

# Sawyer County 4-H Clubs, Inc.

*All The Power of YOUTH*



1902 - 2002

## Policies & Procedures Manual

*Revised October 2018*  
*Revised October 2016*  
*-Reviewed July 2005, November 2006, November 2007,*  
*November 2008, March 2012, September 2014*  
*Adopted November 2004*

## Sawyer County 4-H Clubs, Inc. Mission Statement

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.

Sawyer County 4-H Leaders Association Mission Statement, Adopted November 2004

### The 4-H Pledge

Otis Hall, State 4-H leader of Kansas, was responsible for the original wording of the 4-H pledge. When the Executive Committee of the Land Grant College Association requested Dr. R.A. Peterson, President of Iowa State College, and Dr. A.C. True of the Federal Extension Service, to write a pledge for 4-H, they submitted a pledge substantially as written by Hall. At the first National 4-H Club Camp in 1927, the 4-H pledge was officially adopted by the state 4-H leaders.

*"I pledge...  
...my head to clearer thinking,  
...my heart to greater loyalty,  
...my hands to larger service and  
...my health to better living,  
for my club, my community and my country."*

The pledge remained unchanged until 1973 when, in response to requests from a number of states (*including a recommendation from 4-H members attending National 4-H Conference*), the pledge was changed to include *"my world."* This change was officially approved in 1973 by the Extension Committee on Organization and Policy and now reads:

*"I pledge...  
...my head to clearer thinking,  
...my heart to greater loyalty,  
...my hands to larger service and  
...my health to better living,  
for my club, my community, my country and my world."*

### The 4-H Motto

The 4-H motto, *"To Make The Best Better"*, was originally proposed by Miss Carrie Harrison, a botanist in the Bureau of Plant Industry. It was officially adopted by leaders who attended the first National 4-H Club Camp in 1927. It has remained the same throughout the years.



### The 4-H Colors

Green and white are the 4-H colors. The white background of the 4-H flag symbolizes purity; the green 4-H emblem is nature's most common color in the great outdoors and is the color of springtime.

### The Pledge of Allegiance

*"I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all."*



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# Who's Involved in 4-H?

UWEX—The University of Wisconsin (*Cooperative*) Extension (*System*)  
<http://sawyer.uwex.edu>

Sawyer County UW-Extension, 10610 Main St., Suite 194, Hayward, WI 54843

## 4-H Positive Youth Development Educator

4-H Youth Development Educator teaches adult and teen volunteers how to successfully work with youth in informal educational settings through research-based knowledge.

**Sky Holt**, [sky.holt@ces.uwex.edu](mailto:sky.holt@ces.uwex.edu) (715) 638-3237

**Sawyer County Agriculture and Extension Committee** - *Currently consists of five county-elected officials.* They are responsible for overseeing the County Extension education program.

**Sawyer County 4-H Clubs, Inc. Volunteer Leaders and Youth Members.** A copy of the Bylaws is available on the county 4-H website..... <http://sawyer.uwex.edu/>

## Other UW-Extension Staff

### Agriculture Agents

Provides research-based information to farmers, agri-business people, home gardeners and rural landowners.

**Kevin Schoessow**, [kevin.schoessow@ces.uwex.edu](mailto:kevin.schoessow@ces.uwex.edu) 715-635-3506

### Family Living Educator

Responds to community needs with research-based education and partnerships that support families and communities.

### FoodWise

Provides practical, reliable foods, nutrition and budgeting information to food stamp eligible families and individuals.

**Lisa Wydra, Coordinator**, [lisa.wydra@ces.uwex.edu](mailto:lisa.wydra@ces.uwex.edu) 715-638-3275

**Kim Clark, Educator**, [kim.clark@ces.uwex.edu](mailto:kim.clark@ces.uwex.edu) 715-638-3350

### Community, Natural Resource and Economic Development Educator

Works to strengthen the ability of citizens, community leaders and local officials to identify and resolve critical needs and issues.

**Ariga Grigoryan**, [ariga.grigoryan@ces.uwex.edu](mailto:ariga.grigoryan@ces.uwex.edu) 715-638-3236

### UWEX Administrative Assistant

**Tanya Hofer**, [tanya.hofer@ces.uwex.edu](mailto:tanya.hofer@ces.uwex.edu) 715-638-3267 or 715-638-3404



# The Four Essential Elements of Positive Youth Development



## **Belonging:**

- Do you have caring adults in your life that advise, guide and mentor you?
- Do you feel like you belong to a group and others are positive and encouraging?
- Do you feel safe from physical or emotional harm?



## **Mastery:**

- Are you learning new things and skills?
- Do you have opportunities to practice new skills?
- Are you able to find new resources and learn on your own?



## **Independence:**

- Are you able to make your own decisions?
- Do you set your goals and then work to reach them?
- Do you see many choices for yourself in the future?



## **Generosity:**

- Are you able to teach others?
- Are you giving back to members in your family, 4-H club, or community?

# 4-H AT A GLANCE

## ***What is 4-H?***

4-H is youth, parents and other adults providing an educational and recreational experience for the youth of their community.

## ***Who Conducts the 4-H Program?***

4-H educational experiences for youth are provided by volunteers who serve as a part of the 4-H program in their community. Volunteers who give leadership to the local 4-H program consist of youth, parents and other interested adults in the community.

## ***What is UW-Extension?***

Cooperative Extension is a unique achievement in education because it functions as a partnership of local people, county government, the state university, and the federal government. While it fulfilled primarily agricultural needs early in this century, it now helps many more sectors of society confront new problems and educational needs. Today Cooperative Extension is aggressively changing to meet the complex needs and priorities of Wisconsin people and their communities.

Cooperative Extension faculty and staff, based in all 72 Wisconsin counties and on the campuses of the UW system, deliver education programs and counseling in four major areas: Agriculture/Agribusiness; Community, Natural Resources, & Economic Development; Family Living Education; and 4-H & Youth Development.

## ***What is a 4-H Educator?***

A 4-H Positive Youth Educator is a member of the University of Wisconsin faculty who is hired jointly by the University and Sawyer County. The responsibilities of the educator are many. Some of the major duties are:

- provide educational leadership in youth development subject matter to groups and individuals;
- provide educational experiences for 4-H members and leaders which contribute to the completion of their 4-H goals;
- provide organizational leadership and counsel to the Sawyer County 4-H Leaders Association;
- cooperatively plan with county staff in developing, implementing and evaluating educational programs for youth and adults; and
- develop curricular materials.

The Educator also participates as a member of the University of Wisconsin-Extension faculty in district and state wide curriculum and program development efforts and in faculty and University affairs.

