

October 2013

Hello!

You are receiving this letter because your 4-H club or group is interested in using social media as a platform to communicate about the Grays Harbor County 4-H Youth Development Program.

According to WA State 4-H Program Director, Pat BoyEs, "While these technological applications have provided unprecedented access to information and communication across Washington State and the nation, there have been a number of abuses that have led to inappropriate material reaching 4-H members."

Using social media in the Grays Harbor County 4-H Youth Development Program requires the following steps be completed in order to ensure the safest environment possible for our youth and volunteers. These steps are outlined below:

1. Review the updated electronic communication policies and procedures developed by Washington State University (WSU), which can be found at: [http://public.wsu.edu/~forms/HTML/EPM/EP4\\_Electronic\\_Communication\\_Policy.htm](http://public.wsu.edu/~forms/HTML/EPM/EP4_Electronic_Communication_Policy.htm) (The WSU Executive Policy Manual, Executive Policy #4, revision approved 02-07-12)
2. Review the National 4-H standards for use of the 4-H Name and Emblem, which are outlined at: [http://www.csrees.usda.gov/nea/family/res/pdfs/using\\_the\\_4h\\_name.pdf](http://www.csrees.usda.gov/nea/family/res/pdfs/using_the_4h_name.pdf)
3. Print and complete the *Approval Request for use of Social Media*, found at: <http://graysharbor.wsu.edu/4-H/form.html> . As noted in the policy under "Affiliated Parties," volunteers and other individuals and entities who have an affiliation with WSU must comply with all provisions that apply to employees with regard to appropriate and prohibited use of WSU IT resources.
4. Return the completed Approval Request form to the WSU Extension Office to acknowledge that you have completed this step in the process.

Once you have completed these steps, you will be able to use social media as a tool to help your club or group strive for the 4-H motto, "To Make the Best Better."

Feel free to contact me if I can answer any questions about the process or 4-H in general.

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*4-H teaches life skills that lead young people to become self-directing, positive, contributing members of our society.*