

## Thurston County 4-H Policies and Procedures

*Washington 4-H Policy and Procedures apply to all persons associated with the WSU 4-H Youth Development Program. Policies of the local 4-H county office and local 4-H Council will not contradict, violate, or supersede the WSU Extension 4-H Youth Development Program or National 4-H policies.  
The WSU 4-H Policy and Procedures Handbook is available at the WSU 4-H Youth Development website.*

### I. ENROLLMENT

- A. Members should re-enroll through 4HOnline by **December 1** so that Club Leaders can anticipate space for new members.
- B. **To be eligible for the Thurston County Fair**, animal project enrollments must be completed by **May 1** and non-animal project enrollments (i.e. still life projects) must be completed by **June 1** each 4-H year.
- C. Club members should complete re-enrollment prior to the first club meeting and must be enrolled before participation in 4-H activities.
- D. All enrolled adults must be or must become WSU Certified 4-H volunteers.
- E. Adults who intend to be 4-H volunteers must submit a WSU Volunteer application, complete the online background screening, enroll in 4HOnline, attend in-person County 4-H Volunteer Orientation and complete additional online training requirements of the WSU 4-H Youth Development Program.

### II. 4-H CLUBS

- A. 4-H clubs may adopt policies/rules that are specific to the individual club, but none that are inconsistent with WA 4-H policies. For example, a club may vote and approve a club attendance policy, community service participation policy, public presentation or record book completion policy. Any policy adopted should be discussed at a club business meeting, voted-on and approved by the club membership, and documented in the club minutes. All new club members should be informed of the club policies/rules when they join the club.
- B. 4-H clubs may not discriminate on any basis. 4-H clubs may manage their club enrollment in four ways:
  - 1. Limited by 4-H projects
  - 2. Limited by number of members based on meeting location or youth adult ratio
  - 3. Limited by enrollment deadline
  - 4. Limited by 4-H age
- C. Dues may be collected from members to cover the costs of project materials. 4-H club dues, if any, should be voted on by the members at a club business meeting. The amount of club dues should be decided by the majority of club membership, keeping in mind individual member's ability to pay and the actual financial needs of the group. Collecting fees must not be a barrier to participation.
- D. 4-H Club property that has been purchased or donated should be recorded in the club minutes and on the Annual Financial Summary Inventory. A plan for storing purchased items should be made by the club membership.

### III. PROJECT COMMITTEES

- A. Project Committees are formed under the authority of the 4-H Council, for the purpose of furthering the activities of a particular 4-H project area. Project committees are especially helpful for projects that would benefit from group decision making. The role and function of these committees is to be determined, documented, and shared in writing at a 4-H Council Meeting and with the 4-H Office.
- B. Committee proposals that would influence Thurston County 4-H policy or procedures and affect the 4-H program countywide, must be approved by the 4-H Council.
- C. Project Committees should adopt by-laws that govern and guide the decision making and voting process. By-laws should be shared with the 4-H Office for approval and distributed to the 4-H project membership for approval/adoption. By-laws should be reviewed on a regular basis and updates/changes made when necessary. Project Committee By-laws must be consistent with those of the 4-H Council.
- D. Committees are expected to keep minutes that document meeting discussions, decision making, donations, and financial transactions. Committees are required to keep accurate financial records and follow WSU 4-H policy regarding fundraising and money management. Minutes and Treasurer Reports should be forwarded to the 4-H office so minutes can be posted on the Thurston County 4-H website. When there are changes or updates of rules or policies, 4-H members, volunteers and families should be informed.
- E. Project Committees must meet at public places like the Extension Office, Fairgrounds, Schools, or Libraries. Project Committees are not to hold meetings in private residences. Project Committee meetings should be held at easily accessed/centrally located facilities and/or pre-determined rotating locations throughout the county (rotate to include East, West, and South County locations for example) to allow volunteers/4-H families equal opportunity to attend.

### IV. 4-H CONTESTS AND AWARDS

- A. 4-H members are required to give a District Level Public Presentation/Demonstration to qualify for a presentation at the Thurston County Fair. District Level opportunities are typically offered between the months of March and June. If a 4-H member is unable to attend any of the District Level Public Presentation opportunities, the member may give a presentation at a 4-H Council meeting. A request to give a District Level Public Presentation must be made least two weeks prior to presenting at a 4-H Council meeting.
- B. Judging contests conducted as state fair qualifying events must include a minimum of three classes of four items/animals to rank. No more than 25% of the contest's total possible score will come from quizzes or tests. It is recommended that youth planning to judge at state fair be required to give oral reasons. For animal project judging contests, identification classes and static classes are allowable. However, live animal judging should be the main emphasis (for example at least three animal type classes, riding classes, and/or handling classes). Approved sources of information, like 4-H publications, should be the resources used when creating identification and static classes.
- C. The 4-H County Level awards program is established to recognize 4-H members and volunteers at the end of the 4-H year for outstanding achievement, growth, leadership, and/or project skills. Many of the Award nomination forms and applications must be submitted to the 4-H Office by the **First Friday in October** each year. Applications for **Thurston County 4-H scholarships are due July 1**. Nominations for **All Around Exhibitor are due at the end of the Thurston County Fair** and nominations for **Thurston County Outstanding 4-H Leader are due by the July 4-H Council meeting**.
- D. Descriptions of the Thurston County 4-H Awards and the requirements for each are posted on the Thurston County 4-H website.

