

Thurston County 4-H Policies and Procedures

NOTE: *Washington State 4-H Youth Development Program Policies EM0758E apply to all persons associated with the WSU 4-H Youth Development Program. A county may have policies more restrictive than the state 4-H policies, but not less restrictive. The policies listed below define specific rules and procedures that apply to Thurston County 4-H and are in addition to the statewide 4-H policies listed in EM0758E. In addition to the Thurston County 4-H Policies, please refer to EM0758E for a complete set of policies that apply to Washington State 4-H and Thurston County 4-H. Please be aware that your individual 4-H Club and/or 4-H Project Department may have additional policies that you will be expected to know and follow. Policies for the Thurston County Fair can be found in the Thurston County Fair Exhibitor Guide book. Inquire with your 4-H club leader and/or project superintendent about additional project specific policies.*

I. YOUTH 4-H CLUB ENROLLMENT PROCEDURE

- A. The 4-H year begins **October 1** and ends **September 30**.
- B. 4-H Club enrollment forms and pre-printed re-enrollment packets are available for each club to pick-up from the WSU Extension Office at the beginning of the 4-H year at the annual Fall Leader "Kick-Off" meeting. 4-H Clubs that are unable to pick-up their enrollment/re-enrollment materials in person at the fall "Kick-Off" meeting must make an appointment to pick-up materials at another date/time.
- C. Completed re-enrollments are due to the 4-H Office each year by **December 1**. New member 4-H Club enrollments may be submitted at any time. To be eligible for the Thurston County Fair (i.e. State Fair Qualifying Event), new animal project enrollments must be submitted by **May 1** and non-animal project enrollments (i.e. still life projects) must be submitted by **June 1** each 4-H year.
- D. Changes or additions to 4-H member enrollment (after the original new member form or re-enrollment form is submitted to the 4-H Office) must be reported to the 4-H Office. Changes and additions not reported to the 4-H Office may affect a member's eligibility for and participation in activities like the Youth Market Sale or the Thurston County Fair. This includes changes in projects, changes of address or telephone number, and 4-H Club transfers.
- E. 4-H members may enroll in more than one 4-H club and in more than one 4-H project. However, a 4-H member may not be enrolled in the same project in more than one club or more than one county during the same 4-H year.
- F. It is the responsibility of the 4-H volunteer club leader to ensure that newly organized 4-H clubs are enrolled as soon as possible.
- G. Youth club members and parents/guardians should complete enrollment materials at the first club meeting attended. The Assumption of Risk form must be signed by a parent/guardian and returned to the club leader before participation in 4-H club activities.
- H. **Missed deadlines/late enrollment** – It is Thurston County 4-H Policy not to penalize youth members for the mistakes of adult volunteers. In the event that a parent/volunteer accidentally misses an enrollment or entry deadline, the 4-H Office will consider accepting the late enrollment/entry if a letter is submitted to the 4-H Office explaining the circumstances that lead to the missed deadline. 4-H Clubs that exhibit a pattern of submitting enrollments/entries late may face penalties or probation.
- I. Age and grade are important factors when it comes determining 4-H age division. 4-H members who are homeschooled and do not identify with a specific grade level need to claim a grade that best matches the member's birth date for enrollment purposes. Inquire with the 4-H office for a homeschool age and grade chart.
- J. **4-H Member Fee** – 4-H member fees are collected by 4-H Club Leaders as part of the returning member re-enrollment and/or new member enrollment process. Fees are due to the 4-H Office each year with the enrollment/re-enrollment paperwork on **December 1**. Member fees for new youth enrolling after the December 1 date are to be paid at the time of enrollment. Member fee

checks should be made payable to: **Thurston County 4-H Council**. The fee is waived for any family that finds the fee a barrier to 4-H membership.

- K. **Code of Conduct** – Starting in with the 2012-2013 4-H year, Code of Conduct forms will be required as part of the enrollment/re-enrollment process and will be due **December 1**.

