4-H

WASHINGTON STATE UNIVERSITY
EXTENSION

Washington 4-H Policies and Procedures 2020-2021

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1. Introduction

Positive youth development programs engage youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive; recognizes, utilizes, and enhances youths' strengths; and promotes positive outcomes for young people by providing opportunities, fostering positive relationships, and furnishing the support needed to build on their leadership strengths.

1.1. What is 4-H?

The 4-H Youth Development Program is the youth outreach program from the land-grant universities, Cooperative Extension Services, and the National Institute of Food and Agriculture (NIFA) of the United States Department of Agriculture (USDA). Since its inception, 4-H has emphasized the importance of young people being engaged, well-informed citizens. By connecting to their communities and community leaders, youth understand their role in civic affairs and expand their role in decision-making processes. 4-H is the largest out-of-school youth organization in the United States, with over seven million youth members, and is a national leader in health-related educational issues including nutrition, physical activity, safety, social-emotional health, and the prevention of drug and alcohol use. Science programs prepare youth for the challenges of the 21st century by engaging them in a process of discovery and exploration through direct access to the latest technological advances in agriculture, life sciences, family, consumer resources management, and human development.

4-H is led by a unique private-public partnership of the Cooperative Extension System; land-grant universities; federal, state, and local government agencies; and foundations. These partners work together to provide rich educational content and curricula, resources in cutting-edge technology, insight into the latest national issues, and innovative thought-leadership.

As Washington State's land-grant university, Washington State University (WSU) Extension in the College of Agricultural, Human, and Natural Resource Sciences (CAHNRS) provides oversight of the Washington State 4-H Youth Development Program. WSU Extension is charged with providing positive youth development expertise and resources in research and evaluation, professional development, learning, and engagement to young people and adults throughout Washington's 39 counties, tribal nations, cities, and towns. WSU Extension faculty and staff guide dynamic, non- formal, educational program delivery and engage Certified 4-H Volunteers who serve as club or project leaders or sit on committees and boards.

The WSU 4-H Youth Development Program includes youth from all ethnic, racial, and socio-economic backgrounds who live in rural, suburban, and urban communities and helps them develop knowledge, skills, and attitudes that will enable them to become productive and contributing members of society.

Articulating a statewide WSU 4-H Youth Development Program policy is essential for all partners to work toward a program that focuses on positive youth development.

1.2. 4-H Lore

1.2.1. Washington State 4-H Mission Statement

4-H empowers youth to reach their full potential, working and learning in partnership with caring adults.

The WSU 4-H Youth Development Program creates supportive environments for all youth and families to reach their fullest potential. This will be accomplished through a systematic approach of foundation and mission driven science to meet our goals to:

- Provide formal and non-formal experiential learning,
- Develop skills that benefit youth throughout life,
- Foster leadership and volunteerism in youth and adults,
- Build internal and external partnerships for programming and funding,
- Strengthen families and communities,
- Employ research-based knowledge and the land-grant university system, and
- Embrace and expand the traditions of the WSU 4-H Youth Development Program.

1.2.2. 4-H Vision

We strive to create a world in which youth and adults learn, grow, and work together as catalysts for positive change.

The WSU 4-H Youth Development Program is developing young people to become productive citizens who are engaged in positive change, meeting the needs of a diverse and changing society.

1.2.3. 4-H Educational Philosophy

The phrase "Learning by Doing" sums up the educational philosophy of the 4-H program. Young people learn best when they are involved in their learning.

1.2.4. 4-H Pledge

The pledge tells what 4-H is about. The ideals of 4-H are the four-fold development of youth: Head, Heart, Hands, and Health. The pledge was adopted by the delegates of the 1927 National 4-H Club Camp in Washington, D.C. State club leaders voted for and adopted the pledge for universal use. The phrase "and my world" was added in 1973. The saying of the pledge has a prominent place in 4-H activities, at regular 4-H meetings, achievement days, and other club events.

> 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.

1.2.5. 4-H Motto

The motto "To Make the Best Better" is intended to inspire young people to

continue to learn and grow, and to make their best efforts better through participating in educational experiences.

1.2.6. 4-H Colors

The 4-H colors are green and white. Green, nature's most prominent color, symbolizes growth. The CMYK value for 4-H green is 100, 0, 90, 0. The white symbolizes purity and high ideals.

1.2.7. 4-H Emblem

The 4-H name and emblem are intended to represent the ideals of the program with its focus on Head, Heart, Hands, and Health. Today, it is one of the best- known and most valued images emblematic of more than a century of 4-H achievement.

The 4-H emblem is not a plain four-leaf clover. The official 4-H emblem is a clover with four leaves and an "H" on each leaf. The clover's stem must point to the right as you look at the image. The 18 USC 707 notice is part of the emblem and cannot be removed during use.

1.2.8. 4-H Creed

I believe in 4-H club work for the opportunity it will give me to become a useful citizen.

I believe in the training of my HEAD for the power it will give me to think, to plan, and to reason.

I believe in the training of my HEART for the nobleness it will give me to become kind, sympathetic, and true.

I believe in the training of my HANDS for the ability it will give me to be helpful, useful, and skillful.

I believe in the training of my HEALTH for the strength it will give me to enjoy life, to resist disease, and to work efficiently.

I believe in my country, my State, and my community, and in my responsibility for their development.

In all these things I believe, and I am willing to dedicate my efforts to their fulfillment.

2. Washington 4-H Policy

2.1. Using the Policies and Procedures Handbook

The 4-H Policy and Procedure Handbook is an established set of rules, recommended guidelines, and implementation procedures for 4-H professionals to utilize as they provide leadership for 4-H Youth Development work and programming at various levels within the organization. Throughout this document, the words Cooperative Extension or WSU Extension are used when quoting WSU Extension policy and legislation at the federal level. When federal language is used in this document, it is copied verbatim from the 4-H National Headquarters, NIFA, USDA website.

2.1.1. Interpretation of Washington 4-H Policy

Interpretation of this policy is at the discretion of WSU Extension. The reader should not assume that the contents of this document are all inclusive and should note that other relevant WSU policies and laws not stated in this document still apply.

2.2. The 4-H Policy

The WSU 4-H Youth Development Program Policy provides a consistent framework for 4-H programs throughout the state. The WSU 4-H Youth Development Policy is a guide for the management of these 4-H programs in Washington State. Policy is created to ensure that 4-H programming is consistent, fair, and legal. The most current copy of the 4-H policy can be found on the WSU 4-H Youth Development Program website (https://extension.wsu.edu/4h).

2.2.1. Failure to Follow Policy

Failure to follow policy could result in the loss of authorization to use the 4-H name and emblem or potential dismissal from the 4-H program as deemed appropriate by the local WSU 4-H faculty in charge and WSU Extension administration.

2.2.2. Accountability to the Policy

All WSU Extension faculty, staff, Certified 4-H Volunteer, parents, and youth must adhere to these policies.

2.3. County Versus State Policy

Policies of the local 4-H county office and local 4-H Council will not contradict, violate, or supersede the WSU 4-H Youth Development Program or National 4-H policies.

The following questions will determine if county policies are consistent with the WSU 4-H Youth Development Program and National 4-H policies:

- Does the rule contradict state and/or National 4-H policy?
- Does the rule discriminate against a 4-H Youth Member or Certified 4-H Volunteer?
- Does the rule honor the role of 4-H as the premiere youth educational organization?

2.4. 4-H Non-Discrimination Statements

WSU 4-H Youth Development is committed to providing safe and inclusive environments for all youth and adults regardless of race; sex; gender; sexual orientation; gender identity; gender expression; religion; age; color; creed; national or ethnic origin; citizenship; physical, mental, or sensory ability; genetic information; and/or status as an honorably discharged veteran or member of the military.

The following non-discrimination statements shall be placed on all printed and web-based 4-H correspondence, materials, and publications, using a minimum 8 pt font:

> WSU Extension programs, employment, and volunteer service are available to all without discrimination (See WSU Executive Policy #15). Concerns regarding potential discrimination may be reported through your local WSU Extension office or directly to the WSU Compliance and Civil Rights (CCR) office, web: https://ccr.wsu.edu, email: ccr@wsu.edu, phone: 509-335-8288.

In addition, the following statement must be used in notifications of events:

> Persons with disabilities who require alternative means for communication of program information or other reasonable accommodation should contact [**name of contact**] at [**address, telephone number, e-mail address**] at least two weeks prior to the event.

3. 4-H Eligibility

3.1. Age Requirements

The WSU 4-H Youth Development Program abides by the nondiscrimination policies of WSU and the USDA. 4-H is open to all youth who have reached their 5th birthday (on or before October 1st of the current 4-H year) through those who have not reached their 19th birthday (on or before October 1st of the current 4-H year) (4-H Age), regardless of race; sex/gender; sexual orientation; gender identity/expression; religion; age; color; creed; national or ethnic origin; physical, mental, or sensory disability, including disability requiring the use of a trained service animal; genetic information; and/or status as an honorably discharged veteran or member of the military. The following age criteria also applies:

- Any youth that has completed an individual enrollment in an organized, ongoing local 4-H unit, and is aware of their involvement in 4-H is classified as an "Enrolled 4-H Youth Member." The following age groups (as reflected on October 1st of the current 4-H year) are identified for special programs and activity participation, including all competitive events/activities, within the WSU 4-H Youth Development Program:
    - Cloverbuds: 5 to 7 years of age
    - Youth Members: 8 to 18 years of age, split into three distinct groups:
        - Junior: 8 to 10 years of age
        - Intermediate: 11 to 13 years of age
        - Senior: 14 to 18 years of age
- Cross-age division competitive events are not allowed. In those situations where teams cannot be filled with same age-level members, younger members may move up an age group to compete with an older age group, but older group ages may not move down an age group to compete against a younger age group.
- Enrolled 4-H Youth Members must have reached their 8th birthday on or before October 1st of the current 4-H year to be eligible for:
    - Competitive situations, including livestock shows or sales
    - Enrollment in large animal projects including Beef, Dairy, Goat, Horse, Sheep, Alpaca/Llama, and wine
    - Enrollment in shooting sports projects
    - Enrollment in projects using motorized vehicles
    - Enrollment in food preservation projects
- Cloverbuds may participate in age-appropriate activities and projects. Projects recommended for Cloverbuds youth may include: Dog, Cat, Poultry, Rabbit, Pygmy or Novelty Goat, Horseless Horse, Cavy, Exploring the World of Small Animals, Exploring Farm Animals, Discovery, Creative Arts, Performing Arts, Aerospace, Bicycle, Computer, Photography, Clothing, Just Outside the Door, and Exploring 4-H. Cloverbuds may not participate in competitive activities.
    - A novelty goat is defined as a small goat that is purebred or cross-bred lineage; is up to 23 inches in height and weighs no more than 65 pounds.
- Cloverbuds should demonstrate competence in exhibiting and caring for animal projects prior to exhibiting at fairs, shows, or similar events.
- Special Education youth who have reached their 19th birthday (on or before October 1st of the current 4-H year) through those who have not reached their 22nd

birthday (on or before October 1st of the current 4-H year), may enroll with the approval of the WSU Extension 4-H faculty.

