Kootenai/Shoshone 4-H Enrollment Form |**LEADER**

Leader Information

CLUB	**Category** (please choose all that apply) (All fees are non-refundable/non-transferable) ☐ Organizational Leader ☐ Project/Activity Leader ☐ Resource Leader		
Enrollment Status (please choose one) ☐ New Enrollment* ☐ Re-Enrollment ☐ Drop/Change			
Last Name	**First Name**		**Middle Initial**
Mailing Address	**City**	**State**	**Zip Code + 4**
Home Phone	**Work/Cell Phone**		
Gender: ☐ Male ☐ Female	**Years of 4-H Leadership**	**Leaders Fees:** (Optional Insurance coverage) ☐ New Leader* $5.00 bkgd check fee + ☐ Horse/ATV Ins. $2.00 ☐ Project Leader $1.00	
Ethnicity ☐ Hispanic --*or*-- ☐ Not Hispanic	**Race** (please check all that apply) ☐ Alaskan/American Indian ☐ Asian ☐ Black/African American ☐ White/Caucasian ☐ Pacific Islander ☐ Other _____		
Residence (please check one) ☐ Farm ☐ Rural less than 10,000 ☐ Town of 10,000-50,000 ☐ Suburb more than 50,000 ☐ City more than 50,000			
Leader E-mail	**Alternate E-mail**	**Best way to contact** ☐ Phone ☐ Work/Cell ☐ E-mail	
Military Family Member (If family has multiple military affiliations, use the branch of the highest ranking family member.) ☐ No Military ☐ Active ☐ Reserve ☐ National Guard ☐ Army ☐ Navy ☐ Air Force ☐ Marines ☐ Coast Guard			
Do you need an accommodation due to a disability to participate in 4-H Programs? ☐ Yes ☐ No If yes, please note requires accommodation:			

Project Information

Primary Club:			
Project Code	***Project Title*** (and unit if applicable)	***Years in Project***	***Club***

I agree that you may photograph me during, and in connection with, 4-H events. I agree that you shall be the exclusive owner of the photograph and all copy and other rights with the photograph(s). I agree that you may use the photograph(s) in any media that you wish related to the Idaho 4-H program. ☐ Yes ☐ No _____Leader Initial_____

As a 4-H Leader, I agree to fulfill my volunteer responsibilities as stated in my volunteer leader job description and to abide by the "Code of Conduct for Parents, Volunteers and Youth within the Idaho 4-H/Youth Development Program" as printed on the back of this form. My leadership will be consistent with the mission of the 4-H program and the current Idaho 4-H Policies & Procedures.
☐ Yes _____Leader Initial_____

_____ _____
Signature Date

University of Idaho Extension does not discriminate on the basis of race, sex, color, age, religion, national origin, or disability in employment or other activities in accordance with state and federal laws. The Extension office is readily accessible.

For Office Use Only ☐ New Leader Fees Paid ☐ Horse ATV/Safety Ins ☐ Project Ins ☐ *Cash* ☐ *Check #*_____

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 Extension's Idaho 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 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 & 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 of 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 Director.

{per current Idaho 4-H Policies and Procedures}

Panhandle Area 4-H Job Description

{Project Leader}

Description:

Coordinate and conduct a series of educational experiences, within the authorized project area(s), which will enable the 4-H member to complete the requirements for their chosen project. At the conclusion of the project, sign the record book of those members who have completed all the project requirements. Encourage parents to take an interest in the member's project and be supportive, but allow the member to do their own work. Emphasize that while quality work is always desirable, the personal growth of the member is more important than the final exhibit.

Duties:

The Project Leader is responsible for insuring that the following items are completed within their designated project area(s):

* Conduct at least 6 project meetings, guiding members in skill development.
* Develop a project meeting schedule with members; encourage project completion.
* Recruit resource leaders to assist with the project, as needed.
* Encourage member participation in all meetings and parental support.
* Acquire, distribute and teach members using approved 4-H materials.
* Plan special events (tours, shows, social activities, etc.) related to the project.
* Insure that proper safety precautions are followed at all times.
* Be knowledgeable of all requirements needed to successfully complete the project.
* Evaluate member's progress; recognize individual accomplishments on a regular basis.
* Read and follow the *Idaho 4-H Policies and Procedures* (#91605).

Qualifications:

Enthusiasm, dedication and commitment
Ability to motivate, direct and evaluate youth
Knowledge of resource people and materials
Ability to organize meetings and delegate tasks

Time Required:

Conduct at least six (6) project meetings on a regular basis.
Attend project leader education programs.
Assist 4-H members in completing projects for exhibit and/or completion, as appropriate.

Length of Commitment:

One year: October 1 to September 30.

Resources Available:

Project materials
Audio-visual supplies
Fellow 4-H project leaders
County/Area Extension staff

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Training Required:

Participate in at least 2 hours of leader education sessions; 3 hours minimum for new leaders.
Review and understand the responsibilities of this position.
Be familiar with the 4-H project materials utilized for each project area you are leading.

Supervisor:

Organizational Club Leader
County 4-H Program Coordinator
Respective county Extension Educator
Area 4-H/Youth Extension Educator

Acknowledgement:

I accept the duties and responsibilities of Project Leader for the current program year and will work with the members, parents and leaders within this project area(s) to create a positive learning experience for all parties concerned. I understand that University of Idaho volunteer liability coverage will be granted as long as I operate within the responsibilities set forth in this job description.

The 4-H/Youth Program is based upon helping youth to learn and discover their own potential. I realize that it is essential for members to do their own project work and participate fully in both project and Club meetings/activities. Leaders, parents and other adults are encouraged to provide support, but are not allowed to do the member's work.

As Project Leader, I will not take part in or condone unethical behavior within our 4-H Club by any member, parent, leader or other adult. If any instance should occur and cannot be resolved immediately at the Club level, I will immediately report it to my respective County Extension Office. Furthermore, I understand that failure on my part to follow State & County policies or violation of the Code of Conduct may result in my immediate termination as a 4-H volunteer leader.

Signed: _____ Date: _____, 20 _____

Club Name: _____