II. **ADULT 4-H LEADER/VOLUNTEER ENROLLMENT PROCEDURE**

- A. The 4-H year begins **October 1 and ends September 30**.
- B. All adult 4-H volunteers must complete an application/screening process, attend New Leader Orientation, and attend Volunteer Leader Training (VLT) to become “officially enrolled 4-H Leaders.” New volunteer applications/screening materials are accepted/processed by the 4-H Office year round. **Please Note:** all 4-H volunteers are considered “4-H leaders” whether they coordinate an organized 4-H club group or not.
- C. Potential 4-H Volunteers must attend a New Leader Orientation or arrange to meet with a 4-H Staff Person one-on-one to receive the application and screening materials. New volunteer application/screening materials are only distributed to individuals the 4-H Office has met in person.
- D. New 4-H volunteers have one-year from the date of application (i.e. the date they attend Orientation) to complete Volunteer Leader Training (VLT).
- E. 4-H volunteers may enroll in more than one 4-H club and in more than one 4-H project. However, a 4-H volunteer may not be enrolled in the same project in more than one club or more than one county during the same 4-H year.
- F. Changes or additions to 4-H volunteer enrollment (after the original new volunteer application form or re-enrollment form is submitted to the 4-H Office) must be reported to the 4-H Office. Changes and additions not reported to the 4-H Office may affect enrollment status, e-mail announcements, and mailings. Please report changes in projects, changes of address or telephone number, and 4-H Club transfers.
- G. All 4-H Volunteers are required to report their volunteer hours monthly via an online WSU Extension volunteer hour reporting system. To access the online system contact the 4-H Office for assistance.
- H. 4-H Alumni that have “aged out” of 4-H but wish to continue with the 4-H Program in a 4-H adult volunteer leader capacity must follow the steps to becoming an officially enrolled volunteer. (See Section II. B.) 4-H Alumni that served in an active Thurston County teen leader role and have also served as Washington State 4-H State Ambassadors may waive the New Leader Orientation and Volunteer Leader Training requirement with approval from the 4-H Office.
- I. 4-H Volunteers that have a break in service (enrollment status was not kept current) of a year or more are required to re-train and re-apply to become a 4-H Volunteer. The extent of the re-training is determined by the 4-H office and is dependent on the volunteer’s role and responsibilities. A break in service due to military deployment or mobilization will be taken into consideration.
- J. 4-H Volunteers will be required to complete a “Refresher” training every five years to maintain active 4-H enrollment status.

III. **VOLUNTEERS AND ADULT SUPERVISION**

- A. Youth 4-H members are **not** to have unsupervised contact with unscreened adults (i.e. parents, guardians, guest presenters, judges, etc.). All adults who will be chaperoning or providing adult supervision for youth members must complete the 4-H volunteer application and screening process, which includes a background check with the Washington State Patrol. This includes adults that supervise youth performing herdsmanship and/or exhibitmanship during the fair.
- B. The expected adult to youth ratio for 4-H club and county meetings/activities is 1:8. 4-H Clubs are expected to have one officially enrolled 4-H adult volunteer present at meetings/activities for every 8 youth members.
- C. The expected adult to youth ratio for chaperoning overnight events is 1:10. Adults 18-21 years old do not count in the required 1:10 chaperone ratio. For regional and national events,

chaperones must be at least 25 years of age. All chaperones must be 4-H volunteers who have successfully completed the screening process.

- D. 4-H Clubs wanting to participate in activities that involve overnight sleeping arrangements are encouraged to contact the 4-H Office for guidance. 4-H camping trips, out-of-state travel, international travel, and other travel events have specific guidelines to follow and often require special insurance and/or risk management plans.
- E. If 4-H meetings are to be held in a volunteer's or member's private residence, any non-4-H volunteer adults and any teens age 16 and older who reside at that home are to be screened and have a Washington State Patrol background check completed.

IV. FAIR SUPERINTENDENTS

- A. To become a 4-H Fair Superintendent, volunteers apply for positions through the 4-H Office by completing the 4-H Fair Superintendent application form. Fair Superintendents must be officially enrolled 4-H volunteers; which includes completing the 4-H volunteer application and screening process. 4-H Fair Superintendents usually serve three-year terms.
- B. 4-H projects/departments that use a committee structure for decision making may use a nomination and voting process to elect the Superintendent for that project/department. The committee Nomination and Interest Form provided by the 4-H Office should be used to nominate individuals for vacant positions. The 4-H Office must review and approve all superintendent candidates prior to committee voting. It is recommended that the committee have by-laws that outline the voting process (see VI. Committee Structure below).
- C. Assistant 4-H Fair Superintendents must complete the 4-H volunteer application and screening process before being approved for the position.
- D. Depending on his/her role and responsibilities, a 4-H Fair Superintendent and Assistant Superintendent may be required by the 4-H Office to attend 4-H project specific training, 4-H Fair Superintendent training, and/or 4-H volunteer leader training (VLT).
- E. 4-H Superintendents and 4-H Assistant Superintendents may not judge fair exhibits or entries. A judge must be secured for evaluating and placing exhibits or entries. 4-H Superintendents and 4-H Assistant Superintendents may judge/place Judging Contests as part of their role/responsibility to organize and set-up Judging Contests.
- F. **Selecting Judges** – It is the responsibility of the 4-H Fair Superintendent to hire and orient judges for any state fair qualifying event including the Thurston County Fair. Judges selected ideally should have completed a 4-H judges training and/or certification process and be listed on a 4-H “approved judges list.” If a trained/certified judge cannot be found an individual that has adequate experience may be hired (adequate experience is defined as prior judging experience and/or knowledge of the 4-H project area). It is highly recommended that 4-H projects/departments using a committee structure for decision making utilize the committee's shared decision making model to select, approve, and vote on whom to hire as judge or judges.

