

KITTITAS COUNTY 4-H PROGRAM POLICY

The following policies apply to all persons associated with the 4-H program in Kittitas County.

I. MEMBERSHIP

A. Age

1. **Minimum age** – third grade and age eight (8) by February 1 of current 4-H year (October 1 – September 30). Exception – In animal projects it is left up to the discretion of the leaders(s) and parents whether a member can handle such a project. If the leader feels a child is too young, then he/she will be advised to take another project or wait a year before enrolling in an animal project.
2. **Maximum age** – boys and girls who reach the age of 19 by January 1 of the current 4-H year are no longer eligible for 4-H membership.
3. **Age divisions** – apply to current school year or use grade just completed in events through September.
 - a) Junior – 3rd grade through 5th grade
 - b) Intermediate – 6th grade through 8th grade
 - c) Senior – 9th grade through 19 years old by January of the current 4-H year.

B. **Marriage** – shall not disqualify for membership.

II. CIVIL RIGHTS

- A. **Discrimination** – Kittitas County 4-H is open to all eligible youth. When accepting new members a club may not discriminate on the basis of race, color, religion, national origin, gender, disability or sexual orientation. If the leader(s) of a club feel they can only effectively handle a set number of youth, then they must notify the County Extension staff to solve the problem to find a club for the youth to join. Violation of the Civil Rights law will cause a club to lose the 4-H name, Extension assistance, nor will the club leaders (s) and members be able to participate in 4-H activities.
- B. **Affirmative Action** – Each year, after the clubs have enrolled, each club must complete form CO747 and have it on file in the Extension office in accordance with the Affirmation Action Plan.
- C. **Voting** – Club members cannot vote on whether to accept or reject a new member.

III. ORGANIZATION AND ENROLLMENT

- A. **4-H Year** - The club year is October 1 through September 30.
- B. **Enrollment** – The club enrollment must be on file at the County Extension office by January 1 for existing clubs, new members have until February 1 to enroll. It is recommended that members re-enroll at the end of the year meeting and/or beginning of the year meeting when they submit their record books to their leaders for review and new record books be handed out at that time.
- C. **Late Enrollment** – New 4-H members should be enrolled by February 1 (January 1 for members to re-enroll). 4-Hers transferring from another county or state will be accepted upon confirmation that they were 4-H members at the previous location.
- D. **Member Transfer** – 4-Hers that transfer from other Washington State counties or other states after February 1 are to contact the Extension for details.

- E. **Club Name** – New clubs choose their club name but should not duplicate another name in this county.
- F. **New Club** – There shall be at least five members and one adult leader to start a club. A club will be provided a flag set from 4-H Council when the club leader(s) provides the County Extension office with the name and enrollment of the club. Each new club can request \$20.00 for start up money from 4-H Council.
- G. **Club Charter** – Leaders can request a club charter and/or seal from the Extension office in the fall if they have met the requirements listed in the secretary's book.
- H. **Club Responsibilities** – Each club that meets the criteria for being a 4-H club is granted the use of the 4-H name and emblem by the County Extension staff. Each club must follow the state and county policies to continue as a 4-H club. This includes each club sending a representative to each 4-H Council meeting and submitting an "Annual Financial Summary Report" each year.
- I. **Newsletter** – The monthly newsletter "FOCUS" is sent monthly to all 4-H families to keep members, parents, and leaders informed. Clubs are encouraged to submit information and articles for the "FOCUS" to the County Extension office.
- J. **4-H Projects/Programs** - Leaders and members should strive for quality and not quantity of projects. As a guide – a first year member should enroll in one project; thereafter an additional project may be added as is reasonable for the member to complete.
- K. **Adding Projects** – Projects may be added until February 1 and dropped at any time during the year. The Extension office must be notified of all changes.