**What is a Tribal AmeriCorps Member?**

This position is grant with Sawyer County 4-H Clubs Inc., and regional tribal funds. The position mentors/supports youth programs and adult certified volunteers who provide youth programming. This role focuses on special efforts to reach underserved youth audiences in Sawyer County. The member also serves in a support capacity with prevention programming with Lac Courte Oreilles Tribe and Sawyer County Prevention Coalition to reduce risk behavior through positive youth development programs.

**What is a summer intern?**

This position provides outreach efforts during summer months to youth throughout Sawyer County to experience positive youth development programming through the 4-H curriculum and program.

***What is the Sawyer County 4-H Clubs, Inc., Leaders Board?***

The Leaders' Board is the organization that represents all 4-H leaders in Sawyer County. Meetings are held approximately eleven times a year. Time and place of meeting are set at the annual meeting. There are no regular meetings during the month of December. These open meetings generally take place at the Sawyer County Courthouse. Decisions are made about policies and programs affecting 4-H members and leaders. For more information see the Sawyer 4-H Clubs, Inc. Bylaws.

The Leaders Board oversees the 4-H Property and the 4-H Ice Cream and Food Booth at the Sawyer County Fair in a county wide effort to raise money for support of the 4-H program. 4-H clubs are responsible for providing youth and adults to run the 4-H Ice Cream and Food Booth during the annual county fair. Both the property and food booth provide financial support for camps, award trips, leader and member recognition, scholarships, awards, leader training opportunities, educational materials and more.

**What is an UWEX Administrative Assistant?**

This person works with the 4-H Youth Development Educator with communication and maintenance of the 4-H program.

**4-H Terminology**

**4-H Newsletter** - The monthly Sawyer County 4-H Newsletter is available on the website, by mail or e-mail to every 4-H family. This gives information about 4-H meetings and activities offered to 4-H members, leaders and parents. For most events, this will be your only source of information.

**4-H Year** - A new 4-H year starts October 1<sup>st</sup> and ends September 30<sup>th</sup> of the following year.

**4-H Age** – Cloverbuds are members in kindergarten, first, or second grade. 4-H membership is open to all youth beginning at age 8 and in 3rd grade and not to extend beyond the age of 21. *(All youth can be members through one year past high school graduation, as of October 1<sup>st</sup> of the enrolling year.)*



**Annual Online Enrollment** - You complete annual online enrollment at <https://www.4honline.com/> to join or re-enroll in the county 4-H program. First, you select a county club and enroll. Next, you select the individual 4-H project(s) you wish to learn more about. Online enrollment should be done by October 31 annually for a long range benefit of the overall 4-H Program. Start by attending club meetings, the foundation of your 4-H experience.

**Club Rules, By-Laws or Guidelines** - All 4-H clubs have a set of written rules for the operation of the club. Be sure you become familiar with your club's rules early in the year. If your club needs help developing or revising these rules, contact the UW-Extension Office.

**Record Book** - The record book is a report of 4-H accomplishments in projects and activities during the current year. Members begin a record book at their **FIRST** club/project meeting and complete a record book during their 4-H experience. Submit your record book to your club leader after the county fair for review and leader signature. Record books are evaluated by the Awards and Recognition Committee for consideration of county awards.

**Club** - A 4-H club consists of 5 or more school-age youth from three different families, guided by one or more *certified* adult volunteers. Enrollment in a chartered club is the **first step** to participating in all the opportunities 4-H offers, county, state, national and international!

**Project** - 4-H members select projects of interest. Project *guides* written by University specialists serve as suggestions of areas to study in your 4-H projects. If a project leader is not identified for your project, you work independently with guidance from a parent, club leader or research on your own. Literature is available upon request from the UW-Extension office. See page 16, D. 2.

**ME Form** - The Member Evaluation (ME) is a report of your 4-H accomplishments. 4-H members in grades 6 and older complete this form to apply for county, state and national 4-H trips and awards.

**Cloverbud** – Special membership program offered to members in kindergarten, first and second grade to participate in an introductory 4-H program. Cloverbud members must join a 4-H club and select Cloverbuds as their project. Opportunities offered are age and developmentally appropriate.

**Exploring Project** - An individual 4-H project recommended as a beginning 4-H member. The 4-H member can “explore” other 4-H projects and activities during the year to learn more about 4-H. First year members in third grade (8 and 9 years old youth) may enroll in Exploring or select specific projects they have interest in.

**Parents/Guardians Role** - Parents or guardians are very important to the success children will have in the 4-H program. Parents or guardians are encouraged to attend

monthly meetings and project meetings with their child(ren). All countywide events are open to all and families are encouraged to attend.

The most important role adults play in 4-H is the support they give to their child(ren). Support your child in the commitments he/she makes, help him/her think through decisions, and see that he/she reaches his/her goal.

*There are several ways for parents to help:*

- Attend 4-H meetings and other special events.
- Guide your child's work and encourage completion without doing the work for the 4-H'er.
- Support the local 4-H club leader and offer your services.
- Be an example of a good sport so your child will learn to appreciate the successes of others.
- Make others in the community more aware of 4-H.

**Youth Leader** - A 4-H member who is in 7<sup>th</sup> grade or older and is enrolled in the Youth Leadership Project. They take an active part in helping the younger members in the club. By doing this, they grow, mature, and learn leadership skills.

**4-H Club Leader** - A volunteer who is responsible for the organizational part of the club such as securing enrollments, helping members use parliamentary procedure, helping members plan the program year, helping officers understand their roles and duties, involving parents in the club, recruiting members and leaders, encouraging recognition and appreciation, and facilitating the club's connection to the county program.

**Project Leader** - A volunteer who helps 4-H members as they learn, make or do something. This person can be a 4-H parent who agrees to help with a project. It may also be a youth leader or a person from the community who has knowledge in a particular subject matter. Project leaders must be *certified* 4-H volunteers.

**Activity Leader** - A *certified* volunteer who directs activities, such as drama, fund raising, recreation, community service, and promotion. 4-H members learn through involvement in the activity.

**Key or Resource Leader** - Serves as a resource to leaders or members in a specific project or activity area. Generally, this leader has knowledge/expertise in a specific area and works with the project leader to identify curriculum, experiences, etc., to enhance the youth experience in a project area.

# Resources Available To You

## **Newsletter**

The Sawyer County 4-H newsletter is published monthly and is a resource for all 4-H families enrolled. The newsletter is available either by our website: [www.sawyer.uwex.edu/](http://www.sawyer.uwex.edu/), e-mail or mail. Each issue of the newsletter is packed full of upcoming meeting notices, events, news, “how to” tips, and much more. Submit your ideas, news, or comments in writing by the 20<sup>th</sup> of each month for publication in the next issue to [tanya.hofer@ces.uwex.edu](mailto:tanya.hofer@ces.uwex.edu)

## **Club and Project Leader List**

The Club and Project Leaders list is available in the monthly newsletter. Speak with your club leader or a leader in a project area and ask about joining their meetings. Monthly club and project meetings are listed in the monthly newsletter. An annual 4-H listing of Trips and Events are available online.