V. ANIMALS AT FAIRS, TO BE EXHIBITED, OR ON PUBLIC DISPLAY

- A. The objective of the 4-H animal science program is for individual youth to develop knowledge, life skills, and character through the possession and personal care of a live animal 4-H project. The 4-H member's ability to provide personal care for the animal project is an important factor. All animals to be shown as 4-H exhibits must be under the 4-H member's regular care and management for a specific period of time prior to any official county 4-H exhibit activity; this includes state fair qualifying events like the Thurston County Fair and the State 4-H Fair. Please refer to the Washington State 4-H Youth Development Program Policies EM0758E for specific time periods for each animal species.
- B. Animal Certificates must be submitted annually to the 4-H Office. The Animal Certificate serves as “care and management” documentation for the 4-H project animal or animal(s). Certificates are required for the following animal projects by the dates below:
 - Horses – May 1
 - Dogs – May 1
 - Dairy Cattle – June 1

Cats – June 1

Goats (all types) – June 1

Rabbits/Cavies – June 15

- C. The Youth Market Animal Sale is an independent organization that benefits 4-H and FFA members. Therefore, Market Animal Sale deadlines and guidelines are determined by the Market Animal Sale Committee.
- D. To reduce the potential for illness, it is your responsibility as an event organizer/event partner/exhibitor to provide proper hand washing stations and a protective environment when displaying animals in a public setting. Any 4-H Club planning to set-up a 4-H public display/promotional booth with live animals is required to notify the 4-H Office about such activity at least two weeks prior to the scheduled event. The 4-H Club is required to work with the 4-H Office and organization hosting the event (if applicable) to ensure adequate hand washing facilities/stations are available. *Please see item V. E. below.*
- E. For risk management reasons, 4-H clubs/individual volunteers are **not** to set-up 4-H petting-zoos. A petting-zoo is defined as a setting where the general public, often small children, enter an animal enclosure/pen to interact with and pet the animals. 4-H clubs/individual volunteers may set-up displays/promotional booths where animals are visible and available to the public to touch through a fence or other enclosure. Small animals/companion animals like dogs, cats, rabbits, and cavies, may be displayed and available to the public from a table, benching area, or other riser rather than a fence or cage enclosure. *Please see item V. D. above.*
- F. 4-H members volunteering/staffing 4-H public display/promotional booths with large livestock animals (cattle or horses) must wear boots. Adult volunteers should model good decision making and wear appropriate foot protection as well.
- G. 4-H members are required to sign a Code of Conduct Form as part of the 4-H enrollment process/re-enrollment process to be eligible to exhibit at the Thurston County Fair. Codes of Conduct Forms are available from the 4-H Office or your 4-H project fair superintendent.
- H. Projects recommended for Primary youth include: Dog, Cat, Poultry, Rabbit, Pygmy or Miniature Goat, Horseless Horse, Cavy, Exploring the World of Small Animals, Exploring Farm Animals.
- I. Horse Lease Agreements – Often horse owners allow 4-H members to half or partial lease their horse for a 4-H project use. These types of arrangements are acceptable as long as the horse owner will be recreational riding rather than training/showing during the 4-H care and management time period (May 1 – September 30). A written agreement should appear in the 4-H member's record book at the beginning of the 4-H year or lease period and reviewed by the 4-H club leader.
- J. **Number of Animals Exhibited at the Thurston County Fair** – 4-H members may show more than one animal species at the Thurston County Fair. 4-H members should consult the Thurston County Fair show schedule and 4-H Fair Superintendents before deciding on which animals to exhibit. Members are required to complete herdsmanship duty and participate in fitting & showing/showmanship for each animal species exhibited. If there is a conflict between show times, the 4-H member must make a choice between the animal species he/she wants to exhibit. The decision made may result in leaving some animals at home. It is not the 4-H Fair Superintendent's responsibility to delay or change schedule show times to accommodate an individual 4-H member with a schedule conflict. *Note: If many 4-H members are running into schedule conflicts the show schedule may need to be changed. In this situation the 4-H Office should be notified to find a solution.*
- K. **Substitute Animals** – In the event that a 4-H member's project animal gets sick, injured, or passes away and can no longer be exhibited at the Thurston County Fair the 4-H Office will consider allowing a substitute animal if a Replacement 4-H Project Animal Request Form is submitted to the 4-H Office explaining the circumstances that lead to the situation. The 4-H Office cannot guarantee that all requests will be approved. Some requests may be approved for county-level exhibition only. 4-H members with multiple project animals, for example more than one rabbit already entered in the fair, the member would be expected to use one of their other animals already entered rather than submitting a late fair entry for another new animal.
Deadlines – Requests for substitute animals made by **June 1** will be reviewed by **June 15**.