IV. FINANCIAL MANAGEMENT

- A. **Club Dues** – Dues are not required. They may be assessed by the members of individual clubs if there is a majority agreement.
- B. **Club Accounting** – Money and other assets including the flag set of a club should be carefully accounted for. The club should maintain a record of all income and expenses. Each club that has a bank account will be asked to furnish an I.R.S. identifying number. All income and expenses are to be accounted for by the club treasurer. Each club is required to submit an "Annual Financial Summary Report" to the County Extension office by November 30 of each year.
- C. **Club Disbandment** – If a club disbands, the members in their final meeting, by majority vote, may direct the distribution of the assets of the club. If this is not done, all such assets shall be turned over to the Kittitas County 4-H Endowment Trust Fund and the flag set returned to Kittitas County 4-H Council.
- D. **Solicitation & Sponsorships** - Direct solicitation of businesses or individuals (in person or by mail) on behalf of the Kittitas County 4-H program, its members, clubs, and/or committees, shall only be through the Kittitas County 4-H Endowment Trust Fund. Council may approve solicitation of businesses or individuals for sponsorships and grants for specific or one time Council approved project(s) provided such solicitation does not compete with Trust Fund and its annual fall solicitation drive.
- E. **Club & Member Fund Raising** – It is permissible for clubs to raise money for 4-H club purposes. Most fund raising events that provide a service or product such as baked food sales, concessions, car washes, etc. can be done without approval from the 4-H Council. If clubs and/or project committees plan to hold a raffle, a bingo game or amusement games for the purpose of raising funds, or any other fund raising event that does not provide a specific service or product, the 4-H Council must be notified and written approval obtained prior to holding such an event. Raffles must comply with the Washington State Gambling Act. 4-H clubs and individual members may receive unsolicited donations without Council approval.

- F. **Council Fund Raising** – All County-wide fund raising events sponsored by the 4-H Council are for the purpose of furthering the 4-H program in Kittitas County. All leaders and clubs are required to help raise the funds. Any club or leader refusing to assist in fund raising will not be included in the vote on how the funds will be spent nor receive permission to use the funds for 12 months following the fund raising event; or other disciplinary action determined by 4-H Council.
- G. **Fund Raising Guidelines** – Any 4-H Council fund raising activity must consider all the following guidelines:
1. All 4-H clubs participate
 2. Direct payments – i.e., receive all profit, not pay “middle man” as in candy sales, etc.
 3. Involve 4-Hers as well as adults
 4. Safety of 4-H members and adults
 5. Minimize solicitation of Kittitas County citizens
 6. Not to be a financial burden on local businesses.
- H. **Field Trip Travel** – After the 4-H club(s) has returned from their trip, a “Request for Travel Reimbursement” is filled out and turned into the Extension office. These requests are due by October 15 and given to the County 4-H Council Treasurer. Before the November Leaders Council meeting, the 4-H Council Treasurer will divide the Field Trip Transportation money in the following manner:
1. 1/5 is divided by the total number of clubs who turn in a “Request for Travel Reimbursement” form.
 2. 2/5 is divided by the total miles traveled by all clubs who turn in a “Request for Travel Reimbursement” form.
 3. 2/5 is divided by the total number of 4-Hers who participated in the field trips.
 4. A maximum reimbursement of \$200 per club.
- Travel reimbursement is limited to vehicular travel within the Pacific Northwest (i.e., Washington, Oregon and Idaho).
- I. **State Fair Travel Reimbursement** – 4-H families must submit a “State Fair Travel Reimbursement” form by October 15 to the Extension office. The 4-H Council Treasurer will then pay clubs \$20 per round trip per vehicle for State Fair in Puyallup.
- J. **Insurance**
1. **Volunteer Leader** – Adult volunteer leaders are protected under the State of Washington tort claims law for University volunteer leader liability and will be defended whenever an action or proceedings for damages shall be instituted arising from their acts or omissions while performing, or in good faith purporting to perform, their official volunteer duties. Adult volunteer leaders are expected to act in good faith and without negligence in the performance of their duties in order to minimize any chance of creating a University liability. Volunteer leaders are eligible to participate in the Department of Labor and Industries medical aid program. Participation in the medical aid program allows an injured volunteer’s medical expense to be paid by the Department of Labor and Industries.
 2. **4-H Member** – There are various insurance policies available to 4-Hers. Clubs or individual 4-Hers can take out coverage on a daily or special event basis. Accidents and illness can be covered under these plans. Applications are available at the Extension office.
- K. **State and National Conferences and Competitions**
1. **State Rallies, Conferences, and Know Your Government-** Council will pay at least

one-half and up to full registration for 4-H members who participate in State Teen Rallies, Conferences, and Know Your Government upon approval of participation. The actual amount of registration payment or reimbursement is dependent upon available funds and number of participating members. Members are responsible for participant costs including travel, food, and hotel. Members who violate the code of conduct while at such events will be expected to reimburse Council any funds received or paid on their behalf.

Council will fully fund registrations, travel, food, and hotel costs upon approved receipts for chaperones; the number of chaperones Council will reimburse is limited to the ratio of chaperones to participating 4-H members required by the state 4-H program hosting the event.

