

**BY-LAWS
OF THE
KITSAP COUNTY 4-H COUNCIL**

**ARTICLE I
Name and Purpose**

Name:

The name of this organization shall be the Kitsap County 4-H Council, hereafter referred to as 4-H Council. The principle location of the 4-H Council is 345 6th Street, Suite 550, Bremerton, WA 98337.

Purpose:

The 4-H Council is a non-profit affiliate of the 4-H Youth Development Education Program of Washington State University Extension. 4-H is the largest youth development organization in the United States and has existed for over 100 years. The purpose of the 4-H Council will be to provide experiential education for Washington State youth by providing, in cooperation with Extension professionals, informal educational youth in Kitsap County, Washington, without regard to race, color, sex, religion, national origin, sexual orientation or disability. The mission of the 4-H Youth Development program is to assist youth and volunteer staff, through informal education, to acquire knowledge, develop life skill and values that enable them to become increasingly self-directing.

**ARTICLE II
Responsibility of Council**

The responsibility of the 4-H Council is to operate as a qualified non-profit entity which does the following:

- A. Teach and mentor elected council youth in the principles of positive youth development.
- B. Promote volunteer leadership development and empower adult and teen volunteers in the 4-H program.
- C. Secure and manage sufficient resources to accomplish the purpose and mission of the 4-H Council.
- D. Serve as a link between the 4-H Youth Development Program and the county 4-H Professional, Fair Board, youth serving groups, schools, community agencies and the public.
- E. Publicize the objectives and philosophy for the 4-H Youth Development Program and serve as an advocate for youth.
- F. Implement, through committee, 4-H policy, subject to review and approval by the Washington State University Extension 4-H Professional.
- G. Comply with WSU Extension Office regarding Internal Revenue Services and Washington State regulations and policies to maintain its exempt status as a non-profit charitable educational organization.
- H. Facilitate transfers of donations, as requested, to individual clubs requiring a 501 (c)3 receipt for donation.
- I. Ensure proper use of the 4-H emblem – All uses of the 4-H emblem shall be consistent with the educational purposes, character-building objectives and dignity of the 4-H organization and the United States Department of Agriculture.
- J. Approve, reject, amend or refer back to committee for further study reports from Special or Standing Committees.
- K. Introduce new ideas with requests for the President to appoint committees to make further studies and report back their recommendations to the 4-H Council.
- L. Evaluate reports of completed activities, projects or programs and make suggestions for improvement.
- M. Provide Council members information concerning the area, district and state Extension programs helpful to them in their efforts to address identified needs.
- N. Approve and disburse money in support of programs supported by the 4-H Council.

ARTICLE III Funding and Assets

The 4-H Council is responsible to raise sufficient funds to support the educational mission of the 4-H Council. The 4-H Council is also responsible to manage its available funds by:

- *Preparing an annual budget
- *Giving direction to acquiring private funds, including use of the 4-H Council's 501 (c)3
- *Approving expenditures from the 4-H Council budget
- *Holding title to any property owned by the 4-H Council and providing management of such property.

- A. 4-H Council property and funds will be used only for the activities of the 4-H Council.
- B. 4-H Council strongly recommends that all expenditures be pre-approved at the General Membership meeting.
- C. 4-H Council members may not receive payment for services provided to the 4-H Council or 4-H Youth Development Program, however they may receive reimbursement for reasonable expenses incurred.
- D. All reimbursement requests must include an original receipt except fuel costs. Fuel costs may be reimbursed at the current state mileage calculation if no receipt is available.
- E. NOTE: Requests for reimbursement that have not received pre-approval at the General Membership meeting may be denied.
- F. Disposition of Assets in the Event of Dissolution: Upon the dissolution of the 4-H Council, assets shall be distributed to an exempt 501 (c)3 4-H affiliate organization with a charitable educational purpose. Unless Washington State University has notified the 4-H Council otherwise, the Washington State 4-H Foundation, so long as it has active status as an exempt charitable educational organization under 501 (c)3, will receive the funds. Any such assets not so disposed of shall be disposed of by a court of Competent Jurisdiction in the county in which the principal office of the 4-H Council is then located, exclusively for such By-Laws of the Kitsap County 4-H Council purposes or to such organization or organizations, as said Court shall determine, what are organized and operated exclusively for such purposes. Unless other conditions apply within an individual Trust.

