



## 4-H Youth Development Policies and Procedures 2014-2016

*This publication shall serve as the official source of policies and procedures for University of Idaho 4-H Youth Development programs beginning October 1, 2014, and ending September 30, 2016. Policies and Procedures are reviewed every two years by the Idaho 4-H Advisory Board. Additionally changes to titles and grammatical change have been made; current year changes are underlined. It is the responsibility of 4-H Professionals, volunteers and 4-H Members to implement and enforce these policies and procedures.*

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## Introduction

Welcome to the University of Idaho 4-H Youth Development family. Our goal is to provide youth and adults with unique learning experiences in a safe, supportive environment. The ability to participate in 4-H programs is a privilege – not a right; exercising respect towards oneself and others as well as working together in the spirit of established rules enables our entire 4-H family to reach their full potential.

With Positive Youth Development as our focus, many opportunities are provided for youth and adults to actively engage in the process of determining local and/or statewide program priorities and rules via advisory groups. These groups provide recommendations to their respective extension personnel (county or state), who are ultimately responsible for determining whether those suggestions are enacted as official policy and compliant with Idaho state and federal law. By gaining diverse perspectives, we strive to insure dynamic educational opportunities for all participants.

We encourage you to fully participate in project and club meetings, plus explore various county, state, national and international offerings. In addition to developing leadership, citizenship and communication skills, you will develop life-long friendships – all while having lots of FUN. Working together, we can all make the 4-H Motto “To Make the Best Better” truly become a reality!

## 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 (UI 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 the county 4-H Professional. At the county level, 4-H is administered by the UI Extension faculty and 4-H Professionals.

The volunteer is the heart of the 4-H program. A volunteer 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 authority of UI Extension. All participants, including members at all levels, parents, 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 in writing to the State 4-H Youth Development Director.

## **Use of 4-H Name & Emblem**

Congressional action governs use of the 4-H name and emblem (Section 707 of Public Law 772, 80<sup>th</sup> Congress, Chapter 645, 2<sup>nd</sup> Session, H.R. 3190). On the county level, use of the 4-H name and emblem must be approved by the county 4-H Professional. 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.

## **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.

In addition to the University of Idaho policy on nondiscrimination, UI also has a policy prohibiting sexual harassment, a form of sex discrimination.

Title IX of the Education Amendments of 1972 protects people from sex discrimination in educational programs and activities at institutions that receive federal financial assistance.

The University is committed to providing an environment free from discrimination on the basis of sex. The University of Idaho provides many resources to students, faculty, staff, and program participants to address concerns relating to discrimination on the basis of sex, which includes sexual misconduct.

The University of Idaho has an internal discrimination and harassment complaint and investigation process. To learn more and/or to file a complaint, please contact the University of Idaho Office of Human Rights, Access and Inclusion at 208-885-4285, [hrai@uidaho.edu](mailto:hrai@uidaho.edu), <http://www.uidaho.edu/Diversity-Human-Rights/Human-Rights-Access-and-Inclusion/Policy-and-Procedure/Discrimination-and-Harassment-Complaint-Resolution-Procedure>.

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, 14<sup>th</sup> & 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 UI Extension unless authorized by the State Extension Director. 4-H Clubs in good standing are considered part of UI Extension. Signed releases are required and must be on file (hardcopy or electronically) 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.

## **Child Protection Reporting Requirements**

Any person who has reason to believe that a child under 18 years old has been abused, abandoned, neglected, or mentally injured, or who observes the child being subjected to conditions or circumstances which would result in abuse, abandonment, neglect or mental injury, is required to report to local law enforcement or the Idaho Department of Health & Welfare (1-855-552-5437) and to your supervisor or advisor within 24 hours of knowledge of these circumstances.

Your supervisor must immediately report the situation to the University of Idaho Department of Public Safety (1-208-885-7054).

These reporting requirements are both a legal obligation under state law and University policy.

