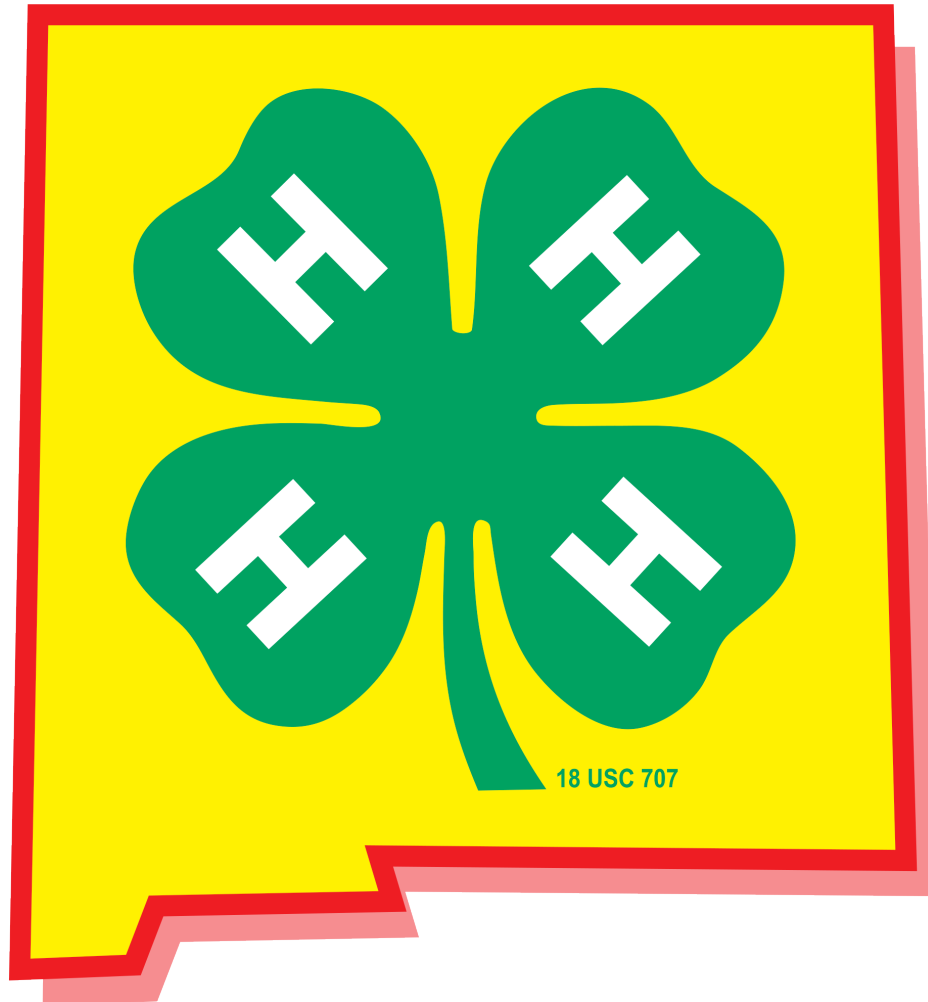


New Mexico 4-H Policies and Procedures Handbook

200.A-3 / Revised April 2020



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Cooperative Extension Service

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**New Mexico 4-H
Policy and Procedure Handbook**

April 2020

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Special Note:

Thank you to all the New Mexico Agents who advised the State 4-H Staff on the revision of this Handbook. Helpful suggestions are received each year. If your suggestion(s) were not incorporated, there was no intentional effort to ignore or discredit your suggestion. All suggestions are thoroughly discussed and the final decisions are made with the best interests of the entire program taking precedence.

New Mexico State University (NMSU) is dedicated to non-discrimination and equal opportunity in education and employment in compliance with state and federal laws which prohibit discrimination on the basis of race, color, national origin, ethnicity, gender, gender identity, genetic information (GINA), sexual orientation, spousal affiliation, physical or mental disability, serious medical condition, or veteran status. NMSU's dedication to non-discrimination extends to recruitment, admissions, education, scholarships and other tuition assistance, social and recreational programs, hiring, promotion, training and other employee actions such as work assignments, compensation, benefits, transfers, layoffs, and terminations. Additionally, NMSU's mandated affirmative action plan is evidence of our dedication to excellence in everything we attempt to accomplish.



If you are an individual with a disability and need an auxiliary aid or service please enter your required accommodations on Form 300.A-3 and notify your County Extension Office.

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STATEMENT OF 4-H YOUTH DEVELOPMENT POLICIES AND PROCEDURES

Program Authority: This handbook expresses the policies for the administration of the New Mexico 4-H Youth Development Program. Additional policies and procedures may be implemented under county-based programming in accordance with State 4-H Policies and Procedures.

These policies and procedures are here to help you comply with NMSU official policy and procedures found on the University web page at <https://legal.nmsu.edu/policies-and-procedures/>.NEW MEXICO 4-H VISION

The vision of the New Mexico 4-H Youth Development program is to develop all New Mexico youth to become productive citizens and leaders for positive change.