Disbursement of Funds:

Requests **usually** covered by existing funds, grants, memorials, etc:

- A. Parties requesting (petitioner) grant funds shall usually provide a completed grant request form to the Executive Council via mail, email, in-person or through the 4-H Council drop box located at the 4-H Extension office. These requests must be received prior to the Executive Committee meeting.
- B. The request will be reviewed by the Executive Committee and a recommendation by the Committee will be provided to the membership at the next General Council meeting.
- C. Petitioner will present their request at the next General Council meeting, along with any additional details.
- D. The Executive Committee will provide their recommendation to the membership and the matter will proceed to a vote of the membership.
- E. NOTE: the WSU 4-H Professional reserves the right to veto any vote regarding funds if it is violation of WSU rules.

Requests **not usually** covered by existing funds, grants, memorials, etc:

- A. Parties requesting (petitioner) grant funds shall usually provide a written request to the Executive Council via mail, email, in-person or through the 4-H Council drop box located at the 4-H Extension office. These requests must be received prior to the Executive Committee meeting.
- B. The request will be reviewed by the Executive Committee and a recommendation by the Committee will be provided to the membership at the next General Council meeting.
- C. Petitioner will present their request at the next General Council meeting, along with any additional details.
- D. The Executive Committee will provide their recommendation to the membership and the matter will proceed to a vote of the membership.
- E. NOTE: the WSU 4-H Professional reserves the right to veto any vote regarding funds if it is violation of WSU rules.

ARTICLE IV General Membership

Composition:

The membership shall consist of local volunteer leaders, 4-H adults and youth*, sponsors and other community leaders, as well as school, church and civic officials. Members should have an interest in Extension education and youth, and should represent all geographic and economic groups. Membership on the 4-H Council shall be determined on a nondiscriminatory basis without regard to race, color or national origin. There shall be no more than one adult council members per household. **Youth shall be 13 years and above, however, a younger youth's maturity and length of leadership experience in the 4-H program may be taken into consideration by the nominating committee.*

Role of 4-H Professional:

The 4-H Professional(s) shall be ex-officio member(s) of the 4-H Council, the Executive Committee and other standing/ad hoc committees. The 4-H Professional shall have all privileges of a regular members, including participations, submissions or motions and voice, except the ability to vote or hold office. The 4-H Professional shall interpret local program needs, University and Extension policies, and state-wide programs and schedules, and shall have final oversight of all 4-H Council decisions/policies. Additionally, the 4-H Professional shall have signature oversight authority on all 4-H Council financial and investment accounts. In some situations, another Extension Professional, i.e. County Extension Director, may serve as ex-officio of the 4-H Council.

ARTICLE V Elected Council Members

Selection:

- A. Council membership should be divided among three groups: youth, leaders/parents and civic/business/education representatives. Ideally the membership should be divided equally among these three groups.
- B. There shall be a minimum of ten (10) and a maximum of fifteen (15) members on the Elected Council, including officers. A quorum shall be a simple majority of the elected membership.
- C. Term of office will be three (3) years for adult members and two (2) years for youth members. Members of the Elected Council may not serve more than two consecutive terms of office, except to fill a vacancy. The terms shall be staggered in such a manner that one-third (1/3) of the elected general Council membership will be elected each year. Terms will be October 1 through September 30.
- D. A vacancy may be declared if a member misses three consecutive meetings without an excused absence. An absence will be excused by notifying the President or Secretary. Vacancies may be filled by a simple majority vote of the Council Membership at the next regularly scheduled Council meeting.

Elections:

- A. Elections shall be held at the September meeting of the General Membership.
- B. All currently enrolled 4-H members, Junior leaders who are at least 13 years of age by October 1st of that 4-H year and 4-H volunteers who have attended four (4) or more 4-H Council meetings in the previous twelve (12) months, comprise the General Membership and are eligible to vote. Each Council Member shall be entitled to one (1) vote.