2. **National Competitions, Conferences, and 4-H Congress-** Council will pay at least one-half and up to full registrations for 4-H members who participate in National competitions, conferences, and 4-H Congress upon approval of participation. The actual amount of registration payment or reimbursement is dependent upon available funds and number of participating members. Members are responsible for participant costs including travel, food, and hotel.

As Chaperones to National Events are chosen by Washington State 4-H they, along with the chaperones themselves, assume responsibility for payment of any applicable cost to attend same.

V. GOVERNANCE

- A. **State 4-H Policy/Council** – Kittitas County 4-H Council is governed by Washington State 4-H Policy EM 0758E, Kittitas County 4-H Council Constitution, By-Laws, and this policy.
- B. **Policy Development Enforcement** – County policies are made and enforced by the Kittitas County 4-H Council in cooperation with the Kittitas County Extension staff.
- C. **Umbrella Policy** - The “Kittitas County 4-H Policy” is the umbrella policy for the Kittitas County 4-H program. Committees of 4-H Council with specific policies that fit under this Kittitas County 4-H Program Policy are as follows:
 1. Kittitas County Livestock Policy
 2. Kittitas County Horse Policy
 3. Kittitas County 4-H Challenge Policy
 4. Kittitas County Medals of Honor Policy
 5. Kittitas County Dog Policy
 6. Kittitas County Shooting Sports Policy

VI. LEADERS

- A. **Age** – A 4-H leader must be at least 18 years of age and not enrolled as a 4-H member. Teen members may enroll in a leadership project but they are listed as members not leaders.
- B. **Duties**
 1. Organize a club of at least five (5) members.
 2. Guide club’s meetings and hold at least nine (9) meetings per year with the exception of temporary projects.
 3. Enroll and re-enroll members by the deadline.
 4. Attend activities related to his/her area of responsibility.
 5. Enforce state and county 4-H policies.

6. Provide educational activities.
7. Make sure the club is represented at the 4-H Council meetings.
8. Encourage teens to be Teen Leaders.
9. Attend leader training meetings.
10. Assist with member's record books and ensure record books are complete and turned in for evaluation on time.
11. All members are given an equal chance and helped equally in club and educational activities.
12. Other Leader Titles and Duties
 - a) Project Leader – leads a specific project or curriculum within a club or group.
 - b) Activity Leader – gives leadership to an event or activity within a club or short term group.
 - c) Service Leader – works with other 4-H leaders in the area or county to promote 4-H, helps get new clubs started, recruits and mentors new leaders.
 - d) Program Leader – works with other 4-H leaders to help with a specific project or activity.
 - e) Resource Leader – serves as a source of expertise, advisor, or other resource capacity to a club or the county 4-H program.

- C. **Training** – All new leaders must complete training in their first year based on the interactive online “E-Learning for 4-H Volunteers”, Club leaders must complete the 8 module staff led Volunteer training, Project and Program leaders must participate in one training event related to their project or program area, or if a recognized expert, in experiential learning,
- D. **Leader Actions** – Action taken by any leader or group of 4-H leaders adversely affecting the 4-H program in the county is subject to review and action by the Kittitas County 4-H Council and/or county Extension Educator(s) except when such action is taken specifically for the safety of a project or member.

VII. COMPLETION IN 4-H

- A. **Record Books** – To complete a year in 4-H and receive a completion pin, a member must have completed their record book and project(s) with accuracy. This includes the Junior, Teen, and Ambassador leadership projects. Record books with a completion checklist are due to the club leader in mid July, and must be signed by the member, parent, and leader in order to show at the county fair as a 4-H member. The permanent 4-H record is also required in all record books. All work must be done by the 4-H member. Leaders must turn the record books into the Extension office by the last business day in July to be checked for completion. Books will be returned to members before fair.
- B. **Loss of Project** – Loss of project (animal, garden, etc) does not mean incompleteness for the project. It should be written up in the member's record book as far as possible.
- C. **Non-Completion** – Members who do not complete the 4-H year will not receive a pin or receive credit for that year. However, they may enroll the next year.
- D. **Completion Pins** – A member shall not receive more than one completion pin for the work during any one club year regardless of the number of clubs.
- E. **Demonstrations** – It is required that each 4-Her give at least one demonstration during the year. It is suggested a 4-Her give one in each project area in which he or she is enrolled.
- F. **Showmanship** – It is required that each 4-Her participate in at least one showmanship contest. If no showmanship contest is offered, they can participate in another county contest or event. The

member must get permission from both the leader and 4-H Council to be excused for sufficient reason. A physically handicapped member who is unable to complete a fitting and showing class may have another member assist and/or replace said member in the class at the leader's discretion.

