University of Idaho Extension

#91605

4-H Youth Development Policies and Procedures 2012-2014

This publication shall serve as the official source of policies and procedures for University of Idaho 4-H Youth Development programs beginning October 1, 2012, and ending September 30, 2014. Policies and Procedures are reviewed every two years by the Idaho 4-H Advisory Board; current year changes are underlined.

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To enrich education through diversity the University of Idaho is an equal opportunity/affirmative action employer and educational institution.

Organization/Administration

Mission & Vision

A clear mission and vision are our guiding principles as the University of Idaho 4-H Youth Development program initiates, conducts and evaluates its educational program offerings. These are:

Mission

4-H empowers youth to reach their full potential through working and learning in partnership with caring adults.

Vision

4-H...A leader in developing Idaho's youth to become responsible, productive citizens, meeting the changing needs of a diverse society.

Overview of Extension & 4-H

The Cooperative Extension System (CES) was established when the U.S. Congress passed the Smith-Lever Act in 1914. CES educational programs are centered in the land-grant university in each state. Major program areas are agriculture, family and consumer sciences, 4-H youth development, natural resources, and community development. Funding for CES faculty and support staff is provided by federal, state, and county sources.

The University of Idaho is the land-grant institution responsible for the conduct of the CES program in Idaho. Since July 1, 2001, CES in Idaho has been known as University of Idaho Extension. The director of the Cooperative Extension System is ultimately responsible for the administration of all extension programs. Administration of the University of Idaho 4-H Youth Development program is delegated to the State 4-H Youth Development Director.

Extension specialists at the state and district levels provide educational resources and support for county extension personnel. At the county level, 4-H is administered by the University of Idaho Extension (UI Extension) faculty and 4-H program coordinators/assistants.

The volunteer leader is the heart of the 4-H program. A leader serves in a multitude of roles. These range from working at the club level to supervising other volunteers at the county, district, or state levels.

At various levels within the UI Extension system, formally organized groups of volunteers and/or faculty serve in advisory roles to their respective administrators. Their counsel is sought in determining priorities and content for program development. They assist with carrying out the 4-H mission.

Agreement to Follow Policies & Procedures in all Youth Development Programs

The following policies and procedures clarify the roles and responsibilities of all persons associated with youth development programs conducted as part of the University of Idaho 4-H Youth Development program. All 4-H clubs and affiliates are subject to the general supervision and control of University of Idaho Extension. All participants, including members at all levels, parents, leaders and volunteers, and all 4-H clubs and affiliates, agree to conduct their programs and manage their affairs in accordance with these policies. A county may have policies that are more restrictive, but not less restrictive. The State 4-H Youth Development Director should be notified of any policies that differ from these policies and may disapprove a non-conforming policy if she or he determines that it does not positively advance the mission, philosophy, or goals of the 4-H Youth Development Program or is contrary to law. A request to waive any of these policies or procedures must be directed to the State 4-H Youth Development Director.

Use of 4-H Name & Emblem

Use of the 4-H name and emblem is governed by congressional action (Section 707 of Public Law 772, 80th Congress, Chapter 645, 2nd Session, H.R. 3190). On a county level, use of the 4-H name and emblem must be approved by the county extension personnel. On the state level, use of the 4-H name and emblem must be approved by the State 4-H Youth Development Director. In all instances, use shall be for the furtherance of the 4-H educational program rather than for the benefit of private individuals, donors, or others. See *All About Idaho 4-H* (#91601) for additional information on use of the 4-H name and emblem.

Anti-Discrimination & Equal Opportunity

The University of Idaho has a policy of nondiscrimination on the basis of race, color, religion, national origin, sex, age, sexual orientation, gender identity/expression, disability or status as a Vietnam era veteran. This policy applies to all programs, services and facilities and includes, but is not limited to, applications, admissions, access to programs and services, and employment. The U.S.

Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. To file a complaint of discrimination write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th & Independence Ave. SW, Washington, DC 20250-9410, or call 202/720-5964 (voice and TDD).

Protecting Participant Information

Names and contact information of 4-H volunteers and members are not to be furnished to any person, firm, or association outside of University of Idaho Extension unless authorized by the State Extension Director. Signed releases are required and must be on file at the county extension office before any photos of youth taken at University of Idaho 4-H Youth Development programs may be used for any purpose.

Program Management

Purpose & Participation

The purpose of 4-H is to provide positive youth development to meet the needs of young people to experience belonging, mastery, independence, and generosity—the 4-H Essential Elements—and to foster educational opportunities tied to the Land Grant University knowledge base. All program participants making decisions or carrying out actions on behalf of the 4-H program should keep this goal in mind at all times. Educational programs provide - through youth and volunteer development - knowledge transfer, life skill development, and attitudes for positive development

Participation in the 4-H youth development program by members, volunteers and parents is a privilege, not a right. Individuals who violate the 4-H Code of Conduct or whose conduct is deemed detrimental to the best interests of the program by extension personnel or their appointed representatives may be subject to exclusion from future involvement.

4-H Code of Conduct for Parents, Volunteers & Youth

This Code of Conduct has been established for all participants in the University of Idaho 4-H Youth Development program (see page 16). A signed copy/acknowledgment of the Code of Conduct for all volunteers, members and their parent(s)/guardian(s) *must* be on file with the extension office through which the participant is enrolled.

4-H Program Delivery Options

The 4-H Youth Development program uses a variety of methods to reach youth. The term "club" as used in this publication, includes 4-H community clubs, 4-H in-school & afterschool programs, special interest, school enrichment or similar groups that have been authorized by state or county extension personnel to conduct 4-H Youth Development programming.