## **4HforMe**

This is an online 4-H Enrollment Program that leaders may access at any time to obtain information of their club and/or project enrollment. Contact the 4-H office to sign up.

## **Extension Publications**

Information is available on a variety of topics, based on the research findings of the University of Wisconsin. A nominal fee is charged.

## **Meeting Rooms**

The Sawyer County Courthouse has meeting rooms available. Reserve a meeting room by contacting the Extension Office at 715-634-4839. There is also a meeting room available at the Sherman and Ruth Weiss Public Library, 715-634-2161.

## **Audio-Video Equipment**

There is a variety of equipment available: TV, VCR, Projectors, etc. Some of the equipment can be transported to a variety of sites around Sawyer County; others must remain in the Sawyer County Courthouse.

## **Extension Conference Room/Resources**

The UW-Madison library provides videos, dvds, cds, slides which are available for loan. Resources must be ordered through the Extension Office; the 4-H Administrative Assistant is the contact person.

**Sawyer County 4-H Clubs Inc.**  
Est. 1970

**STANDING GUIDELINES**

Sawyer County 4-H Clubs, Inc. policies and guidelines are consistent with the criteria set by National 4-H Headquarters at USDA <http://nifa.usda.gov/program/4-h-national-headquarters> and Wisconsin 4-H Youth Development Policies:

<http://fyi.uwex.edu/4h/files/2016/09/WI4HYouthDevelPolicies.pdf>

1. The Leaders Board of the Sawyer County 4-H Clubs, Inc. may make amendments or additions to the Standing Guidelines for 4-H at any regular meeting.
  - a. National and State policies will be changed immediately upon receiving notice of such changes.
  - b. Membership will be notified of Sawyer County 4-H guideline changes and the date they will be discussed through the 4-H newsletter, electronic notification or a letter to the organizational leader(s).

**PARTICIPATION**

**A. Youth Participation Options**

1. Youth may participate in the Wisconsin 4-H Youth Development program through:
  - a. Membership in a 4-H club
  - b. Participation in a special interest/activity/group/program sponsored by University of Wisconsin-Extension
2. Additional participation options may be offered at county discretion:
  - a. Affiliation with an organized 4-H project
  - b. School enrichment

**B. Adult Participation Options**

1. Adult volunteers serve in a variety of educational and organizational roles that provide quality positive 4-H youth development programs for youth such as:
  - a. Voting members on 4-H committees
  - b. Organizational leadership roles on 4-H leaders association groups
  - c. Chaperones for 4-H youth development experiences. Adult volunteers over 21 can serve as chaperones.

4-H Youth Development volunteers, including chaperones must complete the Youth Protection Process and be actively enrolled.

2. Volunteers serve at the request of UW-Extension and that request can be withdrawn at any time.
3. Parent/guardian(s) are encouraged to actively participate in 4-H youth development activities and experiences in supportive roles with their children. Parent/guardian(s) must complete the Youth Protection Process and be actively enrolled to serve as a 4-H Youth Development volunteer.

## **MEMBERSHIP**

### **A. Enrollment Policies**

1. The Wisconsin 4-H membership year is October 1 – September 30.
2. 4-H has open enrollment. Youth may enroll at any time of the year. Counties may establish enrollment and reenrollment deadlines for participation in programs when those deadlines are needed to ensure educational integrity and/or safety. This includes participation in county fairs and/or animal projects.
3. 4-H membership is open to all youth beginning in 5K (five-year-old Kindergarten) through one year beyond high school graduation and not to extend beyond the age of 19 at the time of enrollment.

Cloverbud Project – Youth in 5K – 2nd grade participate in the Cloverbud project which is designed to meet the developmental needs of this age group. This does not include pre-kindergarten or four-year-old kindergarten youth. Cloverbud project members are not allowed to exhibit animals at public events nor participate in shooting sports activities.

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

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

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

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

### **B. Membership and Participation**

1. Youth must annually sign the WI 4-H Youth Development Code of Conduct. Consequences for violating any part of this Code of Conduct may include, but are not limited to:
  - Removal from participation in the event in which the Code of Conduct has been violated (at the individual's expense)
  - Suspension of membership
  - Sanctions on participation in future 4-H events
  - Forfeiture or repayment of financial support for the event
  - Loss of status as a "member" in good standing."
2. Youth may hold 4-H membership in no more than one county or state at the same time.

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

3. Youth must qualify for participation in regional, state, or national 4-H competitions through their county of membership.
  - This statement does not prohibit a county from using an event in another county as the place where their members qualify for a regional or state competition. It does mean that members must be selected as representatives of only their county of membership, regardless of the location of the qualifying experience.
  - Youth must be enrolled in 4-H at the time the event/program occurs.
  - Participation is limited to those members who are in “good standing” with their local 4-H club and county.

#### **REQUIREMENTS FOR A 4-H CLUB**

1. The University of Wisconsin-Extension grants 4-H Club Charters, which formally recognize a Club's affiliation with 4-H, and grant that club the permission to use the 4-H Name and Emblem. 4-H Charter and Charter renewals provide documentation that a 4-H Club complies with state and federal laws and federal, university and state 4-H policies and guidelines. 4-H Charters must be renewed annually. All 4-H Clubs must be chartered. To be a 4-H Club in Wisconsin, the following requirements must be met and maintained:
  - a. Club name
  - b. Five or more youth from at least three families
  - c. Adult leadership that has been approved through the Youth Protection process
  - d. Youth involvement in leadership and decision-making
  - e. Meet on a continuing basis
  - f. Educational plan which meets the purposes of the 4-H program
  - g. Have written operating guidelines, bylaws or constitution approved by the members to govern the club
  - h. 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.
2. Failure of a 4-H Club to meet these requirements may result in the loss of the 4-H Charter and the use of the 4-H Name and Emblem. Annual 4-H Charter renewal packets are due to the local UW-Extension Office no later than November 1. Individual Counties may have an earlier deadline.
3. Leadership for 4-H Clubs is primarily provided by volunteers. A 4-H Club may have paid leadership when the individual provides leadership for the club as a function of their employment for another organization. Teen leadership does not meet the adult leadership requirement.

4. 4-H Clubs must have an educational mission. Evidence can be provided in different ways. The preferred method is for clubs to develop a program plan with their members, and provide a written copy of that plan to the members and the county UW-Extension office through the annual 4-H Charter renewal process.

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

“Continuing basis” means that a 4-H Club intends to carry on as a functioning unit indefinitely. The Club may determine for itself the frequency and timing of its meetings. Clubs that don’t meet in the summer, or November – February are acceptable if they continue as a 4-H Club the next year. They don’t completely disband at the beginning of the summer. Rather they continue to exist with leadership and an identity and program again in the fall. Likewise a school 4-H Club that meets every school year as the 5th grade class Club would also be acceptable, even though all of the members change each year.