Requests for substitute animals made by **July 1** will be reviewed by **July 15**. Requests made after July 1 will be considered on a case-by-case basis. Successful requests made after July 1 will be able to participate only in Fit&Show/Showmanship; they will not be eligible for call backs or championships. Fair Superintendents and 4-H Leaders are not to make substitutions without consulting with the 4-H Office first.

- L. **“Pee-Wee” Shows** - 4-H accident insurance only covers youth 5-19 years of age and adults. Therefore animal handling “pee wee” classes and horse lead-line classes for those youth not eligible for 4-H enrollment (under 5 years of age) are barred from official 4-H activities/events. In addition, only youth currently in the third grade and age 8 by January 1 of the current 4-H year, are eligible for hands-on showing and/or project work with large animals.
- M. **Out-of-County Exhibitors** – Out-of-County Exhibitors are allowed on a space available basis. The 4-H Office must be notified prior to accepting individual entries from out-of-county exhibitors. In the event a neighboring county is no longer able to conduct their own county fair/state fair qualifying event, Thurston County will consider hosting another county’s entire 4-H project membership at one of our events on a case-by-case basis.
- N. **County Fair Eligibility as a 4-H Member** – To be eligible for Thurston County Fair 4-H exhibit a youth must be 1) officially enrolled in a Thurston County 4-H Club and/or a registered participant of a fair eligible Thurston County 4-H short-term, special interest program like a day camp and 2) have actively participated in 4-H club or camp activities (active 4-H Club participation defined as regularly attending club meetings and contributing to club community service and/or fundraisers as applicable.) Exceptions will be considered for out-of-county exhibitors on a space available basis and for 4-H youth that may come from a shared parenting situation. Please contact the 4-H Office for exceptions.
- O. **State Fair Qualifying** – In Thurston County, to be eligible for state fair exhibit youth must exhibit at the Thurston County Fair. 4-H project departments may conduct additional qualifying events (such as an additional dog obedience qualifier outside the fair event) to serve as back-up scoring but Thurston County Fair participation must be a requirement to be eligible for state fair. Youth that earn qualifying scores at an outside “qualifier” event who do not exhibit at the Thurston County Fair are not eligible for state fair. Requests to qualify for state fair outside the Thurston County Fair will be considered only for hardship cases. Requests must be submitted to the 4-H Council by the July meeting to be considered.

VI. COMMITTEE STRUCTURE

- A. 4-H Projects/4-H Fair Superintendents may establish standing, ad hoc, and project committees via the Thurston County 4-H Council. Project Committees are committees that have been formed under authority of the 4-H Council for the purpose of furthering the activities of a particular 4-H project area. Project committees are especially helpful for projects that would benefit from group decision making – for example for project departments that involve many 4-H clubs and have policies/rules that affect many members/families. The role and function of these committees is to be determined, documented, and shared in writing at a 4-H Council Meeting and with the 4-H Office.
- B. All committees proposing action that would change Thurston County 4-H policy or procedures that affect the county-wide program must make recommendations for approval to the 4-H Council.
- C. It is highly recommended that all Project Committees adopt by-laws that govern and guide the decision making and voting process. By-laws should be shared with the 4-H Office for approval and distributed to the 4-H project membership for approval/adoption. By-laws should be reviewed on a regular basis and updates/changes made when necessary. Project Committee By-laws must be consistent with the 4-H Council’s. The Nomination and Interest Form should be used for all nominations for vacant committee positions.
- D. Committees are expected to keep minutes that document all meeting discussions and decision making, donations, and financial transactions. Committees are required to keep accurate financial records and follow 4-H policy regarding fundraising and money management (Leaders’

Guide to Handling Funds C1059E must be followed). Minutes and Treasurer Reports should be forwarded to the 4-H office so committee files can be kept up to date at a central location. All 4-H families should be informed about any new project policies/rules when made so there are no surprise requirements.