- Youth that are married and/or youth that are parents are allowed to participate in all activities within the 4-H program.

4. Enrollment

4.1. Enrollment

WSU Extension faculty and/or staff oversee enrolling 4-H Youth Members and Certified 4-H Volunteers into the WSU 4-H Youth Development Program.

4.1.1. Enrolled 4-H Youth Members

For Enrolled 4-H Youth Members, this enrollment includes completing an enrollment using 4-H Online, selecting clubs/units and projects, paying the State Enrollment Fee (see Section 4.8), and meeting other county or local expectations (i.e., paying county fees). If you need assistance regarding enrollment, please contact your local WSU Extension Office for assistance.

4.1.2. Certified 4-H Volunteers Continuing Their Service

For Certified 4-H Volunteers, this enrollment includes completing an enrollment using 4-H Online, selecting a volunteer role, and meeting other county expectations (i.e., paying county fees). If you need assistance regarding enrollment or the volunteer application and screening process, please contact your local WSU Extension Office for assistance.

4.2. Enrollment Period

The WSU 4-H Youth Development Program year is October 1 through September 30. Enrolled 4-H Youth Members and Certified 4-H Volunteers may enroll in 4-H Online through 9:59 PM on July 31 of the current 4-H year. They will be eligible to use curricula and participate in club meetings, workshops and day camps, etc. However, counties, clubs, certain project areas, and events may have specific, more restrictive enrollment deadlines for participation which must be met for participation in those areas.

4.3. Enrollment Participation Requirement

Individual 4-H Youth Members must be enrolled through 4-H Online in order to participate in functions.

4.4. Primary County and Cross-County or Cross-State Participation

The county of residence is the primary county for 4-H enrollment. Youth are encouraged to enroll in their home county or local Tribal program. Enrolled 4-H Youth Members cannot be enrolled in the same project in two different counties or states at the same time. Counties may determine local guidelines for cross county enrollment, with notification to the WSU Extension 4-H Program Leader. Enrolled 4-H Youth Members must meet the eligibility requirements in their own state or county to qualify for cross-county or cross-state enrollment. Cross-state enrollment is allowed from bordering states (Idaho and Oregon). 4-H Youth Members residing in bordering states wishing to participate in Washington State 4-H must provide a brief explanation for their reasons for cross-state participation.

4.5. Request to Transfer Enrollment or Changes in Residence

When 4-H Youth Members who are in good standing move to another county in Washington, participation may be transferred to the new WSU Extension Office upon request of the 4-H family. County/Local Programming Fees and other county/local fees, if applicable, will be reviewed by WSU Extension faculty and staff and may be prorated based on the date of the transfer. Records transferred into the county will be accepted and considered as a part of the individual's achievement records. 4-H Youth Members meeting the 4-H enrollment regulations in the WSU Extension unit they have transferred to are eligible to participate in respective WSU 4-H Youth Development Program events.

4.6. Media Release Form

A signed Media Release Form is required to use a 4-H Youth Member's name or photograph in any 4-H publication, ad, news article, or website. 4-H parents/guardians must update this release form annually as part of the re-enrollment process.

4.7. Consent to Participate in Impact Studies

Following 4-H events and programs, youth may be asked to voluntarily participate in a 4-H evaluation to assess educational impact and life skill development gained from 4-H participation. Information gained will be utilized to help improve the WSU 4-H Youth Development Program. There should be no known risks associated with these assessments. All information obtained will be reported as anonymized aggregate data.

Studies beyond program improvement surveys and those where results will be published must be submitted to the Office of Research Assurances for approval. Annual Faculty and Staff Performance Reports are not considered published.

4.8. Enrollment Fees

The State Enrollment Fee is required for participation in 4-H. The State Enrollment Fee is set prior to the first day of enrollment (October 1 of each year) and will be set for that 4-H year. Additional fees may be collected to cover program costs, including but not limited to, supplies and materials, and conference or event fees.

4.8.1. County Programming Fees and Club Fees

Counties and/or clubs may charge a nominal fee for program operation, known as Programming Fees. Enrollment in more than one county may result in paying county fees in more than one county.

4.8.2. Fee Assistance

It is strongly encouraged that financial support be available for those in need; check with your local WSU Extension office for assistance.

4.9. Member in Good Standing

A 4-H Youth Member in good standing is defined as an individual currently enrolled in a 4-H club and in at least one 4-H project, who complies with the 4-H Youth Member Code of Conduct (as agreed to in 4-H Online) and club and local requirements for participation in the 4-H program.

4.10. Member Reasonable Accommodation

Reasonable accommodations are available for participants, members, volunteers, and those attending 4-H sponsored events with a documented disability. If an individual has a disability and needs reasonable accommodations to fully participate in a 4-H program, the individual should contact the local WSU Extension office. All accommodations MUST be reported to the State 4-H office.

5. Methods of Participation

5.1. 4-H Classification

Youth are classified for reporting purposes as a contact, a participant, or an Enrolled 4-H Youth Member based on the length of involvement and commitment to the program. Youth may participate in 4-H through a variety of program delivery modes, including organized 4-H clubs, 4-H special interest or short-term programs, 4-H camping programs, 4-H school enrichment programs, 4-H individual study/mentoring/family learning programs, after-school programs, and instructional TV/video/internet programs.

5.1.1. 4-H Contact

Individuals that come in contact with the 4-H program through office visits, recruitment efforts, exhibits or displays, ceremonies, etc., but are not currently in the 4-H enrollment management system (4-H Online).

5.1.2. 4-H Participant

Any youth taking part in programs provided as a result of action by WSU Extension 4-H personnel (faculty, staff, and Certified 4-H Volunteers). This includes youth participating in programs conducted through 1862, 1890, and 1994 land-grant universities, family and consumer science (FCS) programs, Master Gardener (MG) programs, and other programs which may or may not use the 4-H name and emblem with participants. These participants are not enrolled 4-H Youth Members; their enrollment is reported on the ES237 report through Group Enrollments.

5.1.3. Enrolled 4-H Youth Member

Any youth who has completed individual enrollment in 4-H Online. These members participate regularly in organized, ongoing local 4-H units and are aware of their enrollment in 4-H.

5.2. 4-H Delivery Modes

5.2.1. Organized 4-H Club

A 4-H club is an organized group of youth (See Section 6.1 for further definition), led by a Certified 4-H Volunteer, with a planned program that is carried on throughout all or most of the year. 4-H clubs may meet in any location and will have elected youth officers or youth leaders and a set of bylaws approved by the membership to govern the club. These clubs have an official signed 4-H Charter.

- Community clubs typically meet in the evenings or on weekends and offer self-selected learning experiences and activities.
- In-school clubs meet during school hours and have officers and planned activities beyond school enrichment.
- 4-H after-school clubs are organized within childcare settings and include

officers and planned activities.

- Military 4-H clubs are organized by the Armed Forces, often on military installations, and principally for military dependents.

5.2.2 Special Interest/Short-Term Programs

A Special Interest/Short-Term program is a group of youth meeting for a specific learning experience that involves direct teaching by WSU Extension faculty, staff, Certified 4-H Volunteers, or other adults working with a collaborating agency including teachers. The program is not part of a school curriculum.

5.2.3 4-H Camping

4-H camping involves youth taking part in a WSU Extension-planned educational experience of group living in the out-of-doors.

5.2.3.1 Overnight Camping

Overnight camping includes being away from home at least one night (resident, primitive, or travel camping).

5.2.3.2 Day Camping

Day camping consists of multiple-day programs, with youth returning home each evening.

5.2.4 School Enrichment

School Enrichment programs provide youth groups a sequence of learning experiences in cooperation with school officials during school hours to support the school curriculum. Direct teaching is done by WSU Extension faculty, staff, Certified 4-H Volunteers, or other adults working with a collaborating agency including teachers.

5.2.5 Individual Study/Mentoring/Family Learning

Individual Study/Mentoring/Family Learning consists of planned learning that occurs independently of a formal group setting as an individual, paired, or family learning effort. Examples include self-study, home study courses, advanced placement courses, mentoring or shadowing with an "expert," and families learning together. **NOTE**: This type of 4-H experience is not eligible for tax-exempt status; therefore, no donations of any monies/gifts can be accepted UNLESS expressly indicated that they are not tax-exempt. Use of the name and emblem may be extended through an official notification from the local WSU Extension office.

5.2.6 After-School Programs

After-School programs are offered to youth outside of school hours, usually in a school or other community center and incorporating 4-H curricula. The primary purpose is to provide care for youth while parents are working or unavailable.

5.2.7 Instructional TV/Video/Web Programs

Instructional TV/Video/Web Programs are learning experiences through WSU Extension via technology.

5.3 Program Year

The 4-H program year is October 1 through September 30.

5.4 Contact Hours

Contact hours are defined as being in direct contact (physical or virtual) with a WSU Extension staff member, Certified 4-H Volunteer, or other adults working with a collaborating agency in conjunction with WSU Extension personnel using 4-H, WSU Extension, or Washington State 4-H approved curriculum.

- 4-H enrollment constitutes a minimum of six hours of contact throughout the 4-H year.
- 4-H non-member participation must constitute a minimum of six contact hours to be counted on the ES237 report.
- Utilizing WSU Extension based resources and/or curriculum is key to establishing the minimum number of hours, but hours can be met in multiple ways.

6 4-H Club Standards

The majority of information in this section is from a National 4-H Fact Sheet "What is a 4-H Club?"

