

GRANT-ADAMS AREA 4-H POLICY
Revised and approved by County Council 1995
"Intended to be a guide for leaders"

The following policies incorporate Federal and State policies concerning 4-H, as found in Washington State 4-H/Youth Program Policy (EM0758).

Discrimination in the 4-H program because of race, color, religion, national origin, sex or handicap is contrary to the purposes of the county, state and federal Extension partners and violates the spirit and intent of the Civil Rights Law.

The Grant-Adams Area includes all of Grant County and the irrigated portion of Adams County receiving waters from the Columbia Basin Irrigation Project.

ARTICLE I
MEMBERSHIP

1. Youth in the following grades are eligible for 4-H:
 - * Primary - Kindergarten, first and second grades
 - * Junior - third, fourth and fifth grades
 - * Intermediates - sixth, seventh and eighth grades
 - * Senior - ninth, through twelfth grades or have not reached their 19th birthday before January 1 of the current 4-H year.
2. Members must be in the 3rd grade and have reached their 8th birthday before January 1 of the current 4-H year to be eligible for:
 - * competitive situations
 - * enrollment in large animal projects including beef, dairy, dairy goat, horse, sheep and swine.
3. Participation in events and recognition are based on these grade divisions.
4. Special Education youth who are older than 19 may be enrolled with approval of the county 4-H agent.
5. Enrollment can be accomplished through the 4-H data processing system in a club or a short term project.
6. Marriage and parenthood are not barriers to a 4-H membership, provided other requirements are met.
7. The 4-H program year is October 1 through September 30. Continuing clubs must re-enroll by December 15. New clubs, new members to existing clubs and all add projects must be enrolled by June 1 to be eligible to participate in August and September events.
8. Payment of premiums to the 4-H insurance program is a condition of enrollment for both members and leaders.

9. Payment of project assessment to Grant-Adams Area Leaders Council and/or Area Councils is a condition of enrollment for both members and leaders.
10. For families for whom payment of insurance premiums and/or project assessment fees will present a financial hardship and jeopardize their participation in the Grant-Adams Area 4-H program, these fees may be waived. Grant-Adams Area 4-H Leader Council and/or an Area Council has an obligation to review these fee assessments and provide assistance as requested.

ARTICLE II

ORGANIZATION

1. Clubs and short-term programs may be organized only when adequate leadership is provided.
2. Clubs are expected to conduct programs in public presentations, record keeping and judging skills.
3. Clubs will turn in a club secretary book which documents educational programs, public presentations, at least six meetings held, and community service. These books will be turned in to the County Extension office by June 15.
4. Funds should be carefully accounted for, raised and used only to further the educational program within a 4-H Program. Fund raising must be conducted in accordance with guidelines set by the Charitable Solicitation Act and the Washington State Gambling Commission. No lotteries may be held without authorization of the County Extension office and a check to see that these guidelines are followed.
5. Upon dissolution of a club, unexpended funds revert to the Area Leaders Council.
6. Specific fund raising (i.e. raffles, carnivals) require specific preparations. Call the Extension office for program details (see EM758).
7. Regular communication from WSU's Grant-Adams Extension is accomplished through the monthly 4-H newsletter, mailed to all leaders and 4-H families. Communication among leaders is accomplished via leaders council meetings at the County level and Area level and through club and project meetings.
8. Each club is required to send a leader representative to at least three leader meetings a year. This could include area councils, county council, county project meetings, or county committee meetings.

The Grant-Adams Area Leader Council has adopted this policy in an effort to help keep clubs focused on some primary beliefs of 4-H Youth Development. To do this, we are asking clubs to meet specific criteria (turn in completed secretary books, hold at least six meetings, enroll pre-existing clubs by December 15th, document community service, document demonstration days, and document other educational programs.) Secretary books will be turned in to the Extension office by June 15th . A committee of 8 volunteer leaders (one from each Area) will review the books for documentation of the above items. Those clubs not meeting the criteria as indicated here, will be notified that their club members will not be eligible to participate as a 4-H member in either Grant County or Adams County Fair events.

9. Management of 4-H in the Grant-Adams Area is the shared responsibility of the Grant-Adams Area Leader's Council and WSU's Grant-Adams Extension.