Duties:

- A. Required to attend 4-H Council meetings and participate in the activities. If unable to attend, the member must give prior notice to the council President or Secretary. Any Council Member who misses three (3) meetings during a 4-H year without notifying the President or Secretary may be dismissed from Council.
- B. Study and analyze the concerns of youth and assess the goals of youth and their families.
- C. Understand 4-H has a youth development program that offers a variety of delivery modes (school enrichment, after school programs, clubs, etc.)
- D. Serve on work groups or task forces as needed.

- E. Makes contact with businesses, organizations and individuals on behalf of the 4-H youth program.
- F. Attend various 4-H and youth functions to evaluate the benefits and results.
- G. Look for communities and groups of individuals not being served. Help establish 4-H with those target groups.

Dismissal:

All 4-H Council Members are expected to adhere to the policies and procedures of the WSU 4-H Youth Development Program. Failure to comply may result in the Executive Committee and/or 4-H Professional dismissing a Council member.

**ARTICLE VI
Officers**

Officers of the Council:

Elected Officers of the Council shall be President, Vice-President, Secretary and Treasurer.

Term of Office:

Term of office is one (1) year. Officers may be elected for a second term but will not be eligible to serve more than two (2) consecutive years, for that office. Treasurer may be elected for more than two (2) consecutive years, in conjunction with Council Member term limits.

Election of Officers:

- A. Officers will be elected by the 4-H Council at the annual meeting in September.
- B. Nominations may be made from the floor; however, it is recommended that they come from an appointed Nominating Committee.
- C. Voting will be done by paper ballot, unless the candidate is running unopposed.
- D. Officers may serve until their successors have been elected and duly installed.
- E. Any officer position may be held by a youth member of the 4-H Council, with an adult advisor, appointed by the Executive Board, excluding Treasurer.

Officer Duties:

- A. The duties of the President shall be:
 - a. To preside at all Board/General meetings and conduct all business identified on the agenda.
 - b. To develop the meeting agenda.
 - c. To appoint a substitute for any missing official at meetings.
 - d. To appoint and in-house audit committee of three (3) members, excluding the President and Treasurer, and to ensure the completion and filing of the audit paperwork with the WSU Extension Office by December 1.
 - e. To appoint the Chairperson to limited committees.
 - f. To enforce the By-Laws and Standing Rules.
 - g. To cast the deciding vote in case of a tie ballot.
 - h. To chair the By-Law committee and maintain a current, signed copy of the By-Laws.
 - i. To perform such other duties as may be required of him/her by the By-Laws.
 - j. To be a signatory of the 4-H Council bank account (*not applicable to youth officers.*)
- B. The duties of the Vice-President shall be:
 - a. To conduct meetings in the absence of the President
 - b. To serve as Chair of the Program Committee and act as "ex-officio" member of all committees.
 - c. To assume any other presidential duties as required and assigned by the President. If the office of the President is vacated, the Vice-President shall automatically assume the office of President. Election will then take place for the office of Vice-President.
- C. The duties of the Secretary shall be:
 - a. To take meeting minutes and distribute them to the Council.
 - b. Maintain an attendance record of each meeting and confirm members are eligible to vote.
 - c. To keep an accurate record of the activities of the Council and its Committees.
 - d. Shall issue all notices of Council meetings.

- e. To conduct correspondence at the direction of the Council.
- f. Shall prepare and maintain a listing of all Chairs and members of Special and Standing Committees for the current and previous two (2) years.
- g. Shall provide a copy of all records of the Council to the WSU Extension Professional. Approved meeting minutes shall be provided to the WSU Extension Professional within one (1) week of approval.
- h. To be a signatory of the 4-H Council bank account (*not applicable to youth officers.*)
- D. The duties of the Treasurer shall be:
 - a. To keep an accurate record of all monies and property allocated to the Council.
 - b. To keep an accurate account of all receipts and expenditures.
 - c. To supervise the disbursement of funds subject to the direction and approval of the Executive Committee.
 - d. To present the annual budget at the October General Meeting.
 - e. To provide a written monthly report and make an annual report at the end of the year.
 - f. To make all Treasurer's records available to the in-house audit committee upon request.
 - g. To serve as a MEMBER of the Finance Committee.
 - h. To be responsible for remaining up to date on policy changes and acting in accordance with all Washington State 4-H financial policies.
 - i. To be a signatory on the 4-H Council bank account. (*Not applicable to youth officers.*)