### V. FUNDRAISING

- A. All Thurston County Health Department regulations will be observed in fundraising events. Contact the Thurston County Health Department for Bake Sale guidelines.

- B. The Thurston County Fair Board limits the number of raffles conducted each year during the fair. Any 4-H entity wishing to sell raffle tickets during the Thurston County fair must submit a Raffle Request and Report Form to the 4-H Council for consideration at the January meeting. Approved raffle requests are then forwarded to the Thurston County Fair Board for their final approval.

## VI. RISK MANAGEMENT

- A. All 4-H clubs/groups conducting special events/activities that are open to the public (e.g., shows, clinics, fundraising activities, workshops, camps, fairs, etc.) must secure **Special Activity Insurance through American Income Life**. Contact the 4-H office for details.
- B. 4-H Age Divisions and other 4-H policies must be followed when conducting special events/shows open to the public. For example, a 4-H sponsored show must use Junior, Intermediate, and Senior age divisions rather than those typically used in open shows to be considered an official 4-H event with WSU liability coverage for volunteers.
- C. Any group traveling out-of-state or internationally should develop a Risk Management Plan. The 4-H Office should be contacted for assistance in developing the plan. Groups traveling internationally should also inquire about purchasing traveler's insurance. 4-H accident insurance does not cover international travel.
- D. All medical information collected by 4-H is private and covered under HIPPA. 4-H club/group medical information should be kept in a locked file when not being used for 4-H activities/travel. At the end of an event or 4-H year, medical forms should be destroyed or returned to parents.
- E. Parade applications that include a release of liability and/or indemnity agreement are considered contracts and must be approved by the contracts office of WSU. Contact the 4-H office at least two months in advance of any parade in which your club would like to participate. 4-H clubs/groups participating in community parades should be aware that only the actions of the 4-H volunteers are covered by WSU liability insurance. For example, if a 4-H dog bites a person during a parade the owner of the dog is liable.

## VII. COMMUNICATION

- A. Thurston County 4-H uses a committee/group decision making process to address concerns about and review suggestions to change 4-H policy or procedures. Issues and ideas that affect the county-wide program or county-wide project should be taken to the 4-H Council or 4-H Project Committee (if applicable) as a first step. This includes issues having to do with improving/changing fair entry and exhibition. 4-H families and volunteers are encouraged to seek help from 4-H staff and faculty at any time.
- B. 4-H Club Leaders and/or Project/Fair Superintendents can answer most questions during the Thurston County Fair. Go directly to your 4-H Club Leader or Superintendent as your first action. Feel free to seek help from 4-H staff and faculty at any time.
- C. 4-H families or volunteers that wish to formally pursue a concern should contact the 4-H Office directly. All matters will be handled with confidentiality.

## VIII. THURSTON COUNTY FAIRGROUNDS FACILITY USE

- A. To receive 4-H rental rates and privileges from the Thurston County Fairgrounds, activities must be "official 4-H activities/events" and must follow 4-H state and county policies. An official 4-H activity is an event/meeting/show that is organized by a 4-H club, project committee, or other 4-H entity to carry out the 4-H mission.
- B. 4-H functions that include fundraising activities or charge admission/registration will be required to pay a rental fee and/or contribute in-kind service hours to the fairgrounds as determined by the Fair Office.
- C. To make fairgrounds reservations, contact the Fairgrounds office to check availability. A completed Fair Facility Use Form for 4-H Groups must be submitted to the 4-H Office at least two weeks prior to the requested date.
- D. 4-H Clubs/Groups hosting activities that are intended to be "county-wide" or "project-wide" events at the fairgrounds, must advertise the event via the county 4-H newsletter, or direct email to all project

participants. It is recommended that 4-H Clubs/Groups wanting to host “county-wide” or “project-wide” activities run proposed dates/times past other interested parties at 4-H Project Committee meetings or 4-H Council meetings.