5. 4-H Club written operating guidelines or by-laws need to include at minimum the following: the group’s purpose/mission; a statement of compliance with state and national 4-H policies and laws; the approved civil rights statements; information on how the group is organized and makes decisions; the required dissolution clause; and procedures of how finances are handled and audited.
6. All 4-H Clubs/Units/Groups 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.

## **REQUIREMENTS FOR A 4-H UNIT/GROUP/COMMITTEE CHARTER**

1. The University of Wisconsin-Extension grants 4-H Charters to units/groups/committees (Group), which formally recognize a Group’s affiliation with 4-H, and grant that Group the permission to use the 4-H Name and Emblem. 4-H Charter and Charter renewals provide documentation that a 4-H Group complies with state and federal laws and federal, university and state 4-H policies and guidelines. All Groups that handle finances and have a checkbook must be chartered. To be a chartered 4-H Group in Wisconsin, the Group must complete the Charter Application. 4-H Charters must be renewed annually. The following requirements must be met and maintained:
  - a. Unit/Group/Committee name
  - b. Adult leadership that has been approved through the Youth Protection process
  - c. Educational plan which meets the purposes of the 4-H program
  - d. Youth involvement in leadership and decision-making
  - e. Meet on a continuing basis
  - f. Have written operating guidelines, bylaws or constitution approved by the members to govern the unit/group/committee
  - g. Open to any youth eligible for 4-H membership, regardless of race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital or parental status.

2. Failure of a 4-H Group to meet these requirements may result in the loss of the 4-H Charter and the use of the 4-H Name and Emblem. Annual 4-H Charter renewal packets are due to the local UW-Extension Office no later than November 1. Individual Counties may have an earlier deadline.
3. 4-H Group written operating guidelines or by-laws need to include at minimum the following: the Group's purpose/mission; a statement of compliance with state and national 4-H policies and laws; the approved civil rights statements; information on how the group is organized and makes decisions; the required dissolution clause; and procedures of how finances are handled and audited.

## **YOUTH PROTECTION**

1. 4-H Youth Development programs and activities must be supervised by an adult, 18 years of age or older, who has completed the Youth Protection program and is currently an enrolled 4-H volunteer leader.

This statement includes all chaperones.

2. In order to initially be recognized as a 4-H volunteer leader in the Wisconsin 4-H Youth Development program, all adults age 18 years and over must participate in the Youth Protection Program. The Wisconsin 4-H Youth Development Youth Protection program process includes:
  - a. Completion of the Volunteer Application Form
  - b. Background records check for arrest and conviction records through the approved channel.
  - c. Participation in volunteer orientation
  - d. Completion of the Volunteer Behavior Expectations Form
  - e. Completion of the 4-H Enrollment Form.

4-H members who serve as youth leaders do not need to complete the Youth Protection program process. If they enroll as an adult volunteer leader instead of serving as a youth leader, they need to complete the Youth Protection program process.

3. To continue to be recognized as a 4-H volunteer leader in the Wisconsin 4-H Youth Development program beyond the first year, all adults 18 years of age and over must annually complete the following:
  - a. Volunteer Behavior Expectations Form
  - b. 4-H Enrollment Form

Note: A background records check for arrest and conviction records will be completed every four years for continuing 4-H volunteer leaders. Youth that are over 18 years of age and are still active 4-H members do not require background checks. These youth are expected to participate as members and not in a chaperone or adult volunteer leader role.

4. Background checks and attendance at volunteer orientation are required for all host parents/guardians who aren't currently recognized 4-H Youth development volunteers. Background checks are required for all other adults 18 years of age and older, living in host families who are not currently enrolled as 4-H members. It is up to county discretion whether or not these adults should be required to attend volunteer orientation.



5. Returning volunteers who have been absent one to four years need the background records check and signed Volunteer Behavior Expectations 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.
6. 4-H volunteers who have already had background checks and child abuse training as part of their employment or other volunteer experience will still need to complete the 4-H Youth Development process.
7. A guest speaker or guest presenter doesn't need to complete the process if working under the visual supervision of an enrolled volunteer or UW-Extension staff member.
8. A record causes concern when there is evidence of a conviction related to safety or fiduciary responsibilities. 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 may involve additional information review with both state and county staff.
9. The driving record for applicants reporting loss or suspension of a driver's license will be checked using UW-Fleet policies. In the event driving restrictions are placed on the volunteer regarding transportation of youth or their animals, the individual will be contacted regarding the driving record to verify the accuracy of the record. Restriction of volunteer driving privileges will be communicated in writing by either state or county staff.
10. If a volunteer applicant has lived in Wisconsin for less than three years, references will be sought and checked. If a volunteer lives outside Wisconsin, references will be sought and checked.
11. Parents and guardians are expected to behave in ways that promote positive role modeling for all youth. If 4-H youth development staff have reason to believe a youth or a parent/guardian has engaged in reckless or disruptive behavior at a 4-H meeting or event sponsored by UW-Extension or engaged in behavior at any time that constitutes criminal child abuse or neglect, that educator will inform that youth or parent/guardian of his/her reasons for that belief and direct that individual not to attend 4-H meetings or events sponsored by UW-Extension. Such a youth or a parent/guardian may not attend 4-H meetings or events sponsored by UW-Extension until such time as the youth or parent/guardian provides reliable evidence that he/she did not engage in such conduct.

## **SAFETY**

### **A. 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:
  - a. Protective head gear (SEI approved for the specific activity) which properly fits the participant.
  - b. Shoes or boots which provide protection from the hazards of said program.

- c. 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, grade exhibit policies (youth must be in 3rd grade) and the helmet and safety equipment requirements 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 which significantly reduces serious injuries is available, why would we not use it?

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

Any classes which require 4-H membership to enter, or serves as a qualifying event for regional 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.

3. Lifeguards are required when youth are swimming or participating in water-related activities, including canoeing, kayaking and boating. This includes at camp, club program, or hotel.
4. Pointing any type of firearm including air guns, paintball guns, laser guns or laser sighting devices at any person or any humanoid or tombstone target is inappropriate and dangerous. This includes both shooting sports programs and any type of 4-H activity.
5. 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.

6. Requirements for all 4-H sponsored or co-sponsored horse activities and events: Effective October 1, 2015
  - a. A saddle (mounted) and bridle (mounted/cart) are required when riding or driving a horse.
  - b. No intact male horses can be shown.