- E. Project Committees must meet at public places like the Extension Office, Fairgrounds, Schools, or Libraries. Project Committees are not to hold meetings in private residences. Project Committee meetings should be held at easily accessed/centrally located facilities and/or pre-determined rotated locations throughout the county (rotate to include East, West, and South County locations for example) to allow volunteers/4-H families equal opportunity to attend.
- F. Extension staff shall interpret local program needs, University and Extension Policies, and statewide programs and schedules. 4-H Extension staff may impose decisions to committees and the 4-H Council as the need arises, thus over-ruling the vote of the 4-H Committee/4-H Council. This is meant to be a safeguard to insure that decisions do not put the program at risk either in terms of consequences or inappropriate leadership.

VII. ORGANIZED CLUBS

- A. **A 4-H Club is defined as:** An organized group of at least five youth from three different families who meet regularly with adult volunteers and/or staff for a long-term, progressive series of educational experiences. A 4-H Club conducts a minimum of 6 regular club meetings per year, with many holding 9-12 regular meetings throughout most or all of the year, and often supplemented by project meetings, camps, fairs, and other 4-H learning activities.
- B. 4-H clubs may adopt policies/rules that are specific to the individual club. For example, a club may vote and approve a club attendance policy, community service participation policy, or public presentation completion policy. Any policy adopted should be discussed at a club business meeting, voted-on and approved by the club membership, and documented in the club minutes. All new club members should be informed of the club policies/rules when they join the club so there are no surprise requirements. 4-H club policies/rules can be more restrictive than the state or county 4-H policies, but not less restrictive.
- C. Determination of what constitutes completion of the 4-H year to earn a 4-H year pin is left up to the individual 4-H club's discretion. It is recommended that year pin criteria be established at the beginning of the 4-H year. Below is a suggested list of criteria:
 - Participation at club meetings and activities (attended a majority or percentage of meetings)
 - Participation in club community service and fundraisers
 - Public Presentation given at club or county level
 - Completion of the minimum project requirements (did the best they could or showed improvement from the beginning of the 4-H year)
 - Satisfactory Record Book completion
- D. **Recruitment and New Members** – 4-H clubs that are open to new 4-H members and/or volunteers are considered open to all who wish to join. 4-H clubs cannot discriminate or in other words pick and choose who they want for 4-H members and/or volunteers. (See section XIII. For civil rights and non-discrimination policies) 4-H clubs have the right to close their clubs once they are full to capacity. 4-H clubs that are closed to new members and/or volunteers are closed to everyone. 4-H clubs/groups may manage their club enrollment in four ways:
 - 1) Limited by 4-H projects (i.e. dog club or art club)
 - 2) Limited by number of members or number of families
 - 3) Limited by enrollment deadline (i.e. will take new members up until May 1)
 - 4) Limited by 4-H age (i.e. teen 4-H club or primary member club)
- E. The 4-H Council secures American Income Life Accident Insurance on behalf of all 4-H Clubs that officially enroll/re-enroll with the 4-H Office. Individual 4-H Clubs do not need to secure accident insurance through American Income Life.
- F. Money may be collected from members to cover the costs of project materials, publications, and insurance. 4-H club dues, if any, should be voted on by the members at a club business meeting. The amount of club dues should be decided by the majority of club members, keeping

in mind individual member's ability to pay and the actual financial needs of the group. Collecting fees must not be a barrier to membership enrollment.

- G. 4-H club property that has been purchased or donated (i.e. a set of clippers or sheep stanchion) should be recorded in the club minutes. The club needs to decide at a business meeting where the item(s) will be stored and what to do with the item(s) when the club disbands.