6.1 4-H Club Definition

The WSU 4-H Youth Development Program and the 4-H National Headquarters define a 4-H Club as an organized group of at least five youth from three different families who meet regularly with a minimum of 2 Certified 4-H Volunteers or staff for a long-term, progressive series of educational experiences.

6.2 The Club Purpose

The purpose of a 4-H Club is to provide positive youth development opportunities to meet the needs of young people to experience belonging, mastery, independence, and generosity—the Essential Elements—and to foster educational opportunities tied to the land-grant university knowledge base.

6.3 Structure of a 4-H Club

- Enrolls at least 5 youth members from at least 3 families
- 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
- Selects youth officers or youth leaders to provide leadership to the club
- Provides youth involvement in leadership and decision-making
- Has written operating guidelines, bylaws, or a constitution approved by members to govern the club or group
- Meets in any location—a home, community center, military installation, library, public housing site, school, afterschool program, and/or many other places that are agreeable by the club
- Submits a written program of work to the WSU Extension county office for the current 4-H year
- Meets interests and needs of youth in same-age or cross-age groupings and using single project or multiple project formats
- Enrolls any youth eligible for 4-H membership, regardless of race; sex/gender; sexual orientation; gender identity/expression; religion; age; color; creed; national or ethnic origin; physical, mental or sensory disability, including disability requiring the use of a trained service animal; or genetic information
- Is advised by Certified 4-H Volunteers who have been screened and trained
- Follows all financial policies, guidelines, and practices

6.4 Club Names

Any organization that functions for the purpose of furthering 4-H objectives and programs and has been formally authorized to use the 4-H name and emblem by the appropriate representative of the Cooperative Extension Service must have names that:

- Are specific to the 4-H club or organization either through a unique name or by identifying the county or location. Examples: Share-N-Win 4-H Club (unique name); Calvert County 4-H Horse Club (generic name with county)
- Do not imply that membership is discriminatory toward or exclusive of any group that is protected by equal opportunity regulations (See 2.4).
- Are not offensive or generally seen as demeaning

6.5 4-H Club Charter

A 4-H club must be chartered by 4-H National Headquarters at the USDA and the WSU 4-H Youth Development Program in order to be recognized as part of 4-H and to be authorized to use the 4-H name and emblem. The Club Charter identifies a group as an organized 4-H club and is authorized to use the 4-H name and emblem for educational purposes. Charters stay with the club as long as it is in existence. All clubs are expected to operate within the chartering framework and utilize best practices of positive youth development. The charter does not have to be renewed annually, however, it is required when a leadership change or minor revisions in the club (i.e., the club changes from a community club to a project-specific club) occur. The 4-H Club/Charter Application is to be completed by all new clubs.

6.6 4-H Club Constitution and Bylaws

All clubs are to function formally through a constitution and bylaws. These are the organizing documents of a club and describes how the club operates. A current copy of the club constitution and bylaws must be kept on file in the WSU Extension county office. Please contact your WSU Extension county office for a constitution and bylaws template.

6.7 Club Dissolution

If a 4-H club/group would like to disband/dissolve, please contact your local WSU Extension office for the proper procedure.

7 4-H Volunteers

7.1 4-H Volunteer Defined

A volunteer is someone who devotes his or her time gratuitously to the WSU 4-H Youth Development Program without expectation of pay or benefits. Volunteers serve at the pleasure and privilege of WSU and are considered "at will" individuals and may be dismissed at any time. Volunteers are positive role models and mentors. 4-H Volunteers include adults in leadership and support roles.

7.2 Age Requirements for 4-H Volunteers

The age requirement for a 4-H Volunteer is 18 years of age and not enrolled as a 4-H Youth Member. A member that has elected to enroll as a 4-H Volunteer may not revert their position back to that of a 4-H Youth Member. Enrolled 4-H Youth Members may assist through the 4-H Leadership Project and by enrolling as a Youth Leader. Youth Leaders will be under the direction of a WSU 4-H Youth Development Program Certified Volunteer.

7.3 Types of 4-H Volunteers

The WSU 4-H Youth Development Program recognizes the leadership and service of all types of 4-H Volunteers. There are two types of 4-H Volunteers:

7.3.1 Certified 4-H Volunteers

Certified 4-H Volunteers have completed the WSU 4-H Youth Development Program Volunteer screening process and are officially designated as representatives and leaders of the 4-H program. They supervise and direct county and club 4-H programs and projects. They work under the direction of WSU Extension personnel to ensure that the objectives and standards of the WSU 4-H Youth Development Program are met. The roles available to Certified 4-H Volunteers are:

- General Club Leader: this individual is responsible for the overall management of each 4-H Club
- Project Leader: This individual is responsible for leading the various projects within each 4-H Club.
- Activity Leader: This individual is responsible for various activities including fund raising, record keeping, community service, etc. This can be done for a club or program. The individual will be working with youth in the completion of duties.
- Resource Volunteer: This individual is responsible for assisting with various 4-H events and activities but has no direct supervision of, or unsupervised access to, 4-H youth.
- Administrative Volunteer: This individual is responsible for the overall organization and leadership of general program areas, organization of county-wide events, etc.
- Volunteer Applicant: This individual has not been accepted as a 4-H Volunteer.

If a person is volunteering time and expertise to the 4-H program and/or are in contact with youth on an ongoing basis during 4-H meetings, then the person needs to be a Certified 4-H Volunteer.

7.3.2 4-H Collaborators

4-H Collaborators work or volunteer for other agencies and partner with the WSU 4-H Youth Development Program to utilize 4-H programs and/or curricula in their programs. They are expected to provide appropriate reporting and updates to their supervising WSU Extension 4-H faculty. Generally, these types of volunteers participate in school enrichment, military programs, or other special programs. These volunteers are not Certified 4-H Volunteers and do not enroll in the 4-H Online Enrollment System.

7.4 Volunteer Application Process

Potential Certified 4-H Volunteers must start the application process by signing and completing the WSU 4-H Volunteer Application Form and reference form. All new Certified 4-H Volunteers who work with youth, including host family members and chaperones, will be screened through a background check (Sterling Volunteer) and reference process. Rescreening may be conducted at any time. The local WSU Extension 4-H faculty, staff, and/or WSU Extension 4-H Program Leader reserve the right to reject any applicant. The WSU 4-H Youth Development Program requires a minimum level of training for certifying volunteers. The following elements are required components of the Certified 4-H Volunteer certification process. They must all be completed and documented before the volunteer is considered certified.

- Submit a signed and completed WSU 4-H Volunteer Application Form
- Complete a criminal background screening through Sterling Volunteer
- Submit names and contact information for three references
- Participate in an interview with the WSU Extension 4-H faculty, staff, or authorized representative face-to-face, by phone, or through other technology that allows participants to be heard verbally
- Complete the Four Western Region e-learning modules
- Complete the Child Protection e-learning module
- Register as a volunteer within 4-H Online system and complete all authorization forms
- Complete and sign all consents including the Adult Valuable Partnership Agreement in 4-H Online
- Receive a login for the WSU Volunteer Hours Database
- Complete any other items as required specific to your county including any new volunteer training

At any point in time, the certification process may be terminated by the WSU Extension 4-H faculty for any reason. If the potential volunteer does not complete the certification process in one (1) year or less and/or references are not received within that same one (1) year period, then the potential applicant will be notified of the termination process. If a potential volunteer does not sign and/or if they alter any form and then sign, the

application can be terminated.

7.4.1 References

Three (3) references are requested with two (2) being necessary for completion of the application process. References may not be a close family member. At least two (2) references must be from a person over the age of eighteen (18). One reference may be from a person under the age of eighteen (18). Youth are allowed to provide a reference for an adult interested in being certified.

7.4.2 Background Check

All background checks will be initiated by the individual volunteer using a third-party vendor – Sterling Volunteer.

7.5 Enrollment

Certified 4-H Volunteers must enroll annually within 4-H Online to maintain their active status and to continue fulfilling their volunteer roles. Enrollments must be submitted by 9:59 PM on July 31. Certified 4-H Volunteers are required to read, sign, and abide by the Adult Valuable Partnership Agreement annually. A volunteer is not considered a Certified 4-H Volunteer until all application and screening pieces are completed and the volunteer's enrollment has been approved by the volunteer's local WSU Extension staff.

7.6 Volunteer Requests for Transfer of Certification Files

Individuals who have gone through the WSU 4-H Youth Development Program Volunteer Certification process and are Certified 4-H Volunteers in good standing within the WSU 4 H Youth Development Program, may transfer their certification to another county within Washington. If a volunteer changes their county of residence and/or enrollment, the 4-H faculty and/or staff of the new county are requested to notify the 4-H faculty and/or staff of the county of origin of such change.

To the extent the law allows, Certified 4-H Volunteer files are confidential and kept in a locked cabinet within the WSU Extension county/local office where they primarily volunteer and/or within 4-H Online. Their place of residency does not establish their venue for volunteering. Certified 4-H Volunteers who physically move from one county/location to another may request for their 4-H Volunteer Certification file to be transferred. WSU Extension 4-H faculty will review the file and determine appropriate placement based upon program availability. It is at the discretion of the WSU Extension 4-H faculty member in the new county to determine if the volunteer will need additional training.

Certified 4-H Volunteers who are dismissed as a volunteer in one county may not transfer their file to another county.

7.7 Fees for Service by Volunteers

4-H Volunteers may not charge for their personal services related to their position as a volunteer while acting in their official capacity. However, they may, with prior approval of WSU Extension 4-H Faculty or staff, recoup actual expenses for educational materials provided to clientele if the 4-H Volunteer made the initial purchase.

7.8 Product Endorsement or Implied Endorsement

The affiliation of a 4-H Volunteer with a commercial activity or commercial product in a manner that implies WSU Extension or WSU endorsement is prohibited.

7.9 Special Certifications/Additional Training Requirements

4-H Volunteers for select roles or positions will be required to complete additional training and/or certifications prior to acting in that role or position. Examples of roles requiring additional training and/or certification include (but are not limited to): Shooting Sports leaders, Food Preservation leaders, and Club/Program Treasurers and/or adults working with the youth treasurer. All 4-H Volunteers are highly encouraged to attend programs and/or receive additional training that will help them become a successful volunteer. Additional required training may arise as new programs and situations dictate.

