only if a certified 4-H Shooting Sports leader is present and providing supervision. The 4-H certified leader must have certification in the shooting discipline in which the youth is participating.

4-H certified leaders must be at least 18 years old and must have participated in at least one state-level 4-H leader training Shooting Sports certification workshop in the discipline in which they are providing supervision. If an adult leader is not certified, he/she cannot provide hands-on or safety instruction without a certified leader being present. A leader may obtain certification in an

additional discipline (archery, air pistol, coordinator, hunting/wildlife ecology, muzzle loading, rifle [.177 pellet, .177 BB, and .22] and shotgun) by completing a certification workshop provided by 4-H certified state training team members. Leaders are encouraged to upgrade skills via training with such organizations as the NRA, NAA, and DNR.

Adult assistant leaders do not need to be certified, but they must be in the presence of a 4-H certified leader who has certification in the shooting discipline in which the youth is participating.

Youth assistants do not need to be certified, but must be in the presence of and under the supervision of a certified leader who has certification in the shooting discipline in which the youth is participating.

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

Leaders must be currently enrolled as a 4-H volunteer in a county. Certification in the County 4-H Youth Protection Program is required of all 4-H Shooting Sports leaders. Leader and member participation will be consistent with state and county guidelines.

If a leader is acting in an unsafe manner or is in noncompliance with 4-H leader standards, he or she is subject to removal.

Adequate insurance is important in 4-H Shooting Sports.