

MASON COUNTY 4-H POLICIES

ADOPTED: October 8, 1996

Last Rev.: March 14, 2000

NOTE: All Washington State 4-H Policies apply also to Mason County.

1. AGE FOR MEMBERSHIP

- a. An applicant must be at least 5 years old and in Kindergarten by January 1 of the current 4-H year to enroll in the 4-H Youth Development Program.
- b. A boy or girl who reaches their 19th birthday before January 1 of the current 4-H year is no longer eligible for 4-H membership.
- c. There are four school-grade classifications as follows:

- Primary. Kindergarten, 1st and 2nd grades
- Junior. 3rd*, 4th, and 5th grades
- Intermediate. 6th, 7th, and 8th grades
- Senior. 9th, 10th, 11th, and 12th grades or those who have not reached their 19th birthday before January 1 of the current year.

*Members must be in the third grade and have reached their 8th birthday by January 1 of the current 4-H year to be eligible for Junior age division.

- d. Primary 4-H members are not eligible for competitive events, large animal projects - beef, sheep, swine, horses, dairy cattle, dairy goat, and llama - or projects involving firearms or motorized vehicles.

Primary members may enroll in pygmy or novelty goat and horseless horse projects in addition to projects not named in the above paragraph.

11. TYPE OF MEMBERSHIP

- a. Organized 4-H Club
An organized group of youths with officers and a planned program carried throughout all or several months of the year. These may be single project clubs, multi-project clubs or family clubs.
- b. Special interest
A group of youths participating in educational programs organized or coordinated by extension for a specific learning experience and not part of a school curriculum.
- c. School Enrichment
A group of youths receiving learning experiences, not involving organized club activities, coordinated by extension in cooperation with school officials as part of a school curriculum.
- d. School-Age Care
A group of youths receiving educational experiences organized or coordinated by extension during non-school hours.

III. ENROLLMENT PROCEDURES

- a. The 4-H year begins October 1st and ends September 30th.
- b. Enrollment forms are available to each 4-H club leader at the beginning of the 4-H year. Enrollment forms are also supplied to new 4-H volunteers organizing new 4-H clubs. The 4-H member and 4-H Leader Enrollment forms are to be filled out and returned to the Cooperative Extension office by December 1 for re-enrolling clubs and as soon as the new 4-H club is organized, but no later than April 1. Any member enrolling in a club after April 1 (*or next open business day for Mason County WSU Cooperative Extension Office, if Office is closed on April 1*) shall be considered a 4-H member eligible for participation in club meetings and club activities.

- c. Changes in a 4-H member or leader's enrollment, after the original form is filled out and mailed to the county office, must be reported to the county office by use of an additional enrollment form. This would include any changes on projects, such as additions and drops; change of address or phone; errors on the first form, etc.
- d. Members may be enrolled in more than one club. However, a 4-H member cannot be enrolled in the same project in two different clubs at the same time. The member keeps one record book which includes projects from both his/her clubs.
- e. Club members must be enrolled by April 1 (*or next open business day for Mason County WSU Cooperative Extension Office, if Office is closed on April 1*), in order to participate in 4-H camp and exhibit their project at the county fair. Any member enrolling in a club after April 1 shall be considered a 4-H member eligible for participation in club meetings and club activities only. All animals with the exception of rabbits, poultry, and covies to be exhibited in the 4-H department at county fair must be acquired and in the possession of the member no later than April 1 of the current 4-H year, and carried as a project. Dairy Cattle replacement Heifers have a May 1 possession deadline and ALL Dairy Certificates must be filed with the Extension office by May 1 (*or next open business day for Mason County WSU Cooperative Extension Office, if Office is closed on May 1*). Rabbits, Poultry and covies, to be exhibited at Fair must be acquired by June 1. Animals used but not owned by members must be in their possession and care by April 1 to be exhibited at the fair, exception is Guide Dog Puppies which have a deadline of June 1. (Youth Livestock Auction deadlines are determined by the 4-H/FFA Youth Livestock Committee).
- f. Special interest, School Enrichment and School Age Care members enrolling after April 1 and before July 1 are eligible to exhibit non-animal projects at the county fair.