VIII. 4-H CONTESTS AND AWARDS

- A. **Public Presentations** – 4-H members are required to give a District Level Public Presentation/Demonstration to qualify to give a presentation at the Thurston County Fair. District Level opportunities are typically offered between the months of March and June. Check the TC4H e-news announcements for District Level dates, times, and locations. In the event that a 4-H member is unable to attend any of the District Level Public Presentation opportunities, the member may give his/her presentation at a 4-H Council meeting. A request to give a District Level Public Presentation must be made prior to showing up at a 4-H Council meeting at least two weeks in advance of the meeting.
- B. **Judging Contests** – Judging contests conducted as state fair qualifying events must include a minimum of three classes of four items/animals to rank. No more than 25% of the contest's total possible score will come from quizzes or tests. It is highly recommended that youth planning to judge at state fair be required to give oral reasons. For animal project judging contests - Identification classes and static classes are allowable. However, live animal judging should be the main emphasis (for example at least three animal type classes, riding classes, and/or handling classes). Approved sources of information, like 4-H publications, should be the resources used when creating identification and static classes.
- C. **Fall Awards/Achievement Awards** – The 4-H County Level awards program, otherwise known as the annual Achievement Afternoon, is established to recognize 4-H members at the end of the 4-H year for outstanding achievement, growth, leadership, and/or project skills. Awards nomination forms and applications must be filled out and submitted to the 4-H Office by the **First Friday in October** each year. Descriptions of the Thurston County 4-H Awards and the requirements for each are posted on the Thurston County 4-H website.

IX. FINANCES AND FUNDRAISING

- A. The manner in which money is handled in the 4-H Program must be within the guidelines of the 4-H Treasurer's Book C0231 and Leader's Guide to Handling Funds C1059E. All 4-H clubs handling money should review these publications so that all members, leaders, and parents understand them. Funds raised by a 4-H club or committee must be carefully accounted for and used only to directly support the 4-H Program. Checks made out to 4-H groups must be endorsed "for deposit only" and deposited in a 4-H account, not cashed. 4-H Groups should **not** conduct fundraisers without first opening a bank account.
- B. An audit form called the **Annual Financial Summary Report** must be submitted to the 4-H Office by **December 1** each year by each 4-H club and committee. Even if your 4-H club/group does not handle money the annual financial summary must be completed. The guidelines in the Leaders' Guide to Handling Funds C1059E must be followed when completing the Annual Financial Summary – pay special attention to the peer review audit process.
- C. The 4-H Office should be notified of club and project fund raising events at least two weeks in advance.
- D. All health regulations will be observed in fundraising events. For example: food handlers permits must be secured if selling food/concession stand items to anyone outside the 4-H family and bake sales must display signage that notifies potential customers that the baked goods are **not** prepared in a commercial kitchen. Contact the 4-H Office for Bake Sale guidelines.
- E. **Raffles** - all rules set forth by the Washington State Gambling Commission must be followed. 4-H Clubs/Committees must contact the 4-H Office at least two weeks in advance of selling tickets to ensure the Gambling Commission guidelines are being followed.

- F. **Raffles during the Thurston County Fair** – The Thurston County Fair Board limits the number of raffles conducted each year by 4-H at the fair. Any 4-H entity wishing to sell raffle tickets during the county fair must submit a Raffle Request Form to the 4-H Council for consideration by the January meeting. 4-H Council approved raffles are then forwarded to the Fair Board for approval for the Thurston County Fair.

X. DISBANDMENT & FUNDS DISPUTE

- A. If a 4-H club/group disbands (splits), funds remaining in the 4-H club account and property acquired by the club must be dispersed to the Thurston County 4-H Council. A disbanded group may make a request that the funds be used to benefit a 4-H entity that does similar functions or activities as the disbanding group. For example, a rabbit 4-H club may request that the 4-H Council earmark the funds be used towards the rabbit 4-H project.
- B. Funds raised and properties acquired in the name of 4-H must continue to be used for that purpose even if the original 4-H unit is disbanded. Funds cannot be divided up among group members for personal gain. Money raised/earned in the name of 4-H must be used for 4-H.
- C. Funds earned from dues or fundraising activities become property of the 4-H club/group. 4-H members resigning from one club to join another club are not entitled to a percentage of the original club treasury if they chose to leave.
- D. 4-H clubs with funds disputes that divide and form new 4-H clubs may take their grievance to the 4-H Office.
- E. Club Mergers – Rather than disbanding, if a 4-H Club chooses to merge with another 4-H club and the entire membership participates in the merger then the club funds may follow to the new club.