## **B. Wisconsin 4-H Shooting Sports Policy**

1. 4-H Shooting Sports programs are available to youth from 3rd grade and eight years old through the year following high school. Shooting Sports projects include archery, air pistol, .22 pistol, muzzleloading, air rifle (.177 pellet, .177 BB), .22 rifle, .22 pistol and shotgun. 4-H youth must be 12 years of age to operate any powder-burning firearm. This includes .22 handgun or rifle, muzzleloading handgun or rifle, or shotgun.
2. Youth may participate in an organized 4-H Shooting Sports activity only if a certified 4-H Shooting Sports volunteer leader is present and providing direct supervision. The 4-H Shooting Sports certified volunteer leader must have certification in the shooting discipline in which the youth is participating.
3. 4-H Shooting Sports certified volunteer leaders must be at least 21 years old and must have successfully completed at least one 12-hour state-level 4-H leader training Shooting Sports certification workshop. 4-H Shooting Sports leaders must be certified in the discipline in which they are providing supervision. If an adult volunteer leader is not certified, he/she cannot provide hands-on or safety instruction without a certified volunteer leader present. A volunteer leader may obtain certification in an additional discipline (archery, air pistol [air and .22], coordinator, hunting/wildlife ecology, muzzleloading, rifle [.177 pellet, .177 BB, and .22], and shotgun) by completing a state certification workshop provided by 4-H certified state training team members. 4-H volunteer leaders are encouraged to upgrade skills via training with such organizations as the NRA, USA Archery, NASP and DNR. All leaders should incorporate Wildlife Ecology/Conservation into their projects via the shooting sports program. Wisconsin 4-H adult certifications follow the National 4-H Shooting Sports requirements.
4. 4-H Shooting Sports certified leaders acquiring an additional certification may be eligible to add a discipline through an eight-hour certification option. If three years have not elapsed since attending a state-level 4-H certification workshop, volunteer shooting sports leaders are eligible for the eight-hour option.
5. 4-H adult assistant volunteer leaders do not need to be 4-H Shooting Sports certified, but they must be in the presence of a 4-H Shooting Sports certified volunteer leader who has certification in the shooting discipline in which the youth is participating.
6. Youth assistants do not need to be 4-H Shooting Sports certified, but must be in the presence and under the supervision of a 4-H Shooting Sports certified volunteer leader who has certification in the shooting discipline in which the youth is participating.
7. 4-H volunteer leaders must be currently enrolled as a 4-H volunteer in a county. Completion of the Wisconsin 4-H Youth Development Youth Protection program is

required for all 4-H Shooting Sports volunteer leaders. 4-H volunteer leader and member participation will be consistent with state and county guidelines.

8. If a 4-H volunteer leader is acting in an unsafe manner or is in noncompliance with 4-H volunteer leader standards, he or she is subject to removal.
9. Regarding UW System firearms and weapons policy changes, the following authorization on February 9, 2012, allows staff and 4-H Shooting Sports volunteer leaders to conduct 4-H Shooting Sports programming:

“As authorized by the Dean of Cooperative Extension, the carrying of firearms, air guns, bows and arrows is allowed by University of Wisconsin-Extension, Cooperative Extension Employees and 4-H Youth Development Shooting Sports Volunteers while acting in the scope of their duties and Wisconsin 4-H Youth Development Policy. We expect all guns for 4-H Shooting Sports to be carried openly in designated areas.”

10. Paintball Policy -- 9/28/10

“The purpose of the 4-H Shooting Sports Program is to promote youth development through the safe and responsible use of archery equipment and firearms. Pointing any type of firearm including air guns, paintball guns, laser guns or laser sighting devices at any person or any humanoid or tombstone target is inappropriate and dangerous. Therefore the Wisconsin 4-H Shooting Sports Committee is unequivocally opposed to such use in the 4-H Shooting Sports program”.

## **FINANCIAL**

### **A. Financial**

1. Regardless of the source, all 4-H funds must be used for 4-H Youth Development educational programs. All 4-H funds are public funds and must be publicly accountable. Federal regulations governing the use of the 4 H Name and Emblem require annual financial reporting/accountability of all organized 4-H clubs/units/groups. Failure to annually submit the financial report could result in loss of the 4-H club/unit/group charter.
2. The Wisconsin 4-H fiscal year is defined as July 1 – June 30.
3. For the purposes of this policy, “excess 4-H funds” are assets in excess of a chartered 4-H Club/Unit/Group’s projected expenditures for two years, or \$1,000, whichever is greater. Chartered 4-H Clubs/Units/Groups shall hold no excess 4-H funds, unless that money is being saved for a specific programmatic objective that must be accomplished within five years and has been approved by the 4-H Youth Development Educator.
4. As with all public funds, there are specific rules and regulations that must be followed to ensure proper use and minimal risk. With the oversight from the 4-H Youth Development Educator, 4-H Clubs/Units/Groups have the following options for depositing or investing funds. These are listed in the order of preference.

Option A: FDIC or NCUA Institution: Funds may be deposited or invested in a FDIC (Federal Deposit Insurance Corporation) or NCUA (National Credit Union Administration) insured institution. This option includes the use of savings accounts, checking accounts, money market accounts, and certificates of deposit.

Option B: The Wisconsin 4-H Foundation: Funds may be invested in an endowment fund made available according to the Wisconsin 4-H Foundation policies to produce long-term stable support for a 4-H group, club or program.

Option C: County UW-Extension Account: Funds may be deposited in an authorized county UW-Extension account. This must be done pursuant to a written agreement with county government and with written approval from UW-Extension. These funds may eventually be transferred to a 4 H Foundation fund, pursuant to a written agreement with county government and with written approval from UW-Extension. UW-Extension approval comes from the 4-H Youth Development Program Director and UW-Extension Director of Budget and Fiscal Operations.

Option D: State UW-Extension Account: Funds may be deposited in an authorized state UW-Extension account. At no point in the future can these funds be deposited to a 4-H foundation fund.

Option E: Other 4-H foundation or endowment fund: Under the circumstances described below, chartered 4-H Clubs and Groups may place excess 4-H funds, as defined in section A.3 of this policy, in an approved 4-H foundation or endowment fund other than the Wisconsin 4-H Foundation. To exercise this option, 4-H Clubs/Units/Groups must do all of the following:

- 1) Demonstrate that there are serious obstacles and concerns with creating:
    - a. A plan to spend excess 4-H funds in five years AND
    - b. An endowment managed by the Wisconsin 4-H Foundation,
  - 2) Demonstrate that the proposed 4-H foundation or endowment fund will be able to meet any fiduciary responsibilities and tax obligations for such a fund, AND
  - 3) Receive written approval from:
    - a. The 4-H Youth Development Program Director AND
    - b. The UW-Extension Director of Budget and Fiscal Operations.
5. Any non-chartered organization that raises and/or manages funds under the 4-H Name or Emblem, must have a written MOU in place with UW-Extension which will be regularly reviewed to ensure that 4-H funds raised are being spent on 4-H Youth Development activities and that the outside organization is capable of meeting any fiduciary responsibilities and tax obligations.