ANNUALLY at year-end (September 30) the Treasurer shall be responsible for:

- a. Preparing the financial records necessary for a peer review audit to be conducted by a committee.
 - b. Furnishing the necessary financial reports (i.e. annual financial report, including all reports required by federal, state and local governmental agencies) as required by Washington State University 4-H by December 31.
- E. The *immediate past President*, for the first year after leaving office, serves as a member of the Executive Committee and Council with all voting rights. If the President and Vice-President are both unavailable to conduct a meeting, the immediate past President will do so.

Officer Vacancies:

Vacancies occurring in any of the offices due to illness, death or other incapacity to comply with assumed duties shall be filled by election by Council Member, except in the case of the President, when the Vice-President shall succeed the President. Such officers shall serve only until the next regular election.

ARTICLE VII Quorum

A simple majority of the Elected Council Members present at any regular or special meeting will constitute a quorum.

ARTICLE VIII Amendments

Amendments to the **By-Laws** may be made at any annual, regular or special meeting by a simple majority vote of the Council members present, providing:

- A. An email notice of the pending amendment was sent to all Members of the Council at least two (2) weeks and not more than four (4) weeks prior to the meeting, and
- B. A quorum of the Elected Council is present at the meeting.
- C. Approved By-Law changes will take effect October 1 of the following year.

Amendments to the **Appendices** may be made at any annual, regular or special meeting by a simple majority vote of the Council members present, providing:

- A. An email notice of the pending amendment was sent to all Members of the Council at least two (2) weeks and not more than four (4) weeks prior to the meeting, and
- B. A quorum of the Elected Council is present at the meeting.
- C. Approved changes to the Appendices will take effect immediately.

ARTICLE IX Resolving Disputes

All submitted disputes shall be direct as follows:

- A. General membership disputes shall be directed to the Elected Council
- B. Elected Council disputes shall be directed to the Elected Officers
- C. Disputes unable to be resolved at the Council level shall be referred to the WSU 4-H Professional.

****NOTE:** inter-club or disputes **within** the project shall be referred to the WSU 4-H Professional for arbitration/mediation.

ARTICLE X Parliamentary Authority

The rules contained in Robert Rules of Order, current revision, shall govern the organization in all cases to which they are applicable and not inconsistent with the Articles of Incorporation, By-Laws or special rules of order. Refer to EM4875, Parliamentary Procedure Made Easier, for simple Parliamentary Procedure.

ARTICLE XI Meetings

All 4-H meetings fall under the **Open Public Meetings Act**, which requires, in essence, that meetings of the governing body of a "public agency" are open to the public. RCW 42.30.030

- A. An annual meeting of the General Membership shall be held in September for the purpose of election of Council Members and Officers.
- B. Monthly meetings of the General Membership shall usually be held the first (1st) Wednesday of the month at 6:30 pm, unless otherwise notified by the Executive Committee.
- C. Special Meetings of the Council may be called by the President, the Executive Committee or upon any request of any five (5) Council Members.
- D. Email notice shall be sent to all Members of the Council at least one (1) week in advance of all meetings. Notice shall include the Agenda, date, time and place of the meeting. The Agenda, as well as Meeting Minutes of all Council meetings, are available on the Kitsap County 4-H website.
- E. Any enrolled volunteers and Junior Leaders (at least 13 years of age by January 1st of that 4-H year), shall be able to vote at the Council Meeting if they have attended at least four (4) Council Meetings, within the previous twelve (12) months. Each Council Member shall be entitled to one (1) vote.

ARTICLE XII List of Appendices

- A. Kitsap County 4-H Council Standing Rules
- B. Standing Committees
- C. Inventory of Physical Assets
- D. Inventory of Grants, Funds, Trusts, etc.

BY-LAWS OF THE KITSAP COUNTY 4-H COUNCIL

These By-Laws of the Kitsap County 4-H Council are hereby adopted on _____ in Silverdale,
Washington

Lucas C. Mueker
President, 4-H Council

9/6/23
Date:

Alea Smith
Secretary, 4-H Council

9/6/23
Date:

Reviewed by:

E. Wilson
4-H Professional, WSU Extension

9/6/23
Date:

APPENDIX A Standing Rules

Responsibilities of the councilmembers: Understand our bylaws and job descriptions of their elected position. Understand the purposes and goals of our committees. Understand the intent and process of our funds. Understand the working relationship with council and 4-H staff.

