

4-H Youth Development Policies and Procedures October 1, 2020 - September 30, 2022



University of Idaho Extension
College of Agricultural and Life Sciences



University of Idaho

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, Barbara Petty, Director of U.I. Extension, University of Idaho, Moscow, Idaho, 83844. 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, genetic information, or status as any protected veteran or military status. Produced by the Idaho 4-H Youth Development Program © 2020 by the University of Idaho

4-H Youth Development Policies and Procedures 2020-2022

This publication shall serve as the official source of policies and procedures for the University of Idaho 4-H Youth Development programs beginning October 1, 2020, and ending September 30, 2022. Policies and Procedures are reviewed every two years by the Idaho 4-H Advisory Board. It is the responsibility of 4-H Professionals, volunteers, parents/guardians, members, and 4-H affiliates to implement and enforce these policies and procedures.

Contents

Introduction	4
Organization/Administration	4
Mission & Vision	4
Overview of Extension & 4-H	4
Agreement to Follow Policies & Procedures in all Youth Development Programs	4
Use of 4-H Name & Emblem	5
Anti-Discrimination & Equal Opportunity	5
Protecting Participant Information	5
Child Protection Reporting Requirements	5
Program Management	5
Purpose & Participation	5
4-H Code of Conduct for Parents, Volunteers & Youth	6
4-H Program Delivery Options.....	6
4-H Club Programs	6
Regular 4-H Club.....	6
Family Groups and Independent Members.....	6
Financial Accountability	6
Fund Raising	6
Tax Exempt Status	7
Sales Tax Exemption.....	7
4-H Account Audits.....	7
Club Assets	7
Participant Eligibility	8
Membership & Age Requirements	8
State 4-H Participation Fee	8
Membership in Another County.....	8
Projects.....	9
Designations.....	9
Requirements	9
Agriculture Science, Technology & 4-H Projects	9
Animal Welfare, Management & Exhibition	10
Exhibition Housing & Show Ring	10
Preparing 4-H Animal Projects for Exhibition	10
Project Evaluation	10
4-H Market Animal Project Policy	10
Breeding Animal Projects	11
Country of Origin Labeling (COOL) Requirements	11
Horse Projects.....	11
Recognition	11
Trips & Awards.....	11
Risk Management	12
Child Protection Training	12
Disclosures	12
Safety, Health, & Accident Insurance.....	12
General Liability & Accident Insurance Coverage	12
Travel Policy	12
4-H Chaperone Policy.....	13
Youth/Adult Housing.....	13
4-H Volunteers	13
Roles & Requirements.....	13
Volunteer Application, Certification & Recertification	14
Idaho 4-H Shooting Sports Instructor Certification	15
Transferring Volunteer Status.....	16
Process for Resolving 4-H Volunteer Personnel Issues	16
Volunteer Appeals Process	17
Appendix A. Code of Conduct For Parents, Volunteers, And Youth Within The Idaho 4-H Youth Development Program	18
Appendix B. UI Protection of Minors Code of Behavior	19
Appendix C. 4-H Transportation Policy for State, National & International Events	20
Appendix D. Drug Testing Protocol for Idaho 4-H Market Animals (optional)	21
Appendix E. 4-H Club or Group Fundraising	22

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 offer 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 ensure dynamic educational opportunities for all participants.

We encourage youth to participate fully in project and club meetings, plus explore the various county, state, national and international offerings. In addition to developing leadership, citizenship, and communication skills, youth 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). UI Extension is embedded in the College of Agricultural and Life Sciences.

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. While these organizations serve a crucial purpose in assisting 4-H, the authority and final decisions rest with the respective UI Extension personnel.

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 of 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. A signed Authorization Form is required for councils, boards, associations, and other organized groups who act outside the 4-H Youth Development Program but wish to use the clover, the 4-H emblem, and/or work in conjunction with the program.

Use of 4-H Name & Emblem

Congressional action governs the use of the 4-H name and emblem (18 U.S.C. § 707). On the county level, use of the 4-H name and emblem must be approved by the county 4-H Professional. Beyond the county 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, including but not limited to applications, admissions, access to programs and services, and employment. State 4-H scholarships for education or events are available to all 4-H participants.

University of Idaho 4-H Youth Development will ensure that all 4-H Clubs are fully integrated to avoid single-race or single-sex membership. All 4-H clubs will verify all reasonable efforts to integrate single-race or single-sex club membership. 4-H Volunteers who lead single-sex clubs or single-race will complete forms documenting their efforts to integrate.

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 Civil Rights and Investigations at 208-885-4285, ocri@uidaho.edu, <https://www.uidaho.edu/ocri>

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, 1400 Independence

Ave. SW, Washington, DC 20250-9410, or call 866/632-9992 (voice) or 202/720-2600 (TTY).