4-H Club Programs

The 4-H Club program is just one delivery mode for 4-H Youth Development programs in Idaho and across the nation. The definition of a 4-H Club is an organized group of youth who meet regularly with adult volunteers or staff for a long-term, progressive series of educational experiences.

4-H Clubs and affiliates must be chartered through the local Extension Office and must meet the minimum criteria for a 4-H Charter Club listed below, based on the requirements from 4-H National Headquarters and IRS. Official 4-H Clubs and affiliates have the authority to use the 4-H Name and Emblem. To be enrolled as an official charter club the following criteria must be met:

Regular 4-H Club

- The club must have five members from at least three families
- The club must be organized with youth officers
- The club must meet six or more times per year

Families and Independent Members

- A club with less than five members or less than three families
- The club must be organized with youth officers/youth in leadership roles
- The club must meet six or more times per year

For some youth, exposure to 4-H experiences and learning materials comes through activities conducted either within their family or as independent members. While 4-H encourages participation in club settings to promote friendships, leadership, citizenship and opportunities to interact with other youth and adults, for some youth, this is

not always possible. Families and independent members are welcome to participate as part of the 4-H experience; however, the IRS and National 4-H policies prohibit families and independent members from inclusion under the 4-H General Exemption Number as a tax-exempt entity, and prohibit fundraising for their specific family group or members.

Financial Accountability

Tax Exempt Status

Under the federal legislation governing the use of the 4-H name and emblem and the new IRS reporting requirements for groups operating as tax-exempt non-profits, the county 4-H Extension office is required to keep track of all transactions pertaining to financial management practices of UI Extension sponsored groups. Because of the legislation and the resulting UI Extension policy (Section B-3 of the *County Operations Handbook*), it is extremely important that all 4-H clubs be able to document the source of money raised and how it was distributed.

All chartered 4-H clubs and duly authorized affiliated 4-H organizations have exemption from federal income tax under the UI general group exemption number. In order to be included under the group exemption, a club or affiliate must meet the following requirements:

- All 4-H clubs that handle money, in any capacity, must have an EIN (Employee Identifaction Number) filed with IRS.
- Have the following 3 completed documents filed with the Department of Agriculture Education and 4-H Youth Development (State 4-H Office).
    a. Authorization to Include 4-H Club or Affiliate in Application for Group Exemption
    b. Affiliation Agreement
    c. Articles of Association
- File the appropriate documentation with IRS by May 15th of each year
- Submit their Annual Summary Financial Report and the Financial Audit Committee Certification to the county UI Extension office by November 1st each year.

Failure to complete any of the requirements listed above may result in suspension of the 4-H club or affiliate. For clubs that must apply for and receive an EIN from IRS, those can be secured with form SS-4 from http://www.irs.gov/pub/irs-pdf/fss4.pdf. Club leaders or affiliate groups must NEVER use someone's individual social security number when opening an account for a 4-H club/affiliate.

IRS filing requirements for 4-H clubs/affiliates are:

- **Clubs/Affiliates who earn less than $50,000 per year**:
  All eligible and qualifying groups, which have been operating for at least one year, MUST file the 990-N electronic postcard on time (by May 15th) each year. All clubs must have documentation from IRS in their files including confirmation of successful filing or documentation of unsuccessful attempts to file the 990-N.
- **As always, those clubs/affiliates earning more than $50,000 per year**:
  Must file form 990 or 990- EZ on time (by May 15th) each year.

Sales Tax Exemption:

4-H clubs and affiliates are required to pay sales tax on goods they buy for their own use and to collect tax when selling goods. The only 4-H groups that are sales tax exempt are those who receive their funding from taxpayer dollars (county, state or federally appropriated funds). Individual clubs and affiliates (leader's councils, etc.) are not exempt from paying sales tax in Idaho. The IRS tax exemption applies only to income tax, not sales tax.

4-H Account Audits

For the complete policies and procedures for handling finances for UI Extension (including 4-H clubs and affiliates), please see section B-3 of the *County Operations Handbook*.

All state, district, and county program accounts where money is solicited or raised on a state, district, or county-wide basis on behalf of 4-H programs must be audited according to the policies in section B-3 of the *County Operations Handbook*.

All 4-H clubs and authorized affiliates should:

Form a three-person financial audit committee annually that is composed of leaders and where applicable, one or more youth members, to review all monies received and spent. Each group should accurately account for all collected funds in individual accounts and reconcile all group checking and cash accounts annually. The emphasis for these groups should be on

providing basic money management education to members as well as assuring the proper use of club funds. Money management skills, both personal and organizational, are expected to be of increasing importance in our ever more financially complex world. Early understanding of basic budgeting and auditing procedures will be of significant educational value to youth as they prepare for the future.

The Annual Summary Financial Report and the Financial Audit Committee Certification must be submitted by each club and/or authorized affiliate group to the County Extension Office no later than November 1.

Failure to submit financial records may result in the suspension of the 4-H club or affiliate. The University of Idaho 4-H Youth Development Office will conduct random audits of Annual Summary Financial Reports and Financial Audit Committee Certifications each year.

Club Assets

Any 4-H club that handles money or acquires material assets should have a clearly defined and known procedure for disposing of the funds or assets if the club should disband.