## **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 immediate removal without notice, and/or 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 15). A signed copy/acknowledgment of the Code of Conduct for all volunteers, members and their parent(s)/guardian(s) must be on file (hardcopy or electronically) with the county extension office through which the participant is enrolled on an annual basis.

### **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 progressive series of educational experiences.

4-H Clubs and affiliates must be chartered through the county 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 Internal Revenue Service (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**

- Must have five members from no fewer than three families
- Must be organized with youth officers
- Must meet six or more times per year
- Must be supervised by one or more certified 4-H volunteers.

#### **Families and Independent Members**

- Must have fewer than five members enrolled or fewer than three families enrolled
- Must be organized with youth officers/youth in leadership roles
- Must meet six or more times per year
- Must be supervised by one or more certified 4-H volunteers.

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**

Any monies acquired using the 4-H name or emblem are considered public funds. All Idaho 4-H clubs and affiliates must fully comply with all financial procedures set forth below; failure to do so may result in their suspension or termination. Violators may be subject to criminal prosecution.

### **Tax Exempt Status**

Under the federal legislation governing the use of the 4-H name and emblem, new IRS reporting requirements for groups operating as tax-exempt non-profits and in response to the UI Extension Program Financial Management Policy implemented in 2011, the county extension office is required to keep track of all transactions pertaining to financial management practices of their UI Extension sponsored groups (including 4-H clubs and affiliates). Because of this legislation and the resulting UI Extension policy, 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 Board of Regents Group Exemption Number (GEN). 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 Identification Number) filed with IRS.
- Have the following 3 completed documents filed with the University of Idaho Extension 4-H Youth Development Unit (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
- Have club financial records audited annually by a 3-person committee comprised of adult volunteers and youth (when appropriate).
- Submit their Annual Summary Financial Report and Financial Audit Committee Certification (plus the last month's bank statement, if applicable) to the county extension office by November 1<sup>st</sup> 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 volunteers or affiliate groups must NEVER use someone's individual social security number when opening an account for a 4-H club/affiliate or when applying for an EIN with the IRS.

### **IRS filing requirements are (based on net profits):**

- 1) **Clubs/affiliates earning < \$50,000/year:**  
All eligible and qualifying groups MUST submit the required financial documentation to their county extension office by November 1<sup>st</sup> so appropriate forms can be submitted to IRS by UI Extension 4-H Youth Development.
- 2) **Clubs/affiliates earning > \$50,000/year:**  
Eligible and qualifying groups must file form 990 or 990-EZ directly with the IRS on time (typically by May 15<sup>th</sup>) 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.

### **4-H Account Audits**

Money management skills are essential in an ever increasingly complex financial world. Helping youth understand basic budgeting and auditing procedures is critical.

All 4-H club and affiliate accounts where money is solicited or raised on a state, district, county or local/club basis on behalf of 4-H programs must be audited according to UI Extension policies as outlined below.

Form a three-person financial audit committee annually that is composed of volunteers 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.

The audit committee must complete the Financial Audit Committee Certification form, which is then submitted along with the Annual Summary Financial Report (plus last month's bank statement, if applicable) to their county extension office by November 1<sup>st</sup>.

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, and may furthermore audit any reports or certifications at any time.

### **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 volunteers 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
- Donate to another 4-H Club or affiliate
- Sponsor a 4-H award

### **Participant Eligibility**

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 and/or volunteers must be in compliance with state and county policies, and not have any outstanding debts/payments due.

### **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:

<b>Classification:</b>	<b>Age:</b>
Cloverbuds	5 to 7 years old
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 an 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 non-competitive. 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 special education and/or individual education programs.
- 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.
- 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 (e.g., 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 UI Extension 4-H Youth Development program requires that all counties pay a nominal 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; scholarships are available. Contact the county extension office or State 4-H Youth Development Office for more information about scholarships.

### **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 he/she is 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 the county 4-H Professional 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 4-H Professional 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 county 4-H Professional, in conjunction with the volunteer.