NEW MEXICO 4-H MISSION

The mission of the New Mexico 4-H Youth Development Program, the youth development program of the New Mexico State University Cooperative Extension Service, is to provide youth the opportunities to acquire leadership, citizenship, and life skills. New Mexico 4-H programs are based on the 4 concepts of positive youth development which are belonging, mastery, independence, and generosity.

In support of this effort, 4-H will:

1. Provide formal and non-formal community-focused experiential learning
2. Develop life skills
3. Foster leadership, citizenship, volunteerism and career exploration in youth and adults
4. Build internal and external partnerships for programming and funding
5. Strengthen families and communities
6. Make use of research-based knowledge through the land-grant university system

Authority for the 4-H program policy is held by Extension personnel whether at the county or state level, and is administered by the Director of the New Mexico Cooperative Extension Service.

4-H Advisory Committees, New Mexico 4-H Leaders Association, New Mexico Association of Extension 4-H Agents, County Parent-Leader Associations, County and State 4-H Councils and other organizations serve in an advisory capacity and make recommendations to 4-H program efforts. The authority to establish and administer such groups is held by New Mexico State University Cooperative Extension personnel at the county and state level.

This program is sponsored jointly by New Mexico State University, United States Department of Agriculture and county government units.

TERMS OF AUTHORIZATION

All 4-H programs are initially authorized by the Cooperative Extension Service. Continued authorization is contingent upon compliance with county, state and national policy. Authorization includes use of the 4-H name and emblem. Permission to start any 4-H program must be obtained from County Extension Personnel responsible for 4-H.

There must be a written agreement between the individual, organization, or group to whom authorization for use of the 4-H name and emblem has been granted, and the designated persons responsible for granting authorization at the appropriate level of geographic jurisdiction. For 4-H clubs the written agreement is in the form of the 4-H Club Charter. For outside entities wanting to use the name or emblem, a letter or other documents devised by responsible units of the Cooperative Extension Service at the state or county levels must be on file.

Programs for 4-H members and 4-H leaders are non-discriminatory and are available to anyone regardless of race, color, national origin, gender, age, religion, disability or sexual orientation. (See Age Requirements for target age groups for specific programs)

4-H MEMBERSHIP REQUIREMENTS

4-H programming in New Mexico addresses the needs and interests of young people. Any girl or boy age 5 through 18 years of age, who enrolls in the 4-H Youth Development Program of the Cooperative Extension Service is a 4-H member. The 4-H program year is October 1 through September 30. The following guidelines address specific age requirements for the 4-H program:

	Cloverbud	Novice	Junior	Senior
Grade*	Kinder, 1 st , 2 nd	3 rd , 4 th , 5 th	6 th , 7 th	8 th and up
Age as of January 1 of the current 4-H Year (October-September)	5, 6, 7 – 8 year olds in the 2 nd grade	8 year olds in the 3 rd grade, 9 year olds, 10 year olds, 11 year olds in the 5 th grade	11 year olds in the 6 th grade; 12 year olds; 13 year olds in the 7 th grade	13 year olds in the 8 th grade; 14 year olds; 15 year olds; 16 year olds; 17 year olds; 18 year olds; Youth who are 19 by December 31 of the current 4-H year are not eligible to enroll as a 4-H member.

Rodeo age requirements vary slightly from other 4-H programs:

	Cloverbud	Novice	Junior	Senior
Grade*		3 rd , 4 th , 5 th	6 th , 7 th	Does not apply
Age as of January 1 of the current 4-H Year (October-September)	Cloverbuds are not allowed to participate in 4-H Rodeo.	8 year olds in the 3 rd grade, 9 year olds, 10 year olds, 11 year olds in the 5 th grade	11 year olds in the 6 th grade; 12 year olds; 13 year olds in the 7 th grade and 14 year olds (regardless of grade)	Must be 15 years old regardless of grade; 15 year olds; 16 year olds; 17 year olds; 18 year olds; Youth who are 19 by December 31 of the current 4-H year are not eligible to enroll as a 4-H member.

*Grade as of January 1 of the current 4-H year (October-September). Accordingly, youth participate in summer and fall fair activities in the grade they just completed. These are standard grades based on public school general ages. Exceptions such as home or private schools or youth who have skipped a grade must be determined under the appropriate age.

STATE AND NATIONAL AGE DETERMINATION

State and national contest age requirements may differ. For clarification of age requirements for a specific contest, refer to the national contest rules for that contest. Eligibility at state contests does not guarantee eligibility at national contests. Visit the NM state 4-H web site for more information. <http://nm4h.nmsu.edu>.

NATIONAL CONTEST ELIGIBILITY

Counties that win a state contest are eligible to attend their respective national contest. If the first place team is unable to attend, the second place team may be allowed to compete in the National Contest. No individual shall participate at national contests in a team event. Participation of non-first placing teams is at the discretion of the State 4-H Office.