## **B. 4-H Clubs/Unit/Groups**

1. Reporting Requirement: All 4-H Clubs/units/groups are required to submit a financial record and audit report to the County UW-Extension Office once each year. This report is included in the annual charter renewal documents. Additional reports required by law must also be submitted to the respective agencies with a copy or verification of submission filed with the 4-H Youth Development staff.
2. Dissolution Clause: 4-H Clubs/units/groups must include a statement of dissolution in their written operating guidelines or by-laws similar to the following: Upon dissolution of the 4-H Club any assets must be turned over to a recognized 4-H club/unit/group, with the approval of the 4-H Leaders Association and the county 4-H Youth Development staff.

### **C. County 4-H Leaders Associations and County 4-H Committees**

1. Reporting Requirement: The county 4-H Leaders Association and county 4-H committees/units/groups must be chartered and are required to submit a financial record and an audit of this record to the County UW-Extension Office once each year. Additional reports required by law must also be submitted to the respective agencies with a copy or verification of submission filed with the 4-H Youth Development staff.
2. Dissolution Clause: The county 4-H Leaders Association must include a statement of dissolution in its bylaws similar to the following: Upon dissolution of the association, any assets remaining shall be conveyed to a 4-H Youth Development program or 4-H Youth Development Foundation as selected by the affirmative vote of the majority of association members entitled to vote.
3. County 4-H Units/Groups or Committees that have a check book or assets must be chartered and must include a statement of dissolution in their written operating guidelines and 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 Wisconsin 4-H Youth Development Foundation as selected by the affirmative vote of the majority of committee members entitled to vote.

### **D. Multi-County, Regional and State Committees and Councils**

1. Reporting Requirement: All multi-county, regional and state committees and councils are required to be chartered and to submit a financial record and an audit of the record to the advising 4-H Youth Development Agent or State UW-Extension Specialist once each year. Additional reports required by law must be submitted to the respective agencies and a copy filed with the advising 4-H Youth Development staff or State UW-Extension Specialist.
2. Dissolution Clause: Multi-county, regional and state committees, councils, and unit/groups must include a statement of dissolution in their written operating guidelines or bylaws similar to the following: Upon dissolution of the committee or council, any assets remaining shall be conveyed to a 4-H Youth Development program or 4-H Youth Development Foundation as selected by the affirmative vote of the majority of committee or council members entitled to vote.

## **FAIR ENTRY AND COUNTY FAIR EXHIBITION GUIDELINES**

The Sawyer County Fair is held annually in August. The fair provides an opportunity for 4-Hers to display/exhibit the project(s) they have worked on over the year. This is a major event where many people see what 4-Hers can do.

### **1. Exhibiting**

- a. 4-H members who have successfully met their Club guidelines and minimum requirements in their declared projects are eligible to enter those projects under the Junior Class Division departments in the Sawyer County Fair.

- b. Cloverbuds and Explorers may enter in the Sawyer County Fair Department 117. Cloverbuds and Explorers may exhibit up to 3 items.
- c. To exhibit at the county fair, 4-H members must follow the guidelines stated for each individual department in the Exhibitor's Handbook. <http://www.sawyercountyfair.org/>
- d. Club Leaders and Club Officers will review member participation records monthly to ensure members have met minimum club requirements.

**PLEASE NOTE:** A 4-H member may only exhibit projects in the Junior department at the County Fair that he/she has enrolled in on their 4-H enrollment form and entered on the fair registration form. Members who are considered ineligible to exhibit in the Junior Division based on participation may appeal in writing or person to the Sawyer County 4-H Clubs Inc. by the July Board meeting. Junior Division tags will not be issued to ineligible 4-H members. It is very important to make sure that the fair entry form submitted in August matches the enrollment form submitted the preceding fall, and any additional project enrollments received by the Extension Office by May 1. 4-H members may also enter the Open Division for an additional fee.

## 2. Judging Systems Used at the County Fair

- a. Danish Judging: Traditional system whereby all exhibits of the same class are presented simultaneously to the judge. The judge evaluates each project and is permitted to give a maximum of 25% blue, red, white and pink ribbons within each group in the class of projects. Exhibitors do not need to be present for this type of judging.
- b. Face-to-Face or Conference Judging:  
This form of judging allows for more flexibility on the part of the judge and the exhibitor. Exhibitors bring their projects to the judge at their convenience within the time allotted and talk to the judge about their project. The entire class does not need to be present at the same time. The judge then, based on all discussion, may award the ribbon and premium which he/she believes is appropriate without regard to percentages.

Examples of questions that might be asked:

*What kinds of things did you do in your project this year?*

*How did you make it...grow it...build it...paint it...?*

*Where did you learn how to...?*

*What was the hardest part for you to do?*

*What did you like doing best?*

*What are you going to do with your rocket...drawing...cookies...?*

- c. Cloverbuds talk to fair judges about their fair projects. They receive participation ribbons and one set financial amount.

## AWARDS, RECOGNITION AND AWARD TRIPS

### 1. Member Achievement

Member is enrolled and active (*a member in good standing*) in a Club in Sawyer County. A member in good standing is described as:

- a. Meets or exceeds attendance requirements of Club guidelines

- b. Meets or exceeds 6 hours of Community Service
- c. Meets all other member requirements of their Club
- d. Member is enrolled and completes records in a minimum of (1) project area
  - 1. Exhibits project in the Sawyer County Fair Jr. Department
  - 2. Member completes and submits a Record Book by their Club and County deadline.

## 2. Record Books

The primary purpose of the Record Book is to help the 4-H member and the family measure learning. The family of the 4-H'er should take an active interest in the 4-H member's project(s) and record keeping. Assist, encourage, offer advice, but remember that *the 4-H'er learns by doing*.

4-H Record Books should be filled out completely and accurately; follow directions. Encourage your 4-H member to work on their Record Book throughout the year. Some projects in Sawyer County 4-H such as horse or market animal have additional requirements; consult your project leader for additional information.

Record Books are due to your 4-H Club leadership shortly after the County Fair. These books will be evaluated and returned to the 4-H member. All Clubs require a completed Record Book in order for the 4-H member to *achieve* in their 4-H year and earn the opportunity for award trips and scholarships.

