

2016-2017 St. Croix County 4-H Policy and Procedures

(Approved 09-20-16)

1. University of Wisconsin-Extension grants 4-H Charters, which formally recognize a group's affiliation with 4-H and grant that group permission to use the 4-H name and emblem. To be a chartered 4-H Club in Wisconsin, the following requirements need to be met and maintained:

- Club name
- Five or more youth from at least three families
- Adult leadership that has been approved through the Youth Protection process
- Educational plan which meets the purposes of the 4-H program
- Youth involvement in leadership, decision-making and voting privileges
- Meet on a continuing basis
- Have written operating guidelines, bylaws or constitution approved by members to govern the club
- Open to any youth eligible for 4-H membership, regardless of race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, and marital or parental status.

2. Dues are set at \$5.00 (\$1.50 for State, 1.00 for County, \$2.00 for insurance \$.50 for Fair Board. Enrollments will not be accepted without dues payment. The deadline for clubs to pay their dues to the Leaders Association is March 15. Failure to pay dues will result in non-renewal of 4-H Charter.

3. All 4-H Clubs and Committees are required to submit a financial record, an inventory of all assets, a calendar of events, and audit report to the UWEX office annually. All clubs and committees are responsible for any financial charges they make.

4. If four or more members enroll in a project, it is the responsibility of the club to provide resources unless a countywide committee exists.

5. Clubs are expected to hold 10 club meetings throughout the year.

6. The 4-H club year runs from October 1 - September 30. Fiscal year runs from July 1-June 30-

7. Upon dissolution, any 4-H Club with assets must turn over those funds to a recognized 4-H Club or group with the approval of the St Croix County 4-H Leaders Association and the County 4-H Youth Development Agent.

8. Every club must have at least one representative attend the workshop and help sell plat book ads when the county 4-H-Association decides to publish a new St. Croix County Plat Book. (Dependent upon plat book cycle.) If a representative does not attend, a charge of \$100 will be assessed to the club to cover costs of publishing.

MEMBERSHIP

1. Youth in Kindergarten are eligible to enroll in the Wisconsin 4-H Youth Development Program. Youth will continue to be eligible for membership through the next 4-H year following their graduation from high school. The University of Wisconsin-Extension provides affirmative action and equal opportunity in education, programming and employment for all qualified persons regardless of race, color, gender/sex, creed, disability, religion, national origin, ancestry, age, sexual orientation, pregnancy, marital or parental, arrest or conviction record or veteran status.

2. Kindergarten, 1st and 2nd Graders will participate as Cloverbuds. 3rd Graders will participate as Explorers.
3. Re-enrollment deadline for 4-H is November 15. New members must be registered by March 1 may participate in the 4-H program and County Fair without restrictions if they have met all the guidelines for the projects and activities in which they have enrolled and participate in. Youth members that are re-enrolling but with a different club must be registered by November 15.
4. WHAT ARE 4-H MEMBERS EXPECTED TO DO?
 - a. Be a member of an organized club and attend regular meetings.
 - b. Enroll in and successfully complete a challenging individual or group project.
 - c. Complete a self-evaluation of each project enrolled, as well as club experiences in the past year.
 - d. Strive to do the best you can.
 - e. Read, check box in 4HOnline.com and sign paper copy of the code of conduct/behavior expectations and give to your General Operational Leader.
5. WHAT ARE 4-H PARENTS EXPECTED TO DO?
 - a. Help member select the right projects.
 - b. Help to provide financial aid in starting projects.
 - c. Give encouragement and supervision with projects.
 - d. Provide a place for records and other club materials in the home.
 - e. Help members set standards of sportsmanship and honesty.
 - f. Be willing to help when called on by the 4-H Club.
 - g. Read, check box in 4HOnline and sign paper copy of the code of conduct/behavior expectations and give to your General Operational Leader.
6. Adult 4-H Leaders must complete the Wisconsin 4-H Youth Protection Policy which includes:
 - a. A volunteer application with permission to conduct a background check
 - b. 3 Hour Youth Protection Training
 - c. A volunteer expectation behavior form returned yearly with leader enrollment materials.
 - d. Enroll through 4-HOnline.com

PROJECT ENROLLMENT

1. All Kindergarten, 1st, and 2nd Graders must enroll in the Cloverbud Project. Cloverbuds are not eligible to participate in any animal or shooting sports projects.
2. All 3rd graders must enroll in the Exploring Project. Explorers may exhibit one animal at the Fair (see Special Activities, 1 - d.). Explorers are not eligible for the Meat Animal Program or projects using guns.
3. Project Enrollment is unlimited.