IV. COUNTY ACTIVITY AND STATE 4-H FAIR REQUIREMENTS

In addition to the enrollment procedures covered in III, to participate in county level **Mason County 4-H activities** (i.e. camp, fair, equestrian court, etc.) the 4-H member is required to complete the following:

1. A *club* or *county* level public presentation
2. **Club Leaders are required** to turn in a form certifying that the members Record Book is up-to-date on **July 1 by 5:00 p.m.** to the WSU Cooperative Extension Office (*or the next open business day for Mason County WSU Cooperative Extension Office, if Office is closed on July 1*). After July 1, Record Books can be requested by the Record Book Committee for review.
3. Equine Only - Must turn in a **New Horse Certificate** for **each** project animal by **April 1** of each year, (*or next open business day for Mason County WSU Cooperative Extension Office, if Office is closed on April 1*). Please refer to Horse Council policies for specifics
4. Dairy certificates due **May 1** (*or next open business day for Mason County WSU Cooperative Extension Office, if Office is closed on May 1*) for all dairy animal projects
5. There are appeal processes in place in the event of **death** or **injury** of a project animal. The appeal processes are for *Horse Camp* and the *Mason County Fair* only. Each animal Ownership appeal process has specific guidelines, a copy may be obtained at the Extension Office.

In addition, to participate in State 4-H Fair the 4-H member is required to complete the following:

1. A *County* level Public Presentation

2. **Club Leaders are required** to turn in a form certifying that the members Record Book is up-to-date on **July 1 by 5:00 p.m.** to the Extension Office (*or the next open business day for Mason County WSU Cooperative Extension Office, if Office is closed on July 1*). After July 1, Record Books can be requested by the Record Book Committee for review.
3. **Equine**
 - a. New Horse certificate on file, for each project animal by April 1 (*or next open business day for Mason County WSU Cooperative Extension Office, if Office is closed on April 1*) of current 4-H year
 - b. Please refer to Mason County 4-H Horse Committee Policies.

V. ORGANIZED CLUB COMPLETIONS

The 4-H year pin is an award earned by the 4-H member for completing the 4-H year. The 4-H member must complete numbers 1 and 2, and then must complete five out of the following nine items to receive a pin:

1. Give a public presentation at **club** or **county** level.
2. Completed 4-H Record Book must be turned in to the WSU Cooperative Extension Office on **September 30th by 5:00 p.m.** (*or next open business day for Mason County WSU Cooperative Extension Office, if Office is closed on September 30th*)
3. Exhibited a project at Mason County Fair.
4. Participate in a community project.
5. Show interest in 4-H club work.
6. Conduct a club meeting.
7. Attend more than half the meetings.
8. Enter a 4-H contest outside the club.
9. Serve on a committee or as an officer.
10. Cooperate as a member.
11. Maintain dependability as a 4-H member.

(Primary members are not required to complete items #1 and #2, but must complete five of the remaining nine items.)

**If a member becomes ill or moves from the community or county, he/she must submit an up-to-date record book to the club leader before leaving the club to count as a completion for the member, or he/she must mail the completed record book to the leader at the end of the 4-H year.

Record Book must be turned in to the WSU Cooperative Extension Office on **September 30th** by **5:00 p.m.** (or next open business day for Mason County WSU Cooperative Extension Office, if Office is closed on September 30th) for determining **4-H project achievement medals**.

VI. RECOMMENDATIONS ON NUMBER OF PROJECTS CARRIED

Primary and Junior members are recommended to carry only one 4-H project during their first year in club work. Members in 5th grade are recommended no more than two projects. Additional projects will be up to the club leader's discretion.

VII. LEADER'S PINS

Certificates are awarded to adult volunteers in 5 year increments.

VIII. MINIMUM AGE FOR 4-H LEADERS

A 4-H leader must be at least eighteen years of age and cannot also be enrolled as a 4-H member.

IX. 4-H LEADERSHIP PROJECT FOR MEMBERS

A member involved in the 4-H leadership program must be a junior, intermediate or senior member and be enrolled in one of the leadership projects.

X. 4-H/FFA DUAL ENROLLMENT

If boys and girls are enrolled in both high school vocational classes and 4-H, they must carry different animals or projects in each. (See Memorandum of Agreement between 4-H and FFA).

XI. CONDUCT IN 4-H

A. 4-H leaders should stress the meaning of the 4-H pledge to their members and stress the responsibility they have as a 4-H member to conduct themselves accordingly.

B. 4-H members or leaders who conduct themselves in a disruptive, unwholesome, or immoral manner at a 4-H activity will be disciplined as deemed necessary by the 4-H leader or committee in charge, who may seek advice from either the Mason County Council or Area Extension Agent.

C. Physical or verbal abuse may be grounds for termination of leader status and removal of member from the activity.

D. **Code of Conduct** may be required for specific county, district and state 4-H events.

E. Individuals wishing to appeal disciplinary action shall present an appeal in writing to the 4-H Executive Board within 30 days from the date of the disciplinary action. Mason Council 4-H Executive Board will ask for a written statement from the other individual(s) involved. Parties will be treated equitably.