Protecting Participant Information

Names, pictures, 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 (hard copy 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 who observes the child being subjected to conditions or circumstances which would result in abuse, abandonment, or neglect, 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. Mental injury (which may include, for example, constant ridicule, physical intimidation, bullying by an adult, withholding of mental health care, engaging in behaviors that would reasonably result in harm to the child's intellectual or psychological capacity, etc.) that could be considered abuse, neglect or abandonment also must be reported.

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 opportunities for 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 or formally organized groups who violate the 4-H Code of

Conduct, 4-H Policies and Procedures 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

A Code of Conduct (Appendix A) and the UI Protection of Minors Code of Behavior (Appendix B) has been established for the University of Idaho 4-H Youth Development Program. All volunteers, members, and their parent(s)/ guardians must sign and agree to abide by the contents of both documents in their entirety. An annually signed copy of the Code of Conduct and the UI Protection of minors Code of Behavior must be on file (hard copy or electronically) with the county extension office through which the youth or adult is participating.

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 must be chartered (and groups/affiliates authorized) through the county extension office and must meet the minimum criteria listed below, based on the requirements from 4-H National Headquarters and Internal Revenue Service (IRS). All 4-H Clubs/groups must make and document reasonable efforts to integrate their clubs to avoid single-race or single-sex membership. Only official 4-H Clubs and authorized groups/affiliates have the authority to use the 4-H Name and Emblem.

Participants who wish to be considered to be 4-H Family Group or Independent Study participants must request permission on an annual basis from the UI Extension Office of the county in which they enroll. Upon being granted that one-year permission to become a family group, the clubs forfeit their 4-H Club Charter, and with that, their 501(c)3 status.

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
- Participate in at least one club service learning activity
- Each member must be enrolled in and is expected to complete one or more projects.

Family Groups 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
- Participate in at least one club service learning activity
- Each member must be enrolled in and is expected to complete one or more projects.

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, groups, 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.

Fund Raising

Club fundraising events should be planned and conducted by the members to help achieve established club goals for the current year – not to build large bank accounts. As a part of that process, a Fund raising Request form must be submitted and approved by local 4-H Extension personnel before starting any event promotion. For more details, see Appendix E.

Tax-Exempt Status

Under the federal legislation governing the use of the 4-H name and emblem, 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, all 4-H clubs and affiliates must 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 an 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 and affiliates, not including family groups, must have an EIN (Employer Identification Number) filed with IRS.
- Have the following 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
- Complete the Annual 4-H Account Audit process (see *section below*).

Failure to complete any of the requirements listed above may result in the suspension of the 4-H club or affiliate. For clubs or affiliates that must apply for and receive an EIN from IRS, those can be secured with form SS-4 from www.irs.gov/pub/irs-pdf/fss4.pdf. Club volunteers or affiliate groups must NEVER use someone's 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, 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) each year.

Sales Tax Exemption:

4-H clubs, groups, 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.

Annual 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 committee should accurately account for all collected funds in individual accounts and reconcile all checking and cash accounts annually. The emphasis of these committees should be on providing basic money management education to members as well as assuring the proper use of these 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.

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

Each club is strongly encouraged to submit an inventory of all club assets to their respective UI Extension office annually. 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. That plan, along with the intent to disband, needs to be communicated with and approved by local UI Extension 4-H personnel before being implemented.

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 comply 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. Youth and volunteer enrollment information shall be maintained on the state-approved electronic enrollment system.
4. 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 of current 4-H Year) as follows:

Classification:	Age:
Cloverbuds	5 to 7 years old
Junior	8 to 10 years old
Intermediate	11 to 13 years old
Senior	14 to 18 years old

Staff and volunteers working with 4-H programs need to be trained in working with different ages 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. These are developmentally appropriate for their age, activity-oriented, involves cooperative learning, and are focused on life skills taught through a broad spectrum of subject areas.
- Cloverbuds may not participate in large animal, ATV, or shooting sports activities, projects, or programs. Large animals are defined as including, but not limited to beef, sheep, swine, dairy cattle, dairy/meat goats, horse, llama. 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 five members; however, the maximum number of club members and the type of projects offered will be established by individual club volunteers.
- Youth may enroll in 4-H at any time throughout the year. Enrollment is documented through completion, appropriate signatures, and acceptance through the program management software 4-HOnline. 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 fee to the state 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 their county of residence. Idaho policies do, however, allow youth to participate in 4-H in another county, or state, as long as he/ 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 if it is not simultaneous.