#### **IX. THURSTON COUNTY FAIR SUPERINTENDENTS**

- A. To become a 4-H Fair Superintendent, volunteers should apply for positions through the 4-H Office. Fair Superintendents and Assistants must be enrolled WSU Certified 4-H volunteers.
- B. Depending on his/her role and responsibilities, a 4-H Fair Superintendent and Assistant Superintendent may be required by the 4-H Office to attend 4-H project specific training, 4-H Fair Superintendent training, and/or Volunteer Orientation
- C. 4-H Superintendents and 4-H Assistant Superintendents do not judge fair exhibits or entries. A judge must be secured for evaluating and placing exhibits or entries. 4-H Superintendents and 4-H Assistant Superintendents may judge/place Judging Contests as part of their role/responsibility to organize and set-up Judging Contests.
- D. It is the responsibility of the 4-H Fair Superintendent to select and orient judges for any state fair qualifying event including the Thurston County Fair. Ideally, selected judges should have completed a 4-H judges training and/or certification process and be listed on a 4-H “approved judges list.” If a trained/certified judge cannot be found, an individual that has adequate experience may be selected. It is recommended that 4-H projects/departments using a committee structure for decision making utilize the committee’s shared decision-making model to select, approve, and vote on whom to hire as judge or judges.

#### **X. 4-H FAIR EXHIBITORS**

- A. **Animal Certificates must be submitted annually to the Thurston County 4-H Office.** Animal Certificates serve as “care and management” documentation for the 4-H project animal or animal(s). Certificates are required for the following animal projects by the dates below:
  - i. Horses – May 1
  - ii. Dogs – May 1
  - iii. Dairy Cattle – June 1
  - iv. Cats – June 1
  - v. Goats (all types) – June 1
  - vi. Rabbits, Cavies and Pocket Pets – June 15
- B. 4-H members volunteering/staffing 4-H public display/promotional booths with large livestock animals (cattle or horses) must wear boots. Adult volunteers should model good decision making and wear appropriate foot protection as well.
- C. Horse owners may allow 4-H members to half or partial lease their horse for a 4-H project use. These types of arrangements are acceptable only if the horse owner will be riding for recreation, rather than training/showing during the 4-H care and management period (May 1 – September 30). A written agreement should appear in the 4-H member’s record book at the beginning of the 4-H year or lease period and reviewed by the 4-H club leader.
- D. 4-H members may show more than one animal species at the Thurston County Fair. 4-H members should consult the Thurston County Fair show schedule and 4-H Fair Superintendents before deciding on which animals to exhibit. Members are required to complete herdsmanship duty and participate in fitting & showing/showmanship for each animal species exhibited. If there is a conflict between show times, the 4-H member may need to make a choice between the animal species he/she wants to exhibit. It is not the 4-H Fair Superintendent’s responsibility to delay or change schedule show times to accommodate an individual 4-H member with a schedule conflict. *Note: If many 4-H members are running into schedule conflicts the show schedule may need to be changed. In this situation the 4-H Office should be notified to find a solution.*

- E. If a 4-H member's project animal dies, becomes sick or injured and can no longer be exhibited at the Thurston County Fair, the 4-H Office will consider allowing a substitute animal if a Replacement 4-H Project Animal Request Form is submitted to the 4-H Office explaining the circumstances that led to the situation. The 4-H Office cannot guarantee that all requests will be approved. Substitute animals are not eligible for state fair exhibition.
  - a. Requests for substitute animals made by **June 1** will be reviewed by **June 15**. Requests for substitute animals made by **July 1** will be reviewed by **July 15**. Requests made after July 1 will be considered on a case-by-case basis. Successful requests made after July 1 will be able to participate only in Fit&Show/Showmanship; they will not be eligible for call backs or championships. Fair Superintendents and 4-H Leaders are not to make substitutions without first consulting with the 4-H Office.
- F. Out-of-County 4-H Exhibitors may be allowed to participate in the county fair on a space available basis. The 4-H Office must be notified prior to accepting individual entries from out-of-county exhibitors. In the event a neighboring county is no longer able to conduct their own county fair/state fair qualifying event, Thurston County will consider hosting another county's entire 4-H project membership at one of our events on a case-by-case basis.
- G. To be eligible as a Thurston County Fair 4-H exhibitor, a youth must be enrolled in a Thurston County 4-H Club or a registered participant of a fair-eligible Thurston County 4-H short-term special interest program and have actively participated.
- H. To be eligible for a state fair exhibit, Thurston County youth must exhibit at the Thurston County Fair and receive a blue ribbon. 4-H project departments may have additional criteria for State Fair participation, but Thurston County Fair participation is a requirement to be eligible for state fair.

**Thurston County Youth Market Animal Sale** is an independent organization that benefits 4-H and FFA members. Youth Market Animal Sale deadlines and guidelines are determined by the Market Animal Sale Committee. More information can be found on the Thurston County Fair website under Market Sale Information.

**From WSU 4-H Policy and Procedures Handbook  
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 Washington State 4-H Youth Development Program.***

*Extension personnel, 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.***