



ASOTIN COUNTY

4-H POLICIES

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ASOTIN COUNTY 4-H POLICIES

The following policies have been developed for all persons associated with the 4-H Youth Development Program in Asotin County.

Discrimination in the 4-H/Youth Development program because of race, color, religion, national origin, gender, age, disability, or gender preference is contrary to the purposes and policies of Asotin County Extension, Washington State University, and the United States Department of Agriculture, and violates the spirit and intent of civil rights laws.

1. MEMBERSHIP

- A. Membership in 4-H is limited to youth who have reached their 5th birthday before Oct 1 of the current 4-H year, through those who have not reached their 19th birthday before Oct 1 of the current 4-H year. Special Education youth who are older than 19 may be enrolled with approval of the County 4-H Program Coordinator.
- B. Members must have reached their 8th birthday by Oct 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, and swine, (Cloverbud members may enroll in the Novelty Goat project and in the Horseless Horse project).
 - Enrollment in projects using firearms.
 - Enrollment in projects using motorized vehicles.
 - Enrollment in food preservation projects using hot water bath or pressure canning methods.
- C. Age group designations:
 - Cloverbuds: 5 to 7 years of age. Participation only.
 - Junior: 8 to 10 years of age.
 - Intermediate: 11 to 13 years of age.
 - Senior: 14 to less than 19 years of age.
- D. 4-H members transferring from other counties will be accepted by the Asotin County 4-H Program and given full credit for their past 4-H work and achievements.
- E. Marriage and/or parenthood are not barriers to 4-H membership, provided other requirements are met.

2. ENROLLMENT

- A.** For enrollment and financial purposes the Asotin County 4-H year is from Oct 1 to Sept 30.
- B.** Members may be enrolled at any time; however, in order to be eligible to compete in the Asotin County Fair, youth must be enrolled by November 1st of the current 4-H year. If the enrollment deadlines for Asotin County Fair are not met because of extenuating circumstances, you may contact the Extension Office.
- C.** Projects may be added by a member until the November 1st deadline to compete in the Asotin County Fair.
- D.** Members pay a State program fee (which includes Group Liability Insurance) and a 4-H Leaders' Council program fee at the time of enrollment.
- E.** After enrollment of November 1st deadline there will be NO refunds given. Except for clerical errors.
- F.** A 4-H member cannot be enrolled in the same project in two different counties at the same time. Bordering counties may determine local guidelines for cross-county enrollment with notification to the WSU Extension 4-H Program Leader.
- G.** Finances will not be a barrier to enrollment in 4-H. No individual should be refused membership in 4-H because of their inability to pay the fee. Asotin County will work with individuals to provide scholarship assistance for the payment of fees.

3. ORGANIZATION AND NAME

- A.** Where a variety of projects are carried within a club, leadership for each project area will be provided.
- B.** State and County notices of meetings and other communications are mailed (upon request) or emailed to each 4-H family. State materials are sent to Organizational Leaders for distribution to project leaders and assistants.
- C.** Club dues are optional for individual clubs.
- D.** The use of the 4-H name and Emblem is governed by Congressional action and supplemental administrative policy. Use of the 4-H name and

emblem within the county is subject to approval by the WSU/Asotin County Extension Director.

4. LIVESTOCK MANAGEMENT AND OWNERSHIP

- A.** 4-H members in Washington State need not own their 4-H project animals. Members may lease a market animal if it is not to be sold at a junior/fair livestock auction.
- B.** Animals must be under the 4-H member's care and management for the following periods of time prior to the Asotin County Fair:
 - * HORSE – 90 days
 - * MARKET BEEF – 120 days
 - * BREEDING BEEF – 90 days
 - * DAIRY – 90 days
 - * DAIRY HEIFER REPLACEMENT – 60 days
 - * GOAT - 60 days
 - * SHEEP (Breeding & Market) – 60 days
 - * SWINE (Breeding & Market) – 60 days
 - * CATS AND DOGS – 60 days
 - * RABBITS, POULTRY AND CAVY - 45 days
- C.** Animals raised by the 4-H member from birth or hatching are exempt from the minimum periods of time listed above.