- G. **Livestock Judging** – 4-Hers enrolled in a livestock project must do one judging at the Kittitas County Fair in order to complete the year.
- H. **Meeting Attendance** – 4-H members may not miss more than four (4) meetings per year, per club regardless of the number of meetings held. This means business meetings, not practice or work meetings.
- I. **Horse Judging** – 4-Hers enrolled in the horse project must participate in two county horse judging contests.

VIII. AWARDS, CONTESTS, SPONSORS

- A. **County Awards** - 4-H member may accept awards only in contests related to projects in which he/she is enrolled and has completed.
- B. **Pins** – members completing the requirements of the 4-H year will receive a completion pin.
 - f) Junior and teen leaders will receive a junior/teen pin in addition to the completion pin when he/she completes his first year in the project. A numeral guard will be awarded each year.
 - g) Leaders will be awarded a pin the first year and at each five year period (5, 10, 15, etc) for service to 4-H.
- C. **Medals of Honor** – Four (4) medals will be awarded in most project areas to the most outstanding intermediate and senior members based on their record books. Two medals will be awarded to juniors. Record books to be considered for the award are to be in the Extension office by mid-September. (See Kittitas County Medal of Honor Policy for details).
- D. **Certificates of Merit** – These are awarded to members based on their record books. There is no limit to the number that can be awarded.
- E. **All Star Achievers Award** – Any interested 4-Her may apply for this award by mid September by submitting two letters of recommendation with their record book and participation in an interview. A Council committee determines what award is given and whether to award one or two.
- F. **4-H Endowment Trust Fund Scholarship** – A scholarship given to a graduating senior who has been actively involved in 4-H. Applications are due April 1. Eligibility requirements and applications are available at the Extension office.
- G. **Jeanette K. Burghart 4-H Memorial Scholarship** – A scholarship given to a graduating senior who has been actively involved in 4-H. Applications are due April 1. Eligibility requirements and applications are available at the Extension office.
- H. **Sponsors** – Businesses and individuals wishing to sponsor an award may do so by contacting the Extension office/4-H Council. All new scholarships/awards must be approved by 4-H Council.
- I. **County Contests** - There are a number of county contests. For details regarding these refer to issues of the FOCUS and the county fair premium book.
- J. **State Contests** - A 4-H member may represent Kittitas County at the State 4-H Fair in Puyallup. The State 4-H Premium book lists the requirements. County participation must have received a blue ribbon in the qualifying contest or exhibit unless otherwise stated in the state 4-H premium

book. After the allotments are filled, an alternate may go if there is a 4-Her who decides not to go.

- K. Scholarships** – Contact the Extension agent for current information on state and national scholarships.

IX. ESTABLISHING MEMORIALS & SCHOLARSHIPS

D. Overview: There are 3 ways a 4-H Memorials/Scholarships can be made:

1. **Donation to Kittitas County 4-H Endowment Trust Fund** - donation can be any amount; person's name is placed on plaque displayed at the Kittitas County Courthouse. Funds are managed by Kittitas County 4-H Endowment Trust Fund board, investment earnings are available yearly to 4-H Council programs.
2. **Annual or one-time scholarship** - with \$500 or more a one-time or annual scholarship can be established. Kittitas County 4-H Council manages the funds.
3. **Endowment scholarship** – depending on the desired scholarship amount, a minimum principle amount will establish a permanent scholarship endowment in the person's name. A portion of the earned interest income from investment of the principal supports annual scholarship awards, and a portion remains as principal to ensure endowment growth. The Kittitas County 4-H Endowment Trust Fund manages the funds.