Current Kitsap County 4-H Councilmember

Adult Members:

Emely Bienhoff (2025)
Bruce Bradley (2023)
Charles Endicott (2025)
Tasha Hosford (2025)
Wanda Meeker (2023) Second term
Julie Oates (2024)
Sean Reichle (2025)
Cora Smith (2023)
Mike Smith (2025)
Jennifer Denham (2027)
Pamela Lovitt (2027)
Valerie Terry (2027)
Katie Matteson (2027)
Tami Hoenig (2027)
Abigail Hoenig (2027)
John Terry

Youth:

Alex Smith (2024)
John Smith (2024)
Elise Terry (2026)

APPENDIX B
Standing Committees
Kitsap County 4-H Council Committees

Committee Structure

Much of the work to be accomplished by a club can best be done by committees. This gives more club members the opportunity to participate and to assume responsibility. Committees can make business meetings go more smoothly because much of the detailed planning can be done outside the meeting. In addition, it is good training in group leadership to have a few members devote their full attention to a particular subject, then share their results at the full club meeting. To involve adults (and engage the youth adult partnership model), appoint a parent or leader to each committee as an advisor. Each committee shall have a communication plan- who is the point of contact and how are they accountable to the council general membership.

There are two general types of committees:

Standing Committees are active throughout the entire year. These committees focus on topics that relate to every meeting or are part of a long-term club effort or goal.

Special Committees are appointed and serve for a single event.

Committees should:

- Know the specific assignment
- Give serious thought and study to the issue
- Seek opinions and suggestions from outside the committee membership, if needed
- Encourage cooperation among its members in working out details
- Prepare recommendations for club action

Each committee shall have a chair. The committee chair shall:

- Call the committee together and preside at the meeting
- Know the assignment given to the committee and explain it clearly at the first committee meeting
- Seek ideas from committee members before expressing their own ideas
- Assign specific duties to committee members, if necessary
- Report the findings of the committee to the club.
- Inform the vice president/president before the club meeting starts that the committee report is ready to be presented. Reach out to office staff to ensure all paperwork and WSU contracts (if any) are in order.

When a committee is formed, refer to the by-laws for guidance, make sure that the new committee chair and membership understands the task of deciding:

1. Specific purpose of this committee:
2. how is this committee accountable to the general membership of this council, and how does this committee communicate with the board? The staff? With other members of this committee?
3. Who can be a member of this committee?
4. Define officer leadership roles and adviser roles for this committee: ex: What needs to be discussed with staff? What needs to be voted on by council?
5. How are decisions made?
6. How is money accountable and tracked?
7. Once a committee is formed, it is the committee's responsibility to touch base with office staff before moving forward with any marketing, to make sure all contracts and WSU required paperwork are understood.

Committee Descriptions

EXECUTIVE COMMITTEE

The executive committee is composed of all the elected officers and usually the immediate past president, with the county Extension agent serving as an ex-officio member. The executive committee has the following functions to:

- perform the essential council activities that must be acted upon between meetings of the full 4-H council
- formulate and recommend programs and activities to the members of the council for their consideration and approval
- identify and help formulate other committees necessary to further the purposes and functions of the council
- carry on such other business as may be delegated to it by the council membership
- formulate the agenda and have it printed for the meetings
- serve as liaison with other groups and to the total Extension program
- serve as the planning group for the 4-H council.

BUDGET COMMITTEE

The budget is a statement of the financial condition of the coming year based on information gathered from all other committees. It provides guidelines for the short-term future. The budget committee develops the budget in keeping with the purposes, philosophy and long-term goals of the organization, sets appropriate objectives and identifies steps to achieve them. Since the budget establishes future expectations largely on past performance and present resources, it is provisional in nature. Unexpected circumstance such as changes in donors or expenses may affect the budget. This means that the budget must be flexible enough to reflect change without losing effectiveness in dealing with controllable events. Specific functions of a budget committee on the county level are to:

- report the financial condition and results of the operations of the county 4-H council
- prepare a balance sheet
- prepare a regular statement of financial activities
- prepare a statement of changes in fund balances of the 4-H council
- follow procedures outlined in the Treasurer's book for annual financial reviews.