Each team member must be enrolled in the county they are representing in the national contest. National contest eligibility is determined by the rules of the specific contest. For example, if a team member has participated in a national contest and the rules state that a member can only participate in the national contest once then the member will be ineligible to participate in that national contest again. If the national contest allows a team member to return to that national competition, the member must be a member of the state winning team.

If for some reason an original member of the qualifying team cannot attend the national contest a replacement may be made by the county agent with 4-H responsibilities.

Requirements for substitution are as follows:

- No more than one team member may be replaced on a team.
- The substitute team member must have gone through a county elimination and have participated in the state qualifying specific contest or shooting sports discipline.
- Under no circumstances may two members be replaced or changed as that would not be considered the same team that won the state event.
- If two members of a state winning team are not eligible, for whatever reason, to participate in the National Contest, the team is ineligible.

PARTICIPATION IN OTHER THAN COUNTY OF RESIDENCE

A 4-H member may be enrolled in only one county.

4-H members are encouraged to participate in the county 4-H program where they reside. Participation in a county 4-H program outside the county of residence should be taken with careful consideration because of potential problems. Also, it is suggested that an entire family select the county they will participate in rather than having family members enrolled in two or more counties.

Youth who wish to enroll in a county other than their county of residence must, attain the approval of the Extension Agents in BOTH counties involved. County fair regulations may stipulate that exhibitors must reside within county boundaries. Such county fair rules should be investigated prior to enrollment.

Participation in a special-interest group program sponsored in a county other than the youth's county of residence is allowable as long as the youth participates only in those activities directly related to the special-interest program and does not participate in the same activities in their county of residence or in any other county.

PARTICIPATION IN OTHER THAN STATE OF RESIDENCE

4-H members are encouraged to participate in the state where they reside. If there is no 4-H club in the vicinity offering projects of the member's choice, the member may participate in another state's program. Members should consider this decision carefully because of the potential for problems. Members, who wish to enroll in another state must, before actually enrolling, notify the County Extension agents in BOTH states involved. Under no circumstances may they enroll in both states at the same time, unless there is mutual agreement with BOTH County Extension Agents and unusual circumstances prevail such as a shared custody situation in two states.

INDEPENDENT 4-H ENROLLMENT

Participation in organized 4-H clubs is the preferred method of membership and should be encouraged. Enrollment as independent members should be the last choice after every reasonable effort has been made to join a 4-H club.

A youngster enrolling for the first time as an independent 4-H member may do so under the following circumstances. The final determination whether an independent 4-H enrollment will be allowed rests with the county 4-H agent:

1. Distance to an organized 4-H club is so great that transportation costs and travel arrangements would be prohibitive.
2. No 4-H club exists in the vicinity that offers the 4-H project in which the youth wishes to enroll and all reasonable attempts to start a club have failed.
3. A 4-H club exists in the vicinity but does not have room to enroll the youth. (This provision must be on a non-discriminatory basis.)

CLUB MEMBERSHIP COMPLETION REQUIREMENTS

To assure a degree of uniformity, the following statewide club completion requirements have been established for Novice, Junior and Senior members. Each requirement pertains to the current 4-H program year. All requirements must be enforced uniformly.

1. A member must attend at least 40% of all club meetings and activities.
2. A member must be involved in at least one leadership experience at the club or county level. Leadership experiences include giving a demonstration, illustrated talk or public speech; serving on a committee; serving as a club or county officer; or serving as a junior or teen leader.
3. A member must be involved in at least one citizenship activity to help others.
4. A member may complete record sheets in accordance with their abilities to receive a completion pin. Completion requirements are to be determined by club leaders or Extension agents in the members' county.
5. Project award pins are based on record book completion.

The above are minimum statewide requirements for the club members in the 4-H Youth Development Program. Local clubs and county programs have the right to establish and

enforce more stringent policies. Local policies must be in writing and approved by the local County 4-H Council.

If Club or County policies are developed, these policies must meet the following criteria:

1. Comply with all affirmative action guidelines. (See page 2 under Terms of Authorization and Appendix *Inclusive 4-H and ADA*)
2. Members are involved in determining requirements.
3. Requirements are incorporated into club and county by-laws, and filed with the County Extension Office. If there is a change in the club or county by-laws the revised by-laws must be filed with the county 4-H office, and a new charter must be requested by the club leader. See page 42 for sample by-laws.
4. All members are responsible for being familiar with the club requirements.
5. All members must be given prior notice when membership privileges will be affected by the new requirements.
6. Policies must be approved by the County Extension 4-H Agents prior to implementation.
7. Club secretaries' records must be kept as official documentation of compliance with the requirements.
8. The levels, club or county, at which the requirements are established take responsibility for their enforcement.
9. Club or county requirements cannot require a member to be present at more than 50% of club or county functions.