5. COMPLETION OF PROJECTS IN 4-H

- A.** To complete the 4-H year and to be eligible to receive a project pin, a member must submit a completed record book to his/her Organizational Leader by the specified deadline. Record books to be judged for Gold Medal Awards must be turned into the Extension Office by the last Wednesday of August.
- B.** Loss of project (animal, garden, etc.) does not mean non-completion of the project. It should be written in the member's record book as thoroughly as possible.
- C.** A thank you card is required for all members who receive any awards during the 4-H year, to be sent to the sponsor of the award. This includes awards for Fair trophies, Fair sponsor monies and Market Sales Buyers. The original or a copy of the thank you card is to be provided to the 4-H Club Leader or

designated representative in order to receive their premium and/or Fair Market Sales check(s).

- D.** Members who do not complete the 4-H year will not receive a pin or receive credit for that year. However, they may enroll the next year.

6. LEADERSHIP

A. ADULT VOLUNTEERS:

- 1) Enrollment as a 4-H volunteer is contingent on completion and acceptance of a Volunteer Application Form to the Asotin County Extension Office and passing of *Verified Volunteer* Background Check.
- 2) All new leaders **MUST** complete the 4-H Volunteer Leadership Training Program during their first year as an enrolled leader.
- 3) A person may become a volunteer 4-H leader if he or she is at least 18 years of age and not enrolled as a 4-H member.

B. TYPES OF VOLUNTEERS:

- 1) General/Organizational Leader: assumes primary responsibility for a club/group.
- 2) Project Leader: leads a specific project or curriculum within a club/group
- 3) Activity Leader: gives leadership to an event or activity within a club or short-term group.
- 4) 4-H Service Leader: works with other 4-H leaders in an area or county to promote 4-H, helps new clubs get started, and recruits and trains new leaders.
- 5) 4-H County Program Leader: works with other 4-H leaders in an area or county to help with a specific project or activity. 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 regularly scheduled meetings, then this person needs to be a reported WSU Extension 4-H Youth Development Program Certified Volunteer.

- 6) **Resource Volunteers:** Resource Volunteers provide educational and resource services for 4-H youth and certified volunteers under the guidance and direct supervision of a WSU Extension 4-H Youth Development Program Certified Volunteer or WSU Extension personnel. 4-H Clubs are required to have some form of documentation showing that the individual provided educational and resource services. At any time, WSU Extension has the right to require a Resource Volunteer to complete any part of the Volunteer Application Process. WSU Extension also has the right to require a Resource Volunteer to become a WSU Extension 4-H Youth Development Program Certified Volunteer if he or she volunteers an excessive amount over the course of a year. Resource Volunteers are expected to adhere to the Washington 4-H Adult Code of Conduct
- 7) **4-H Collaborators:** 4-H Collaborators work or volunteer for other agencies and partner with the WSU Extension 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, etc.

C. REPORTING VOLUNTEER HOURS:

By policy, volunteers are required to report their hours through the WSU Extension Volunteer Hours Database for all services provided within the WSU Extension 4-H Youth Development Program.

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

D. VOLUNTEER LIABILITY:

WSU Extension 4-H Youth Development Program Certified Adult Volunteer Leader and Resource 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 WSU Extension 4-H Youth Development Program Certified Adult Volunteer Leader must individually enroll through the County Extension Office and report their hours in order for WSU to assume responsibility for liability protection for adult volunteers.

E. LEADERSHIP AWARDS:

- 1) A bronze leadership pin is available for first year adult 4-H leaders.
- 2) Leader Pins will be presented to leaders at five-year intervals beginning with the fifth year.

F. SPECIAL INSTRUCTORS/RESOURCE PEOPLE:

Special instructors or resource people may be desirable and necessary to provide leadership in some 4-H Youth Development Program situations. A certified leader will accompany Resource Leaders that have not been enrolled and completed the WSU Volunteer certification. These individuals shall be recognized for 4-H service rendered.