For county fair participation, members cannot exhibit in a given project in more than one county. Youth are encouraged to enroll and exhibit in the county in which they reside. Youth will exhibit projects in the county where they are enrolled but may exhibit at regional or state fairs in addition to their county fair. 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

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 may be used at the county level, and there is no support 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** enable youth 12 -18 to explore further appropriate educational interests in subjects where either no Idaho-approved 4-H curriculum exists, or after members have completed all levels of existing curriculum. Additional parameters are set forth in the Self-Determined section of the Idaho 4-H Project Requirement Handbook.
Because of inherent risk management issues, Self-Determined projects related to the 4-H Shooting Sports program are not permitted.
- **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 appropriate State 4-H staff.

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 online at <https://www.uidaho.edu/extension/4h>, and establish the minimum standards that must be adhered to. 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 the designated project record book as outlined in the Idaho 4-H Project Requirement Handbook (#93000).
- Exhibit the project at a public place; exhibits may be in a mall, library, school, bank, fair, or other places where the public can see them. When displaying 4-H members' work in a public place, prudent judgment should be exercised to protect the 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 but no later than Nov. 1st.

Agriculture Science, 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 watchwords 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.

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 avoid duplications or misunderstandings 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 the Memorandum of Understanding between the University of Idaho Cooperative Extension System

and the Idaho Division of Professional-Technical Education closely, on file in the *County Operations Handbook* Sections B1 & B2.

Animal Welfare, Management & Exhibition

Idaho 4-H is actively committed to the humane care, appropriate management, and safe exhibition of all animal-related projects.

- **Animal Health.** Animals exhibiting symptoms of disease or other medical conditions or abnormal conditions, including significant non-thriftiness or neglect, are not eligible for entry or exhibition in a 4-H sanctioned program. Make sure withdrawal times are followed when treating animals,
- **Animal Management.** 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.
- **Drug Abuse.** No illegal drug, off-label use of drugs (uses other than specifically allowed on the drug label), unless prescribed by a veterinarian are permitted. The use of tranquilizers to alter the disposition of project animal's behavior is prohibited. Violators shall be immediately disqualified from the event. The Livestock Sales committee or the Fair board may require forfeiting any premiums and awards. Auction proceeds may be returned to the buyer. The individual shall be barred from all future participation in 4-H animal-related projects, plus may be subject to all relevant criminal prosecution. A grievance may be requested, as outlined in the attached recommended protocol as a second test. *{Note: if a county opts to conduct drug testing, a recommended protocol can be found in Appendix D}.*
- **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 shall be immediately disqualified from the event forfeiting any premiums and awards, any auction proceeds will be returned to the buyer, they shall be barred from all future participation in 4-H animal-related projects, plus may be subject to any and all relevant criminal prosecution.

Exhibition Housing & Show Ring

- 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 allow members to display their animals for evaluation properly.
- Classes for showmanship and quality evaluation should be grouped by age/ability of exhibitor for showmanship and by animal weight, age, and/or breed for quality classes.

Preparing 4-H Animal Projects for Exhibition

- Preparation of 4-H 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 cheat or create deception.
- Youth in 4-H animal projects are 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 reward individual effort and achievement appropriately and to prevent unfair advantage or a perception of an unfair advantage.

Project Evaluation

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

4-H Market Animal Project Policy

1. The University of Idaho 4-H Youth Development Market Animal projects are complete 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 state, district, or county project requirements have been met.
 - 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 the 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 is noted in the Idaho 4-H Project Requirement Handbook for each species and the following chart.

Species	Minimum Ownership	Minimum Feed Period
4-H Market Goat	70 days	60 days
4-H Market Lamb	70 days	60 days
4-H Market Hog	100 days	80 days
4-H Market Beef	150 days	130 days

- 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. A 4-H project animal sold through a county market animal sale (or another sale) cannot be returned to the 4-H member (seller) and continue to be used as a 4-H project animal in the current program year.
- 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 the 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 a threat to the well-being of the individual or the project animal.

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 (including 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. 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, which was then modified effective December 18, 2015.

All cuts of lamb, 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 one year (7 CFR § 65.500(b)(1)) from the date the animal is sold.

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 an 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

- The 4-H member must own/lease the horse(s) used, providing primary care, feeding, and management of the horse(s) at least 90 days before exhibiting.
- 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.
- 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.
- All youth participants in Idaho 4-H horse activities or events must wear an ASTM-SEI approved equestrian helmet, with an appropriate expiration date, whenever mounted on an equine, or in a vehicle (cart, wagon, buggy, etc.) being pulled by an equine. Helmets should be replaced after an impact or after five years.