Cloverbuds:

It is neither the intent nor the objective of the 4-H Cloverbuds program to duplicate the 4-H member experiences that are designed for older youth, nor to create a “mini-4-H” concept. While the 4-H Cloverbuds program is a component of the overall 4-H Youth Development program and 4-H Cloverbuds members are recognized as 4-H members for the purposes of enrollment, they are considered to be in a special membership category with regard to programs and policies. As a result, the 4-H Cloverbuds program is fundamentally different than general membership in 4-H.

The overall purpose of the 4-H Cloverbuds program is to foster the development of life skills that are essential for the cognitive, social, emotional and physical maturation of youth (ages 5, 6, 7, or 8 years old and in the 2nd grade or below) by providing a unique educational opportunity. Children in these grades are a distinct audience for 4-H, with unique learning characteristics and developmental needs that are different from older children and youth served through 4-H membership. As a result, the 4-H Cloverbuds program is designed with specific educational objectives and program policies focused on the needs of children in kindergarten through 2nd grade.

Participation, safety, personal development, learning and fun are the highest priorities in providing 4-H Cloverbuds programs. 4-H Cloverbuds policies and guidelines seek to ensure that 4-H Cloverbuds members remain safe and have positive, developmentally appropriate experiences in 4-H. State and county programs that offer the 4-H Cloverbuds program are expected to utilize age appropriate programmatic goals, policies, curriculum, and cooperation-based methods to give feedback and recognition.

4-H Cloverbuds programs are activity-focused, not project-focused, and built on cooperative learning, rather than competitive activities. 4-H Cloverbuds members participate in occasional, non-competitive, sampler-type, age-appropriate, properly supervised events or activities sponsored or conducted by 4-H groups.

4-H Cloverbuds programs follow a set of program guidelines based on developmental appropriateness.

A “developmentally appropriate” program is one that is based on the general characteristics of an age group and adapts to meet the individual needs of each child. Sometimes a 4-H Cloverbuds member will be physically capable of doing something but will not be able to understand the reason for the process or the result. Participation in that activity would be just as inappropriate as participation in an activity that is unsafe because of physical limitations.

Cloverbuds will not participate in overnight programs. 4-H Cloverbuds members do not participate in the ongoing, planned series of activities, whether it is a 4-H Shooting Sports program (e.g. archery, air gun, hunting, etc.), science project, an animal project (e.g. raising of cows, sheep) or any of the project areas of 4-H. The primary difference between a 4-H Cloverbuds activity and a 4-H project is that a Cloverbuds member engages in varied activities which focus on developing a specific skill or concept utilized in completing the activity rather than focusing on a long-term planned course of study in a specific project (subject) area. As a result, 4-H Cloverbuds members should not have ongoing projects, of any kind – including animal projects – nor should they participate as competitive exhibitors with animals – large or small, because within the 4-H program, exhibits are intended to showcase the culmination of a long-term project. In general, the handling of animals (large or small) requires discipline and motor skills that have yet to be fully developed in most children in the K-2 age range and when coupled with the unpredictable behavior of animals, does not provide the optimal safe educational environment.

Membership Requirements Continued:

Project materials and activities are designed to be age appropriate. Some projects are only available for enrollment by Senior age 4-H members.

Members must be enrolled by their county enrollment deadline or May 1, of the current 4-H program year, whichever comes first, to participate in State level competitive 4-H events. Participation in non-competitive events at club and county level is at the discretion of the county 4-H agent. Provisions for enrollment in special interest and school enrichment groups are determined by the county 4-H agent.

Marriage and parenthood are not barriers to 4-H membership, provided that the other membership requirements are met.

The county of residence is the primary county for 4-H enrollment. Youth are encouraged to enroll in their home county. A 4-H member cannot be enrolled in any project in two different

counties at the same time. Bordering counties may determine local guidelines for cross-county line enrollment.

4-H members who are permitted to transfer from one county to another must be given full credit for their past 4-H work and achievements.

If special circumstances arise, accommodations are at the discretion of agents in the two counties involved, in accordance with existing policies.

4-H CLUB DEFINITION:

A 4-H Club is an organized group of at least five youth from at least three different families who meet regularly with adult volunteers or staff for a long-term, progressive series of educational experiences.

SPECIAL INTEREST DELIVERY MODE

In order to meet the requirements of 4-H Special Interest programming, the following criteria is established:

1. Every effort must be made by the participating adults to help youths understand from the outset that they are participating in a 4-H program. Participating youth are 4-H members and will be enrolled through the 4-H computer enrollment system.
2. A minimum of six contact hours must be made with the youth audience.
3. The program must consist of planned educational objectives that can be evaluated.

A planned follow-up is recommended to encourage youth to take advantage of additional 4-H opportunities within the 4-H youth development program.

SCHOOL ENRICHMENT DELIVERY MODE

4-H School Enrichment groups can be established if school administration and the classroom teacher are supportive. The group focuses on a subject matter topic. Topics can include any of those projects pursued by club members, in addition to those specifically designed for shorter term involvement. Adult leadership can be provided by the classroom teacher, county extension agent, teen and adult volunteers, other community volunteers or a combination of these individuals.