Money or assets acquired in the name of 4-H must be used to benefit 4-H even if the original club disbands. Disbursement among the members and/or leaders of the club is not acceptable, nor is transfer of the funds to a non - 4-H group. Some appropriate options include:

- Donate to County 4-H council
- Donate to District 4-H council
- Donate to Idaho Friends of 4-H
- Sponsor a 4-H award

Membership

Membership & Age Requirements

1) "Member" is defined as a youth of 4-H age individually enrolled at the county level in a 4-H club.
2) 4-H age is the age of the individual on January 1 of the current 4-H year (which runs from October 1 to September 30).
3) In recognition of the educational and developmental needs of youth, members will be grouped for program management purposes (based on age as of January 1) as follows:

Classification:	**Age:**
Cloverbuds	5 to 7
Junior	8 to 11 years old
Intermediate	12 to 14 years old
Senior	15 to 18 years old

Staff and volunteers working with 4-H programs need to be trained in working with different age groups and stages of child development to guide them in recognizing and fostering age appropriate learning activities.

- Cloverbuds is a non-competitive educational program for youth ages 5 to 7 years designed to introduce young children to 4-H in a fun, non-competitive way. When working with Cloverbuds, approved Cloverbuds curricula should be used, as they are developmentally appropriate for this age. Cloverbuds may not participate in large animal, ATV or shooting sports projects. Cloverbuds curricula are activity oriented, involve cooperative learning, and are focused on life skills taught through a broad spectrum of subject areas. Cloverbud members may be involved in lap animal projects. These are defined as: rabbits, cavies, small dogs that weigh less than the member, chickens, and mini-goats. Fair exhibits by Cloverbuds are optional but must be noncompetitive. A Cloverbuds Memory Book (#63013) is available to be used with fair exhibits but is not required.
- 4-H members ages 8 to 18 years are eligible to participate in all programs offered by 4-H, including competitive activities/events.
- Individuals older than 18 years of age who have special needs are eligible to participate in 4-H, provided they are still enrolled in high school.
- 4-H membership is open to all eligible youth regardless of program delivery option. Clubs should consist of at least 5 members; however, the maximum number of club members and type of projects offered will be established by individual club leaders.
- Enrollment in 4-H or any 4-H program is subject to approval by the appropriate extension personnel. To be eligible for enrollment and/or participation, previous members must be in compliance with state and county policies, and not have any outstanding debts/payments due.
- Youth may enroll in 4-H at any time throughout the year. However, local deadlines must be met to participate in specific 4-H activities or events (i.e., fairs, camps, etc.).

- Marriage and/or parenthood shall not disqualify individuals from 4-H membership and participation, provided other requirements are met.

State 4-H Participation Fee

The University of Idaho Extension 4-H Youth Development program requires that all counties pay an annual state participation fee for each youth who is a 4-H member in the county program, to support the development, implementation and maintenance of new and updated 4-H programs. 4-H will not turn away any youth who wants to participate in 4-H for whom the fee presents a financial burden; there will be scholarships available. Contact the County Extension Office or State 4-H Youth Development Office for more information about scholarships. For more information, visit: www.uidaho.edu/4h.

Membership in Another County

A youth participates in 4-H by belonging to a 4-H club, or any recognized unit of 4-H participation, usually in his or her county of residence. Idaho policies do, however, allow youth to participate in 4-H in another county, or state, as long as they are not participating in the same 4-H project in more than one location at a time. For example, a youth living part of the year with each parent may participate in 4-H at both locations as long as it is not simultaneous. Written approval by county extension educators in both locations is required. In any case, members cannot exhibit a given project in more than one county.

Youth are encouraged to enroll in the county in which they reside. A 4-H member cannot be enrolled in the same project in two counties/states at the same time. Written approval by the county 4-H professional in both counties is required for multiple county enrollments.

Projects

Project Designations

- **State 4-H Projects** are those projects that are supported by the University of Idaho 4-H Youth Development program, listed in the *Idaho Project Requirement Handbook (#93000*).
- **State Pilot Projects** are those being tested (piloted) before being accepted statewide. These project materials are generally available only to those counties involved in the pilot process.
- **County Projects** are developed and used at the county level and are not available statewide.
- **County Pilot Projects** are those being tested (piloted) before being accepted for use by a particular county. The availability of these projects is determined in the county.
- **Self-Determined Projects** are designed for the 4-H member who is interested in the further study of a subject for which no additional 4-H project is available. These projects may be a continuation of a regular 4-H project and, if so, the 4-H member should complete all available projects first. Goals for self-determined projects should be approved by the county extension educator or a designated person before beginning the project.
- **Group Projects** are designed to be taken by a group of youth that may or may not have 4-H in their club or group name. These projects would include school enrichment projects, afterschool programs, and child care programs. Group projects are exempt from the project requirements listed below and would be reported under group enrollment. Project requirements are determined by the group leader and/or the county extension educator.

Project Requirements

Projects are designed to provide progressive learning for the 4-H member, and many offer experiences for the beginner as well as the advanced member. Project requirements are listed in the current *Idaho Project Requirement Handbook (#93000)* or on-line at www.uidaho.edu/4h. A project is complete when it has met all the State requirements (plus any additional County requirements) and has been approved by the project leader.

For each project carried, the 4-H member must complete all project requirements, which include:

- Attend the majority of scheduled club meetings. Attend the majority of project meetings scheduled by the project leader. (The Idaho 4-H Youth Development program does not require a specific number of project meetings; however, counties, project leaders, or projects may require a specific number.)
- Give an oral presentation (speech, demonstration, or illustrated talk) related to this project.
- Complete a project record book or record sheet, including a 4-H report. The 4-H report should include information about the project, other club/group activities, and any explanation as to

why a certain requirement could not be completed.

- Exhibit the project at a public place; exhibits may be in a mall, library, school, bank, fair, or other place where the public can see them. When displaying 4-H members' work in a public place, prudent judgment should be exercised in order to protect 4-H members from potential predators.

Waiver of requirements and extension of time:

A project requirement can be waived only under extenuating circumstances and with the written approval of the project leader and county extension educator. September 30 is the final date for project completion, unless otherwise extended by the county extension personnel to no later than November 1.