## **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](http://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 volunteer.

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 volunteer. (The Idaho 4-H Youth Development Program does not require a specific number of project meetings; however, counties, project volunteers, 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 member's personal information.]

### **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 volunteer and county 4-H Professional. September 30 is the final date for project completion unless otherwise extended by the county 4-H Professional 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 take every 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 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 4-H Professionals, and local club volunteers. 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 4-H Professionals 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.
  - 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, and below.

Species	Ownership	Feed Periods
4-H Market Goat	70 days	65+/- 5 days
4-H Market Lamb	70 days	65+/- 5 days
4-H Market Hog	100 days	90 +/- 10 days
4-H Market Beef	150 days	140 +/- 10 days

2. 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.
3. 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 in the Project Requirement Handbook. 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.
4. 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, volunteers, 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 from the time of the sale of the animal.

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 county 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 county 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.
4. All youth participants in Idaho 4-H horse activities or events must wear an ASTM-SEI approved equestrian helmet whenever mounted on an equine, or are in a vehicle (cart, wagon, buggy, etc.) being pulled by an equine.

## **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 local, 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 his/her parents or guardian at the expense of the parents or guardian.
7. Counties planning interstate exchanges must inform the Idaho 4-H Youth Development State 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**

### **Child Protection Training**

Safeguarding the well-being of youth is our highest priority. All UI Extension personnel and volunteers who work directly with minors in unsupervised settings are required to complete an online University of Idaho "Protecting Minors Training" annually and a public record review.

Anyone suspecting that child abuse is occurring must report that suspicion to the appropriate law enforcement authority or the Idaho Department of Health and Welfare at 1-855-552-5437 within 24 hours of becoming suspicious; if suspicion of abuse involves 4-H participants, your immediate supervisor or county 4-H Professional should be notified within 24 hours as well. UI supervisors must immediately report the situation to UI Department of Public Safety at 208-885-7054.

## **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. Medical 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 volunteers 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. UI 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 successfully completed the University of Idaho 4-H Youth Development Idaho Volunteer Application and Certification Process (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.

## **4-H Chaperone Policy**

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 overnight events. Chaperones must be at least 25 years old for national events.

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

<b>Youth ages</b>	<b>Daytime/Evening</b>	<b>Overnight</b>
5 – 7 (Cloverbud)	1:10	1:5
8 – 12	1:16	1:8
13 – 18	1:28	1:10

Other programs (Examples: Know Your Government and Teen Conference) may have specific policies about chaperones. Program organizers should review program information for current chaperone requirements.

For any activities, organizers are required to provide sufficient levels of age-appropriate supervision.

## 4-H Volunteers

To help safeguard all 4-H participants, various categories of volunteers (see below) require annual, successful completion of both the UI Protecting Minors Training and public record review.

### 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 Process*).

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.

New groups may not meet as an official 4-H club until they have a certified volunteer affiliated with that group. A certified volunteer must be present and commit to oversee project meetings and related activities before offering that project within the club.

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

### **Certification required:**

Persons seeking to serve in any of the following roles must successfully complete the application/certification process prior to working with youth in unsupervised settings:

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

### **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 UI Extension educational programs is entitled to a safe environment. During the application, certification, and recertification processes, and at any time during the volunteer's time of service with UI Extension and/or 4-H, public records review can be requested and received.

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 public record review. Individuals who have ever been convicted of a crime against children or a vulnerable adult, or a crime of a sexual nature will not be accepted as volunteers. Individuals convicted of crimes involving weapons/firearms or violence to others within the last ten years are also ineligible to become a 4-H volunteer. Other offenses identified in the public record review, or through references, will be evaluated by the county 4-H Professional for eligibility, 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*.
4. After steps 1-2 are completed successfully, and during or following the conclusion of step 3, an interview will be conducted with the prospective volunteer. Interviews will be conducted by the county 4-H Professional and/or trained volunteers assigned by the county 4-H Professional.
5. Completing the application process does not ensure acceptance as a potential volunteer. The applicant must be notified in writing of his/her acceptance or non-acceptance.

