



WASHINGTON STATE UNIVERSITY  
EXTENSION

# Washington State 4-H Policy

Updated policies/guidelines in effect

**October 1, 2016**

Outlined below are some of the new and existing policies/guidelines. This list is not inclusive of the Washington State 4-H Policy or the new policies/guidelines within it. Go to <http://extension.wsu.edu/4h/> for entire policy handbook. **Green represents new policies/guidelines.**

## County Versus State Policy

Stevens County policies (those of the Office, Council, Committees and/or Clubs) can be stricter than State/National policies, but they must not contradict, violate or supersede the WSU Extension 4-H Youth Development Program or National 4-H policies.

## Age Requirements

4-H Age is determined by **October 1** of the current 4-H year. *(previously January 1)*. Youth who have reached their 5<sup>th</sup> birthday (before October 1 of the current 4-H year), through those who have not reached their 19<sup>th</sup> birthday (before October 1 of the current 4-H year) **\*\*Exception – For the 2016-2017 4-H Year those 4-H members who are in 12 grade or who have not reached their 19<sup>th</sup> birthday before (January 1, 2017) may enroll in the 4-H Program through their local County Office.\*\***

The following groups are identified for special programs and activity participation:

- **Cloverbuds: 5 to 7 years of age** *(Cloverbuds were previously referred to as “Primaries”)*
- **Junior: 8 to 10 years of age**
- **Intermediate: 11 to 13 years of age**
- **Senior: 14 to less than 19 years of age**

*(No longer using school grade to determine 4-H age division, only age as of October 1)*

## Enrollment

Members and volunteers enroll through **4HOnline** (website used by over 40 states; instructions and help will be readily available).

## Enrollment Period

The WSU Extension 4-H Youth Development Program year is October 1 through September 30. **Youth may enroll in 4-H at any time.** They will be eligible to use curriculum and participate in club meetings, workshops and day camps, etc. However, to be eligible to show as a 4-H member, enrollment must be completed by May 1 of the current year. There is also has a December 1 re-enrollment deadline for returning 4-H members and volunteers.

## 4-H Club Charter

All 4-H clubs must be chartered by 4-H National Headquarters at the USDA and the WSU Extension 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.

## Structure of a 4-H Club (AKA - Basic Charter Requirements)

- Enrolls at least 5 youth members from at least 3 families
- Conducts a minimum of 6 regular club meetings per year
- Selects youth officers or youth leaders to provide leadership to the club, and 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
- Submits a Yearly Club Plan (Club goals, e.g. learning goals, activity/event plans, fundraising, plans, community service plans) 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; genetic information
- Is advised by Certified 4-H Volunteers who have been screened and trained
- Follows all financial policies, guidelines and practices

## 4-H Family Groups

4-H Family Groups are not chartered 4-H Clubs, as they do not enroll at least 5 youth from at least 3 families. 4-H Family Groups cannot fundraise or accept monies/gifts; they are not 501(c)3 eligible. However, youth members in a 4-H Family Group are 4-H members, with the same rights and responsibilities of all Stevens County 4-H members. Adults leading 4-H Family Groups are 4-H leaders, with the same application and certification responsibilities of all Stevens County 4-H volunteers.

## Volunteer Liability & Volunteer Hours

All WSU Extension 4-H Youth Development Program Certified Adult Volunteer Leaders 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. 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.