7. LEADERSHIP - YOUTH LEADERS

A. JUNIOR LEADERS

- 1) Junior leadership members are Intermediate members who are enrolled in the Leadership Project

B. TEEN LEADERS

- 1) Teen leaders are Senior Division members enrolled in the Leadership Project

C. COUNTY & STATE AMBASSADORS

- 1) State Ambassadors (SA's) are Senior Division members enrolled in the Leadership Project.
- 2) County Ambassadors (CA's). Open to 4-H members grades 7th thru 10th and who have been active 4-H enrolled members a minimum of 2 years. CA's are directed by the State Teen Leadership Coordinator in cooperation with the Asotin County Teen Representative Advisor and the Asotin County Extension Office.

8. COUNTY, STATE AND NATIONAL CONTESTS

- A. 4-H members may enter County, State and National contests as they occur, with eligibility being governed by individual contest rules and regulations. The Extension Office distributes information concerning these contests.

9. COUNTY YOUTH CAMPSHIPS

- A. If funds are available, the 4-H Leaders' Council will provide Campships to those who qualify.
- B. Any 4-H member, meeting eligibility requirements to attend camp may apply by submitting a written request for funds.

10. COUNTY YOUTH SCHOLARSHIPS

- A. Asotin County Leaders' Council provides Leadership scholarships for Asotin County Teens to attend the State 4-H Teen Conference, Teen Rally, and other state and national conferences. To guarantee assistance the member must make the request to the Leaders Council sixty days prior to the event. To apply, members must submit an application explaining their goals for the event. Recipients are required to give a presentation **and a written thank you to the 4-H Leaders Council within 2 months of the event that they attended.**
- B. The Cecil Bond Scholarship monies will be used for youth to attend Teen Rally, Teen Conference, National Conference and National Congress. Requests are to be made to Council sixty days prior to the event. Recipients are required to give a presentation **and a written thank you to the 4-H Leaders Council within 2 months of the event that they attended.**

11. ADULT SCHOLARSHIPS

Partial scholarships are available through Leaders' Council for adults who are willing to be chaperones for the event.

12. EDUCATIONAL ACTIVITY SCHOLARSHIPS

Leaders Council will assist with scholarships for the following Educational opportunities: **Asotin County and other county's 4-H events and or camps**, Know Your Government, National Congress, National Conference, etc.

- A. Individuals are encouraged to secure full or partial tuition assistance from area businesses to support member participation.

13. RECORD BOOKS AND GOLD MEDAL AWARDS

A. GENERAL CONTEST GUIDELINES

- 1) Record books will be submitted to the Extension Office by the last Wednesday of August for Gold Medal judging.
- 2). An impartial judge(s) will be appointed by the Extension Office.
- 3). Record books submitted for Gold Medal shall be returned to the 4-H members with a Gold Medal Scoresheet
- 4). The Danish judging system will be used to judge record books. A blue, red, or white ribbon shall be awarded to each record book judged in county competition.

B. GOLD MEDAL AWARDS

- 1). Record books receiving a Blue Ribbon will be considered eligible for Gold Medal Awards.
- 2). Judge(s) may select the best project record or records from each project area designated for Gold Medal Award.
- 3). Gold Medal Awards may be given in each project area where there are qualifying exhibits and medals provided.

C. OVERALL RECORD BOOK AWARD

- 1). Two awards will be granted in each age group, for the record books receiving the highest scores as follows:
Junior Boy, Junior Girl, Intermediate Boy, Intermediate Girl, Senior Boy, Senior Girl.

14. CLUB BOOK AWARDS

- A. The Secretary, Treasurer, and/or Historian's scrapbooks may be submitted by each club at the same time that the record books are due.

15. PERSONAL GROWTH ACHIEVEMENT AWARDS

- A. An additional member who has shown a great deal of personal growth despite disability of social, economic, or cultural background may also be nominated. A statement explaining the basis for that nomination should be included and the award marked "Achievement-Personal Development".