## Certification:

Accepted applicants must complete the following steps to become certified:

1. Complete the 4HOnline volunteer enrollment process, including review/consent to abide by:
  - Idaho 4-H Policies and Procedures.
  - Code of Conduct for Parents, Volunteers and Youth within the Idaho 4-H Youth Development Program.
  - Position Description Agreement outlining scope and responsibilities of volunteer assignment.
2. Complete 4-H orientation training.
3. Successfully complete the UI Protecting Minors Training.
4. Successfully complete a public record review.

## Recertification:

1. Active certified volunteers seeking recertification for the new program year (beginning October 1<sup>st</sup>) must:
  - Complete the 4HOnline volunteer enrollment process prior to meeting with youth in unsupervised settings.
  - Successfully complete the UI Protecting Minors Training.
  - Successfully complete a public record review.
  - Attend/complete required trainings.
2. Previously certified volunteers with a two or more year break in service must complete the entire application process to be considered for certification.
3. 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. The county 4-H Professional will determine if their request is accepted or rejected, notifying them in writing as to the decision.

## Idaho 4-H Shooting Sports Instructor Certification

### Definitions:

- **Level 1, 4-H Shooting Sports Instructor** is an individual who has completed an Idaho 4-H Youth Development program sanctioned shooting sports training and certification workshop. A Level 1 instructor is eligible to conduct county level 4-H Shooting Sports programs only in those disciplines in which he/she has been trained.

- **Level 2, 4-H Shooting Sports Instructor** is an individual who has completed a 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 Volunteer:** minimum 14 years old; per volunteer approval and only under direct supervision of an instructor and only if the instructor is present during the instruction. Teen volunteers cannot be in charge of a live fire range.

### 2) County Level 4-H Volunteer 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 volunteer 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 be consistent with instruction standards set forth in 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**

Volunteers 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 volunteer 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 volunteer was a certified volunteer in good standing when he/she moved. A new position agreement must be negotiated with the new county 4-H Professional.

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

If needed, a project volunteer may be enrolled in multiple counties at the same time to provide subject matter expertise for which no local volunteer 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 county 4-H Professional;<sup>1</sup> 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 4-H Professional personnel with subsequent notification of and consultation with the District Director, State 4-H Youth Development Director, and State 4-H Volunteer Development Program Specialist. 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 the county 4-H Professional 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: The county 4-H Professional will meet with the volunteer(s) to discuss concerns, review possible solutions, and create a plan of action.**

If the county 4-H Professional 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 4-H Professional 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 the county 4-H Professional and the volunteer(s) cannot agree on the issues to be resolved, county 4-H Professional 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 involved in the dispute. The committee's written findings and recommendations will be forwarded to the volunteer(s) and the county 4-H Professional. The county 4-H Professional 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 Director, State 4-H Youth Development Director, and State 4-H Volunteer Development Specialist, along with notice of the volunteer's opportunity to appeal (set forth below).

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<sup>1</sup> When volunteers have issues or concerns with the county 4-H Professional, contact either the county extension chair or respective District Director.

## **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 4-H Professional 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 4-H Professional'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 4-H Professional.

**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 the county 4-H Professional and decide on one of the following courses of action:

- Convene a joint meeting with those parties directly involved to gather additional information.
- Support the volunteer(s) position and direct alternative actions to be taken by the county 4-H Professional in resolving the matter.

- Support the county 4-H Professional'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 4-H Professional of the decision. If the District Director, State 4-H Youth Development Director and the county 4-H Professional 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 the county 4-H Professional 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 4-H Professional, 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), the county 4-H Professional, 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 of 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 volunteers.
- Maintain open, honest communication with members, volunteers, 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 the county 4-H Professional 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.

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Print Name

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Signature

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Date