Recognition

Trips & Awards

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

- 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:** the Idaho 4-H Youth Development Office will hold college scholarships awarded to 4-H'ers still in high school until the recipient is enrolled in college.
4. 4-H members and volunteers accepting funds to participate in 4-H activities and/or training are expected to meet all requirements of the activities and/or training. If all requirements are not met, all funds are to be repaid by the recipient.
5. To ensure educational continuity, county/district events are to align with corresponding State event rules. State events which qualify youth for Regional and/or National 4-H participation shall ensure their rules align with those governing the corresponding regional or national 4-H contest. The State 4-H Youth Development Director or their designee must certify all-state teams, individuals, or groups attending regional or national 4-H events.
6. Personal conduct of all 4-H participants 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" and a public record review every three years.

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 the 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 the 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 the 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

{Note: a full copy of the Travel Policies is attached as Appendix C to these Policies and Procedures.}

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. Faculty and staff may assist parents by providing them with a list of youth participants so that parents and guardians may form carpools 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 will be reviewed and/or authorized by University personnel.

4-H Chaperone Policy

Providing a safe environment for all youth is our greatest responsibility. Adults interested in a chaperone position, who in that role may have the opportunity to be alone with youth at any 4-H sponsored event or activity, must successfully complete the Idaho 4-H Youth Development Volunteer Application and Certification Process or be a currently certified volunteer in good standing.

All chaperones must attend a corresponding event orientation and understand that they are responsible for serving as role models for youth and for guiding youth behavior.

Any adult independently supervising youth at overnight 4-H sponsored events (county, district, state, or national) must also meet the following minimum criteria:

- Be at least 21 years of age for the county, district, or state events; be at least 25 years of age for national events.

Preference will be given to those actively engaged within the club or local 4-H program.

Event management may have additional specific requirements.

Teen Counselors: Teens (13-18) who are currently active 4-H members may serve as camp/event counselors under the direct supervision of Extension staff and/or certified volunteers overseeing that event. These teens may be housed with younger youth in a cabin setting as long as the Teen to Youth ratio is at least 1:8. Two teen counselors should be placed in each cabin.

Teen Counselors must:

1. Complete an application
2. Sign and agree to abide by the 4-H Code of Conduct
3. Sign the UI Protection of Minors Code of Behavior
4. Complete the UI/4-H Protecting Minors Training
5. Have a signed position description outlining their duties

If applicable, staff should complete a national sex offender registry check.

Youth/Adult Housing

At county, district, or state overnight 4-H events, youth can be housed with unrelated adult chaperones aged 21, and over (age as of date of event); or age 25 and over for national events, as long as the youth-adult ratio is at least two youth to one adult (in a room), the adults have completed the Idaho 4-H Youth Development Volunteer Application and Certification Process plus attend a corresponding event orientation. Only adult chaperones and youth of the same sex can be housed together. A minimum of 2 adults at a chaperoned event is required. An unrelated youth and adult must never share a bed.

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

Youth ages	Daytime/Evening	Overnight
5 - 7	1:10	1:5
8 - 12	1:16	1:8
13 - 18	1:18	1:10

Other programs (i.e., Know Your Government and State Teen Association Convention) 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. This includes virtual 4-H activities such as conference calls or web-based meetings. Organizers of virtual 4-H activities should try to ensure a minimum of two approved volunteers are present for virtual meetings, events, or conference calls.

4-H Volunteers

To help safeguard all 4-H participants, various categories of volunteers (see below) require successful completion of both the UI/4-H Protecting Minors Training and a public record review every three years. A 4-H Code of Conduct and UI Protection of Minors Code of Behavior must be signed annually and kept on file with the Extension office either through 4-HOnline or a permanent file.

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 clubs/groups may not officially meet until they have a certified volunteer affiliated with that club/group. A certified volunteer must be enrolled and present 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 complete the application/certification process prior to working with youth in unsupervised settings:

- **Organizational Volunteers** are those with overall club organizational responsibility and who serves 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 persons providing medical care.

Certification optional:

Persons serving in the following roles are not required to be certified or enrolled. Still, they will not be allowed to work in unsupervised settings with youth unless they 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. Extension staff may request a signed Code of Conduct, a signed position description, a public record review, and/or Protecting Minors Training as deemed appropriate.

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, a 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, they must be actively affiliated with a club, group, or other youth-oriented event approved by Extension personnel and complete the following steps:

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, a vulnerable adult, or of a sexual nature will not be accepted as volunteers. Individuals convicted of crimes involving weapons/firearms or violence against 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 and the UI Protection of Minors Code of Behavior for Parents, Volunteers, and Youth within the Idaho 4-H Youth Development Program.
 - Position Description Agreement outlining the scope and responsibilities of the volunteer assignment.
2. Complete 4-H orientation training, which includes online e-modules hosted on eXtension.
3. Successfully complete the UI/4-H Protecting Minors Training.