Agriculture Science and Technology & 4-H Projects

It is recognized that both agriculture science and technology education and extension are public programs available to people who desire to participate.

Each program, while attending to its own emphasis areas first, should lose no opportunity to promote, in all practical ways, the work of the other. Youth education and cooperation should be watch words in all cooperative efforts.

It is mutually agreed that it is permissible for youth to be members of both 4-H and FFA at the same time as long as the member manages separate projects and submits separate records for each organization.

In order to permit maximum freedom of choice, members who participate in both 4-H and FFA activities are eligible to judge on teams of their choice after consulting with parents, agricultural teachers, county extension educators, and local club leaders. A youth will not be permitted to judge as a team member in both 4-H and FFA at the same contest.

In order to work cooperatively and to avoid duplication and misunderstanding between work carried on by teachers of agriculture science and technology and the University of Idaho 4-H Youth Development program, county extension educators and agriculture science and technology teachers should follow closely the *Memorandum of Understanding between the University of Idaho Cooperative Extension System and the State Board for Vocational Education in Idaho,* October 1994, on file in the *County Operations Handbook* Sections B1 & B2.

4-H Market Animal Project Policy

1) The University of Idaho 4-H Youth Development Market Animal projects **terminate** when all of the following conditions have been met:
   - The animal project has been exhibited/evaluated at a county approved show/exhibition.
   - The project record book has been submitted for evaluation and approved as completed during such time as prescribed by the county extension office.
   - All other state, district, or county project requirements have been met.
   - A formal change of animal ownership occurs, such as selling the animal in a youth market project sale. For example, a 4-H project animal sold through a county market animal project sale (or other sale) cannot be returned to the 4-H member (seller) and continue as a 4-H project animal in the current 4-H year.
2) 4-H members participating in 4-H market animal projects must have proof of ownership (brand inspection for beef, bill of sale on goats, sheep and swine). Ownership of the project animal includes personal possession and responsibility as primary caretaker of the animal. The minimum period of time for ownership and length of feeding periods for animals fed and exhibited at a 4-H sanctioned event are noted in the *Idaho 4-H Project Requirement Handbook.*

   Species Ownership & Feed Periods
   - 4-H Market Goat 70 days; 60+/- 5 days
   - 4-H Market Lamb 70 days; 60+/- 5 days
   - 4-H Market Hog 100 days; 90 +/- 10 days
   - 4-H Market Beef 150 days; 140 +/- 10 days
3) To maintain and enhance the integrity of 4-H Market Animal project(s), the Meat Animal Task Force, Idaho 4-H Advisory Board, and the Idaho 4-H Youth Development program regard all 4-H sanctioned Market Animal sales using the 4-H name and emblem as terminal. Only members in "good standing" (meeting all state, district, and county meat animal project requirements) are eligible to sell an animal in a 4-H sanctioned sale.
4) Evaluation of youth development skills particular to the 4-H Meat Animal project (for

example: showmanship contests, demonstrations, and project record book evaluation) should be accomplished by ability of age or grade group, as indicated by standard 4-H policy. In addition, competitive classes should be sized to provide every child the opportunity to compete effectively and adequately demonstrate his/her skills without threat to the well-being of the individual or the project animal.

5) Policy regarding exhibiting and evaluation of 4-H Meat Animal project animals at 4-H sanctioned shows/exhibitions:

Quality Assurance / Animal Welfare

- **Drug Abuse.** No illegal drug, off-label use of drugs (uses other than specifically allowed on the drug label), or other use of artificial means to alter the physical composition, appearance, or disposition of a project animal is permitted. Violators will be disqualified immediately from the 4-H Meat Animal program, will be barred from all future participation, and will be subject to any and all relevant criminal prosecution.
- **Physical Abuse.** No physical abuse of project animals is permitted in any public or private setting. Physical abuse includes, but is not limited to, surgical or other physical alteration of animal appearance or practices resulting in bruising or injury. It also includes practices resulting in inordinate levels of shrink, fill, or animal stress other than routine management in accordance with acceptable industry animal husbandry practices, such as including appropriate amounts and methods of exercise and training. Violators will be disqualified immediately from the 4-H Meat Animal program, will be barred from all future participation, and will be subject to any/all relevant criminal prosecution.
- **Animal Health.** Animals exhibiting symptoms of disease or other medical conditions or abnormal conditions including significant unthriftiness or neglect are not eligible for entry or exhibition in a 4-H sanctioned Meat Animal program event. The University of Idaho 4-H Youth Development Program strongly endorses the American Veterinary Medical Association recommendation that all lambs be docked at the distal end of the caudal fold.

County Exhibition Housing & Show Ring Protocol

- Project animals should be exhibited and housed in facilities and under specific guidelines that do not endanger the participant or the animal.
- Show ring facilities must be provided that are consistent with industry standards for animal care and welfare with safe and sufficient space to afford members an opportunity to properly display their animals for evaluation.
- Classes for showmanship and quality evaluation should be grouped by age/ability of exhibitor for showmanship and by animal weight for quality classes.

Preparing 4-H Meat Animal Projects for Exhibition

- Preparation of 4-H meat animals for exhibition or show (fitting) should be conducted in a manner to enhance the general appearance of the project animal but not to purposely teach or create deception.
- A youth in the 4-H Meat Animal project is responsible for preparing his/her own animal for exhibition, but may receive necessary limited assistance from other youth, leaders, or parents representing the county 4-H youth organization.
- Discretion should be applied to the observance of these policies in order to avoid hardship on individual members, yet maintain the intent to properly reward individual effort and achievement and to avoid unfair advantage or a perception of an unfair advantage.