REQUIREMENTS FOR MEMBER IN GOOD STANDING

1. A member must attend 5 club meetings. A county meeting, attended the same night, may be substituted. Club project meetings, softball games or practices are not included. General Organizational Leaders and/or Leaders Association Executives are to determine achievement of members unable to attend 5 meetings.
2. Must give one talk or demonstration. This can be given at a project or general meeting or a county events (such as Mini Talent Explosion, Foods Revue, etc.).
3. Exhibit at least one entry for each project in which a member is enrolled. Entry could be exhibited at the Fair, at a club tour, a local Project meeting or by a certified 4-H volunteer leader or the county 4-H agent.
4. Member must complete a self-evaluation of all projects enrolled in and club experiences for the year. Format of evaluation is to be determined by the individual club (examples may include: traditional record book, scrapbook, journal, audio or video tape, a PowerPoint presentation, a resume and cover letter, or an interview with adult leaders).
5. Evaluations should be reviewed by the General Organizational Leader or club evaluation committee.
6. A committee of leaders in a club shall make the final determination of successful completion and award selection for the members of the club. This information is sent to the county office for use in ordering awards and filed with the club's permanent records.
7. If a member does not complete items 1-4 above the member will not be eligible for scholarships, awards, and trip opportunities funded by the Leaders Association.

PROJECT AND MEMBERSHIP AWARD PROGRAM

1. Selection of county award winners is done by volunteer 4-H leaders.
2. To be eligible for county awards, members must have successfully completed the current 4-H year.
3. Grades for project awards selected by the Club:
 - a. Cloverbud grades Kindergarten-2
 - b. Exploring grade 3
 - c. Grades 4 - 7
 - d. 8th Grade and Over
 - e. Youth Leadership

A member may receive only one county 4-H Project disc in a year, with the exception that older members may also receive a Youth Leadership Award.
4. Pins for 1st, 5th and 10 year members, and graduates will be awarded at the end of the year.
5. Awards for outstanding graduate will be presented upon nomination by club leader. This award is suggested for high school seniors.
6. Clubs are encouraged to recognize member accomplishments.

COUNTY AWARDS AND TRIPS (Application or ME Form is required for these awards/trips as well as successfully completing the previous year.)

1. High school seniors & graduates presently enrolled in 4-H are eligible to apply for St. Croix County Leaders' Association Scholarships.
2. The Helen Holzer Club Leadership award is presented to two boys & two girls who have exhibited outstanding leadership at the club level.
3. The Florence Jensen County Leadership Award is presented to two boys and two girls who have exhibited outstanding leadership at the county level.
4. Key Award is presented to 4-H members in 9th grade or older, and must have completed at least three years of 4-H and one year of youth leadership.
5. Members may receive each individual award only once: 4-H Scholarships, Helen Holzer Club Leadership Award, Florence Jensen County Leadership Award, Key Award, Farm Bureau Boy and Girl, Outstanding Dairy Member and Outstanding Livestock Member, Outstanding Breeding Stock Member and Horse Scholarship.
6. Betty Utecht Forgivable Loan is awarded to a 4-H member or alumni in a 2 - 4 year nursing program.
7. Trips:
 - a) An M.E. Form is required for the following trips.
 - Space Camp (6-8 grade) - April
 - WI 4-H Youth Conference (7-10 grade) - June
 - American Spirit (8-10 grade) - June
 - Washington Citizenship Focus (10-12 grade) – June/July
 - National 4-H Congress (10-12 grade) - November
 - International Opportunities (6-12 grade) – June/July
 - b) All youth attending any 4-H trip opportunities that require an M.E. application must complete and turn in a trip check off form by November 1.
 - c) Failure to complete and return a trip check off form youth will not be eligible for future trips and scholarships.
 - d) For all M.E. trips, with the exception of Space Camp, youth under 10th grade must attend with Wisconsin 4-H Youth Conference before they will be approved for any other trip.
 - e) If a youth is awarded a trip and decides to back out, the youth must work with the 4-H agent to find an alternate to take their place or pay the full cost of the trip.

For the safety of the 4-H members in an exchange program, all family members 18 years and older of the host family must complete the following requirements

- a. A volunteer application with permission to conduct a background check
- b. 3 Hour Youth Protection Training
- c. A volunteer expectation behavior form returned yearly with leader enrollment materials.
- d. Enroll through 4-HOnline.com

In addition, parent(s) of the host family are required to attend a host family orientation. 4-H Leaders who have completed the Youth Protection Training and have annually enrolled need only to attend the host family orientation.

8. Family accounts from previous trips must be paid in full for family members to be eligible for future trips.
9. Financial assistance is available through the 4-H Leaders Association.

SPECIAL ACTIVITIES

1. County Fair

- a. In order to be eligible to exhibit at the County Fair a member must attend 5 **club meetings** (a county meeting attended the same night may be substituted, softball practice/games are not included) from Sept. to fair entry deadline. General Organizational Leaders and/or Leaders Association Executives are to determine situation of members unable to attend 5 meetings. Youth are considered in good standing, if the General Leader receives and accepts exhibit entries.
- b. Members must have successfully completed the previous year, unless they are 1st year members. If a member changes clubs the Organizational Leader of the current club must verify successful completion of the previous year with the previous club's General Organizational Leader upon enrollment.
- c. The death of a project animal during the year should not count against the completion record of a member. Any other hardship case regarding the project or the member should be reported to the General Organizational Leader.
- d. Explorers may exhibit one animal. Refer to the Fairbook for project regulations.
- e. Cloverbuds are not eligible to exhibit in an animal or shooting sports project per project guidelines.
- f. New members officially enrolled in the 4-H program by March 1, must meet all the project guidelines, and requirements for the projects they have enrolled in to show at the county fair.