4. Successfully complete a public record review.
5. Complete any additional county requirements.

Recertification:

1. Active certified volunteers seeking recertification for the new program year (beginning October 1) must:
 - Annually:
 - a. Complete the 4HOnline volunteer enrollment process prior to meeting with youth in unsupervised settings
 - b. Sign and agree to abide by the 4-H Code of Conduct and the UI Protection of Minors Code of Behavior and the Position Description.
 - c. Attend/complete required training.
 - Every three years:
 - a. Update the volunteer application process information.
 - b. Successfully complete a public record review.
 - c. Complete the UI/4-H Protecting Minors Training.
2. Previously certified volunteers with less than a two- year break in service may apply to regain active status if the former county provides written confirmation that they were a volunteer in good standing when service ended and requirements in #1 above are met.
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. 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. All 4-H Shooting Sports Instructors must be certified 4-H Volunteers in their respective counties.
- **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 program requires the use of Level 1 or Level 2 certified 4-H Shooting Sports Instructors to operate all live-fire ranges or to conduct any training (classes, camps, field days, etc.) in which firearms or archery equipment are handled. To be certified as a 4-H Shooting Sports Instructor in any discipline (*i.e., archery, hunting, muzzleloader, pistol, rifle, shotgun*), 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 physically present during the instruction. Assistant instructors cannot be in charge of a live-fire range.
- c) **Teen Volunteer:** minimum of 14 years old; must have volunteer approval, operates under the direct supervision of an instructor, and only if the instructor is physically 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.
- c) Participation in periodic discipline updates or continuing education may be required in accordance with National standards.

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 Western Heritage) 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.

All 4-H Shooting Sports instructors (Extension personnel, volunteers, etc.) must adhere to state and national program specifications. Failure to do so may result in the Idaho 4-H Shooting Sports Coordinator suspending or terminating that instructor's certification(s). Any appeal must be made in writing to the State 4-H Director within 30 days of notification; the Director's decision shall be final.

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 Professional¹; 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.

While this process will be followed in most situations where there are issues with a volunteer, there are situations where immediate action is needed or where it is otherwise not in the best interests of the 4-H program to follow these steps. The county 4-H Professional, in consultation with the District Director, respective Regional 4-H Youth Development Educator, State 4-H Youth Development Director, and State 4-H Volunteer Development Educator, has the authority to take immediate action to remove, suspend or terminate a 4-H volunteer's status as a certified volunteer without following these steps. The volunteer may appeal a decision in this situation 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 an agreement cannot be reached, go to step 4.

Step 3: Evaluate progress with a 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 Volunteer'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.

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

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, respective Regional 4-H Youth Development Educator, State 4-H Youth Development Director, and State 4-H Volunteer Development Educator, 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 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 Regional 4-H Youth Development Educator 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 Regional 4-H Youth Development Educator 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 Regional 4-H Youth Development Educator and State 4-H Youth Development Director will review the information provided by the volunteer(s), in consultation with the appropriate Extension District Director, 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 Regional 4-H Educator or State 4-H Program Director will first notify the county 4-H Professional of the decision. If the Regional 4-H Youth Development Educator, State 4-H Youth Development Director, and the county 4-H Professional agree on the action(s) to be taken, the State 4-H Program Director will notify the volunteer(s) in writing of the decision, thus concluding the appeal process.

In rare instances, if the Regional 4-H Youth Development Educator, 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, Regional 4-H Youth Development Educator, and State 4-H Youth Development Director will meet with the State Extension Director, in consultation with the appropriate Extension District 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, Regional 4-H Youth Development Educator, and State 4-H Youth Development Director in writing by the State Extension Director, thus concluding the appeal process.

Appendix A. 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 the 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, physical, or emotional abuse of others (via bullying, texting, social media, etc.) and report such abuse, if observed. Any actions, such as a 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.
- The consumption of alcoholic beverages, the use of tobacco products, or an illegal controlled substance at 4-H youth events is prohibited.
- 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 safely and responsibly 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.

Print Name

Signature

Date

Appendix B. UI Protection of Minors Code of Behavior

D-5. Code of Behavior

University of Idaho – APM 05.12 – May 9, 2018

Our program provides the highest quality services available to minors. Our commitment is to create an environment for minors that is safe, nurturing, empowering, and that promotes growth and success for the minors who participate in our program. Any type of abuse will not be tolerated and will result in immediate dismissal from the program and/or University of Idaho (UI). UI will fully cooperate with authorities if allegations of abuse are made and investigated.

