

## 2019-2020 4-H Policy Changes

Additions to the policy have been highlighted in **yellow**. Any places where language was removed have been ~~struckthrough in red~~. Instances where language was replaced are indicated by a ~~red strikethrough~~ in the old policy and a **yellow highlight** in the new policy.

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### **Old: 4.2 Enrollment Period**

The WSU Extension 4-H Youth Development Program year is October 1 through September 30. Youth may enroll in 4HOnline through July 31. They will be eligible to use curricula and participate in club meetings, workshops and day camps, etc. However, selected events, such as the county fair and certain project areas, may have specific enrollment deadlines for participation. These deadlines must be met for participation.

### **New 4.2 Enrollment Period**

The WSU Extension 4-H Youth Development Program year is October 1 through September 30. Youth **and Volunteer Leaders** may enroll in 4HOnline through July 31. They will be eligible to use curricula and participate in club meetings, workshops and day camps, etc. However, selected events, such as the county fair and certain project areas, may have specific enrollment deadlines for participation. These deadlines must be met for participation.

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### **Old 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. A 4-H member cannot be enrolled in the same project in two different counties or states at the same time. ~~Bordering counties or states~~ may determine local guidelines for cross-county enrollment, with notification to the WSU Extension 4-H Program Leader. Youth must meet the eligibility requirements in their own state or county to qualify for cross-county or cross-state enrollment.

### **New 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. A 4-H member 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. Youth 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 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.**

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**Old 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 Extension 4-H Youth Development Program. There should be no known risks associated with these assessments. All information obtained will be reported as aggregated 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.

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**Old: 4.10      Member Reasonable Accommodation**

Individuals with Disabilities: 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 4-H program, the individual should contact their local Extension office. All accommodations MUST be approved through the State 4-H office. ~~The federal regulations state: "Shall provide auxiliary aids to persons with impaired sensory, manual, or speaking skills, where necessary to afford such persons an equal opportunity to benefit from the services." WSU Extension is under this mandate to provide the services and assistance necessary. 4-H participants may require special accommodations in order to attend a 4-H event / program. WSU Extension is required by law to make a reasonable effort to provide such accommodation.~~

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approved through the State 4-H office.

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**Old: 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 inputted into~~ the 4-H enrollment management system.

**New: 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.

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**Old: 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)
- ~~Are not overly religious or represent the beliefs of one denomination over another~~
- Do not imply that membership is limited or exclusive
- Are not offensive or generally seen as demeaning to any group protected by equal opportunity regulations

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- **Do not promote or represent the beliefs of one religion or denomination over another**
- Do not imply that membership is limited or exclusive
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**Old: 7.14     Being a 4-H Volunteer is a Privilege, Not a Right**

Volunteerism is crucial to the success of the WSU Extension 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 Investigation**

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

**7.14.2 Corrective Action**

If after a Conduct Documentation Form and ~~investigation~~ 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 policies 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.

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**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.

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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 policies 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.

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**Add: 9.10     Quality Assurance**

It is recommended that 4-H 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.

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**Old: 10.9 4-H Shooting Sports**

Leaders in 4-H Shooting Sports projects must complete the 4-H State Shooting Sports Instructor Training. 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 protection.

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**Old: 11. Financial Management**

Once a 4-H club/program/group (group includes 4-H Leaders Councils and their committees) receives its charter, the county 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 accounts that involved groups not organized as a 4-H club (i.e., 4-H Council, Program Groups, etc.) must have an Extension faculty or staff (WSU Employee) on their account as an approved signer. For more information, please review the Club Treasurer Handbook and/or Club Treasurer Handbook – Leader’s Guide.

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**Old: 11.3 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 ~~C0231~~ and ~~C1059E~~ publications.

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**Old: 11.4.2 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 ~~C0231~~ and ~~C1059E~~. In the rare event that an expense has to be paid in cash, clubs may do so; however, to pay with cash, refer to ~~C0231~~ and ~~C1059E~~ 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 youth member or enrolled 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 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 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 Extension 4-H Office.
- For guidance on the determination of acceptable use of funds, refer to the CTH and/or CTHLG

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#### **Old 11.5.4 Annual Financial Summary**

The Annual Financial Summary must include a report of funds, banking information (including a current copy of the signature card(s) 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.”

#### **New 11.5.4 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.”

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#### **Old: 11.6 Extension Responsibilities**

Upon receipt of club/group financial reports, the Extension 4-H Office will:

- Obtain an EIN for each chartered club/group.
- Add/update the club/group to the annual Washington State University



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.

- File a 990-N for each club/group.
- Begin process for dissolving a club that is disbanding.

### **Annual Compliance**

Each year, the WSU Extension 4-H 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.

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Upon receipt of club/group financial reports, the Extension 4-H Office will:

- File a 990-N for each club/group.
- Begin process for dissolving a club that is disbanding.
- Initiate annual compliance check through auditing 10% of all accounts within the county

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### **Old: 13.3.1 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; each gender sleeps in separate quarters.
- Youth are chaperoned by ~~same-sex~~ chaperones.
- ~~Youth and adults are not to stay in the same sleeping quarters.~~
- Adults conduct regular room/bed checks.

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- Youth are to sleep in gender quarters they identify with; genders sleep in separate quarters.
  - Youth are chaperoned by same-gender chaperones.
  - 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.
  - Adults conduct regular room/bed checks.
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**Old: 13.6 Alcohol and Drug Policy**

WSU Extension 4-H Youth Development Program Policy prohibits the possession, use, or distribution of illicit drugs, controlled substances, marijuana, marijuana products, electronic cigarettes, vapor products, or alcohol at any 4-H related event involving youth. The WSU Extension 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, and exhibiting unruly or intoxicated behavior. In addition, WSU Extension 4-H Youth Development Program does not permit any form of advertising of tobacco, marijuana, or spirit or beer products, including clothing, at any 4-H-related event involving youth.

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