ACTIVITY COMMITTEES

Activity committees can have many functions. Such committees are formed specifically to plan and execute an event such as:

These committees are generally responsible for all details of the event—from obtaining judges and awards to writing thank-you letters and evaluating the event. These committees work closely with the county Extension staff and often share some of the responsibilities with the staff. However, the primary responsibility for the particular event rests with the committee. Communication and marketing are the responsibility of the committee. Proposing a budget to council for the event is the responsibility of the committee.

ANIMAL APPEAL BOARD

As reflected in the Kitsap County Exhibitor's Guide. Board members shall be familiar with exhibitor's guide rules. This board meets as needed for appeals.

4-H ANIMAL OWNERSHIP APPEAL BOARD

PURPOSE: To arbitrate animal ownership issues as a result of death or severe injury due to emergency, after ownership deadline, and to establish replacement animal's participation in the Kitsap County Fair & Stampede.

OBJECTIVE: Be fair, honest and consider each individual situation as a separate situation.

PROCEDURES:

1. The severe injury, death or broken lease agreement must have occurred no later than July 31 of current year.
2. Written statement of situation must be received in the Extension Office by August 1. Statement shall include:
 - a. Member name and phone number
 - b. Parent name and phone number
 - c. Leader name and phone number
 - d. Description of situation
 - e. Leader or veterinarian certification if death or letter of details if injured
3. If a horse or dairy animal is involved, the past certificate and certificate of new animal shall be presented.
4. It is understood that the substituted animal will not be eligible for State 4-H Fair and the animal/member will not be eligible to receive champion or reserve champion awards in any class.
5. In Animal Division in which high point awards exist, substituted animals are not eligible for those awards.
6. Any substituted animal must meet all Fair health requirements.
7. The member shall appear before the Appeal Board and present the fact about the situation, if necessary.
8. If the member has an additional project animal available, the appeal board process is not an option.
9. Ruling of the Appeal Board is final.
10. Animal Appeal Board reserves the right to listen to emergency appeals after August 1.

BY-LAWS COMMITTEE In place to review the by-laws as directed in the by-laws.

FUNDRAISING

The major responsibility of the fundraising committee is to raise the amount needed to meet the proposed unit budget and to work cooperatively with the council executive board and treasurer in accounting for receipts and disbursements for the activity. All fundraising events shall be approved at executive board meeting with a WSU staff person present prior to monthly meeting vote. The committee may also plan specific fundraising events and activities. Check with finance rules and staff to be sure the activity is allowed before presentation at monthly meeting.

PUBLIC PRESENTATIONS

Concerned with the selection of dates, building and room scheduling; concerned with selection of judge; helps prepare time assignments; in charge of junior leaders and helpers who announce numbers and keep door closed; set up rooms; in charge of specific rooms; announce placings; assemble club packets of ribbons and comment sheets; bring judges refreshments.

4-H SUMMER CAMP

(**not complete)

4-H ACADEMY

Concerned with ensuring the \$400 budget is written into the yearly budget of council, and any extra funds made at event are moved to 'educational programs' line item. Locate and secure a location for the event. Secure a date. Market the event. Find instructors for classes and serve as the point of contact for volunteers. Organize and manage volunteers and marketing for this event. Make a sign up for members to attend this event. Be responsible for the event day of including food, clean up and volunteers. Communicate plan with office staff and council point of contact. Anyone can be a member of this committee, including youth.

YEAR END AWARDS

Select the date; is responsible for organization of the program; makes assignments of teen leaders to help with the program and assist them.

AWARD COMMITTEE DUTIES.