7.10 Reporting Volunteer Hours

Certified 4-H Volunteers are required to report their hours through the WSU Extension Volunteer Hours Database for all services provided within the WSU 4-H Youth Development Program. Instructions and links to access the volunteer hours reporting site can be found at https://extension.wsu/edu/4h/for-volunteers

- Volunteers will receive a log-in for the database upon enrollment.
- Volunteers who do not have internet access can contact the WSU Extension office to identify an alternative method for reporting volunteer hours.

7.11 Volunteer Liability

Certified 4-H Volunteers are protected under the state of Washington tort claims law, RCW 4.92.060, for acts or omissions while performing, or in good faith purporting to perform, their official duties. All Certified 4-H Volunteers must individually enroll through the local WSU Extension office and report their hours in order for WSU to assume responsibility for liability protection for adult volunteers.

7.12 Certified 4-H Volunteer Expectations and Responsibility

WSU Extension faculty and staff are responsible for enforcing these agreements to ensure the safety and well-being of all participants and preserve the integrity of the WSU 4-H Youth Development Program. Please reference the following documents:

- WSU 4-H Youth Development Program Policy
- Specific County/local 4-H Youth Development Program Policy
- Adult Valuable Partnership Agreement

7.13 WSU Extension 4-H Faculty/Staff Volunteer Relationship

In each county/local 4-H program, WSU Extension 4-H faculty and/or staff are ultimately responsible for the 4-H program, participants, and volunteers. Consequently, all work and decisions of the 4-H Advisory Committees and Councils are advisory to the WSU Extension 4-H faculty and/or staff. The WSU Extension 4-H faculty and/or staff are responsible for enforcing the 4-H Youth Code of Conduct and Adult Valuable

Partnership Agreement to ensure the safety and well-being of all participants and preserve the integrity of the WSU 4-H Youth Development Program.

7.14 Being a 4-H Volunteer is a Privilege, Not a Right

Volunteerism is crucial to the success of the WSU 4-H Youth Development Program. Volunteering with youth and other adults in the WSU Extension 4-H Youth Development Program is a privilege and responsibility, not a right.

7.14.1 Conduct Review

Whenever unacceptable behavior is observed and/or reported, the WSU Extension 4-H faculty and/or staff may do a conduct review by implementing the Volunteer Conflict Management System. At any point during the conduct review, WSU Extension may place a volunteer on suspension.

7.14.2 Corrective Action

If after a Conduct Documentation Form and conduct review have taken place, behavior has been determined to be in violation of the Washington 4-H Adult Valuable Partnership Agreement, state and federal law, or polices set forth by the WSU, state, and county 4-H policies, corrective or disciplinary action may occur. Corrective actions may be imposed by the WSU Extension 4-H faculty and/or staff.

7.14.3 Disciplinary Action

Disciplinary action is a formal action taken when corrective measures fail to correct the problem. If the seriousness of the offense warrants more formal or immediate measures, disciplinary action may be taken without first imposing corrective action. Volunteers are considered "at will" individuals in the state of Washington and can be dismissed without cause.

8 Animal Management and Ownership

8.1 Care to Animals

When participating in the WSU 4-H Youth Development Program, individuals must provide humane treatment and care to animals. Cruel or negligent treatment and handling will not be tolerated and must be reported to appropriate staff.

8.2 Illegal Substances in Animals

The use of illegal drugs and/or the improper use of animal health products or foreign substances will not be tolerated in the WSU 4-H Youth Development Program. WSU Extension personnel, Certified 4-H Volunteers, families, youth, and fair/show officials have a legal and moral obligation not to misuse these products. We have the responsibility to tell others not to use these substances and report those who do use any illegal substance. The administration of any drug or medication which could affect an animal's disposition or performance, resulting in an unfair advantage, is unacceptable.

Additionally, there are federal penalties for using illegal substances in animals that are going into the nation's food supply.

8.3 Animal Ownership

4-H Youth Members in Washington State need not own their 4-H project animals. Members may lease a project animal. Members may not lease a project animal if it is to be sold by the member at a junior livestock auction.

8.4 Showmanship

Members are not required to participate in exhibiting their project animals. If they choose to exhibit their project animals, showmanship is a required educational activity for each species of animal shown in 4-H classes at community fairs, county fairs, State 4-H Fair qualifying events, youth shows, and the State 4-H Fair. Showmanship must be a part of the annual experience of 4-H Youth Members exhibiting their project animals.

8.5 Joint Care of One Animal

Two 4-H Youth Members may jointly care for and show one animal if the animal is not entered into market animal projects. These members may not compete directly with one another; specific procedures for sharing animals are to be determined at the county level.

8.6 Animals Under the 4-H Youth Member's Regular Care and Management

Animals must be under the 4-H Youth Member's regular care and management for the following periods of time prior to the official county exhibit activity, including junior livestock shows:

- Breeding Beef: 90 days
- Cats: 60 days
- Cavies: 45 days

- Dairy (except Dairy Heifer Replacement): 90 days
- Dairy Heifer Replacement: 60 days
- Dogs: 60 days
- Equine: 90 days
- Goat: 60 days
- Llama: 90 days
- Market Beef: 120 days
- Rabbits and Poultry: 45 days
- Sheep and Swine (Breeding and Market): 60 days

Animals raised by the 4-H Youth Member from birth or hatching are exempt from the minimum time periods.

8.7 Showing Horned Animals at 4-H Activities or Events

- The definition of horns includes "scurs," "nubbing," or "stubs" that extend more than one inch beyond the skin.
- Market steers must be polled or dehorned; healed horns or re-growth must not extend more than two inches from the hairline. Horned breeding animals must have the horn tips covered as a safety precaution.
- Horned, market or non-dairy goats and sheep may be exhibited in 4-H activities where animals are not exchanged between youth and the horn tips are covered. Market and non-dairy goats and sheep may be shown in market and breeding classes with horn tips covered. If sheep or market or non-dairy goats have horn scurs (horn re-growth) longer than one-inch, horn tips must be covered. Horns are allowed with certain breeds such as Boer Goats or Icelandic Sheep, or other horned breeds as this is a breed characteristic. Caution should be exercised when dehorning goats, sheep and cattle. A county may implement a more restrictive but not a less restrictive policy regarding the exhibition of horned animals as long as it does not jeopardize the welfare of the animal or the safety of the exhibitor.
- No dairy animals with horns are permitted except in the Junior Heifer Calf class.
- No horned dairy goat animals are allowed.

8.8 Unaltered Male Breeding Animals

4-H youth may exhibit unaltered male breeding animals of the following ages:

- Beef Bulls: born in the current 4-H year (Oct. 1 to Sept. 30)
- Buck Goats: under 6 months
- Llamas/Alpacas: under 24 months
- Rams: under 24 months
- Swine Boars: under 6 months
- Yearling Equines: under 12 months

8.9 Bison and Bison-Blooded Animals

The bison is not a domesticated animal and must be treated with caution and respect. Each animal has its own distinct personality, each animal is unpredictable, and only a

professional wildlife trainer should attempt to train a bison. Therefore, bison and bison hybrids exceeding 3/8 bison breeding may not be used as project animals in Washington State 4-H. Only registered beefalo that have no more than 3/8 (37.5%) bison breeding and are registered in the American Beefalo Association (ABA) may participate in Washington State 4-H livestock fairs and shows in breeding and market classes.

8.10 Quality Assurance

It is recommended that 4-H Youth Members enrolled in food animal projects should participate in quality assurance training. Washington State 4-H recommends "Youth for the Quality Care of Animals" curriculum emphasizing food safety/consumer protection, animal well-being and life-skill development. Other nationally recognized programs include Beef Quality Assurance (BQA), Pork Quality Assurance Plus (PQA Plus) and Sheep Safety Quality Assurance (SSQA). All programs listed are developed and/or supported by national commodity groups and major animal harvest facilities designed as a step to facilitate consumer confidence. It is also recommended that youth complete the "Producer Affidavit and Health Record" for their food animal project. The "Producer Affidavit and Health Record" alone does not meet Quality Assurance expectations. It is a supporting document of a complete food animal quality assurance educational program providing verification of animal treatment withdrawals and feed compliance.

9 Safety

9.1 Immediate or Direct Threat

If there is an immediate or direct threat to the health or safety (both physical and psychological) of a person or persons, property, or animal; disruption of a program or activity; unlawful activity; or where it appears such behavior is likely to take place, staff or supervising volunteers must take immediate preventative action(s). Examples of immediate action may include some or all of the following:

- Removing the individual(s) from the location, event, or activity
- Isolating or evacuating yourself and/or others
- Calling 9-1-1
- Alerting the 4-H WSU Extension faculty and/or staff, who must notify the 4-H Program Leader
- Completing an Incident Report

9.2 Concussion Protocol

A 4-H Youth Member who is suspected of sustaining a concussion or head injury during 4-H shows, activities, or events shall be removed from the event at that time. Any 4-H Youth Member who has been removed from an event as a result of a suspected head injury may not return to participation in any 4-H shows, activities, or events until the member is evaluated by a licensed health care provider trained in evaluation and management of concussions and receives written clearance to return to participation. (RCW 28A.600.190)

9.3 Equestrian Helmets

All Washington 4-H Youth Members and non-member youth participating in all equine projects and activities must wear American Society of Testing Materials (ASTM) and Safety Engineering Institute (SEI) approved headgear when riding or driving. The headgear must have a chin strap and be properly fitted. Additionally, all equestrians (including adults) are strongly encouraged to wear protective headgear at all times when riding or working around horses.

9.4 Bicycle Helmets

All youth participating in 4-H bicycle activities must wear a properly fitted and secured helmet meeting ANSI Standard Z90.4

9.5 Rodeo Project

The WSU 4-H Youth Development Program does not offer a rodeo program, project, activities, or curriculum due to safety and risk issues. Therefore, 4-H faculty/staff, 4-H leaders, 4-H Youth Members, or 4-H clubs/units/organizations under the 4-H name and emblem will not conduct, sponsor, or co-sponsor rodeo events including rough stock and other timed events. Exceptions would be those events offered through the 4-H Western Games program. Other exceptions may be roping activities (team roping, breakaway roping, or ranch roping), but only with local 4-H staff approval.

9.6 Adventure Education

International Climbing and Mountaineering Federation (UIAA) approved climbing helmets will be worn by all persons involved in or around high challenge course elements when participating on the course. Climbing harnesses will be used on all high course elements. Facilitators who lead adventure education activities as part of the WSU 4-H Youth Development Program must have received WSU approved training.