Visit <http://sawyer.uwex.edu/4-h-youth-development/record-book/>

## 3. County Awards – Project Awards

Club Members held in good standing 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:

- a. Requirements for a Project Award:
  - 1. Minimum of 6 hours involvement, documented on Project Record Sheet(s)
  - 2. Exhibits project in the Jr. Department of the Sawyer County Fair
  - 3. Complete a Record Book
- b. Requirements for a Record Book Award:
  - 1. Complete a Record Book
  - 2. Complete requirements for at least 1 project area
  - 3. Minimum of 6 hours community service, documented on Volunteer Log Form.
  - 4. Working at a community event for compensation is NOT considered Community Service. Examples of community service:
    - a. Trash pick-up
    - b. Working with Senior Citizens at a Nursing Home
    - c. Helping at Sawyer County Fair
    - d. Helping at Barnebirkie, Birkie, Relay for Life, Dairy Breakfast, etc.
- c. Other Special Awards - Other awards will be determined based on eligibility and merit.
  - 1. Cloverbud recognition
  - 2. Award trips
  - 3. Scholarship

- 4. **SCHOLARSHIPS** - Sawyer County 4-H High School Senior Scholarships - Scholarship applications are available at the UW-Extension office, the Sawyer County UW-Extension website, <http://sawyer.uwex.edu/4-h-youth-development/> and at high school guidance



offices. Applications are due no later than *March 15<sup>th</sup> to the high school guidance office.* Scholarships available:

- a. Sawyer County 4-H Clubs, Inc. Scholarship – To apply you must be a senior in high school currently enrolled in Sawyer County 4-H and plan to actively pursue a program of study at an accredited college, university or technical college. See application for all criteria.
- b. Sawyer County 4-H Market Animal Scholarship – To apply you must be a senior in high school currently enrolled in the Sawyer County 4-H Jr. Livestock program, been a member for three years and plan to actively pursue a program of study at an accredited college, university, or technical college. See application for all criteria. .

## **5. STATE Awards**

- a. Wisconsin 4-H Key Award - The Wisconsin 4-H Key Award Program recognizes a select group of 4-H participants who have demonstrated consistent growth in their 4-H involvement, developed and applied their leadership skills and actively participated in the functions of their 4-H club and community.
- b. James W. Crowley 4-H Dairy Leadership - The recognition is named in honor and memory of James W. Crowley, longtime Extension dairy specialist and strong supporter of dairy youth project work.
- c. WI Foundation Scholarship - <http://4h.uwex.edu/foundation/scholarship.cfm>

## **CAMPS/TRIPS/AWARDS - COUNTY, STATE AND NATIONAL**

### **1. APPLICATION PROCEDURES**

- a. Trip Application Procedures may vary from year to year. The UW-Extension Office will send information regarding trips and criteria to all youth. Youth 6<sup>th</sup> grade and older will be required to complete a Member Evaluation (ME) and it must be handed in with your Record Book for consideration for awards trip. You will be asked to indicate on the Trip Preference Form (see Forms), which ones you are interested in attending. Summer camp and Winter Camp have open registration. Listing your choices does not mean that you are committed to going, nor does it mean that you will be selected to go.
- b. 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.
- c. If there are conditions requested of you for receiving funding, failure to fulfill these conditions will jeopardize your selection for future trips.

### **2. 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.) In addition to funds available by application through the ME process, the Sawyer County 4-H Youth Development Educator has been authorized to distribute discretionary funding to enable 4-H members who demonstrate a need in order for a youth to participate in a 4-H educational opportunity. Requests can be made by contacting the 4-H Educator for approval. Distribution will be respected as a confidential matter.

#### **a. Requesting funding**

1. To go on any trip, you must meet the requirements, submit a Member Evaluation (ME), a Trip Preference Form and possibly an essay. This does not apply to Summer Camp or Winter Camp, which has open enrollment.  
<http://sawyer.uwex.edu/4-h-youth-development/>
2. Any other requests for workshops or project training must be made in writing on the FUNDING REQUEST VOUCHER forms available online or from the UWEX Office. Requests must be made before the event. Requests should be made only for the registration fee, or base cost; do not include cost of incidentals.
  - a. Summer camp fees will be 50% for the first child in the family and \$5 less for each subsequent child in the same family.
  - b. Request for funds is not to duplicate actual costs already covered by fundraising, solicitation or donation. 4-H fundraising or solicitation is to be done with the knowledge and approval of the Sawyer County 4-H Youth Development Educator or/and the Leaders Board.
  - c. Upon request, Sawyer County 4-H Clubs, Inc. will match youth fundraising efforts up to 50% of the youth responsibilities, not to exceed the actual cost of the base cost of trip or activity.
  - d. Payment will be made after attending an event, with the exception being registration fees for awarded trips and activities with a cancellation policy.
  - e. It is the participant's responsibility to claim refunds if they cancel and assume reimbursement liability for funds prepaid by Sawyer County 4-H Clubs, Inc.
  - f. The Leaders Board has the right to reject any or all requests for funding pending availability of funds and number of applicants.
  - g. Mileage will be paid, to certified Leaders if requested with prior approval, for officially recognized vehicle(s) attending a 4-H event at the rate per field trip. Mileage reimbursement will not exceed the annual Leaders Board budgeted amount. Proof of auto insurance and a valid driver's license must be presented to the Extension Office prior to each event.
  - h. Approved, certified adult volunteer chaperones will have their registration fees paid in full.
- b. Responsibilities of those receiving funding:
  1. 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)
  2. 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.
  3. If there are conditions requested of you for receiving funding, failure to fulfill these conditions will jeopardize your selection for future trips.
  4. Anyone (or their family) receiving funding is expected to help the 4-H organization with fundraising.
  5. How funding will be determined:  
Funding voucher requests will be reviewed at the monthly meeting of the 4-H Leaders' Board meeting. A maximum of 50% of the registration or base cost may be awarded. The person completing the voucher request will be notified in writing of the outcome and any conditions of support.

## **FIELD TRIPS**

1. Field Trips must be supervised by a certified 4-H volunteer/leader. One (1) certified leader per 10 youth in attendance, unless otherwise stated.
2. Certified 4-H volunteer/leader that transports members on a 4-H field trip a distance greater than 10 miles outside of club's origin is eligible for mileage reimbursement upon written request. (see Requesting Funding form)
3. A valid driver's license and auto insurance must be on file with the Sawyer County UWEX office per event and prior to the event.
4. Each youth participating must have a signed permission slip and health form on file with the UW-Extension office.
5. Only certified 4-H Leaders/drivers are qualified for reimbursement. (Only certified Leaders can transport 4-H youth on trips/field trips)
  - a. Parents/guardians may choose to transport their own youth to and from events but are not eligible for reimbursement.

## **FUNDRAISING**

Fundraising to support the educational work of 4-H members and the Club.

1. All fundraising or raffle activity must be described on the Fundraising Request Form (see Forms) and presented to the Leaders' Board for their review and approval **prior to** the activity.
  - a. If the event occurs prior to the next Leaders Meeting, the requestor will contact a member of the Executive Committee for review of the application.
2. Fundraising activities will be discussed monthly at the Leaders Board meetings.
3. When a group is representing 4-H in a fundraising activity, a 4-H sign must be posted for insurance purposes.
4. Fundraisers held at a Club/Project level will be required to submit a percentage of their net profits to the Sawyer County 4-H Clubs, Inc. for youth programming. Payment must be received within 30 days of the event.
5. A fundraising report including profit and loss must be submitted to the Leaders Board at the next monthly meeting following the fundraiser.