10. All enrolled leaders are members of the Grant-Adams Area 4-H Leader's Council and Area Council in one of the following areas:
 - Area I - Ephrata, Soap Lake, Wilson Creek
 - Area II - Quincy, George
 - Area III - Moses Lake
 - Area IV - Warden
 - Area V - Royal City
 - Area VI - Othello
 - Area VII - Coulee City, Hartline, Electric City
 - Area VIII - Mattawa, Beverly, Desert Aire

11. 4-H Leader's Council creates committees to plan, finance, conduct and evaluate parts of the 4-H program. Standing committees are:
 - * Executive Committee - responsible for policy and organization. Membership consists of: Grant-Adams Council officer, committee chairs, and Area presidents or their representatives.
 - * Finance Committee - Responsible for submitting an annual budget and planning fund raising to support Grant-Adams Area 4-H program.
 - * Scholarship and Awards Committee - Responsible for setting policy for 4-H awards and receiving new award proposals to see they meet guidelines. Promote scholarship and awards available through higher education and local sponsors.
 - * Record Book Committee - To conduct record book judging and select recipients for awards and recognition. Work with scholarship and Award Committee to determine guidelines for County Medal awards. It will be the responsibility of this committee to promote and/or assist with the training of area council record book judges.
 - * 4-H/FFA Livestock Sale Associations - Grant-Adams Council appoints representatives to these bodies, which conduct market animal programs for Grant County and Adams County Fairs with representatives also appointed to the small livestock committee. These livestock representatives will consist of the following:
 - 2 representatives for the Beef projects.
 - 2 representatives for Sheep projects
 - 2 representatives for Swine projects
 - 2 representatives for Dairy projects
 - 2 representatives for Goat projects
 - 1 representative at large

These will each be rotating terms of three years.

- * Horse Council Committee - to plan and conduct a Grant-Adams Area 4-H Horse Program. All enrolled horse project leaders, parents, and teen leaders are automatically members of this committee.
- * Camp Committee - to plan, promote, conduct and evaluate a 4-H camping program.
- * Home Economics Program Committee - to plan, promote, conduct and evaluate county events related to the Home Economics projects. All leaders, parents, and teen leaders enrolled in home economics projects are automatically enrolled in this committee.

ARTICLE III

LEADERSHIP

1. An adult volunteer 4-H leader must be at least 18 years of age and cannot be an enrolled 4-H member.
2. All new Extension volunteers working with youth must be screened. Enrollment as a 4-H volunteer is contingent on returning Application Form CO938 to the WSU Extension county office, having Washington State Patrol clearance, signing and agreeing to Adult Code of Conduct.
3. Volunteer leadership can be provided by 4-H members through the 4-H Leadership Project. For definition of Junior Leaders, Teen Leaders and Ambassadors, see EM4659.
4. There are several categories of adult volunteer leadership, including:
 - * Club Leader - the "main" leader who is responsible for the organization and functioning of the 4-H Club.
 - * Project Leader - responsible for a given project area in the 4-H club.
 - * Activity Leader - responsible for designated 4-H activity(ies) in the 4-H club.
 - * Resource Leader - assigned a particular activity and/or area (this could be county or a club).
 - * Program Leader - has a year-around assignment and coordinates the total county and area program.

ARTICLE IV

VOLUNTEER LIABILITY

In order for WSU to assume responsibility for liability protection for adult volunteers, all 4-H leaders must enroll through the 4-H Data Processing System on the Leader Enrollment form, CO550, or the preprinted Leader Reenrollment Form.

Adult volunteer leaders are protected under the State of Washington tort claims law for university volunteer leader liability and will be defended whenever an action or proceedings for damages are instituted arising from their acts or omissions while performing, or in good faith purporting to perform, their official volunteer duties.

Adult volunteers are expected to act in good faith and without negligence in the performance of their duties in order to minimize any chance of creating a university liability.

Volunteer leaders may participate in the Department of Labor and Industries medical aid program. Participation allows an injured volunteer's medical expenses to be paid by the Department of Labor and Industries.

Proof of Liability Insurance is available through Extension.

ARTICLE V
STATE ACTIVITIES AND EVENTS

1. State activities are open to all youth who meet full membership requirements of 4-H in Washington and the eligibility requirements for the specific event or activity.
2. Friends of 4-H members may participate in selected 4-H activities and events if approved by the county extension office, unless restricted by specific event guidelines.

ARTICLE VI
**STATE AND NATIONAL CONTEST
AND RECOGNITION PROGRAMS**

1. Details regarding specific contests, awards and grant information is on file in the Grant-Adams Extension office and in county and state fair books.
2. General information on scholarships is found in EM3735. Details and updated information is on file in the Grant-Adams Extension office. Application deadlines vary from early April to December.
3. A 4-H member may only win one state award in the National 4-H Awards Program. They may apply in two different program areas.
4. A 4-H member may attend National 4-H Congress only once (this needs to be verified). A state winner who has not received an out-of-state trip or where no trip is available may compete in a different contest during a subsequent year.
5. A member will be eligible to receive only one state 4-H sponsored college scholarship during any one year.
6. A 4-H member may participate in only one of the following out-of-state trips during the year (October 1 to September 30):
 - * National 4-H Congress
 - * National 4-H Conference
 - * National 4-H Judging Contests and Bowls
 - * Profiles for Tomorrow
7. Participation in 4-H sanctioned trips or programs which individuals pay for themselves such as international shortcourses, Ambassador or Labo programs, will not prohibit participation in state contests or award programs.