9.7 4-H Resident Camping

All 4-H resident camps will comply with the Washington State 4-H Resident Camp Standards, which can be found on the WA 4-H web page, https://extension.wsu.edu/4h/youth/camps, or by contacting the WSU 4-H Youth Development Program State Office.

9.8 ATV Participants

All youth participating in 4-H ATV activities must comply with current ATV Safety Institute (ASI) standards and procedures, including the use of DOT-compliant helmets and additional gear. A Class I ATV operator under the age of 16 must meet all the minimum physical size requirements (Rider Fit) in relationship to the vehicle, outlined in the Oregon Parks and Recreation Department: ATVs, Rider Fit document.

9.9 Animal Disease Diagnosis and Treatment

A Certified 4-H Volunteer may educate members and their families in the normal course of their 4-H activities in the areas of animal care, production, and management. WSU Certified 4-H Volunteers are not to engage in activities that include the diagnosis or treatment of, or the direct administration of, medications to project animals without authorization from a licensed veterinarian. A Certified 4-H Volunteer may exercise commonly acceptable first aid skills/practices in emergency situations.

9.10 4-H Shooting Sports

Leaders in 4-H Shooting Sports projects must complete all Washington State 4-H Shooting Sports Training requirements. In Shooting Sports projects, lead instructors must be a minimum of 21 years old; assistant instructors must be at least 18 years old; and teen leaders must be at least 14 years old. Shooting Sports members and leaders must wear appropriate hearing and eye protection. A Washington 4-H Youth Member may not enroll in shooting sports projects without direct supervision of a certified instructor in the project area and discipline. All 4-H Shooting Sports policies can be found on the WA 4-H web page: https://extension.wsu.edu/4h/projects/shooting-sports/, or by contacting your local Extension office.

9.11 Food Preservation

Leaders who wish to enroll and lead Food Preservation Projects must complete the Certified Washington State Food Preservation Training, "Preserve the Taste of Summer."

10 Financial Management

The WSU 4-H Youth Development Program financial management processes are under the guidance of the WSU Office of Internal Audit. These policies must be followed to ensure the integrity of the WSU 4-H Youth Development Program's financial system as well as preserve the determination of a Tax-Exempt Organization from the Internal Revenue Service. All General Club Leaders, Certified 4-H Volunteers who assist with treasury activities, and youth treasurers must complete "4-H Financial Management" training within 60 days of the first club meeting of each 4-H year. This must be completed prior to assuming their position.

Once a 4-H club/program/group (group includes 4-H Leaders Councils and their committees) receives its charter, the local WSU Extension office will complete an application for an Employer Identification Number (EIN). The EIN is required to identify the 4-H club/program/group as a non-profit legal entity to facilitate the acceptance of donations and revenue, to process payment of expenses, and to complete annual reporting. As such, there are specific financial practices that must be followed. Each club/group that maintains a treasury, accepts donations, or handles money is required to open a bank account. Each bank account must be named "WSU 4-H, (name of your club/program/group) 4-H Club/Group, (leader's address)." 4-H Funds may only be handled by Certified 4-H Volunteers. All groups not organized as a 4-H club (i.e., 4-H Council, Program Groups, etc.) must have a WSU Extension faculty or staff (WSU employee) on their account as an approved signer. Mobile banking is NOT ALLOWED for any 4-H account. For more information, please review the Club Treasurer Handbook and/or Club Treasurer Handbook – Leader's Guide.

Detailed instructions, templates, and samples can be found in the Club Treasurer Handbook and/or Club Treasurer Handbook – Leader's Guide.

These publications are referenced throughout this section using the abbreviations CTH and CTHLG, respectively.

10.1 Accepting Funds

Funds for program enhancements may be accepted from donors on a local, county, district, and/or state basis, provided the support is offered without restrictive criteria and is consistent with the purposes of the WSU 4-H Youth Development Program. Restrictive criteria include use of mandatory products, trade names, breed association requirements, etc.

10.2 Conflict of Interest

The WSU 4-H Youth Development Program has adopted a conflict of interest position described below:

An individual may not serve in two or more different roles if those roles may create a conflict in the checks and balances of fund management. For example, a secretary is responsible for recording activity during official meetings; a treasurer is responsible for providing an accurate report to the membership. An individual serving in both these roles creates a conflict. Other dual roles may be indicated by the process of auditing,

reporting, or other activities. If a 4-H club or group reports its financial activity to a project committee, a club/group leader should not serve on the project committee; a club/group leader should not serve on a club/group's audit committee, etc.

10.3 Budgeting

At the beginning of each program year (October 1), each club/group determines its goals and develops a budget to reach those goals. This involves estimating the amount of funds needed to meet those goals and deciding how to raise the amount needed. Budgeting examples are available in the CTH and CTHLG publications.

10.3.1 Fund Balance

Clubs/groups may not maintain a high balance (typically more than six months of expenses) from year to year unless pre-approved by their WSU Extension 4-H staff for specific purposes (club trip, purchase expensive equipment, etc.). Keeping a balance that will pay for 6 months of expenses is appropriate and allows the club/group a "cushion" if fundraising efforts are not successful.

10.4 Transactions

- All expenditures should be documented through receipts.
- All transactions should be properly recorded.

10.4.1 Revenue

All fundraising and other events that include fees and expenses must be reported to the club/project. Each event/fundraising chair presents funds received with a report that details the money received and expenses for the activity. This is similar to a profit and loss statement that the general body of the club/project uses to decide whether or not to continue an event/activity. The treasurer provides the event chair with a written receipt for the amount of funds received. Additionally, the treasurer submits the report with the treasurer's report to the secretary. Fundraising events must have prior approval from the local WSU Extension office; the process for this approval may vary with each county (See Fundraising: Private Support for the 4-H Program). All receipts for event fees should be completed using the format shown in C0231 and C1059E.

10.4.2 Expenditures

Expenditures of funds must be approved by the club/group members. All payments must be accompanied by an itemized receipt that documents the expense. Payments are made using a checking account or debit card (whenever necessary). Use of a debit card requires more diligence in documenting a purchase; follow the process indicated in CTH and CTHLG. In the rare event that an expense has to be paid in cash, clubs may do so; however, to pay with cash, refer to CTH and CTHLG for the correct process to follow.

- A club/program may NOT pay an expense when they do not have enough money to pay for it (i.e., overdrawing the account).
- Payment for goods and services for non-members (anyone not a 4-H Youth Member or Certified 4-H Volunteer) in the club/group (i.e., parents, siblings, etc.) is not appropriate and may not be paid; for group orders, pre-payment

of these expenses by parents, for instance, is considered loaning club funds and is not allowed. For example, if your club is buying club T- shirts and parents want to order a T-shirt, the club must collect payment for those items prior to placing the order.

- All checks must have two signatures. Checking accounts do not need to be set up to REQUIRE two signatures at the bank. A second signer (the second signer may either be a 4-H Youth Member or a Certified 4-H Volunteer) for 4-H purposes can sign above or below the signature line to demonstrate the expenditure has been reviewed and is appropriate.
- All debit card transactions should include a signature on the receipt to demonstrate the expenditure has been reviewed and is appropriate. Additionally, if the debit card will be distributed for use by Certified 4-H Volunteers within the club, a log sheet that documents check out and check in of the card must be maintained.
- Any custom apparel or other custom merchandise must include the 4-H Clover in the design. The inclusion of the clover assists the organization to inform the public we are members of the 4-H program. Each custom design, additionally, must be approved by your WSU Extension office.
- For guidance on the determination of acceptable use of funds, refer to the CTH and/or CTHLG

10.5 Reporting

10.5.1 Treasurer's Report to Membership

A treasurer's report with a list of expenses that need to be paid (with itemized receipts to document expenses) and a current bank statement is presented to the membership at every business meeting. These reports are submitted to the secretary of the group to maintain with the group's records. All expenses must be approved for payment. For the format to follow for treasurer's reports, see CTH and/or CTHLG.

10.5.2 Audit/Peer Review

At the end of each year (September 30), an audit committee is formed to conduct a peer review of the business transactions and fund management procedures used. This audit is to follow the audit guidelines included in the CTH and/or CTHLG. Following the audit, the audit committee chair submits an Audit Report to the Club Leader/Project Chair.

10.5.3 Annual Reporting

Each club/group completes and submits (by December 1 of the current year) an Audit Report, Annual Financial Summary, and Property Inventory List.

10.5.4 Annual Financial Summary

The Annual Financial Summary must include a report of funds, banking information (including a current copy of the signature card(s), or letter/notification from the bank including the names of signers, for the accounts referenced in the report), and a list of any donors giving $5,000 or more to the group. Any club/group that does not

maintain a treasury or handle money must submit an Annual Financial Summary that states, "We do not handle funds in our club."

10.6 WSU Extension Responsibilities

- Obtain an EIN for each chartered club/group.
- Add/update the club/group to the annual WSU 4-H Youth Development report to the Internal Revenue Service. This renews the authorization of the club/group to be maintained under the Group Exemption.

Upon receipt of club/group financial reports, the WSU Extension office will:

- File a 990-N for each club/group no later than January 31.
- Begin process for dissolving a club that is disbanding.
- Initiate annual compliance check through auditing 10% of all accounts within the county

10.6.1 Annual Compliance

Each year, the WSU Extension office will form a Compliance Committee that will conduct a full audit of 10% of the 4-H clubs/groups within the county. Failure to follow financial policies may result in corrective action and/or dismissal.

11 Relationships

11.1 4-H Name and Emblem Regulations

The 4-H name and emblem are protected under federal statute Title 18, U.S. Code 707. This statute protects other federal emblems, like the Seal of the President of the United States. 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 benefits of private individuals, donors, or others.

11.1.1 Use of the 4-H Name and Emblem

Any person, company, or entity desiring to use the 4-H name and/or emblem MUST receive approval before doing so. There are federal penalties for not gaining approval.

- 4-H Clubs MUST have a charter on file to use the 4-H name and emblem.
- Affiliated 4-H organizations (e.g., councils, camps, foundations, etc.) must have a memorandum of understanding (MOU), memorandum of agreement (MOA) or 4-H Charter to use the 4-H name and emblem.
- Other 4-H programming activities may be granted the use of the 4-H name and emblem through a written authorization describing the limitations of use.