## **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 Clubs, Inc.
2. Use of the equipment is granted only to 4-H Adult Leaders. The leader must be using the 4-H equipment in a 4-H related event.
3. Equipment is signed out with the Leaders Board. Length of sign-out must be stated in the inventory file kept by the Leaders Association at the UWEX office.
4. Leader who signed for equipment is responsible for any damage or loss to the equipment while in their possession.

5. 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 or noted on inventory file where it is stored i.e. the fairgrounds poultry barn, exhibit hall, food booth.

## **REIMBURSEMENT PROCEDURE**

1. Purpose:
  - a. To reimburse eligible persons (4-H leaders who have successfully completed the necessary orientation procedures established by the Sawyer County 4-H Clubs, Inc. and the Sawyer County UW-Extension Office, and 4-H Junior/Youth Leaders) for expenses incurred in relation to 4-H leader and junior/youth leader training education. This procedure is adopted to establish in advance a fair and uniform method of making such reimbursement.
  - b. To reimburse eligible persons for expenses incurred for approved 4-H or county-approved educational opportunities.
2. Auto Travel:
  - a. Persons eligible (Certified 4-H volunteers) shall be reimbursed for automobile travel at the rate established by the Sawyer County Leader's Board. All such travel shall be by direct route.
  - b. In the event more than one eligible person is traveling to the same destination, such persons will share a car to reduce travel expense. In such case, mileage shall be paid to the eligible person actually providing the automobile transportation. In the event a number of persons claim mileage in violation of this car-sharing rule, the Leader's Association may pro-rate reasonable mileage allowance or it may disallow all such claims. Special circumstances that would require more vehicles traveling will be reviewed on a case by case basis.
  - c. Eligible persons attending a conference, workshop, or leader training shall be reimbursed for mileage to and from their home to the meeting site. Eligible persons shall receive full reimbursement for parking charges outside Sawyer County upon presentation of a receipt or actual cost expended on parking meters.
3. Public Transportation: Eligible persons seeking reimbursement for travel by plane, train or bus will be reviewed by the Leader's Board on a per situation basis, prior to the event.
4. Lodging Expense:
  - a. Eligible persons shall be reimbursed for hotel or motel expense unless already included with the cost of the registration fee, at the rate established by the Sawyer County 4-H Leader's Board. Lodging costs in excess of the established rate which are at the site of a conference or convention shall be submitted to the Leader's Board and shall be allowed if reasonable. If found to be unreasonable, reimbursement shall be limited to the maximum rate.
  - b. In the event the spouse of an eligible person shares a room, reimbursement shall be made only on the basis of the single room rate. The eligible person shall document that "single" rate.
  - c. Lodging for the night prior to a conference shall only be allowed for distances over 60 miles from the County seat when the conference or training begins earlier than 9:00 a.m. Lodging expenses shall be approved by the Leader's Board if the eligible person is participating in a night meeting prior to the beginning of the conference or is on the committee presenting at the conference or training and has obtained prior

approval by the Leaders' Board.

5. Meals: Meals are on your own unless already included with the cost of the registration fee.
6. Registration & Material Fees: Eligible persons shall be reimbursed in full for the cost of registration and material fees.
7. General Rules:
  - a. Eligible persons seeking reimbursement must submit a written summary to the Leaders' Board following attendance. Eligible persons may also be called upon to do presentations at the county or club level. Reimbursement of estimated expenses shall be submitted on appropriate forms at least 1 month prior to the event.
  - b. In an emergency or dire situation, the eligible person seeking reimbursement must contact a member of the Sawyer County 4-H Clubs, Inc. Executive Committee who will obtain verbal approval of a majority of the Committee members. The Committee will then inform the eligible person of the approval.
  - c. The Executive Committee is authorized to allow reasonable claims for reimbursement of expenses and any exceptions or variations from this procedure.
  - d. All expenses shall be submitted to the Sawyer County 4-H Clubs, Inc. Treasurer within thirty (30) days after the end of the month in which such expenses were incurred before payment will be made.
8. Reimbursement Schedule:
  - a. *Mileage*: 75% of the current IRS rate at the time of travel.
  - b. *Lodging*: ½ the cost of a single room rate, reimbursement based on the State rate at the time of event
  - c. *Registration Fees*: full cost for leaders and youth

## **BEHAVIORAL POLICY & DISCIPLINE REVIEW PROCEDURE**

1. Sawyer County 4-H Annual Behavioral Expectation Agreement

As a condition of membership in Sawyer County 4-H Clubs, Inc. and 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)

  - a. 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

- b. 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
  
- c. 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 Clubs, Inc. Executive Committee.
    - e. 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:
      - 1. 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 Clubs, 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 she/he appears before the Executive Committee for disciplinary review.

- a. Situations that require Executive Committee action:
  1. 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:
    - a. illegal possession or use of drugs, alcohol or tobacco products
    - b. theft, misuse or abuse of public or private property
    - c. sexual misconduct
    - d. unauthorized absence from the premises of the event
    - e. violation of federal, state or municipal law
  2. Other relevant parties may appear with the 4-H leader/member.
  3. 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:
  1. 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:
    - a. breaking curfew or disturbing the peace
    - b. unexcused absence from the activities of the event
    - c. unauthorized use of vehicles during the event
    - d. participation by his/her willful presence at secretive events in which people are using alcohol, tobacco, unauthorized or illegal drugs
    - e. inappropriate behavior or misconduct
  2. Other relevant parties may appear with the member/leader.
  3. 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.

## **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.  
<http://fyi.uwex.edu/wi4haganimalscience/wi-4-h-horse-assn-handbook/>
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 in good standing of a chartered Sawyer County 4-H Club and a member of the horse project by April 1. Exhibitor must declare horse(s) to be used by May 1. Submit to UW-Extension office by deadline.
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 minimum of a 2 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 evaluation night.
6. All youth enrolled in the horse project are required to enter some horse related project in the fair.
7. Project materials are available through your project Leaders. Copies of 4-H project book material will be available to all 4-H youth at no cost. 4-H Record Books are available online at <http://sawyer.uwex.edu/4-h-youth-development/record-book/> or [sawyer.uwex.edu](http://sawyer.uwex.edu)
8. In addition to the required minimum Club requirements, 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 weeks at the arena to insure horse and rider are prepared for the fair experience.
  - a. Must be an active 4-H club member.
  - b. Must attend half of the scheduled ride nights.
  - c. Must attend half of the project non ride business meetings.

**Exceptions to guidelines are subject to 4-H Leaders approval  
in the case of medical or family emergency.**

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