To accomplish this mission together, employees, volunteers, and other adults participating in programs, events, and activities involving minors:

1. Will treat minors with respect at all times.
2. Will treat minors fairly regardless of race, sex, age, religion, sexual orientation, or gender expression.
3. Will adhere to uniform standards of affection as outlined in any applicable university or program-specific policies.
4. Shall not use or be under the influence of alcohol or drugs in the presence of minors or during activities or events involving minors.
5. Shall not discuss their sexual encounters with or around minors or, in any way, involve minors in their personal problems or issues.
6. Shall not date or become romantically involved with minors.
7. Shall not make pornography in any form available to minors or assist them in any way in gaining access to pornography.
8. Shall not have secrets with minors.
9. Shall not have private displays of affection with minors.
10. Shall not swear or tell off-color jokes.
11. Shall not stare or comment on the minors' bodies.
12. Shall not engage in inappropriate electronic communication with minors, as may be further defined by specific program policies.
13. Shall avoid outside contact with minors, which may be further defined by specific program policies.
14. Shall not shower, bathe, or undress with or in the presence of minors.
15. Will not take any photographs or videos of minors or posting photographs or videos on a digital, electronic, hosted media, web-based service, or any other medium without first obtaining a release from the minor's parent or legal guardian.
16. Shall not abuse minors in any way, including the following:
 - Physical abuse: hitting, corporal punishment, spanking, shaking, slapping, unnecessary restraints
 - Verbal abuse: degrade, threaten, cursing
 - Sexual abuse: inappropriate touch, exposing oneself, sexually-oriented conversations
 - Mental abuse: shaming, humiliation, cruelty
 - Neglect: withholding food, water, shelter
17. Shall not allow minors to engage in hazing, bullying, derogatory name-calling, games of "Truth or Dare," ridicule, or humiliation.
18. Will report concerns or complaints about other adults or minors in accordance with all reporting policies.

I have read, understand, and voluntarily agree to comply with the University of Idaho's APM 05.12, Protection of Minors Code of Behavior.

Print Name

Signature

Date

Appendix C. 4-H Transportation Policy for State, National & International Events

4-H Traveling in Private Automobiles:

In some cases, and dependent on location, it may be necessary for smaller groups to travel in private automobiles, i.e., cars, vans, SUVs. In the event where parents, guardians, and/or faculty and staff are providing transportation to and from a 4-H state, national or international event, they must adhere to the safety guidelines set forth below.

Operating privately owned vehicles:

Privately owned vehicles must be covered for at least state minimum liability limits. Auto liability is the responsibility of the vehicle owner and will be primary if an accident occurs. Passengers in privately owned vehicles may be covered through the owner's policy, depending on the coverage maintained by the owner. There is no insurance coverage through the University of Idaho for auto liability or passengers.

4-H Arranges Public Transportation to 4-H Events

For all State and National 4-H Events, the University of Idaho 4-H Youth Development department will oversee public transportation arrangements -trains, buses, and/or commercial airlines -to and from events. Because commercial chartered companies are held to higher safety standards with periodic inspections and approved health and safety policies, 4-H requires all youth and chaperones participating in State, National, and International events to use the transportation arranged by the state for the said event. To review the requirements outlined for chartered transportation carriers, please visit the Federal Motor Carrier Safety Administration (FMCSA) at www.fmcsa.dot.gov/.

Operating vehicles owned by the University of Idaho:

If the driver is using a University of Idaho motor vehicle, the driver must comply with university procedures at www.uidaho.edu/apm/05/08. Procedures require drivers to complete the UI driver's record screening and Driver's Safety Course. For more information on requirements and certification go to: www.uidaho.edu/cnr/motorpool

Operating publicly owned vehicles:

If the driver is using publicly owned vehicles, such as a county-owned vehicle, the driver must comply with the individual county policies and procedures.

Safety guidelines for all vehicles

1. No 15-passenger vans may be used to transport 4-H youth
2. Seatbelts are required to be worn by all occupants while the vehicle is in motion
3. All drivers must have a valid driver's license that has not been suspended for any reason. Drivers must be currently licensed and at least 18 years of age. Youth member exception: when traveling to a local event, a youth member at least 16 years old may drive, subject to the following:
 - a. Must have at least six months' worth of driving experience as a licensed driver (time accumulated under a learner's permit is not counted)
 - b. Have a clear driver's record with no violations or accidents
 - c. Must not transport any other persons to/from 4-H event.
 - d. Must give vehicle keys to the Event Coordinator upon arriving at the event (Event Coordinator will return keys on the final day of the event).
 - e. Obtain parents signed a permission form to be turned into the county or state office at least five business days prior to the event.
4. All drivers must obey driving laws, including the speed limit (and allow for road conditions)
5. Drivers must not operate a vehicle using hand-held cell phones or text while driving. A hands-free device may be used sparingly and only when necessary
6. Drivers will be well-rested, and driving time will not exceed more than 8 hours per day, with sufficient breaks.
7. Drivers will not allow any alcohol or drugs in the vehicle or drive under the influence of any drugs or alcohol.
8. Drivers will report any incidents or accidents to the appropriate 4-H representative.