11.1.2 Who Gives Permission

Use of the 4-H name and emblem within a county is subject to approval by the local WSU Extension office. Use on a multi-county or state basis must be approved by the State 4-H Program Leader.

11.2 State and National Memorandum of Understandings

11.2.1 4-H/FFA

There is a memorandum of understanding between the WSU 4-H Youth Development Program and the Washington FFA program. Copies of the current memorandum of understanding are on file in all local WSU Extension offices and with each Vocational Agriculture instructor and FFA adviser in Washington. The document outlines the agreements in effect between 4-H and FFA pertaining to project or enterprise selection, judging team participation, exhibiting animals or other products at shows and fairs, and other cooperative efforts. The 4-H/FFA Memorandum of Understanding is an official policy statement of the WSU 4-H Youth Development Program

11.3 4-H Relationships with Other Youth Agencies

The 4-H program may enter into cooperative programs with schools and other youth agencies where goals and objectives are compatible, and where non-discrimination requirements are met. 4-H curricula used for such programming is usually purchased by the school or youth agency in accordance with current publication policy.

If a program is conducted jointly, the regulation governing the program should be mutually agreed upon and the development of a partnership agreement may be required.

Classroom projects that are not part of a 4-H enrichment program are not eligible for exhibition as 4-H project work.

11.4 Relationships with Businesses

Businesses are welcomed partners in the WSU 4-H Youth Development Program. Businesses and Certified 4-H Volunteers need to consider the fiscal accessibility for youth at all economic levels when they partner with 4-H to provide educational opportunities.

A clear distinction needs to be made when businesses or individuals partner with 4-H groups/units/events as to whether the business or individual is functioning on a voluntary basis or as a paid expert. This distinction is based upon the differences between volunteer services and service for a fee. If a businessperson is offering to share expertise with youth and adults in a special, optional learning situation for a fee, including a reduced fee, then this person is acting as an independent contractor, not as a Certified 4-H Volunteer. Business partners must provide full disclosure of all fees prior to providing a service to 4-H Youth Members in a 4-H setting. Occasionally a Certified 4-H Volunteer may move into an "independent contractor" role for a fee-based service. Examples include:

- an optional, in-depth clinic or workshop.
- an educational activity conducted at a time other than at a 4-H group/unit meeting.
- individual lessons or private professional consultations outside of the regular 4-H club/unit meeting.
- when functioning as an independent contractor, an individual who is also enrolled as a Certified 4-H Volunteer is not covered by WSU liability or Labor and Industry medical coverage.

12 Risk Management

12.1 Adult and Youth Interactions

The protection of 4-H Youth Members and participants is of utmost importance in the WSU 4-H Youth Development Program. Preventing one-on-one interactions (physical and/or virtual) between members is a cornerstone of our youth protection strategy. WSU Extension faculty/staff and Certified 4-H Volunteers are to avoid interacting (physically or virtually) alone with a single youth. A minimum of two adults must be present for all adult and youth interactions. WSU Extension faculty/staff and 4-H Volunteers will not, under any circumstances, discipline youth by the use of physical punishment or by failure to provide the basic necessities of care, such as food, water, or shelter. WSU Extension faculty/staff and 4-H Volunteers may not engage in a romantic relationship with any 4-H Youth Member.

12.2 Youth Protection Policy – Responsibility to Report

WSU Extension believes in the right of every child to a safe and supportive environment. Actions against children that lead or contribute to abuse or neglect are contrary to the values of 4-H. Such actions are inappropriate in any setting, especially where youth are concerned. All reasonable effort is made to comply with State of Washington statutes and Washington State University guidelines in this area. See the following website for Washington definitions of child abuse and neglect: https://www.dshs.wa.gov/report-abuse-and-neglect

Any youth who participates in educational programs conducted under the auspices of WSU Extension is entitled to a safe environment. In addition, employees are entitled to information related to the laws pertaining to child abuse and neglect and sexual offenses. All employees and volunteers working with minors will receive training in order to take steps to ensure that neither they nor children are in situations which place them at risk under various Washington statutes related to child and sexual abuse.

"Mandated reporters" are persons or groups of persons who have frequent contact with children and families and are required by Washington law to report suspected cases of child abuse and neglect to Child Protective Services (CPS) or to the appropriate law enforcement agency (RCW 26.44.030). It is the intent of the law that these designated persons, who are in positions to identify children who are at risk from abuse and neglect, will report suspected child abuse and neglect so that the need for protective services can be assessed.

Any person who in good faith makes a report or gives testimony in regard to possible child abuse or neglect is immune from civil or criminal liability (RCW 26.44.060).

To review the legal statutes regarding Washington child abuse and neglect, go to the following site and review the codes: http://apps.leg.wa.gov/rcw

12.2.1 Reporting Suspected or Observed Abuse or Neglect

4-H Volunteers reporting suspected or observed abuse:

- Are required to report the abuse or neglect within 48 hours utilizing the resources below.

- WSU Extension requires the volunteer who filed the report to inform the WSU Extension county/local office that a report has been made within 48 hours of making a report with authorities. The volunteer must indicate whether the report involved a youth member or volunteer.

WSU faculty and staff reporting suspected or observed abuse:

- Are required to report the abuse or neglect within 48 hours utilizing the resources below.
- WSU Extension requires the faculty or staff who filed the report to inform the WSU Extension 4-H Program Leader that a report has been made, within 24 hours of making a report with authorities.

12.2.2 Reporting Resources

Washington State Children's Administration offers several ways to report abuse:

- Hotline: Call 1-866-ENDHARM (1-866-363-4276), Washington State's toll-free, 24-Hour, 7-day-a-week hotline that will connect you directly to the appropriate local office to report suspected child abuse or neglect.
- TTY Callers: Call 1-800-624-6186 to place a direct TTY call.

Information that will be asked for when you call:

- The name, address, and age of the child.
- The name and address of the child's parent, guardian, or other persons having custody of the child.
- The nature and extent of the abuse or neglect.
- Any evidence of previous incidences.
- Any other information which may be helpful in establishing the cause of the child's abuse or neglect and the identity of the perpetrator.

You do not need to have all of the above information when you call to make a report, but the more accurate information you can provide, the better equipped the offices will be to assess the child's safety.

12.3 When Travelling with Youth

When traveling with youth, it is recommended WSU Extension faculty, staff, and Certified 4-H Volunteers:

- Travel with at least two or more youth.
- Require permission from parents for youth to travel with the adults.
- Drop off youth by twos or more at an agreed-upon meeting site, thus not leaving adults with one single youth.
- Logistical issues may arise when a second youth is needed to make for a safe traveling group; it is recommended that a sum of money be set aside to pay for those additional youth to attend.

12.3.1 Overnight Trips

It is recognized that there are special concerns regarding overnight trips and the following are to be followed:

- Youth are to sleep in gender quarters they identify with; genders sleep in separate quarters.

- Youth are chaperoned by same-gender chaperones who are Certified 4-H Volunteers.
- Youth and adults are not to stay in the same sleeping quarters unless it is a cabin with multiple youth or large capacity arrangement such as a gymnasium or large room setting. Each specific arrangement should be reviewed by the 4-H staff prior to the event. The State 4-H Office staff must be notified of any arrangement where adults will be sharing sleeping quarters with youth. Large capacity sleeping arrangements must still meet the requirement that two adults be present for all adult and youth interactions.
- Adults conduct regular room/bed checks.

12.3.2 Volunteer Chaperone Requirements

Adults acting in a chaperone capacity are required to be Certified 4-H Volunteers prior to chaperoning a trip or event. Failure to fulfill these requirements will disqualify any volunteer from service. In addition, Certified 4-H Volunteers serving as chaperones for overnight events must:

- Be 21 years of age for state events. For regional or national events, chaperones must be at least 25 years of age.
- Be willing to work with people from different backgrounds and abilities.
- Have appropriate knowledge and skills related to project areas, 4-H events, and activities.
- Demonstrate dependable and reliable traits that will ensure WSU Extension 4-H Faculty that the volunteer is the right person for the assignment.

12.3.3 Adult and Youth Ratio

When traveling with youth, the minimum recommended adult-to-youth ratio is 1:8, or one WSU Extension 4-H faculty/staff or Certified 4-H Volunteer for every eight delegates. For non-traveling activities, the minimum adult-to-youth ratio is 1:10, or one WSU Extension 4-H faculty/staff or Certified 4-H Volunteer for every ten members. These ratios must still meet the requirement that a minimum of two adults be present for all adult and youth interactions. Groups should be accompanied by adults with specifically defined responsibilities and expectations. Regardless of the size of the delegation, efforts should be encouraged for additional chaperones to be recruited from screened, Certified 4-H Volunteers. Adult chaperones should reflect the same gender ratio as the youth delegation.

12.3.4 Understanding Trip and/or Event Policy

All organizations work under a set of policies and guidelines. Prior to any activity or event, all chaperones, WSU Extension faculty/staff, and 4-H Volunteers should understand these policies and guidelines. Whether a code of conduct, WSU 4-H Youth Development Program Policy, an events special rules/policy, or an informal list of rules, it is imperative to understand what is expected of the youth as well as the adults in attendance. In addition to general discipline procedures, a clear understanding of reporting incidents should be discussed prior to the event. This may include completing any reports and notifying any paid staff as well as other parties of an incident.

12.4 Privacy Policy

12.4.1 Web Postings

The WSU 4-H Youth Development Program is sensitive of the need to protect the privacy of youth under the age of 18. As a result, we will not knowingly collect personal or identifiable information for anyone under age 18 without providing the parent with the information and having parental permission. In addition, and in compliance with the Children's Online Privacy Protection Act, we will not require anyone under the age of 18 to disclose more information than is reasonably necessary to participate in the activity as a condition of participation. WSU 4-H Youth Development Program will not post identifiable information of a 4-H Youth Member on a website as per the Children's Online Privacy Protection Act of 1998, which provides protection for children under the age of 13. To view the Children's Online Privacy Protection Act of 1998, visit: http://www.ftc.gov/ogc/coppa1.htm. Only limited identifying information will be posted. For example: first name and last name, but not address, phone number, or social security number; month and day of birthday, but not year of birthday.

12.4.2 Confidentiality

The WSU 4-H Youth Development Program protects the confidentiality of the names and personal information of 4-H Youth Members and leaders to the extent the law allows. No commercial or unauthorized use is made of names, addresses, and other confidential information of its members.