E. Procedure: Establishment of all 4-H Scholarships/Memorials must be approved by 4-H Council Executive Board.

1. Donations will be made to Kittitas County 4-H Council.
2. 4-H Council or Endowment Trust Fund (whichever is appropriate) will manage the funds in a separate account.
3. The donor and/or family member will meet with a 4-H Council representative to determine title of scholarship, amount of scholarship, and criteria.
4. Donor or family representative will sign a "4-H scholarship agreement" that contains details about fund management, scholarship name, scholarship criteria, amount of scholarship, etc.
5. If a plaque is to be established, the scholarship fund will cover the cost of the plaque and engraving. Scholarship committee will arrange for plaque/engraving.
6. When funds are depleted 4-H Council is not obligated to continue the scholarship.
7. All donors will receive a thank you from 4-H Council or 4-H Endowment Trust Fund, whichever is appropriate.
8. Stamps and envelopes to send thank you notes will be funded by 4-H Council unless other arrangements are made.
9. The donor or designated family member/friend will receive a listing of all donations.
10. The donor or friends and family may add to this fund at any time. Fund balance must be at least \$500 by January 1 of each year in order to offer the scholarship.
11. 4-H Council will advertise, design/collect applications, have a committee determine recipients, and arrange for announcements.
12. If 4-H Council decides the scholarship criteria must be changed, the donor or family member will be notified and/or consulted.
13. If donor or family member wants to serve on the scholarship committee, council will notify them of meeting time/details.
14. Scholarship applications will be due on April 1, the recipient announced at graduation time.
15. Donors or designated family member/friend will be notified annually on how the funds were distributed.

16. Scholarships will be forwarded to the school of recipient's choice upon proof of enrollment.
17. Recipients of scholarships must use the funds within 15 months of announcement.
18. If the balance is less than \$500 on January 1 and the family is not continuing to fund the scholarship, all the remaining funds will be transferred to the Kittitas County 4-H Endowment Trust Fund and the sponsors notified.

X. AGREEMENTS

- a. **4-H and FFA Agreement** – Memorandum of Agreement between Vocational Agriculture Education Future Farmers of America and Washington State University, Extension 4-H/Youth Program is on file in the Kittitas County Extension office.
- b. **Contracts** – All contracts or agreements that are entered into on behalf of Kittitas County 4-H program shall be reviewed and approved by Kittitas County 4-H Council.
- c. **Amendments and Updates** - Kittitas County 4-H Policy will be annually reviewed by 4-H Council officers and revised as necessary by 4-H Council as an agenda item. The 4-H FOCUS should notify 4-H families yearly that copies of the policy are available at the Extension Office.

XI. CONCESSION BOOTH

- a. **Booth Rental**
 - i. Any youth (4-H or non 4-H) or non profit youth organization may use the booth as long as a concession booth committee member is willing to oversee the booth on the date in question.
 1. There would be a pre and post-inspection and inventory by the committee member overseeing the booth, with the organization's representative present.
 - ii. A \$50 refundable deposit will be made by the group wanting to use the booth. The deposit may be refunded when the booth is inspected and returned clean.
 - iii. A certificate of insurance must be supplied before using
 - iv. Any non-4-H adult group or adult non-profit organization may use the booth under the same conditions stated above, except an additional \$100 charge will be made for usage.
 - v. Interested groups must sign up for use of the booth with a specific date(s) at the Extension office.
 - vi. A minimum of a 2 week notice is required in order to use the booth.

XII. COUNTY FAIR ELIGIBILITY

- a. Record books must be turned in on time and up-to-date in order to enter the county fair as a 4-H member.

XIII. COMPLAINTS & GRIEVANCES

- a. **Program Complaints** – complaints regarding program issues will be handled in the following order. If the concern is not resolved, or is not resolved to the satisfaction of the complainant, the matter will be referred to the next level in a timely manner.
 - i. Club Leader
 - ii. Formal Written Complaint (see Complaint Form) to appropriate 4-H Committee leadership (preferably within one week of speaking to the club leader). Committee will address:
 1. Needs of complainant, 4-H community, and 4-H organization
 2. Solution, which will maximize safety and life skills learning for the youth involved.
 - iii. Formal Written Appeal to 4-H Council leadership team (includes Council Officers and Extension Staff).

- b. **Policy Complaints** – Complaints regarding club or county policy will be handled in the following order. If the concern is not resolved, or is not resolved to the satisfaction of the complainant, the matter will be referred to the next level in a timely manner.
 - 1. 4-H Committee Leadership – see Complaint form. (Return completed form to Extension Office.)
 - 2. 4-H Council Leadership Team
 - 3. Dispute Resolution Center of Kittitas/Yakima Counties for mediation; cost at the expense of party filing complaint.
- c. **Kittitas County Fair Complaints** – refer to the Kittitas County Fair book for “Protest Procedures.” This can be found under General Rules & Regulations, Judging and Awards, or contact the Fair Office for procedures.
- d. **State Fair Complaint Process** – a written letter submitted to the State 4-H Fair Office: WSU State Fair Office, 7612 Pioneer Way East, Puyallup, WA 98371-4998, Attn: Fair Manager.

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WSU Extension-Kittitas County-507 N Nanum St Room 2, Ellensburg, WA 98926 (509) 962-7507