Appendix D. Drug Testing Protocol for Idaho 4-H Market Animals (optional)

Drug Abuse – No illegal drug, off-label use of drugs (uses other than specifically allowed on the drug label) unless prescribed by a veterinarian are permitted. The use of tranquilizers to alter the disposition of project animal's behavior is prohibited. Violators shall be immediately disqualified from the event. Additionally, they shall be barred from all future participation in 4-H animal-related projects, plus may be subject to any and all relevant criminal prosecution. The 4-H member may request a second test as outlined in this protocol as a method of filing a grievance. This policy provides the basis for establishing a 4-H Meat Animal Drug Testing Protocol at Idaho fairs. While drug testing at fairs is not required, those choosing to conduct testing are encouraged to utilize the protocol set forth below:

Drug Testing Protocol –

When establishing a drug testing policy, a livestock show needs to:

1. Determine the acceptable use of drugs. (The above policy outlines what is not acceptable).
2. Determine the consequences of a positive test. (The above policy outlines the consequences for participation in Idaho 4-H). In addition to these consequences, the animal will likely be condemned, and the exhibitor will be responsible for any costs associated with the animal being condemned.
3. Determine how to identify which animals will be tested. For example, all champion and reserve champions in each species, all weight class winners, a random draw of a predetermined number of animals per species. The random draw can be conducted after the final weigh-in.
 - a. In the event a fair uses a random draw, the youth and families will be notified at the conclusion of the show. Consider videotaping the draw process, numbers being put in a draw box in preparation of the draw, and numbers being drawn for testing.
 - b. Make sure this is done discretely, so the average fair-goer will not know animals are drug tested.
4. Select an accredited veterinarian to conduct the tests.
5. Establish a set time to collect the samples (after the show).
6. Set up an area to collect the samples (again, do this is an area that will not attract much attention.)
7. Establish rules and payment responsibilities.
 - a. Typically, local fairs, fair boards, youth livestock sale committees, or 4-H Councils pay for testing.
 - b. Another option is to assess a fee to all youth exhibitors to help pay for testing.
8. Determine the payment responsibility in the event of a split sample test. A split sample test can be defined as a second test on a sample that initially tested positive. At sample collection time, two samples are collected from the animal. One sample is sent to the lab; the other sample is frozen (for urine only tests) in the event a split sample is requested. The owner generally requests a split sample test of the animal after a positive test has been reported by the testing lab. If a split sample test is asked for, that request must be made in writing to the drug testing coordinator and appropriate Extension 4-H personnel within fifteen (15) days of their initial test results notification. The requester shall be responsible for paying all costs associated with that test. A split sample test can cost four to five times more than the initial test because the test requires more specific screening by the lead chemist at the lab.
9. The person at the fair in charge of coordinating the testing should set up an account with the preferred testing laboratory.
10. The samples will be collected based on the recommendation of the testing lab.
11. The results will be sent back to the person at the fair in charge of coordinating the testing. For example, Fair manager, Livestock Show Chairperson, Leaders' Council President, Livestock Committee Chair, etc. (an Extension Educator may be called on as the non-biased person to handle the logistics of the drug testing to protect the integrity and good name of the 4-H program).
12. The animal(s) that are tested will most likely be sold at the Market Animal Sale at the fair. The animals will probably be harvested and in a cooler at the packer to be processed by the time the results are returned. In the event of a positive test on an animal, refer to item #2 for information regarding consequences.

Many labs conduct this type of drug testing regularly; one example which has extensive experience is the Texas Veterinary Medical Diagnostic Laboratory (in Amarillo and College Station). The fee is \$70.00 per specimen. A fee of \$7.50 is charged per box received at the lab (you may pack several specimens in one box.) The tests are conducted on urine samples. Testing turnaround time is 5-10 days. TVMDL does not disclose the names of the drugs that are screened for in livestock show samples but will identify the positive drugs that are considered off-label or illegal according to show policy.

Appendix E. 4-H Club or Affiliate Fund-raising

Education and character building are the basic premises of the 4-H Youth Development program and is supported by Federal, State, and County funds. Educational efforts are additionally supported through private source fundraising. While this is fitting to enhance educational programming, it should not overshadow the positive youth development aspects of 4-H and be done within the guidelines of the appropriate use of the 4-H name and emblem, including authorized approval of the Extension Office and all money accounted for according to policy.