2. Mini-Talent Explosion

Refer to Mini-Talent Explosion Guidelines.

3. State Fair Participation

- a. State Fair Music - participating clubs will be chosen at the Mini Talent Explosion.
- b. Demonstration participants may be chosen at the Mini Talent Explosion or nominated by their General Organizational Leader.
- c. Activity Station participants may be nominated by their General Organizational Leader.

4. Dairy Judging

- a. Team members participating in a National Contest in Madison cannot participate on the county dairy judging team in future years.

5. Softball Program

- a. Members must have attended 5 **club meetings** (a county meeting attended the same night may be substituted, softball practices/games not included) before May 1.
- b. Members must have achieved the previous year, unless they are first year members. If a member changes clubs the General Organizational Leader of the current club must verify successful completion of the previous year with the previous club's General Organizational Leader upon enrollment.
- c. Coaches must submit a complete roster of players to the General Organizational Leader of each club on their team. General Organizational Leaders will verify players for eligibility.

6. Ambassadors

1. Member must be in the 7th grade or older
2. Member must have successfully completed the previous year
3. To be selected, Ambassadors must fill out a written application form, meet the qualifications on the form, and complete an interview process.

YOUTH 4-H CODE OF CONDUCT

4-H members represent their county 4-H program. It is important to behave in a manner that reflects positively on 4-H. All members participating in a 4-H activity are expected to adhere to this code of conduct:

1. Demonstrate healthy choices. Possession and/or use of alcohol, tobacco, weapons, illicit drugs or medications(s) is forbidden. Adults overseeing the activity need to be informed of medication prescribed to the member and/or over the counter medications approved by the parent(s).
2. Exhibit mutual respect for all participants. Use of language and gestures found to be objectionable to others is not permitted.
3. Use good judgment in dress. Revealing attire is not acceptable, such as extremely low cut tops, short shorts or thong back swimming suits are not allowed. Do not wear t-shirts with obscene language/pictures or with drug, tobacco or alcohol advertising.
4. Avoid public displays of affection. Necking, kissing and sexual activity will not be tolerated.
5. Be respectful of property and facilities. Do not damage or destroy public or private property.
6. Behave in accordance with applicable federal, state and municipal laws.

DISCIPLINARY ACTION / GRIEVANCE PROCESS

Supervising adults will take the following steps for grievances or violations of this code of conduct:

1. Counsel with involved members privately to reach an understanding and stop the inappropriate behavior.
2. Take disciplinary actions at the time of occurrence. This may consist of restriction of privileges, apology to the group, additional duties, etc. Physical punishment is not appropriate.
3. Inform parents and 4-H Youth Development Agent of misbehavior at time of occurrence if supervising adult feels severity of situation warrants such immediate notification.
4. When the infraction is serious, decide as part of a committee of at least two adults to remove a member from the activity and send him/her home immediately.
5. Write a letter describing the disruptive behavior to be sent to the member's parents within 10 days after the activity with copies also being sent to the general leader and Leaders Association via the UW-Extension Office.

Parents or guardians can take the following steps for grievances or violations of code of conduct:

1. Contact club general leader to counsel with involved members privately to reach an understanding and stop the inappropriate behavior.
2. If general leader cannot remedy or resolve, or parent wishes to appeal the decision, then a letter must be written describing the situation and their position within 10 days after the activity to the Leaders Association via the UW-Extension Office.

Consequences of violations will result in the following disciplinary action:

1. Families of members removed from the activity will be responsible for the members' transportation home. Members removed from the activity will wait with the supervising adult until parents arrive.
2. If damage/destruction of property occurred, members will be assessed for the cost of the damages and repairs.
3. Members who have violated the code of conduct will become ineligible to participate in ANY county, district, regional, state and national events for a period of 12 months from the time of the violation. Examples of activities which members may become ineligible for include softball, County Fair, Mini Talent Explosion, camp, trips, Area Animal Science Days, district shows and fairs, Wisconsin State Fair, state 4-H events, etc. Participation in club level activities will be allowed.
4. Event registration, lodging or other participant fees will not be reimbursed for members who become ineligible for upcoming activities.
5. Youth who break public laws will be subject to legal action by law enforcement authorities.
6. Members who complete the 5 club meeting requirement, give a talk/demonstration and submit a self evaluation of projects may be reinstated with full privileges at the end of the 12 month period.

Steps for an appeals process:

1. Members who wish to appeal the disciplinary action are to do so within 10 days of disciplinary action notification.
2. Member(s) involved must request a meeting with the disciplinary committee which will consist of three members: county committee member (if appropriate), St. Croix County 4-H Leader's Association Member(s) and a UW-Extension Agent.
3. The meeting to review the disciplinary action will be scheduled within 15 days of the request.