



WASHINGTON STATE UNIVERSITY
EXTENSION

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Washington State 4-H Policy

Updated policies/guidelines in effect **October 1st, 2016**

Outlined below are some of the new and existing policies/guidelines that are of special interest to the Grant/Adams/Lincoln County 4-H Youth Development program. 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

Grant/Adams, Adams and Lincoln 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. **Any local policies that are stricter than state and/or national policies must be due to meeting positive youth development needs and approved by the County 4-H Faculty.**

Age Requirements

- 4-H Age is determined by **October 1st** of the current 4-H year. (*previously January 1st*)
- Youth who have reached their 5th birthday (before October 1st of the current 4-H year), through those who have not reached their 19th birthday (before October 1st of the current 4-H year) ****Exception – For the 2016-2017 4-H Year those 4-H members who are in 12th grade or who have not reached their 19th 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 Oct. 1st*)

Enrollment

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

4-H empowers youth to reach their full potential, working and learning in partnerships with caring adults. WSU Extension programs and employment are available to all without discrimination. Evidence of noncompliance may be reported through your local Extension office.#

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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, selected events, such as the county fair, and certain project areas may have specific enrollment deadlines for participation. Our region also has a December 1st 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 (i.e. business meetings)
- 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 Grant/Adams, Lincoln and East Adams 4-H members. Adults leading 4-H Family Groups are 4-H leaders, with the same application and certification responsibilities of all Grant/Adams, Lincoln and East Adams 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.