Steps to Fund-raising

- A clear plan of the fundraiser and educational purpose of the funds must be determined by the 4-H club/affiliate before holding a fundraiser.
- A clear plan of how funds will be accounted for (both income and expenses).
- The 4-H club/affiliate must have an EIN on file prior to holding a fundraiser.
- Before a 4-H fundraiser is held, approval must be given by the county 4-H Professional. (submit an approval form to Extension office <http://www.uidaho.edu/-/media/UIdaho-Responsive/Files/Extension/4-H/staff-resources/Club-Materials/PoliciesandProcedures/Fundraising-Approval-Form.ashx?la=en&hash=D362A8559BEA24DC585946A2EC1684FAC16A6CF7>)
- Fundraising efforts need to be included in the club/affiliate budget at the beginning of the year, including budgeted income and expenses. The respective membership approves the budget. If the club/affiliate decides in the middle of the year that they would like to do a fundraiser, it must be added to the budget, and the respective membership votes to approve the addition.
- All income and expenses must be documented with receipts or invoices and a written report submitted at the next club/affiliate meeting to the membership.

Guidelines

- The 4-H name and emblem may not be used to imply endorsement of commercial firms, products, or services.
- The 4-H name and emblem may not be used if it exploits the 4-H program.
- Funds may not be raised using the 4-H name or emblem for individual benefit.
- In connection with 4-H fundraising purposes, the following disclaimer statement must be used on products or services offered for sale. "A portion of the sales price of this product or service will be used to promote 4-H educational programs. No endorsement of the product or service by 4-H is implied or intended."
- Refrain from holding raffles or other games of chance. All Idaho gambling laws and Idaho Lottery rules apply. (See <https://www.idaholottery.com/charitablegaming/rules.aspx>)
- Idaho law requires that sales tax is collected on all sold goods, such as concessions, garage sale items, and silent and live auctions, and a temporary seller's permit must be secured. See <http://tax.idaho.gov/i-1033.cfm?nsl=1#sub4> to acquire temporary sellers permit and http://tax.idaho.gov/pubs/EBR00050_09-29-2006.pdf for more information on sales tax law.
- If applying for a grant, in addition to working with the local 4-H Professional, the individual submitting the grant is responsible for all follow-up reporting and meeting all grant criteria.

4-H Club or Affiliate Fundraising FAQ

Can we raise funds to donate to another charity?

A 4-H club or group may raise funds for another charity as a part of a larger service-learning activity. A service-learning activity includes identifying a specific need in the community, connecting with community partners to help serve the need, and following through to the conclusion of the service project with the community partner.

Can we raise funds for our club to hold a shooting sports fun day?

Funds may be raised for educational purposes – which can also be fun. Be sure to have the learning objectives of the fun day identified as well as all program planning elements including promotion, who can participate, location, date, time, adult and youth resources, risk management, etc.

Can we raise funds or seek sponsorship to pay for market animals, feed, or other project-specific items?

Funds may not be raised using the 4-H name or emblem for individual benefit. A 4-H club or group may raise funds to purchase equipment that becomes club property such as clippers, clipper stands, ear taggers, show sticks, scales, etc. All club property should be recorded in a club asset inventory and submitted annually to their respective UI Extension office.

Can we raise funds to pay for individual scholarships to attend 4-H events?

To help 4-H youth attend 4-H events, 4-H clubs or groups may raise funds to provide partial scholarships. Guidelines for how scholarships are distributed, such as who is eligible (do the individuals need to participate in the fundraiser, is there an application process, etc.) and dollar amount need to be clear as part of the fundraiser planning process.

Can we raise funds to buy t-shirts for club members or have an end of year party?

Within reason, yes. Positive Youth Development (PYD) is part of the educational process, and to that end, t-shirts are a good example of a way that youth feel that they belong and identify with a group. It is also important to celebrate accomplishments and honor successes as a part of the learning process.

Is it ok to raise funds now for use in the next few years or to hold in our bank account "just in case"?

If a fundraising effort extends over more than one year, the initial plan must reflect the end goal and should not exceed two years. It is not appropriate to raise funds to hold in a bank account "just in case." All fundraising efforts need to have a specific plan of purpose and then used for that purpose. Funds held over from year to year should be minimal.

Do special rules apply to auctioned items?

Yes. If you follow the proper procedures, the auctioned item is only subject to tax on its fair market value. For example, if you sell a cake for \$100 and you could buy it at the store for \$10, tax applies only to the \$10 if you keep the proper records. Post a sign by each of your auction items indicating its suggested market value. For example, the cake could display a sign saying, "suggested retail value: \$10." If you give the buyer an invoice, write "cake: \$10; tax \$.60 (if the tax rate is 6%); donation \$89.40." Post the sale to your records in the same way. If you do not follow these procedures, you must charge tax on the full \$100. NOTE: Donated services (such as bookkeeping or lawn mowing) are not taxable auction items.