12.4.3 Social Security Identification

At no time will a WSU Employee or Certified 4-H Volunteer, enrolled 4-H Youth Member, family, or other adult working with a collaborating agency, store a social security number in any format.

12.5 Internet and Social Media

A 4-H county, club, unit, or project presence on a social media site must be used for educational, informational, and/or communication purposes to further support the 4-H mission. All 4-H entities who wish to have a presence on the internet and/or social media must adhere to the WSU 4-H Internet and Social Media policies as set forth below.

12.5.1 Site Administrators

4-H websites must be administered by a Certified 4-H Volunteer or by a teen leader supervised by a Certified 4-H Volunteer.

12.5.2 Photos or Videos

Under no circumstances shall a photo or video be posted on a 4-H website or social media page without a signed media release. Contact information for enrolled 4-H Youth Members must not be visible to individuals outside of their 4-H club.

12.5.3 Online/Virtual Interactions with Youth

All adult interactions with youth through technological means must not be one-on-one. A minimum of two adults must be present for all adult and youth interactions. These types of interactions include (but are not limited to) social media posts and messaging, e-mail, text messages, video conferencing, and phone calls.

12.5.4 Discrimination and Harassment

All prohibited behaviors indicated in section 12.7, including sexual harassment, are also prohibited during online/virtual interactions. For information on reporting discriminatory behaviors, see section 12.7.7.

12.6 Alcohol and Drug Policy

WSU 4-H Youth Development Program Policy prohibits the possession, use, or distribution of illicit drugs, controlled substances, marijuana, marijuana products, tobacco products, electronic cigarettes or vapor products, or alcohol at any 4-H related event involving youth. The WSU 4-H Youth Development Program strictly enforces state of Washington laws regarding alcohol and does not tolerate the illegal use, possession, or sale of intoxicating beverages, minors in possession, furnishing alcohol to minors, possession of open containers, driving under the influence, or exhibiting unruly or intoxicated behavior. In addition, WSU 4-H Youth Development Program does not permit any form of advertising of tobacco, electronic cigarettes or vapor products, marijuana, or spirit or beer products, including clothing, at any 4-H-related event involving youth.

For more information refer to the WSU Executive Policy Manual, section 20: https://policies.wsu.edu/prf/index/manuals/executive-policy-manual-contents/

12.7 Policy Prohibiting Discrimination and Harassment

The WSU 4-H Youth Development Program is committed to maintaining an environment free of all forms of discrimination, and prohibits discrimination as outlined in Washington State University's Executive Policy #15 and any amendments to EP 15 will apply to this section.

12.7.1 Child Abuse and Neglect

Under state law (RCW 26.44.030(1)(f)), all WSU Extension 4-H employees are required to report suspected child abuse or neglect to law enforcement within 48 hours and should also report these incidents to their supervisor (RCW 28B.10.846). (See section 12.2.1 for additional details.)

12.7.2 Protected Classes

The WSU 4-H Youth Development Program is committed to providing equal opportunity and prohibits discrimination on the basis of the following protected classes and/or characteristics: race; sex/gender; sexual orientation; gender identity/expression; religion; age; color; creed; national or ethnic origin; physical, mental, or sensory disability, including disability requiring the use of a trained service animal; genetic information; and/or status as an honorably discharged

veteran or member of the military. The WSU 4-H Youth Development Program is committed to creating and maintaining environments free from all forms of prohibited discrimination and discriminatory harassment.

12.7.3 Discriminatory Harassment

The WSU 4-H Youth Development Program prohibits improper conduct toward a particular individual, individuals, or groups on the basis of one or more of the protected classes indicated above, that is sufficiently severe, persistent, or pervasive that it has the purpose or effect of creating an intimidating, hostile, or offensive environment; or unreasonably interfering with personal security, or participation in any WSU Extension activity. This includes, but is not limited to denying opportunities or benefits because of gender, race, or disability; treating individuals differently because of their national origin or age; following a practice or policy that disproportionately impacts women or men or members of another protected class; or severe, persistent, or pervasive name-calling, jokes, or other verbal or physical behavior towards a person based on their sexual orientation or perceived sexual orientation.

12.7.4 Sexual Harassment

The WSU 4-H Youth Development Program prohibits discrimination based on sex and/or gender that meets the standard of discriminatory harassment in section 12.7.3.

12.7.5 Sexual Misconduct

The WSU 4-H Youth Development Program prohibits sexual misconduct as defined in WAC 504-26-221. Sexual misconduct includes sexual assault and other sexual violence.

12.7.6 Gender-Based Harassment

The WSU 4-H Youth Development Program prohibits discriminatory harassment as defined in section 12.7.3 of a non-sexual nature that occurs because of a person's sex/gender; sexual orientation; or gender identity/expression. It includes harassment based on a person's nonconformity with sex/gender; sexual orientation; or gender identity/expression stereotypes.

12.7.7 Examples of Prohibited Discriminatory Behaviors

Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, work references, or letters of recommendation.

Sexual behavior that is unwelcome and is sufficiently severe, persistent, or pervasive that it has the purpose or effect of creating an intimidating, hostile, or offensive environment. Such behavior may include, but is not limited to, the following:

- Comments of a sexual nature;
- Sexually explicit statements, questions, jokes, or anecdotes;
- Unnecessary or undesirable physical contact;
- Unwanted, offensive, and/or uninvited comments about another's physical

appearance;
- Display of pictures with sexual content;
- Persistent, unwanted attempts to change a professional relationship to an amorous relationship;
- Subtle propositions for sexual activity or direct propositions of a sexual nature;
- Uninvited letters, emails, telephone calls, or other correspondence referring to or depicting sexual activities; and/or
- Any of the above carried out via the Internet or social media ("cyber harassment").

Other offenses that may constitute sexual harassment when based on sex and/or gender include, but are not limited to:

- Threatening or causing physical harm, extreme verbal abuse, or other conduct that threatens or endangers the health or safety of any person.
- Intimidation, which is defined as implied threats or acts that cause a reasonable fear of harm in another.
- Hazing, as defined in WAC 504-26-206.
- Bullying or workplace violence, as defined in BPPM 50.30.
- Intimate partner violence, which includes violence or abusive behavior within an intimate partner relationship. Intimate partner violence may also be referred to as domestic violence or dating violence. It can be physical, sexual, emotional, verbal, economic, or psychological in nature and can include actions or threats of actions that influence or harm an intimate partner.
- Stalking, as defined in WAC 504-26-223.

12.7.8 Filing a Complaint and Reporting Responsibilities

Anyone in the WSU 4-H Youth Development Program who has experienced, witnessed, or becomes aware of prohibited discrimination or sexual harassment must report promptly to the Compliance and Civil Rights office (CCR) and WSU Extension Director.

Individuals who file a complaint can expect to receive information regarding resources available, the investigation process, the name of a contact person for questions, and interim measures that may be available while the investigation is pending. After an incident is reported, a prompt, effective, and impartial investigation will commence and appropriate steps to stop the discriminatory behavior, prevent its recurrence, and remedy its effects will be undertaken.

12.7.9 Reporting Criminal Behavior to Police

Anyone who has experienced sexual misconduct, sexual assault, stalking, domestic violence, or another crime may choose to report the incident to the police. The WSU 4-H Youth Development Program process is separate from the criminal process and can be pursued simultaneously.

12.7.10 Retaliation and Interference Prohibited

Retaliation includes any act that would dissuade a reasonable person from making or supporting a complaint or participating in an investigation. It includes

action or threat of action that could negatively affect another's reputation, or other interest. Immediately report retaliatory acts to the next person in the chain of command: Certified 4-H Volunteer, Local WSU Extension 4-H Faculty/staff, WSU Extension County Director, WSU Extension 4-H Program Leader, WSU Extension Administration.

Interference with the complaint or investigation process is also prohibited. Interference includes, but is not limited to, actions that dissuade or attempt to dissuade complainants or witnesses from reporting or participating in an investigation, or actions that delay or disrupt, or attempt to delay or disrupt, an investigation.

12.7.11 Investigation Procedures

WSU's CCR office conducts prompt, fair, effective, and impartial investigations of incidents of alleged discrimination, sexual harassment, and sexual misconduct on behalf of the WSU 4 H Youth Development Program. For complete information regarding investigative procedures, consult the CCR Procedural Guidelines for Responding to Allegations Implicating: WSU Executive Policy #15, The Policy Prohibiting Discrimination and Harassment: https://ccr.wsu.edu/ep15-procedural-guidelines

12.7.12 Malicious or Frivolous Allegations

Individuals who knowingly make false or frivolous allegations of prohibited discrimination or sexual harassment are subject to corrective or disciplinary action. No complaint is considered malicious or frivolous solely because it cannot be corroborated.

For more information: https://ccr.wsu.edu/executive-policy15

13 Appendix A – Consents Text

The text included below is a copy of the consents that all Enrolled 4-H Youth Members and Certified 4-H Volunteers must agree to in order to participate in the WSU 4-H Youth Development Program. These consents are signed during the enrollment process in the 4-H Online Enrollment System. The consent text is copied here for your reference and is not a replacement for agreeing to the consents in 4-H Online.

13.1 4-H Assumption of Risk, Release of Liability

Participation in meaningful youth development programs as a volunteer or member has a positive impact on youth by helping build leadership skills, social/emotional development, and resilience in every facet of their lives. In order to take advantage of these benefits, I and/or my child wish(es) to take part in the WSU 4-H Youth Development Program (Program) associated with Washington State University (WSU) as a youth member and/or volunteer.

I understand and agree that there are risks associated with the Program, including risks that the Program and WSU cannot predict or foresee. I understand and agree that my/my child's affiliation with the Program may involve participation in a wide variety of activities such as, but not limited to: club meetings, shows, clinics, working with animals, physical education activities, shooting or archery, water-sports, food preparation, woodworking, crafts, and travel. Risks associated with the Program and its activities include, but are not limited to: temporary or permanent muscle soreness, sprains, strains, cuts, abrasions, bruises, ligament and/or cartilage damage, orthopedic damage, head, neck, or spinal injuries, loss of use of arms and/or legs, eye damage, disfigurement, burns, drowning or death. I also recognize that there are both foreseeable and unforeseeable risks of injury or death that may occur as a result of participating in or traveling to or from, Program activities that cannot be specifically listed. Further, I recognize that the actions of other participants in the activity may cause harm or loss to my child, self, or property.