4-H VOLUNTEER PHILOSOPHY

Adult 4-H volunteers are essential to the 4-H Youth Development Program in New Mexico. They are a valued partner in providing hands-on, non-formal educational experiences to 4-H youth. Volunteers are defined as members of the staff who give time and expertise without receiving or expecting monetary compensation. They support the mission of the 4-H Youth Development Program.

Volunteers work directly with 4-H clubs, manage county, district or state 4-H events and activities, work with youth in 4H special interest or school enrichment groups or are involved in short term activities (i.e., day camps, overnight camps, etc.).

4-H VOLUNTEER REQUIREMENTS

All 4-H leaders in New Mexico serve on a volunteer basis. To serve as a 4-H leader is a responsibility as well as a privilege. The New Mexico 4-H Youth Development Program believes in providing a safe environment for youth to learn and achieve. To be enrolled as an adult 4-H Leader, each individual must:

- be at least 19 years of age by January 1 of the current 4-H program year and not enrolled as a 4-H member;
- complete the 4-H volunteer screening process to include a criminal background check, and after approval, completes the Leader Enrollment Form (annually);
- annually, complete working with minors training;
- submit to a new background check every five years;
- submit a background check at any time if circumstances raise questions regarding the safety of youth under the volunteer's supervision;
- only be enrolled in one county;
- if serving on a state-wide 4-H board and/or event committee must be enrolled in their county of residence;
- throughout the 4-H program year, expends at least 8 hours of volunteer time with a 4-H club or special interest group or on a 4-H project or activity, or with 4-H county/state events; (School Enrichment volunteers have no minimum time requirements.)
- not be paid for their services.

*See pages 16 - 18 for NMSU employees serving as volunteer 4-H Leaders.

Volunteers who serve as chaperones:

A chaperone is someone who will have independent supervision of a 4-H youth/member on a day trip or overnight. For district and state events chaperones must be 21 years of age. For regional or national events chaperones must be 25 years of age. All chaperones must be an enrolled 4-H volunteers. For all overnight programs, chaperones must be 25 years of age.

Volunteer Code of Conduct

The primary purpose of the Code of Conduct is to insure the safety and well-being of all 4-H participants (e.g. members, their parents and families, staff and volunteers).

The Code of Conduct will guide volunteer behavior during involvement in the New Mexico State University Cooperative Extension 4-H Youth Development Program. **Just as it is a privilege for New Mexico State University to work with individuals who volunteer their time and energies to 4-H, a volunteer's involvement in 4-H is a privilege and a responsibility, not a right.**

4-H volunteers will:

- cooperate with, support and empower adult staff and youth leadership as they facilitate the 4-H program;

- oversee the health, safety, and whereabouts of the young people they are responsible for;
- act as an informal mentor to young participants and model appropriate behavior;
- abide by the same rules as the youth, spelled out in the Code of Conduct and Clothing Guidelines; including full participation and no use or possession of alcohol, drugs or weapons, before, during or after an event and until the youth are released from their responsibility;
- orient youth participants as to expectations of dress, manners, safety, punctuality, etc., for the event and to answer concerns and questions of the youth;
- enforce all written and signed behavior expectations established for youth participating in the 4-H Youth Development Program;
- consult with local and/or state 4-H program contacts in determining appropriate disciplinary action in the case of inappropriate youth behavior;
- refrain from causing or demonstrating conflict with other parents, volunteers, chaperones or agents in front of the youth;
- act in the best interest of the youth in the event of an emergency;
- Communicate with fellow adults and youth in an appropriate manner with no swearing, cursing or abusive language in all forms of communication, including social media;
- not use their position of trust for personal advantage or profit/gain through any form of communication, including social media;
- avoid sexual contact of any type with youth and personal displays of affection with other adults in the presence of youth; and
- not ignore situations involving bullying, hazing or harassment, nor fail to intervene if youth are being threatened, humiliated or intimidated by other youth or adults.

When transporting youth for any 4-H activity, certify that the driver:

- has a valid driver's license (copy provided to county extension office);
- understand the responsibilities of safe driving;
- has vehicle insurance, individual liability and medical coverage (copy provided to county extension office); and
- has no prior convictions for driving while impaired or driving while under the influence of alcohol or drugs (volunteer must notify county if changes occur in their driving record).

PENALTIES FOR INFRACTIONS

Infractions of the Code of Conduct (see below) must be reported by anyone observing them to the 4-H Youth Development Staff or Cooperative Extension County Director. Penalties may include:

1. discussion of the inappropriate actions with the 4-H leader, clarification of the policy;
2. reporting the adult to the appropriate law enforcement agency;
3. termination as a 4-H volunteer leader; and
4. other penalties as the 4-H Youth Development Staff or Cooperative Extension County Director deems appropriate. (See conflict management section of the policy and procedure manual.)

LEGAL CONSIDERATIONS IN THE SUPERVISION OF YOUTH

Those who serve in roles requiring the supervision of youth assume considerable responsibility. Very seldom do accidents or distasteful incidents occur, but the potential for their occurrence does exist.