ARTICLE VII
LIVESTOCK MANAGEMENT AND
OWNERSHIP

1. 4-H members in Washington State need not own their project animals. Members may lease a market animal if it is not sold at a junior livestock auction.
2. Animals must be under the 4-H member's care and management by the following dates:
 - * Horse - Certificates on file in the Extension office May 1.
 - * Dairy - Certificates on file in the Extension office May 1, except bred and springer heifers to be certificated by January 1.
 - * Breeding Beef - 90 days prior to show.
 - * Breeding Sheep, Swine, Dairy Goat, Rabbit and Poultry - 60 days prior to show.
 - * Market Beef, Sheep, and Swine - Certificate of Ownership dates/taggings established each spring. Read "4-H News" for rules and deadlines. Beef - 120days(4 mo.), Sheep - 60 days and Swine - 60 days.
3. Animals and birds raised by the 4-H member from birth are exempt from the minimum periods of time listed above.
Rabbits and Poultry - 45 days, and sale animals - 60 days.
4. Showing horned cattle:
 - * Market Steers must be polled or dehorned, healed or regrowth not to exceed two inches. See Fair book for specific rules.
 - * Breeding Beef animals should have safeguards on the horn tips; dehorning should be encouraged as a management practice.
 - * No dairy animals with horns will be permitted, except in the Junior Heifer Calf class. Horns, as defined for all other age classes, shall include "scurs", "numbing", or "stubs" which extend beyond the skin more than one inch.
5. No unaltered male livestock (beef, sheep, swine, dairy, goats, horse) may be exhibited except beef bulls born in the current 4-H club year and rams under 24 months of age. All others are prohibited.
6. All animals shall be handled safely and humanely.

ARTICLE VIII
RELATIONSHIPS

1. Extension in Washington will cooperate with donors on a local, county, district and state basis provided their support is offered without restrictive criteria and is consistent with the purpose of the 4-H/Youth program. Restrictive criteria would include use of mandatory products, trade names, breed association requirement, etc.
2. Prizes and awards shall be given in the name of the donor or sponsoring group.
3. County 4-H programs that become member agencies within the United Way or other federated campaign may be restricted by the campaign from conducting other community-wide fund raising. Receiving only donor-directed contributions as a non-member agency will not restrict 4-H fund raising.
4. 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 a county/area is subject to approval by the Extension office. Use on a multi-county or state basis shall be approved by the State Leader of 4-H/Youth. In all instances, such use shall conform to state and national policy and be for the furtherance of the 4-H educational program rather than for the benefit of private individuals, donors or others.
5. 4-H/FFA. There is a Memorandum of Understanding between the WSU Extension 4-H program and the Washington Future Farmers of America (FFA) program. Copies of the current Memorandum of Understanding are on file in all county Extension offices and with each vocational agriculture instructor and FFA advisor in Washington. The document outlines the agreements in effect between 4-H and FFA pertaining to project or enterprise selection, judging team participation, exhibiting animals or other products at shows and fairs, and other cooperative efforts. The 4-H/FFA Memorandum of Understanding is an official policy statement of the Washington State University Extension 4-H Youth Development Program.
6. 4-H/School Relationships:
 - * Articles made as part of a school project may not be exhibited as 4-H project items, but they may be exhibited in open class.
 - * A 4-H'er may use school facilities and /or equipment to create a 4-H item provided it is not also being used as a school class assignment; i.e., the member cannot use the same item for 4-H and high school assignment.
 - * The 4-H program may enter into cooperative programs with schools and other youth agencies where goals and objectives are compatible. 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 policy.
 - * If a program is conducted jointly, the regulation governing the program should be mutually agreed upon.

ARTICLE IX
PROGRAM DEVELOPMENT AND
ADVISORY PROCESS

1. State 4-H Curriculum Development Committees consist of Extension Specialist, Extension Agents, and Leaders, under the general direction of the State 4-H Program Leader.
2. The Washington 4-H Council, composed of representative adult volunteer leaders from each county, will meet annually to make the program or policy recommendations to the Washington 4-H Leaders Board and the State 4-H Fair Board of Trustees. Any volunteer wishing to make a change to state policy must complete a recommendation form prior to September 1. Forms are available in the Extension office.
3. The Washington 4-H Leaders Board and State 4-H Fair Board of Trustees will meet at least once a year to make recommendations about the 4-H program.
4. The state 4-H Faculty Advisory Committee shall meet at least once a year to make recommendations to the State Leader of 4-H/Youth.