In consideration for and as a condition of being allowed/allowing my child to participate in this voluntary activity, I voluntarily agree to take full responsibility for any and all risks that exist, including the risk of death or injury to my child or self or loss or damage to my property. I understand that there may be risks that the Program and WSU cannot predict or foresee, and I also assume full responsibility for those risks. I understand that the Program and WSU cannot ensure, and is not responsible to ensure, my/my child's safety during my/my child's activities with the Program or travel associated therewith.

I, my heirs and assigns, hereby release, the state of Washington, the Regents of WSU, WSU, any subdivision or unit of WSU, the Program, their officers, employees/volunteers, and agents, from any and all liability, claims, costs, expenses, injuries and/or losses to person or property, which I and/or my child may sustain as a result of, or in connection with, the Program.

If any part or portion of this Assumption of Risk, Release of Liability is determined to be invalid or unenforceable, the remaining parts or portions shall be enforceable. This release and all matters related to my/my child's activities involving the Program and WSU shall be governed by and interpreted in accordance with Washington law. I have carefully read this document, understand its contents, and am fully informed about the Program and

circumstances. I am aware that this document is a contract with the Program and WSU and the Program sponsors. I enter this contract freely and voluntarily.

13.2 Medical Release

In an emergency requiring medical attention or a situation reasonably believed to be an emergency by Washington State University (WSU) authorized agents including Certified 4-H Volunteers or event staff, I authorize WSU and its authorized agents to obtain emergency medical care for me and/or my minor child. I will be responsible for any expenses incurred in so doing including, but not limited to, care by health care professionals, hospital care, and ambulance or other services. In addition, the health care provider has permission to obtain a copy of my health record from providers who treat me and/or my minor child and these providers may talk with the program's staff about my/my child's health status. If I am signing this on behalf of my minor child, I certify that I am a legal my child's legal guardian.

13.3 Terms of Payment

Washington State 4-H Enrollment Fees are non-refundable. By submitting your 4-H enrollment through 4HOnline you are agreeing to the fees outlined on your invoice.

Local Programming fees and event fees are subject to local and event-specific refund policies. Please check with your local 4-H Extension office or event coordinator for their refund policy.

13.4 Media Release

I understand that, unless noted below, WSU Extension and Washington State 4-H may use photos, video, or audio recordings made of me or my enrolled child at 4-H events to promote the 4-H Youth Development Program without compensation. I understand that WSU Extension or Washington State 4-H may reveal my or my child's name in descriptive text or commentary.

13.5 Survey and Evaluation Permissions

As a participant in the 4-H Program, you or your child may be asked to help with the evaluation of the program to tell us how well the program is working. You or your child may be asked to complete a written survey about what you/your child learned from participating in the program.

Participating in the evaluation is not required. If you or your child decide not to participate, it will not affect participation in this or future WSU Extension programs. The survey responses will be anonymous, and participant responses will not be identified in any way.

If you do not want to participate in the evaluation of the 4-H Program or you have questions about any evaluation, please contact your local WSU Extension Office.

13.6 4-H Youth Code of Conduct

The code of conduct shall be signed by each youth member and parent/guardian with the current year enrollment. A 4-H youth is not eligible to participate in the 4-H program without this agreement.

As a 4-H youth participant/member you have the responsibility of representing all 4-H members to the public. Therefore, you are expected to conduct yourself in a manner that respects individual rights, safety, and property of others, and reflects favorably on your state, county/tribal program, and club, as well as yourself. You are expected to observe the following guidelines as a participant/member of 4-H.

1. The possession and use of alcoholic beverages, marijuana, and/or drugs other than prescribed medication is prohibited. The use of tobacco products (including vapor products) by youth members is prohibited.
2. Obscene and discriminatory language, roughhousing, and insubordination will not be tolerated.
3. Members and leaders must demonstrate respect for each other and the public.
4. Members are to refrain from public displays of affection or sexual activities at all 4-H functions.
5. Provide an environment that is free of any form of harassment toward other 4-H participant/members, volunteers, or staff.
6. Damage to, or destruction of, property belonging to others is prohibited.
7. Animal abuse of any kind is prohibited.
8. Display of unsportsmanlike conduct is prohibited.
9. Be an example of how to accept what life has to offer – good and bad – and how to live with the outcome of exhibiting your project.
10. Wear neat, clean, and appropriate attire; including shoes, boots, or appropriate footwear at all times.
11. Report any infractions to the superintendent/club leader/event coordinator.

Penalties for infractions(s) may include any or all of the following:

- Placing the member on probation for involvement in further 4-H events and/or termination of 4-H membership.
- Assessing the member the cost of damages and repairs in the event of damage or destruction of property.
- Releasing the member to the nearest law enforcement agency and/or the proper authorities.
- Withholding premiums and/or sending the member home from 4-H activities or events.

All penalties for infractions will be determined by the local Extension 4-H Office. The local 4-H Extension staff/faculty will notify parents/guardians if penalties are necessary.

For youth & parent/guardians: We understand this agreement is to ensure the safety of the 4-H youth member and ensure conduct and behavior that will result in each participant receiving the full benefit of enjoyment and educational experience from this 4-H affiliation/event. It is not intended to place undue restrictions upon participants.

For youth members: I have read the Code of Conduct and agree to abide by its rules. I understand that infractions of this code will result in any or all of the penalties listed above.

For parents/guardians: I have read the code of conduct and understand that I am responsible for my child's behavior. I give permission to the staff in charge to administer the code.
I understand that the local WSU Extension 4-H program may have policies that are more restrictive than the state policies, but not less restrictive. In the event that the 4-H program has additional agreements required for enrollment, a hard copy form will be provided for signature.

13.7 Adult Valuable Partnership Agreement

WSU Extension appreciates your commitment to share your knowledge and talents with 4-H youth and hopes this experience will be fulfilling during the time you serve as a 4-H volunteer. Your satisfaction and progress in this position are important, and therefore subject to periodic reviews. Thank you for teaming with WSU Extension to expand educational opportunities for all youth and adults. Please read the following expectations of participation and behavior, and indicate your willingness to cooperate by signing at the end of this form.

The Washington State University Extension 4-H Youth Development Program agrees to:

- Provide a volunteer position description that lists specific duties.
- Respect volunteers as trusted partners in youth development.
- Share the philosophy, mission, and goals of the 4-H Youth Development Program.
- Utilize, promote, and provide training in experiential education.
- Provide information on county, state, and federal policies that govern the 4-H Youth Development Program.
- Provide training and materials to facilitate the inclusion and participation of volunteers and youth from all backgrounds.
- Provide assistance, support, encouragement, supervision, and periodic evaluation.
- Identify approved curriculum and materials for projects and group organization.
- Provide ongoing training at the county level and information about volunteer opportunities beyond the county.
- Keep volunteers informed of events, programs, and opportunities for youth at the county, state, and national levels.
- Recognize volunteers for their contributions to the 4-H Youth Development Program.
- Resolve 4-H volunteer personnel issues.

As a 4-H Volunteer, I agree to:

- Perform the duties in my position description in a responsible and timely manner.
- Conduct myself in a courteous and respectful manner, exhibit good sportsmanship, and be a positive role model for all youth.
- Work cooperatively with WSU Extension staff, volunteers, parents, and members.
- Refrain from public displays of affection or sexual activities at all 4-H functions.
- Provide an environment that is free of any form of harassment towards other 4-H participants/members, volunteers, or staff.
- Respect, adhere to ensure and enforce the rules, policies, and guidelines established for the 4-H Youth Development Program.
- Participate in and support 4-H Leaders' Councils and other advisory groups.

- Support and promote the 4-H Youth Development Program through 4-H clubs, schools, after-school programs, and other appropriate settings.
- Support and promote 4-H Youth Development opportunities and inform youth of county, state, and national programs.
- Promote the spirit of inclusion and welcome participation of volunteers and youth from all backgrounds.
- Follow the volunteer "Expectations of Behavior" that I have read & understand.

Washington State University Extension 4-H Youth Development Volunteer Expectations of Behavior

The primary purpose of these Expectations of Behavior is to ensure the safety and well-being of all 4-H participants (i.e., members, their parents & families, staff, & volunteers).

These expectations will guide volunteer behavior during involvement in the Washington State University Extension 4-H Youth Development Program. Just as it is a privilege for Washington State University to work with individuals who volunteer their time and energies to 4-H, a volunteer's involvement in 4-H is a privilege and a responsibility, not a right.

As a 4-H Volunteer I will:

- Treat others in a courteous, respectful manner, and serve as a positive role model for youth.
- Accept supervision and work cooperatively with county 4-H staff while involved in the program.
- Abide by policies and guidelines of WSU Extension state and county 4-H programs.
- Make all reasonable efforts to assure that 4-H youth programs are accessible to youth without regard to race, color, gender, national origin, religion, disability, or sexual orientation.
- Uphold an individual's right to dignity, self-development, and self-direction,
- NOT abuse any 4-H participant by physical or verbal means, and will report such abuse if observed.
- Refer to WSU Publication C1001E - Child Abuse: Information for WSU Faculty, Staff, and Volunteers - for child abuse information reporting procedures.
- Keep county 4-H staff informed of any incidents that may violate 4-H policies or personal rights.
- Treat animals humanely, and teach youth to properly care for animals.
- Operate machinery, vehicles, and other equipment in a safe and responsible manner.
- Handle fundraising & finances in an ethical manner according to C1059E, 4-H Leader's Guide to Handling Funds in the 4-H Youth Development Program.
- NOT consume alcohol, use marijuana, tobacco (including vapor products), or illegal substances while responsible for youth in 4-H activities, nor consume anything that will in any way impact my ability to work safely with youth.
- NOT require 4-H participants to purchase materials, equipment, animals, or services from any specific places of business.

I have read, understand, and agree to the expectations of participation and behavior as outlined in this agreement. I understand that either WSU Extension or I may terminate this appointment

without prior notice. I understand and agree that any action on my part that contradicts any portion of this agreement is grounds for the immediate suspension and/or termination of my volunteer status with the Washington State University Extension 4-H Youth Development Program.

4-H

WASHINGTON STATE UNIVERSITY
EXTENSION

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