XI. 4-H COUNCIL FINANCIAL TRANSACTIONS

- A. Individual 4-H clubs, project committees, and other groups may use the 4-H Council for banking purposes. Individual groups will be assigned their own line items within the 4-H Council account.
- B. Some 4-H clubs/groups may be asked by the 4-H Office to use the 4-H Council for banking because of the potential for external audits. For example, groups that are awarded funds or grant dollars that have specific guidelines for how the money is to be used.
- C. **Groups with Line Items in the 4-H Council Account** – To have a reimbursement or expense paid by the 4-H Council on behalf of an individual group, an Expense Form needs to be completed and signed by an authorized individual and submitted to the 4-H Council care of the 4-H Office. Proper documentation should be attached to the Expense Form (i.e. receipt, invoice, or bill). Expenses cannot be processed without proper documentation. To make a Deposit, a Deposit Form should be completed and signed by an authorized individual and submitted to the 4-H Council care of the 4-H Office along with the funds to be deposited. Expense and Deposit Forms can be printed off the Thurston County 4-H website or picked-up at the 4-H Office. The 4-H Council will provide line item activity accounting reports/statements to any group banking with the 4-H Council upon request. Groups banking with the 4-H Council wanting items mailed (i.e. monthly reports, check payments, etc.) need to provide self-addressed stamped envelopes.
- D. The 4-H Council requests that 4-H clubs/groups allow at least two weeks to process banking requests.
- E. To process a reimbursement or pay a bill - 4-H Groups with line items within the 4-H Council's account must utilize the appropriate decision making body (i.e. 4-H Project Committee or the 4-H Council if there is no project committee) for approval. Before making a purchase for reimbursement, or ordering something prior approval must be sought. Reimbursement cannot be guaranteed if prior approval is not sought.

XII. INSURANCE AND RISK MANAGEMENT

- A. Many places ask for a “disclaimer” or “hold harmless” statement for use of facilities. It is preferred that 4-H groups not enter into any hold harmless agreements. Contact the 4-H Office if your club or group is asked to sign a hold harmless agreement.
- B. Some facilities ask for a Certificate of Insurance. Contact the 4-H Office to request a Certificate of Insurance from WSU.
- C. Personal transportation to and from 4-H program activities is the responsibility of the 4-H member, youth participant, parent, volunteer, or other driver and is not covered by the state’s tort liability. Transportation that is an integral part of a 4-H program activity is first covered by the individual vehicles owner’s insurance and secondly covered and limited by the state’s tort liability coverage.
- D. All Thurston County 4-H leaders/volunteers must enroll through the Thurston County 4-H Office in order for WSU to assume responsibility for liability protection.
- E. **Club Accident Insurance** – The 4-H Council secures American Income Life Accident Insurance on behalf of all 4-H clubs that officially enroll/re-enroll with the 4-H Office.
- F. **Special Events Accident Insurance** - All 4-H clubs/groups conducting special events/activities that are open to the general public (i.e. shows, clinics, workshops, camps, fairs, etc.) are encouraged to secure Special Activity Insurance through American Income Life. Brochures are available from the 4-H Office or 4-H clubs can apply for insurance online at: <http://www.americanincomelife.com>.
- G. 4-H Age Divisions and other 4-H policies must be followed when conducting special events/shows open to the general public. For example, a 4-H sponsored show must use Junior, Intermediate, and Senior age divisions rather than those typically used in open shows to be considered an official 4-H event with WSU liability coverage for volunteers.
- H. Any group traveling out-of-state or internationally should develop a Risk Management Plan. The 4-H Office should be contacted to help develop the plan. Groups traveling internationally should also inquire about purchasing travelers insurance. 4-H accident insurance does not cover international travel.
- I. All medical information collected by 4-H is private and covered under HIPPA. 4-H club/group medical information should be kept in a locking file when not being used in case of emergency for 4-H activities/travel. At the end of an event or 4-H year, medical forms should be destroyed or returned to the parents as standard practice.
- J. **Parades** – 4-H clubs/groups participating in community parades should be aware that only the actions of the 4-H volunteers are covered by WSU liability insurance. WSU does not cover each youth nor their family nor the parade event. For example, if a 4-H dog bites a person during a parade the owner of the dog is liable.
- K. **Field Trip Permission Slips** – a signed slip giving parental permission is required before a 4-H club/group goes on a field trip. This ensures that the parent is aware of the event, location, and the activities involved. Contact the 4-H Office for field trip permission slips or print them off the Thurston County 4-H website.

XIII. CIVIL RIGHTS AND NON-DISCRIMINATION

- A. The first amendment of the U.S. Constitution requires governmental neutrality with regard to religion. Extension, as an agency of government, is obligated to uphold this constitutional principle. The principle of separation of church and state means that Extension 4-H faculty, staff, and volunteers may not:
 - Carry out 4-H programs or projects which advance or inhibit religion
 - Conduct or incorporate into 4-H events any religious service or practice
 - Adopt creeds which include sectarian references or language e.g. “ideals of Christian life.”
- Extension 4-H events may be held in sectarian facilities provided that attendance is open to persons of all beliefs.