Project Evaluation

Market animal project achievement evaluations should reflect each member's goal achievement as well as knowledge of and ability to apply selection, feeding, and standard management practices employed in the industry. This can best be accomplished through use of production information (e.g., growth rate), ultrasound technology, and/or objective individual animal evaluation. Records should be utilized as appropriate to evaluate previously established goals.

Breeding Animal Projects

Breeding animal projects should be conducted in a manner that is supportive and complementary to the market livestock program policy. The minimum period of time for ownership (or as the primary caregiver) for beef, dairy, goat, sheep and swine breeding animals fed and exhibited at a 4-H sanctioned event will be 90 days, or as noted in the *Idaho 4-H Project Requirement Handbook*. If a project animal is leased by a 4-H member, a complete written and signed copy of the lease agreement must be returned to the county extension office by the required ownership date.

Country of Origin Labeling (COOL) Requirements

USDA implemented mandatory Country of Origin Labeling (COOL) on September 30, 2008. All

cuts of beef, lamb, pork, goat, and chicken must have documentation as to the origin of animals marketed within the U.S. or internationally. All 4-H members are required to collect the required documentation on each of their project animals for the species listed above and maintain those records for a minimum of two years.

Members purchasing animals from another producer need to secure an affidavit from the seller indicating the species of animal, brief animal description and verification of origin. This can be incorporated into a basic Bill of Sale. Members may also want to keep health papers, sale receipts, feed records, etc. to support the affidavit in the event of an audit. Members raising their own animals must complete an affidavit noting their continuous ownership.

Youth may be required to provide a copy of their affidavit/bill of sale to the local Extension Office at various times throughout the year. Members may also be required to provide a new affidavit for any animals they are marketing through livestock sales. Failure to do so will be dealt with according to local 4-H policies.

Horse Projects

1) The 4-H member must own/lease the horse(s) used, provide primary care, feeding and management of the horse(s) at least 90 days before exhibiting.
2) If a 4-H member leases a project animal, a complete written and signed copy of the lease agreement must be returned to the County Extension office by the required ownership date.
3) No stallions over one year old may be exhibited by a 4-H member in any 4-H Youth Development sponsored event. Stallions under one year of age may be exhibited at halter.

Recognition

Trips & Awards

Trips and awards recognize achievement and motivate youth to strive for excellence in project work and related activities. These awards will be provided according to the following guidelines:

1) A member must meet the specific requirements established for the trip or award.
2) A member shall not be given the same state award more than once.
3) Scholarships or other monetary awards provided by donors must be used the year in which they are received or passed to an alternate, in accordance with award or scholarship guidelines. **Exception:** College scholarships awarded to 4-H'ers still in high school will be held by the Idaho 4-H Youth Development Office until the recipient is enrolled in college.
4) 4-H members and volunteers accepting funds to participate in 4-H activities and/or trainings are expected to meet all requirements of the activities and/or trainings. If all requirements are not met, all funds are to be repaid by the recipient.
5) The State 4-H Youth Development Director or designee must certify all state teams, individuals, or groups attending regional or national 4-H events.
6) Personal conduct of 4-H members while attending state, regional, or national events is expected to be exemplary of 4-H ideals and consistent with the code of conduct set for the event. If those in charge of the group determine behavior violates the expectations, such person or persons may be immediately returned home to the custody of their parents or guardian at the expense of the parents or guardian.
7) Counties planning interstate exchanges should inform the Idaho 4-H Youth Development Office of their plans. All such exchanges must be approved by the appropriate District Extension Director and the State 4-H Youth Development Director.
8) International exchanges involving Idaho 4-H members should be arranged in cooperation with the State 4-H Youth Development Director.

Risk Management

Disclosures

Many activities and some projects have an inherent risk involved. Every effort should be made to make parents, youth, and others aware of specific activities planned, particularly in camps, outdoor activities, and livestock projects. This enables parents to make an informed judgment about allowing their children to participate.

Safety, Health, & Accident Insurance

Many 4-H activities and events involve movement of members from place to place, or physical participation. These activities should always be planned with safety in mind. Accident insurance is required annually for all 4-H members enrolled in the program and must be purchased. It is also advisable to have:

- Parental permission to participate in designated activities.
- A medical history of each participant.
- Permission for participant to receive medical treatment, if necessary.
- Access to a trained medical person.

General Liability & Accident Insurance Coverage

General liability coverage is provided for 4-H volunteers and employees through the University of Idaho and the State of Idaho (as stated in Idaho Code 6-901 through 6-929, known as the Idaho Tort Claims Act). Coverage extends while the 4-H volunteer and employees are acting within the scope and course of their employment or volunteer position agreement. General liability does not cover injuries to the volunteers and participants in the program. However, through a national insurance program, participants must and volunteer leaders may purchase personal accident protection annually. Contact your county extension office for information about this coverage.

Travel Policy

It is the responsibility of the parents or guardians of 4-H youth to provide transportation to and from all 4-H activities and events. University of Idaho Extension faculty and staff are not responsible for nor should they arrange transportation for youth (e.g., telling a youth he or she must ride in a certain vehicle). Faculty and staff may assist parents by providing them with a list of youth participants so that parents and guardians may form car pools if they desire to do so. Members may not transport other persons during a 4-H event.

For certain events certified adult volunteers, faculty or staff of 4-H Youth Development may choose to arrange transportation using the following guidelines:

- No 15-passenger vans may be used to transport 4-H youth.
- Bus rentals from public agencies or transportation companies should include drivers or operators hired by the agency or company, which owns the vehicle. Contracts for such rentals should be reviewed and/or authorized by University personnel.