The challenge you have as an adult is to do everything reasonably possible to foresee potential problems and take steps to prevent the problem from occurring.

The intent of this information is not to frighten the reader, rather to create awareness of ways to prevent problems. The following are suggestions for those supervising 4-H youth:

1. Your major concern is to take all reasonably prudent steps to protect the well-being of the youth you are supervising. You are attempting to avoid the possibility of someone charging you with negligence for something you did or failed to do. It all boils down to being extra cautious when you are supervising other people's children.
2. The activity accident and illness insurance is no doubt your best protection as well as being a potentially tremendous help to a family whose son or daughter sustains an injury. You should consider utilizing the insurance any time you are directly responsible for youth. The provisions of the policy should be made known to the family as to its features and especially its limitations. The names and addresses of companies providing such coverage is available from the county 4-H office.
3. Do not confuse liability insurance with accident and illness insurance. Liability insurance covers claims of negligence on the part of the insured which results in an injury to a person or his property. Accident and illness insurance pays valid claims regardless of negligence, etc. Both forms of insurance are advisable.
4. The use of a *New Mexico 4-H Youth Medical and Liability Release/Code of Conduct Contract and Media Release* form (Form 300.A-3) is required for each activity. (See pgs. 36-37) The original completed form must be filed with the County Cooperative Extension Office. If any information changes, you must notify your county office immediately. These forms are intended to enable you to provide necessary care until the parents can assume direct supervision of the situation. Parents should be advised at the earliest possible time of the situation. You should be aware that the liability release portion may not be completely effective (as parents can only waive their rights, not the rights of their minor child), yet it still may be of value in the event of an accident. The form should indicate the dates, name of activity, nature of activity, and location of the activity. Parents should be made aware of the nature of the activity and, if the activity has potential hazards involved, be sure you make the parents aware of them either in the form or via a special letter. The medical authorization is a must, because in some cases doctors or hospitals will not treat a minor without the signed authorization. A statement that parents will assume financial responsibility for medical services should be included. You must request information regarding the health of the child, allergies to medication, and religious restrictions on medical treatment. *Be sure to have the forms readily available at all times.* One suggestion is to photocopy the form and have the 4-H member carry it with them in their wallet or purse during the activity. This will avoid a problem should you be at another location when the 4-H member is injured.

5. In some instances, a parent will refuse to sign such a form. Usually, this is over semantics, which can be resolved. However, if the parents ultimately refuse to give you at least medical authorization or a statement declaring religious objections waiving responsibility, you will not be able to bring their son or daughter to the activity. A Form 300.A-3 is available from the County 4-H Office or by accessing the New Mexico State 4-H website.
6. Prior to the activity, both the parents and 4-H member should receive a copy of all rules relating to the conduct of the 4-H member at the activity along with potential disciplinary action which may be imposed. This is outlined by the Code of Conduct that each member and their parent must sign before the 4-H event. A copy of the Code of Conduct can be found at the state 4-H web site or from the County 4-H Agent, and in the appendix of this document, *Appendix New Mexico 4-H Youth Medical and Liability Release, Code of Conduct Contract and Media Release Form 300.A-3*.
7. Safety precautions should be specifically emphasized with the youth prior to and during the activity. For example, if you are staying overnight at a motel which has a swimming pool, the 4-Hers should be advised of when and under what conditions they can go swimming. If you don't want them swimming at certain times, tell them. Not only do the youth need to be aware of safety factors, the fact that they were informed could help protect you in the event of a problem.
8. When an accident occurs, you are faced with two immediate concerns: (1) proper care and concern for the injured and (2) proper supervision of the rest of the group. Proper care for the injured requires giving immediate attention on site plus request for ambulance or medical personnel, and notification of other appropriate authorities such as State Police. Some basic knowledge about first aid can be extremely helpful both in providing the immediate attention required plus determining how to proceed. Proper supervision of the rest of the group is also essential. This means assigning someone to see that the group is cared for while you are helping the injured person. For this reason, it is suggested that at least two adults accompany groups.
9. After the accident, it is advisable to take certain steps to help in the event of legal action:
 - a. Preserve the evidence (*Appendix New Mexico State 4-H Incident Report Form*)
 - b. Notify your supervisors as soon as possible, and follow their instructions. It is essential that the State 4-H Office be advised at the earliest possible time. The State 4-H Office will then notify NMSU officials who coordinate risk management programs (NMSU Risk Management).

When contacting the family of the injured person, do so with every courtesy consideration possible.

- i. Notify the family as soon as possible, and take a sincere interest in the situation until the 4-H member has recovered. However, if the family is hostile toward you, advise your supervisor, the State 4-H Office, and the insurance company accordingly, and follow their instructions.
- ii. Do not self-incriminate yourself or others by making statements such as, "It's all my fault" or "If only I'd have done...". You can demonstrate sincere concern without being incriminating.