- B. Discrimination in the 4-H Youth Development Program because of race, color, religion, national origin, gender, disability, or sexual orientation is contrary to law and to the purposes and policies of Extension, WSU, and the USDA. The Smith-Level Act and subsequent amendments dictate that Extension programs be designed to serve all people. This includes all socio-economic classes as well as the protected classes identified in civil rights laws and regulations. All 4-H paid employees and volunteers are expected to make all reasonable efforts to encourage people from under represented groups to participate in 4-H programs.
- C. 4-H has a long history of partnering with other youth serving organizations like scouting programs. Potential partner organizations should agree that the joint project or program will be open to all and follow the above WSU 4-H non-discrimination policy before establishing the partnership. 4-H should not partner with organizations that are not willing to follow the 4-H non-discrimination policy.

XIV. COMMUNICATION AND FILING GREVIENCES

- A. 4-H Club Leaders and/or Project/Fair Superintendents can answer most questions Go directly to your 4-H Club Leader or Superintendent as your first action. Feel free to seek help from 4-H staff and faculty at any time.
- B. Thurston County 4-H uses a committee/group decision making process to address concerns about and review suggestions to change 4-H policy or procedures. Issues and ideas that affect the county-wide program or county-wide project should be taken to the 4-H Council or 4-H Project Committee (if applicable) as a first step. This includes issues having to do with improving/changing fair entry and exhibition. 4-H families and volunteers are encouraged to seek help from 4-H staff and faculty at any time.
- C. Issues/concerns/ideas about the Thurston County Fair should always be reviewed through the 4-H communication process first rather than being taken directly to the Fair Office, Fair Board, or County Commissioners. If necessary, a 4-H representative or representatives will be chosen to make a formal request/presentation to the Thurston County Fair Board.
- D. 4-H families or volunteers that wish to formally pursue a concern should contact the 4-H Office directly. All matters will be handled with confidentiality. If necessary, the 4-H Office will activate the 4-H Resolution Committee to help resolve a concern. The Resolution Committee will report to the WSU Thurston County Extension Director, whose decision will be final.
- E. 4-H families or volunteers that have concerns about 4-H staff or faculty should contact the WSU Thurston County Extension Director. 4-H families or volunteers that have concerns about the WSU Thurston County Extension Director should contact the State 4-H Program Director, Pat BoyEs, at (253) 455-4589.
- F. **Social Media Guidelines** – Because 4-H is affiliated with WSU, volunteers must comply with all provisions that apply to WSU employees with regard to appropriate and prohibited use of WSU IT resources. Please refer to WSU Executive Policy #4 – Electronic Communication Policy. Listed below are specific guidelines having to do with Social Media (such as Facebook, LinkedIn, Twitter, YouTube, etc. and individual web pages, weblogs, or blogs):
 - 1) You may create official 4-H group or club pages. Official pages must be approved by the State 4-H Office by submitting an application form via the local 4-H Office.
 - 2) Volunteers are expected to maintain a professional attitude when representing WSU and 4-H.
 - 3) The volunteer must maintain records of account/site usernames and passwords to facilitate transition of account management to another volunteer when necessary.
 - 4) Personal versus professional use – volunteer's personal social networking sites should remain personal in nature and should not be used for 4-H purposes.
 - 5) Protect confidential and proprietary information – volunteers must follow all applicable federal requirements such as FERPA, HIPAA, laws pertaining to intellectual property and the like.
 - 6) Be mindful of the copyright and intellectual property of others and WSU.

XV. THURSTON COUNTY FAIRGROUNDS FACILITY USE

- A. To receive 4-H rental rates and privileges from the Thurston County Fairgrounds, activities must be “official 4-H activities/events” and must follow 4-H state and county policies. An official 4-H activity is an event/meeting/show that is organized by a 4-H club, project committee, or other 4-H entity to carry out the 4-H mission.
- B. 4-H functions that include fundraising activities or charge admission/registration will be required to pay a rental fee and/or contribute in-kind service hours to the fairgrounds as determined by the Fair Office.
- C. To make fairgrounds reservations, a Fair Facility Use Form for 4-H Groups must be completed and submitted to the 4-H Office at least two weeks prior to the requested date.
- D. 4-H Clubs/Groups hosting activities that are intended to be “county-wide” or “project-wide” events at the fairgrounds, must advertise the event via the 4-H TC4H e-mail listserve. The 4-H Office must be notified four weeks in advance in order to allow enough prior notice to 4-H families. It is highly recommended that 4-H Clubs/Groups wanting to host “county-wide” or “project-wide” activities run proposed dates/times past other interested parties at 4-H Project Committee meetings or 4-H Council meetings.