Youth/Adult Housing

Youth can be housed with unrelated adult chaperones aged 21 and over (age as of date of event) at overnight 4-H events as long as the youth-adult ratio is at least two youth to one adult (in a room) and the adults have been through the University of Idaho 4-H Youth Development Idaho Volunteer Application and Certification Procedure (VACP). Chaperones at 4-H overnight events are responsible for serving as role models for youth and for guiding youth behavior. Only adult chaperones and youth of the same gender can be housed together. An unrelated youth and adult must never share a bed. For additional information, please see the University of Idaho 4-H Youth Development website at: www.uidaho.edu/4h.

4-H Chaperone Policy

University of Idaho 4-H Youth Development recommends the following adult to child ratios when planning and implementing overnight programs.

When involving youth between the ages:

- **5 and 7 (Cloverbuds) – 1:5 ratio**
- **8 and 12 – 1:8 ratio**
- **13 and up – 1:10 ratio**

Any adult who is providing independent supervision and serving as a chaperone for youth participating in 4-H sponsored events (locally, regionally, statewide or nationally) must have successfully completed the University of Idaho 4-H Youth Development Volunteer Application and Certification Process and be registered as a volunteer with his or her local 4-H program. Chaperones must be at least 21 years old for local, district, or statewide events. They must be at least 25 years old for national events.

There may be other programs (Examples: Know Your Government and Teen Conference) that may have specific policies about chaperones. Be sure to check these policies for current chaperone requirements.

4-H Volunteers

Roles & Requirements

All 4-H youth development activities must be supervised by extension personnel or a certified 4-H volunteer (please refer to *Volunteer Application and Certification Procedures*).

Non-certified adults, including non-certified volunteers, may work with 4-H youth only under the supervision of a certified volunteer or extension personnel.

"Under the supervision of" means that the certified volunteer is present during the entire length of time an activity is conducted with youth.

Recognized types of volunteers and their requirements for certification follow. Organizational and project leaders must be at least 18 years old and not be currently enrolled as a 4-H member (current members may enroll as a teen leader and lead a 4-H project under the direct supervision of a certified 4-H volunteer).

Certification required:

Persons serving in the following roles must have successfully completed the certification process:

- **Organizational Leaders** are those with overall club organization responsibility and who serve as the contact person between the club and the county extension office.
- **Project Leaders** are those who work directly with 4-H members on projects.
- **Other individuals who support the 4-H program** by serving as host families (keeping youth in their home overnight), chaperones, counselors, or providing medical care (any setting where a certified volunteer is not always present).

Certification optional:

Persons serving in the following roles are not required to be certified, but they will not be allowed to work in unsupervised settings with youth unless they successfully complete the certification process:

- **Volunteers in middle management** are those volunteers who work with and may supervise other volunteers.
- **Indirect volunteers** are those who provide other types of support to the 4-H program. Examples include advisory committee members, fundraisers, 4-H meeting hosts, and fair superintendents**.**
- **Resource volunteers** are those who have special skills or expertise and are brought into the 4-H program "as needed" to teach members their skills.

Volunteer Application, Certification & Recertification

Any individual who participates in University of Idaho Extension educational programs is entitled to a safe environment. For a volunteer to be eligible for certification through the University of Idaho 4-H Youth Development program the following steps must be completed.

Application:

1) Complete the *Application for a Volunteer Position in 4-H* form and submit it to the county extension office for consideration.
2) Grant permission for extension personnel to conduct a background check. Individuals who have been convicted of a crime against children at any time or a violent crime involving injury to others within the last ten years will not be accepted as volunteers. Other offenses identified in the criminal background check, or through references, will be evaluated based on time and relevance of the offense to the potential volunteer's desired role.
3) A minimum of three references for the volunteer applicant must be received using the *4-H Reference Form.* Or, if three references checks are not completed extension personnel MAY opt to provide spot checks on programming done by the volunteer to insure quality of program and interaction with youth; parent focus interviews may also be used as a form of monitoring program quality.
4) After steps 1-3 are completed successfully, an interview will be conducted with the prospective volunteer. Interviews will be conducted by extension personnel and/or trained volunteers assigned by extension personnel.
5) Completing the application process does not insure acceptance as a potential volunteer. The applicant must be notified in writing of his/her acceptance or non-acceptance.

Certification:

1) Accepted applicants must complete the following steps to become certified:
   - Review current *Idaho 4-H Policies and Procedures* and sign a statement agreeing to abide by these rules.

- Review *Code of Conduct for Volunteers Working With Idaho 4-H Youth Development Programs* and sign the acceptance form agreeing to comply with the Code of Conduct.
- Sign a position agreement outlining the scope and responsibilities of the volunteer assignment.

2) Complete 4-H orientation training, including Child Protection Policies.
3) Upon completion of these steps, a leader certification card should be issued to the individual.

Recertification:

1) Each year certified volunteers must:
   a) Complete a volunteer enrollment form.
   b) Review, update, and sign a position agreement and code of conduct to be filed in the county extension office.
   c) Attend required trainings.
2) Certified volunteers normally will not be required to undergo additional background checks each year; however, University of Idaho Extension reserves the right to request and receive additional background checks if there is a reason to do so.
3) Previously certified volunteers with a two or more year break in service must complete the entire application process to be considered for certification.
4) Previously certified volunteers who have been terminated for reasons other than the crimes identified in step 2 of the volunteer application process may apply to be considered for certification at the beginning of the new 4-H year.