- Meets several times throughout the year to plan the event
- Takes care of correcting/updating award forms and submitting them to the 4-H Office to hang on the website
- Collects all the award forms and record books to be judged
- Prints all the judging forms
- Finds a place to judge awards
- Judges all the awards (usually a Friday and Saturday)
- Lines up an inspirational speaker
- Lines up emcees
- Lines up a photographer for the event
- Orders trophies
- Types award certificates
- Obtains checks and/or gift cards for various awards
- Creates and prints invitations
- Sends invitations to kids
- Locates a venue for the event
- Coordinates with the 4-H Office to sign any contract for the event
- Asks the 4-H Office to put the event on the county calendar
- Writes the award program (outline for the emcees)
- Plans food for the event
- Gathers raffle items
- Creates silent auction sheets for any silent auction items
- Puts up decoration
- Sets up the event
- Arranges all the trophies and certificates near the emcees
- Sets up a photo station

- Cleans up.

Standing Dates

- 2nd Tuesday in October. Award nominations and applications are due in the 4-H Office.
- Three days later on the Friday and Saturday of the week the awards are due. All awards are judged.
- 2nd Friday in November. Awards Recognition Night is usually the 2nd Friday in November.

4-H OFFICE DUTIES FOR RECOGNITION NIGHT

- The 4-H Office takes care of any contract/paperwork for the venue where the awards event takes place.
- The 4-H Office suggests a business to honor and provides contact information so an invitation can be sent to the representative of that business. – recommendation from president that the committee does this 3/19
- Collects record books with the award forms in the left, front cover by the 2nd Tuesday in October.
- Someone in the 4-H Office has access to the Kitsap County 4-H calendar and posts the event there.

4-H COUNCIL DUTIES

The 4-H Council treasurer writes checks to reimburse people who have to pay out of pocket to order trophies and other costs for the evening and writes checks to recipients who receive an award in the form of a check. Pays the checks for venue and expenses.

Kitsap County 4-H Equine Committee: In 2018 the Horse Leader's Council's funds were moved to the 4-H council as there were no longer five clubs involved in the project per WSU rules. The funds were fundraised by this group, for this group and are held in a line item by council. This group submits a yearly budget in October with their yearly plan. The specific purpose of this committee is to oversee and manage the well-being of the equine project in Kitsap County 4-H. This committee holds monthly meetings and has a FB page. A representative from this committee is encouraged to attend council meetings. Any youth, volunteers or parents of youth enrolled in any of the equine projects in Kitsap County are welcomed to join this committee. The 4-H office staff serves as an advisor as in all of council's committees. The council holds the financial amount, with receipts reimburses expenses or directly pays for expenses as requested by this committee or as laid out in their yearly budget. These requests are voted on by a simple majority vote at their own meeting

KYG: Know Your Government Coordinator will be a point of contact between the WSU Extension Office and 4-H youth and families interested and involved in participating in the KYG program. The KYG Coordinator will be responsible for providing the curriculum and materials to the youth and parents and marketing the program and event in Kitsap County. The KYG Coordinator will be in close contact with the WSU Extension Office for any updated materials or information. The KYG Coordinator is responsible for making sure that they have emergency and medical information for all youth and adult volunteers traveling with this project. The KYG Coordinator will be responsible for working with KYG youth and volunteers on fundraiser events to ensure that all funds are raised at least 3 weeks prior to the event date. The WSU Extension Office will be responsible for handling all financial aspects of this program. All funds must be received in the Extension Office at least 3 weeks prior to the event in order for the youth to be eligible to participate in the project unless prior arrangements have been made with the Extension Office.

Poultry Leaders Committee:

At our February 4-H council meeting 2019, Kitsap Poultry Growers Coop made a donation of \$1,305.95 to be used for poultry project program. Leaders involved in the project were asked who would like to be a committee member to set up a plan and a process for use of the funds with the goal of how to best serve the poultry project.

Teen Travel: (** not complete)

APPENDIX C
Inventory of Physical Assets

NOTE: Any physical assets held by 4-H Council are understood to be held temporarily and only until there is a successful transfer of title/ownership to WSU.

Item Description	Location	Approximate Value
Tractor	Sarah Nap	
tiller	Mike Vogel	
Light Bouy Bell	Twin Lakes Youth Camp	On loan, needing returned
Horse trailer and tack		
Camp trailers and supplies		

APPENDIX D
Inventory of Grants, Funds, Trusts, etc.