16. LEADERSHIP AWARDS

- A. Leader of the Year
- B. Teen Leader of the Year
- C. Junior Leader of the Year

17. AGREEMENT - 4-H AND FFA

- A. The Memorandum of Understanding between the WSU Extension 4-H Youth Development Program and the Washington FFA program is to be adhered to when members of both programs are competing. Copies of the current Memorandum of Understanding are on file in the Asotin County Extension Office and with the FFA Advisors of Asotin County.
- B. Students simultaneously enrolled in 4-H and FFA must carry separate and distinct projects during the same program year. The program year is defined as October 1 to September 30. It is the intent of the agreement that market and breeding animal projects be considered different enterprises or projects.
- C. Due to space availability, members may not be able to exhibit both of their animal projects at the Asotin County Fair.

18. 4-H, SCHOOL AND OTHER YOUTH AGENCY RELATIONSHIPS:

- A. The 4-H Youth Development Program may enter into cooperative programs with schools and other youth agencies where goals and objectives are compatible.
- B. If the school or agency wishes to use 4-H material, the material will be purchased by the school or youth agency in accordance with current publication policies.
- C. If a program is conducted jointly, the regulation governing the program should be mutually agreed upon.

19. FAIRS

- A. 4-H members in Asotin County may participate in any fair, depending upon policies of the fairs as listed in the respective Exhibitor Handbook.

20. 4-H COOK SHACK (BUD'S COOK SHACK)

- A. The 4-H Cook Shack will be open during the Asotin County Fair and during other times designated by the 4-H Leaders' Council and the Asotin County Fair Board.
- B. The Leader's Council has first right of refusal this opportunity will be opened up to all Asotin County 4-H Clubs.
- C. In order to work in the cook shack one person will be responsible for acquiring a "Vendors License" and must be within 30 feet of the booth and never leave the grounds during the event such permit 14 days in advance of the event. Any entity that requests use of the 4-H Cook Shack with less than 18 days advance notice will pay the difference of the Food Service permit.
- D. Food Handler's permits are required for persons as deemed by the Health Department's rules and regulations. One person with each shift must have a valid permit posted on the board and be on site while the event is taking place. There are certain times you won't need them. For

instance pre-packaged items, yogurt, or fruit directly from the store where no alterations have been done.

- D. The Asotin County Fair Board will collect 15% of the gross profits in compensation for utilities and maintaining the 4-H Cook Shack building and equipment.

21. OTHER ITEMS

- A. Any group of 4-H project leaders having similar interests may organize their own formal or informal group, committee for the purpose of mutual help, information and leadership training.
- B. Action taken by any group of 4-H leaders adversely affecting the 4-H program in the county is subject to review and veto by the Extension Office and the Executive Committee of the Leaders' Council, except when such action is taken specifically for the safety of a project or member.

22. FUNDS ACCOUNTABILITY

- A. Each of the five committees, Family Living, General, Horse, Livestock and Small Animals, will present their financial books annually by November 1st to the Extension Office to be audited. Leader's Council books are subject to the same audits.
- B. All 4-H clubs currently enrolled are required to submit their year-end financial form for audit purposes by the first Monday of July. A 4-H club cannot have any member or leader enrolled or re-enrolled in the following 4-H year until the year-end financial form is completed and submitted to the Extension Office.
- C. 4-H is a non-profit organization. When a club disbands, all physical property (i.e., club decorations, barn supplies, etc.) that were purchased using club funds, or donated must be given to another 4-H club or another non-profit club. Physical property may also be sold, with the proceeds going into the club account.
- D. Funds that are in a club account when that club disbands must be given to either the 4-H Leaders Councils or to another non-profit organization. Before a club can donate to another non-profit organization, approval

must be obtained from the Extension Director and receipt from that organization must be presented for review by the Extension Director.

23. References:

Asotin County Volunteer Application Form (Available from the Asotin County Extension Office)

Asotin County 4-H & FFA Horse Show Guidelines (Available from the Asotin County Extension Office)

CO747 Request to Use the 4-H Name and Emblem

EM0758 Washington State 4-H Youth Development Program Policy

EM4487 Welcome to 4-H

EM4889 For the Well Being of Youth and Adults

FFA Memorandum of Understanding (Available from the Asotin County Extension Office)

National Code of Show Ring Ethics

<http://www.fairsandexpos.com/downloads/IAFEShowringCodeofEthics.pdf>

Washington State 4-H Fair Premium List (Available from the Asotin County Extension Office)