Idaho 4-H Shooting Sports Instructor Certification

Definitions:

- **Level 1, 4-H Shooting Sports Instructor** is an individual who has completed an 11-hour Idaho 4-H Youth Development program sanctioned shooting sports training and certification workshop. Level 1 instructors are eligible to conduct county level 4-H Shooting Sports programs in the discipline in which they have been trained.
- **Level 2, 4-H Shooting Sports Instructor** is an individual who has completed a 40-hour National 4-H Shooting Sports Workshop. Level 2 4-H Shooting Sports Instructors are eligible to conduct 4-H Shooting Sports programs at the county level as well as train and certify Level 1 instructors.

The University of Idaho 4-H Shooting Sports program requires the use of Level 1 or Level 2 Trained and Certified 4-H Instructors at the county level to operate a live-fire range or to conduct any class in which firearms or archery equipment are handled. In order to be certified as a 4-H Shooting Sports Instructor in any discipline (rifle, shotgun, pistol, muzzleloader/ black-powder, archery, hunting, and reloading) the following requirements must be met:

1) **Age Requirement**
   a) **Instructor:** minimum 21 years old.
   b) **Assistant Instructor:** minimum 18 years old; must have a minimum of 1 year as a 4-H member in shooting sports discipline or have attended a state training or have experience in the discipline per instructor's approval; can only instruct youth under the direct supervision of an instructor and only if the instructor is present during the instruction.
   c) **Teen Leader:** minimum 14 years old; per leader approval and only under direct supervision of an instructor and only if the instructor is present during the instruction. Teen leader is not to be in charge of a live fire range.
2) **County Level 4-H Leader Screening and Training**
   a) Instructors and Assistant Instructors older than 4-H age must have been screened, trained and appointed as a current 4-H leader through their county extension office before conducting county level 4-H Shooting Sports programs.
3) **Attendance at a State 4-H Shooting Sports Workshop**
   a) Instructors must successfully complete a Level 1 4-H Shooting Sports Instructor Training Session administered and/or sanctioned through the Idaho 4-H Youth Development program.
   b) Training will consist of a minimum of at least 11 hours of instruction in use of National 4-H Shooting Sports Curriculum, discipline instruction, safety, risk management, teaching methods, and 4-H program management.

4) **Training for Level 1 and Level 2 4-H Shooting Sports Instructors**
   a) Level 1 and Level 2 4-H Shooting Sports Instructors must be trained and certified in the discipline (rifle, shotgun, pistol, muzzleloader/black-powder, archery, hunting, and reload) that they are teaching at the county level.
   b) Level 2 4-H Shooting Sports Instructors must be trained and certified at a National 4-H Shooting Sports Workshop in the discipline they are teaching at the state or regional level.

Transferring Volunteer Status

Volunteer leaders who move from one Idaho county to another Idaho county during the 4-H year may transfer their active status to their new county. Active leader status normally will be conferred after the county extension office in the new county receives a copy of the volunteer file and a letter stating that the leader was a certified leader in good standing when he/she moved. A new position agreement must be negotiated with the new county.

This transfer policy is not applicable when a leader moves into Idaho from another state. Leaders coming in from out of state must apply as a new 4-H volunteer leader.

If needed, a project leader may be enrolled in multiple counties at the same time to provide subject matter expertise for which no local project leader is available, pending written approval of all county extension offices impacted.

Process for Resolving 4-H Volunteer Personnel Issues

The purpose of this structured process is to resolve issues that affect the certified volunteer's ability to work with youth, other volunteers, and/or extension personnel;[1] it should be implemented when it first becomes evident a 4-H volunteer is not performing up to the expectations and standards of behavior identified in the volunteer position agreement and/or Code of Conduct, or when issues of concern exist.

Every effort should be made to achieve a successful resolution of the issue(s) as quickly as possible with extension personnel at the county level. Failure to do so can jeopardize volunteer certification status and future participation in the Idaho 4-H Youth Development Program.

Decisions regarding immediate removal or termination will be made by county extension personnel with subsequent notification of and consultation with the District Director and State 4-H Youth Development Director. In the event of immediate removal or termination, the *Steps for Resolving Issues* process does not apply. However, the volunteer may appeal using the Volunteer Appeals process set forth below.

Steps to Resolving Issues:

- **Step 1: Notify county extension personnel of concerns or issues.** Discuss observations and/or document concerns about the specific issue(s) and/or the volunteer(s) with whom you are having issues.
- **Step 2: County extension personnel will meet with the volunteer(s) to discuss concerns, review possible solutions, and create a plan of action.** If extension personnel and the volunteer(s) can agree on the steps to be taken to address the issues(s) identified, establish a written agreement including a time frame for reviewing progress. This agreement must be dated and signed by the county extension personnel and the volunteer(s). If agreement cannot be reached, go to Step 4.
- **Step 3: Evaluate progress with volunteer.** On the agreed upon date meet face-to-face with the volunteer(s) to review progress on the plan of action. If disputes still exist that cannot be resolved, go to Step 4.
- **Step 4: Assemble a local review committee.** If county extension personnel and the volunteer(s) cannot agree on the issues to be resolved, extension personnel will assemble a local review committee consisting of three (3) individuals. These individuals may be chosen from extension personnel and extension volunteer-groups, such as 4-H Leader's Council or 4-H Advisory Committee. The committee will meet to review the situation, then prepare written findings and make recommendations to resolve the issues. Committee members must be unbiased, objective and not be involved in the dispute. The committee's written findings and recommendations will be forwarded to the volunteer(s) and county extension personnel. County extension personnel will then make a decision regarding the issue or volunteer's status. The final decision must be conveyed in writing to the volunteer(s), appropriate District

[1] When volunteers have issues or concerns with county extension personnel, contact either the county extension chair or respective District Director.

Director and State 4-H Youth Development Director, along with notice of the volunteer's opportunity to appeal (set forth below).

Volunteer Appeals Process

{**Note:** Except in the case of immediate removal or termination, the ***Steps to Resolving Issues*** process outlined above must be completed before an appeal can be filed}.