Tracy Sue Parker Memorial

- a. Fund to maintain a \$2000.00 principal balance
- b. Awards Committee to award, as applied for on a yearly basis, an award (amount TBD) to the club(s) with the best community service for the year.
- c. Amounts awarded are not to reduce the principal balance below \$2000
- d. Upon closure of Council funds in this category will be donated to the WSU 4-H Foundation.

Keith Berkenfeld Scholarship

- a. Fund to maintain a \$25,000 principal balance
- b. Income from the fund is to be used for Teen Scholarships to State Conference, Rally and other 4-H Educational events.
- c. Monies are available upon request of the Executive Committee
- d. Amounts awarded are not to reduce the principal balance below \$25,000
- e. Upon closure of Council funds in this category must be returned to the Berkenfeld Foundation as stated in the Will that provided Council the scholarship.

JoAnn Freiboth Memorial

- a. Current funds in account are available upon request
- b. Funds were donated to be split between the Equine Program and the Camp Program. Not specified as to the division of funds.
- c. Once funds are expended this memorial will close
- d. Upon closure of Council funds remaining in this category will be donated to the WSU 4-H Foundation.

Margaret Gibson Memorial

- a. Current funds in account are available upon request
- b. Funds were donated to be used for anything but camp.
- c. Once funds are expended this memorial will close
- d. Upon closure of Council funds remaining in this category will be donated to the WSU 4-H Foundation.

Yvonne Mygat Memorial

- a. Current funds in account are available upon request
- b. Funds were donated to be used for Public Presentations
- c. Once funds are expended this memorial will close
- d. Upon closure of Council funds remaining in this category will be donated to the WSU 4-H Foundation.

Audrey Edmonds; Mary Wagner and Sharon Rappuhn Memorial(s):

- a. Fund to maintain a \$2000.00 principal balance (per requirements under Edmonds Memorial)
- b. Funds were donated to be used for camp scholarships
- c. Amounts awarded are not to reduce the principal balance below \$2000
- d. Upon closure of Council funds in this category will be donated to the WSU 4-H Foundation.

Camp Scholarship Fund

- a. Current funds in account are available upon request to Camp
- b. Funds are available for scholarship to Summer Camp
- c. Once funds are expended this fund will close
- d. Upon closure of Council funds remaining in this category will be donated to the WSU 4-H Foundation.

Peterson Club Grant

- a. \$10,000 was donated for general use, as needed/requested
- b. Most common use is the "Club Grant" of \$200
- c. Up to five (5) clubs per year for a total of \$1000 awarded may apply for this grant using the club Grant Request Form
- d. Upon closure of Council funds remaining in this category will be donated to the WSU 4-H Foundation

Kitsap Horse Leaders Designated Fund:

- a. Monies were received upon disbandment of Kitsap Horse Leader Committee in 2018 and to be held in trust for the future of the Equine Project and reinstatement of a horse leaders council. Funds will be governed by the Executive Council for a period of three (3) years. Existing, active equine projects may petition council for an extension of their governance after that time.
- b. As per the WSU Financial Division in 2018 the reinstatement of a horse leaders committee/council will require a minimum of five (5) actively participating equine clubs. *Actively participating* was defined as "meeting the requirements of a 'club' as set by WSU and actively participating in such standard equine events as clinics, shows, County and State Fair, etc."
- c. Funds are for use by active 4-H Equine Projects and to assist with the reinstatement of a Kitsap Horse Leaders Committee, or a facsimile thereof. Per WSU these funds are to be used for the benefit of the Equine Project as a whole, not for individual clubs.
- d. An annual budget must be submitted to the Executive Committee for approval by October 1.
- e. Funds will be distributed by the Executive Council, on an as-need basis, per the approved budget.
- f. Upon closure of Council funds remaining in this category will be donated to the WSU 4-H Foundation

Poultry

- a. At our February 4-H council meeting 2019, Kitsap Poultry Growers Coop made a donation of \$1,305.95 to be used for poultry project program. Awaiting Leaders involved in the project to set up a plan and a process for use of the funds with the goal of how to best serve the poultry project.

Due process for use of funds:

When 4-H members request monies from council, it is council's role to explain what funds are available and brainstorm proper funds to help meet their request if possible, and/or explain