- iii. It is advisable to have another agent or other adult present when contacting the family.
 - iv. If you have an accident activity policy, tell them about it and what it provides, including limitations. Do not brag about having liability insurance nor commit yourself or the organization to paying for expenses.
 - v. Avoid discussing details of the accident with anyone outside of the organization, except as may be require for medical reasons, without advice of your supervisor or insurance company, or State Risk Management representative.
- c. It is necessary to maintain a file and give a copy to the county office relating to any accident or illness of a 4-H member under your supervision until the member is 25 years of age. In some circumstances the law allows minors to seek legal recourse until they are 25 years of age. For example, a 16-year-old is injured, and the parents do not seek legal recourse. The 16-year-old may seek compensation for damages after he or she reaches the age of majority. (*Appendix New Mexico State 4-H Incident Report Form*)
- d. Recognize that when you take youth on trips that you are considered responsible for them 24 hours a day until they return home. This should influence your own behavior as well as how you supervise the youth. Some suggestions:
- i. Have a minimum of one adult chaperone per every eight youth. That means one adult male for every 8 males and one adult female for every 8 females. If the nature of the activity is particularly risky, or involves younger members reduce the ratio. For statewide or national events if there are both genders represented in membership, both genders should be represented by chaperones.
 - ii. Do not knowingly allow youth to violate any laws such as drinking alcoholic beverages, consuming drugs, or acts of moral turpitude. If you do, you are assuming considerable personal liability for their actions. Regardless of your personal beliefs, the more conservative approach is advisable. If youth are involved in a serious situation, it is usually best to contact the parents as soon as possible and discuss what has happened directly.
 - iii. Have access to a basic first aid kit.
 - iv. Be sure that all drivers of vehicles involved in the activity are adults. While legally an 18-year-old is an adult, a 4-H member is not considered as an adult for driving purposes. Age alone can't be used as the criteria; there are many people over the age of 21 whose actions rank them in a juvenile category. It is suggested that public transportation be seriously considered where possible and practical.
 - v. Avoid any actions that would reflect negatively on yourself and the 4-H program which might be later interpreted to indicate that you were not capable of supervising the group.

- vi. Under no circumstances is physical punishment (spanking, etc.) authorized. Other non-physical methods should be utilized with provision to return the youth to their parents on major problems.

In summary, the legal counsel and risk management specialists assisting with this information have repeatedly stated, “Use common sense”, regarding supervision of youth, which is good advice. No list of instructions, including this document, could cover all the circumstances you face. Our challenge when we supervise youth is to try to take care of them at least as well as their parents would, and do everything reasonably possible to prevent potential problems.

While the information presented here comes from valid sources, it is recommended that you consult with your supervisor or local legal advisors on specific issues.

CONDUCT AND BEHAVIOR EXPECTATION OF YOUTH AND ADULTS

All participants (members, leaders, parents and other attendees) at any level (county, state, district, regional, national) 4-H events or activities will adhere to high standards of personal behavior and conduct. These standards are listed in the Code of Conduct. State 4-H events are classified as any event sponsored or co-sponsor by 4-H. Any violation of the following guidelines or the Code of Conduct, in connection with 4-H activities, may result in disciplinary action.

1. Possession or consumption of alcoholic beverages is prohibited.
2. Possession or use of harmful non-prescribed drugs or substances is prohibited.
3. Smoking, vaping, e-cigarettes, or using other tobacco products is prohibited.
4. Damage or abuse of property and facilities used during the event. Participants are solely financially responsible for any damages they cause.
5. Unauthorized absence from the event premises.
6. Curfew violations. Participants will observe the curfew times as set forth in the event program and remain in their assigned rooms. Boys and girls are not allowed to be in each other's rooms unsupervised for any reason.
7. Participants will adhere to the State and National 4-H Event Clothing Guidelines.
8. Violation of any policies established by the supervisor designed to assure safety and well-being of the group or individuals.
9. Disrespectful behavior, both physical and verbal, toward any chaperones, leaders, or agents.
10. Intentional or negligent acts that cause physical harm, or making threats of physical harm.
11. Cheating or misrepresentation at any 4-H event is prohibited.

If participants violate the above guidelines or break the Code of Conduct the following disciplinary actions may be taken:

1. Member may be sent home immediately at their own expense and forfeit all 4-H awards and trips.
2. Member may be suspended from attending any State 4-H event for one calendar year from the time of infraction. In the case of events changing dates the suspension will be from the infraction event to the conclusion of the next year's event. (ex. If a member has been sent home from State Conference they will not be eligible to attend the next year's State Conference)
3. Suspended member will not be allowed to represent 4-H in any leadership position on the county, state, or national level.
4. Suspended member will not be allowed to represent 4-H at any state, regional, national or international event.
5. Second offenders will be ineligible to participate in any state, regional, national or international event or hold a leadership position for the remainder of their 4-H career.
6. Unlawful actions, such as the consumption, possession, or use of alcohol or harmful non-prescribed drugs by a minor may be reported to the proper authorities.