While the opportunity to serve as a volunteer within the University of Idaho 4-H Youth Development program is a privilege, not a right, a situation might arise where a volunteer believes he/she has been terminated, suspended or otherwise treated unfairly. In these circumstances, a volunteer may choose to file an appeal following the steps described below. All reasonable efforts will be made to complete the appeal process in a timely manner.

Volunteers must note that the decision of the county extension personnel regarding the volunteer(s) status/issue(s) will be upheld and in effect, pending the outcome of the appeals process.

- **Step 1:** Within thirty (30) days of the US Postal postmark on the written notice received which became the basis for filing an appeal, the volunteer(s) must contact in writing the appropriate Extension District Director and State 4-H Youth Development Director. Appeals must provide specific details and any supporting documentation as to why the county extension personnel's decision should be overturned. The District Director's and State 4-H Youth Development Director's addresses will be provided in the written notice from the county extension personnel.

- **Step 2:** Within thirty (30) days of the US Postal postmark on the volunteer(s) notice of appeal, or as soon as possible thereafter, the District Director and State 4-H Youth Development Director will review the information provided by the volunteer(s), discuss the matter with the appropriate county extension personnel and decide on one of the following courses of action:
  a) Convene a joint meeting with those parties directly involved to gather additional information.
  b) Support the volunteer(s) position and direct alternative actions to be taken by county extension personnel in resolving the matter.
  c) Support the county extension personnel's decision and move forward with the proposed action(s).

  After having reviewed the matter and reaching a decision, the District Director will first notify the county extension personnel of the decision. If the District Director, State 4-H Youth Development Director and county extension personnel are in agreement on the action(s) to be taken, the District Director will notify the volunteer(s) in writing of the decision, thus concluding the appeal process.

  In rare instances if the District Director, State 4-H Youth Development Director and county extension personnel are unable to agree upon the course of action to be taken, they will proceed to Step 3 within thirty (30) days, or as soon as possible thereafter.

- **Step 3:** The county extension personnel, District Director and State 4-H Youth Development Director will meet with the State Extension Director to review the matter and work to reach consensus on what action to take. If the parties are unable to reach consensus, then the State Extension Director shall render a final decision. The final decision will then be communicated to the volunteer(s), county extension personnel, District Director and State 4-H Youth Development Director in writing by the State Extension Director, thus concluding the appeal process.

Issued in furtherance of Cooperative Extension work in agriculture and home economics, Acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Charlotte V. Eberlein, Director of Cooperative Extension System, University of Idaho, Moscow, Idaho, 83844. The University of Idaho provides equal opportunity in education and employment on the basis or race, color, religion, national origin, gender, age, sexual orientation, disability, or status as a Vietnam-era veteran, as required by state and federal laws. 2012-09 (revised).

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CODE OF CONDUCT FOR PARENTS, VOLUNTEERS AND YOUTH WITHIN THE IDAHO 4-H YOUTH DEVELOPMENT PROGRAM

Idaho families and youth trust the University of Idaho Extension system to provide educational programs in a safe environment for all participants. The opportunity to participate in and/or work with University of Idaho Extension's 4-H Youth Development program is a privilege and honor, not a right. Volunteers are to be positive role models. Youth and parents/guardians are expected to demonstrate appropriate behavior at all times. The following Code of Conduct has been established as the foundation for all individuals participating in University of Idaho Extension programs. All University of Idaho 4-H Youth Development program participants are expected to:

- Work with youth, families, volunteers and Extension personnel in a cooperative, courteous, respectful manner demonstrating good sportsmanship and behaviors appropriate for a positive role model.
- Accept supervision from Extension personnel and cooperate with others; in addition, parents and youth will accept supervision from certified organizational and project leaders.
- Maintain open, honest communication with members, leaders, parents and Extension personnel.
- Uphold every individual's right to dignity, appropriate self-expression and individual development.
- Refrain from verbal or physical abuse of others and report such abuse, if observed. Any actions, such as conviction for child abuse or neglect, violent crimes, unethical behavior, substance abuse, verbal abuse, physical abuse, mismanagement of 4-H funds, or other serious offenses will not be tolerated.
- Respect, adhere to, and enforce the rules, policies and guidelines established at the county and state levels for the 4-H Youth Development Program.
- Promote the spirit of inclusion and welcome participation of other individuals from all backgrounds. Comply with equal opportunity and anti-discrimination laws.
- Refrain from consuming alcoholic beverages, use of tobacco products and/or a controlled substance at 4-H events and activities. Being under the influence of alcohol or illegal drugs while in the presence of 4-H members at or during 4-H programs or activities is not acceptable.
- Inform Extension personnel of any incidents that may violate 4-H policies.
- Treat animals humanely and encourage all participants to provide appropriate and ethical animal care.
- Operate machinery, vehicles, and other equipment in a safe and responsible manner when working with youth and adults participating in 4-H Youth Development programs.
- Ensure that 4-H participants are not required to purchase materials, equipment, animals or services from any specific places of business.
- Comply with all applicable laws of the city, county, and state of residence and/or location of 4-H activity.
- Handle all concerns regarding county/area 4-H program management internally within the University of Idaho Extension system.

Violating the Code of Conduct shall be grounds for action up to or including immediate removal from the 4-H activity/program and termination. Decisions regarding immediate removal, suspension or termination will be made by county Extension office personnel with subsequent notification of and consultation with the District Director and State 4-H Youth Development Director. Volunteers who wish to appeal a decision may do so through the Appeal Process.

I have read, understand and agree to abide by this Code of Conduct.

_____	_____	_____
Print Name	Signature	Date