F. 4-H Council Executive Board members involved in the dispute or to the disciplinary action will be exempt from the discussion and decision of this dispute.

(For further information on the expected code of conduct for 4-H Volunteers, refer to state 4-H publications.)

XII. FUND RAISING

1. Money raised on behalf of the 4-H Youth Development Program must be spent on 4-H activities. It is illegal to raise money in the name of 4-H and then use it for other purposes. 4-H funds are not for personal financial gain.

- The underlying philosophy is that learning to make decisions in a group is an important part of 4-H fund raising and should be done after the group has established goals for use of the money. Fund raising activities should be consistent with the age and experience of the members.

- Funds should be raised for specific purposes. Clubs should raise their funds through their own efforts.

2. Dues, if any, should be voted on by the members. The amount of club dues should be decided by the total club keeping in mind individual member's ability to pay and the actual financial needs of the group.

3A. Solicitation of cash donations violates Mason County 4-H policy. Requests for in kind support in the form of, (for example) a ribbon, trophy, halter, which would be used for a specific 4-H activity, is acceptable, but cash will not be solicited. Clubs may accept cash donations if they are given freely without being requested.

- B. Delegates to 4-H regional and national events may solicit cash donations from local community organizations and businesses to support their participation in these 4-H regional and national events.

- C. For specific purposes where in kind support is not feasible and with prior approval of the 4-H Council, cash may be solicited by clubs, Equestrian Court, and 4-H camp committees. Submit the purpose and goals in writing to the 4-H Council for consideration.

4. All health regulations will be observed in money-raising events (especially bake sales), such as custards or crème desserts, potato salads and like salads, etc. (Permits, if necessary, must be obtained from the County Health Department.)

5. If a raffle is conducted, all rules set forth by the Washington State Gambling Commission must be followed.

XIII. OWNERSHIP & DISBANDMENT

1. When a 4-H club purchases equipment (i.e. set of clippers for members to use), they should decide what will happen to the equipment when the club splits or disbands. Put it in writing and keep it with the club records.

2. When a club disbands with money in the treasury and/or equipment in their inventory, the following are options:
 - a. Give remaining funds to 4-H Council (club may specify project committee or other subgroups within 4-H Council account)
 - b. Give or sell equipment to new 4-H clubs who can use the items
 - c. Give funds to a 4-H memorial, scholarship fund or non-profit organization
 - d. Give funds to Panhandle Lake 4-H Camp
 - e. Give funds on an educational or recreational activity before disbandment
3. If a club splits and new clubs are formed, a percentage of the original club's funds should go to each club.

XIV. CLUB FINANCIAL RESPONSIBILITIES

As a protection for 4-H club leaders and education for 4-H club officers, it is recommended that clubs have the elected treasurer keep financial records, maintain a checking account, write checks co-signed by a leader or third co-signer on accounts, and have disbursements approved by the Executive committee or club group. Refer to "Mason County Guidelines For Club Finances" available from the Cooperative Extension Office.

XV. COUNTY EVENTS

Club events/activities should not be scheduled on the same dates as countywide events/activities. This allows 4-H members to participate in one 4-H activity without detriment to another.

XVI. STATE EVENTS

- A. Know Your Government Conference
 - .Held in Feb/March each year in Olympia
 - . Delegates must complete orientation to participate

- B. State 4-H Teen Conference
 - . Held at W.S.U. Pullman in June
 - . Delegates are required to have their current 4-H record up-to-date.
- C. 4-H Exchange
 - *Delegates are required to have their current 4-H record book up-to-date.
- D. Chaperones for State events
 - . There must be an adult chaperon accompanying each delegation. Each event will determine the required number of chaperones.

XVII. SUNSHINE POLICY

- a. Cards will be sent by the 4-H Council when it is known that: a 4-H leader, member, or member's family has a serious illness or accident, if they are hospitalized, or have a prolonged illness at home; or if there is a death.
- b. Each 4-H leader knowing of such a condition should notify their 4-H council secretary.

XVIII. DISCRIMINATION in the 4-H/Youth program because of race, color, religion, national origin, gender, disability, or sexual orientation is contrary to the purpose of policies of the Mason County 4-H Youth Development Program, Cooperative Extension, WSU, and the USDA and violates the spirit and intent of civil rights laws.

XIX. THE USE OF THE 4-H NAME AND EMBLEM is governed by congressional action and supplemental administrative policy. Use of the 4-H name and emblem within the county is subject to approval by Mason County Cooperative Extension. Use on a multi-county or State basis must be approved by the assistant director of the 4-H Youth Development Program. In all instances, such use shall conform to state and national policy and be for the furtherance of the 4-H educational program rather than for the benefit of private individuals, donors, or others.

