



Lincoln County 4-H Program Policy



Accompaniment to Washington State 4-H Youth Program Policy

Club Names

A 4-H club shall choose its own name, providing it is not a duplicate of another club in the county, nor in conflict with Civil Rights Compliance Acts.

Each new club, upon deciding a name, must complete and submit *A Request for Organizations to use the 4-H Name and Emblem* to the Extension Office. The club then receives a 4-H club status charter of the United States Department of Agriculture.

The head leader must state the educational purposes, ranges of projects, and age of participants of the club in a clear and broad enough way to support its leaders and members in their work throughout the years. If the purpose or head leadership changes, the club must resubmit *A Request for Organizations to use the 4-H Name and Emblem*.

Funds

The club members shall authorize all withdrawals of funds. Signature of the club treasurer is encouraged. It is a good practice to designate an alternative signature with the account, usually a club leader. Having both a youth and adult sign is highly encouraged.

All 4-H club funds must be held in an account of a commercial bank.

If a 4-H club disbands, monies and equipment of such club or group shall be held by the Council in escrow for reestablishment of a similar type club for up to a three-year period. After that period, monies and equipment shall be disbursed at the discretion of the Council.

Since the IRS allows 4-H clubs to earn funds under not-for-profit status, the club's year ending balance should carry only enough funds to operate the start of the next year. Excess funds must be earmarked as to their intended use.

Membership

No youth may be barred from club membership.

The club for safety, available facility, or educational reasons may set a pre-established member enrollment cap. For the same reasons club leaders may also establish a project enrollment date deadline.

Clubs can not selectively accept members.

Club leadership has the right to limit projects offered in the club. Factors such as availability of volunteers to lead/teach each project and safety and age and skill ranges of youth may determine choice of projects offered.

A club can not enroll a member in a project if there is no adult leadership for that topic.

A club's leadership may disqualify a member from competition or club benefits based on: a) breach of a pre-established code of conduct or b) inadequate length of 4-H directed and supervised project study time.

A member enrolled in more than one club is subject to each club's requirements. Members in multiple clubs may choose to submit their project records in one recordbook.

4-H members transferring from one club to another need to be given credit for their past work and achievements. However, to advance to the next level, members must meet the new club criteria for the new year.

Participation

A 4-H member choosing to exhibit at a fair is a guest of that fair and is responsible for understanding the rules established by that fair's management. Recommendations for change may be submitted for the next year through the Leaders Council.

Primary 4-H members (K-2) may participate but can not be scored nor placed.

Parents choosing to encourage their 2nd grade or younger child to compete and/or exhibit or to handle large animals, do so independent of 4-H, WSU, and its volunteer leaders. 4-H leadership shall not condone nor be responsible for the risks inherent.

Members exhibiting in non-project 4-H do so at their own risk.

Insurance

Each club is required to subscribe to accident insurance coverage for all its 4-H members at the beginning of each club year.

Club activities, which include non-enrolled youth or adults, are required to subscribe to accident insurance for all participants for each day of that activity.

EM4889 *For the Well-being of Youth and Adults Working with the 4-H/Youth Development Program* outlines liability insurance coverage for certified volunteers of Washington State University's 4-H Program. Club leaders are encouraged to examine their homeowner or tenant insurance policy and be responsible for adequate personal liability, vehicle, and personal property coverage for exposure they face as a volunteer because WSU does not cover facilities.

Good risk management encourages leaders to ensure volunteer drivers are able to show proof of insurance.

4-H Leaders are discouraged against transporting member's livestock and loaning members stock, facility, or equipment. Club leaders are encouraged to contact their insurance professional to protect their interest in these instances.

Personal property issues are the responsibility of the individual. It is recommended that individuals contact their insurance professional to protect their interests.

4-H Leaders may not sign "hold-harmless" agreements in order to use a third party's facility or property. Upon request Washington State University can provide a certificate of insurance to the third party. Contact your WSU Cooperative Extension Agent.

Leadership

All 4-H volunteers must complete application and be screened by Lincoln-Adams Cooperative Extension in order to be enrolled as a volunteer leader for Washington State University's 4-H program.

In addition, all **head and project leaders** for every club must complete training by Lincoln-Adams Cooperative Extension to be certified as a volunteer leader for Washington State University's 4-H Program.

All **activity and resource** leaders must complete application and screening. Training is optional. All activity and resource leaders in direct contact with youth must be certified or supervised by a certified volunteer or Extension personnel.

Any 4-H volunteer working with youth other than their own children in an unsupervised 4-H setting more than five hours must be screened, trained and certified as a volunteer for Washington State University 4-H Program.

Assisting adults, who are not certified or enrolled, are volunteering their services at their own risk.

A parent who assumes leadership for their own child's 4-H project study (family/individual 4-H) is not eligible for 4-H accident insurance, WSU volunteer liability coverage, fund raising, or other group benefits associated with a chartered group of members.

Annually, each 4-H leader must renew a 4-H Leader Commitment Form for volunteer work for Washington State University 4-H program in Lincoln and Adams Counties. A lapse in enrollment will require volunteers to retake Leader Training prior to Re-enrollment.

A volunteer 4-H leader may be terminated by Washington State University Cooperative Extension in Lincoln-Adams for not abiding by rules or modeling positive roles as described in the annual 4-H Leader Commitment Form.

Club leadership has the right to limit projects offered in the club. Facts such as availability of volunteers to lead/teach project and safety and age and skill ranges of youth may determine choice of projects offered. A club can not enroll a member in a project if there is no adult leadership for that topic.

Youth wishing to study a 4-H project for which there is not a project leader or club accepting new members may enroll in Family/Individual 4-H. Parents of members enrolled in Family/Individual study are responsible for teaching the subject matter and assume, personally, all risks and responsibilities for 4-H study and participation. Parents are encouraged to take Leaders Training.

Clubs are encouraged to put their club expectations for behavior, attendance, receiving benefits, competition prerequisites and consequences in writing at the beginning of each year for all families to understand.

State Competition

State activities and events are open to all youths that meet the eligibility requirement for a specific event or activity.

The Council strongly encourages all state qualifiers to participate in the Lincoln County Fair.

The Lincoln County State Fair Coordinator shall determine the deadlines for entry to State level contests.

It is the individual's responsibility to contact the State Fair Coordinator as early in the 4-H year as possible for inclusion in the event.

Project Completion

Completion of a project is determined by satisfying the individual club requirements for the project. Leader Council encourages record keeping, decision-making, judging, public speaking, active participation, exhibiting, and community service and leadership development.

Awards and Recognition

The council may choose to recognize individuals for their contribution to the 4-H program at the council's discretion.

Horse Program

The rules governing participation in the 4-H Horse Project are set forth in Lincoln County 4-H Horse Program Policy, written by the Lincoln County Horse Leaders, a subcommittee of this council.

Livestock Program

The rules governing participation in 4-H Livestock Projects are set forth in 4-H Livestock Policy, written by Livestock Leaders, a subcommittee of this council.

Standing Orders

Procedure. Amendments to the Policy may be made by the Council if the standing orders are read at a regular meeting or special meeting of the Council one month in advance of final action.

Voting. Amendments to the Policy may be passed by a two-thirds vote of the members present, providing the above procedure has been followed.

Corrections or Additions. Any corrections or additions voted in will take effect October 1, providing the above procedures have been followed.

Council may adopt an emergency resolution to take effect immediately until such time as the policy can be amended or until the resolution expires at the end of the current program year.

Approved 2/3/2000