Adult Conduct:

The positive influence of caring, capable and responsible adults plays an important role in the lives of youth and the 4-H Youth Development Program. If adults or parents break the Code of Conduct disciplinary actions may be taken. Participation may be terminated at the sole discretion of authorized CES Agent or the State 4-H Program Leader.

4-H LEADERSHIP ROLES

A 4-H Leader is an enrolled volunteer who provides guidance and direction to some aspect of the 4-H program. The county of residence is the primary county for 4-H enrollment. Leaders are encouraged to enroll in their home county. They cannot be enrolled in two different counties at the same time. Bordering counties may determine local guidelines for cross-county line enrollment. There will be no state-wide volunteer leaders.

- **Organizational Leaders:** assumes primary responsibility for a 4-H club/group.
- **Assistant Organizational Leaders:** is responsible for identified activities and assumes the organizational leader's duties and responsibilities in their absence.
- **Project Leaders:** leads a specific project or curriculum within a club or group.
- **Activity Leader:** gives leadership to an event or activity within a club or group, may also provide leadership for a county wide event or activity.
- **Resource Leader:** is knowledgeable about 4-H and willing to share their talents and expertise with other leaders; may work with multiple clubs or on a county-wide basis.
- **Junior Leaders:** are experienced 4-H members who assist adult leaders with projects, activities, or organizational matters.

- Teen Leaders: may assume total responsibility for a project, or activity, or a 4-H club of younger members with adult assistance and guidance.
- Special Interest Volunteers: provide leadership in a special area of interest or a short-term project or volunteers for a specific job, i.e. a day camp.
- School Enrichment Volunteers: teach or assist with teaching 4-H curriculum in the classroom during school hours.

VOLUNTEER INSURANCE COVERAGE

Enrolled volunteer 4-H leaders acting within the scope of their 4-H volunteer duties may be protected under the Tort Claims Act of the State of New Mexico. The Tort Claims Act is the state law that provides liability protection to state employees and authorized volunteers from claims of negligent actions resulting in personal injury or property damage.

The Volunteer Protection Act may help protect the 4-H Youth Development Program that greatly depends on volunteers to conduct educational programs and events. This law limits a volunteer's liability for harm provided that volunteer is:

1. working within the scope of their duties;
2. properly licensed and certified by the proper authorities; and
3. does not cause harm by his or her willful conduct.

NMSU EMPLOYEES SERVING AS VOLUNTEERS

All NMSU employees **who work with 4-H Youth** must complete the criminal background check. This includes county agents, program assistants, secretaries, specialist, student employees, academic and research faculty and staff.

Guest presenters or activity leaders who provide a particular skill or talent to the 4-H Program and have no supervisory role with youth participants do not have to complete the background check or working with minors training.

4-H ACTIVITIES

The purpose of 4-H youth development activities is to provide life skills development to members through the educational programs of the New Mexico Cooperative Extension Service of New Mexico State University.

Members participate in individual and group activities which emphasize personal growth and development through:

1. democratic action;
2. team-work and cooperation;
3. development of leadership skills; and
4. development of social skills and values.

4-H members learn through a variety of cooperative and competitive activities, from both the preparation and the actual event. Cooperative and competitive events should complement the educational goals of 4-H. Cooperative and competitive events:

1. provide a motivated learning experience for 4-H members;
2. provide an opportunity for 4-H members to evaluate how well they have done in a specific job or project activity as they learn to recognize good work and to help evaluate what needs to be improved in the project or activity;
3. help members set standards and develop a personal value system; and
4. provide an opportunity for the general public to observe 4-H members in action through service learning.

For rules and guidelines related to specific 4-H activities and events refer to the State 4-H Office, your County Extension Office or <http://nm4h.nmsu.edu>.

To ensure that all 4-H events and activities are non-discriminatory, educational and available to the largest number of participants, the following policies are recommended:

1. all events should be publicized and promoted to eligible participants in a reasonable and timely manner;
2. all events should be conducted in such a manner that both the audience and the participants have an opportunity to learn;
3. sufficient time should be allowed during the activity or event for the judge to explain the placings;
4. pride in personal grooming should be encouraged. Clothing must meet the state and national clothing guidelines. (See clothing guidelines on 4-H web site); and
5. incentives or awards should not be emphasized above the educational value of the activity.

To ensure the personal safety of member and adults at overnight activities, parents or guardians of participating members must give permission by signing a Consent Form for Overnight Lodging with Non-Custodial Adult (*Appendix Consent Form For Overnight*

Lodging with Non-Custodial Adult) accepting responsibility for room arrangements if the youth is rooming with an adult.

Photos taken at 4-H events may be used for promotional and educational publications provided that a photo release form signed by the member and parent or guardian is on file with the sponsoring office of that activity. (See *New Mexico 4-H Youth Medical and Liability Release/Code of Conduct Contract and Media Release* form [Form 300.A-3] on 4-H Website.)

COUNTY 4-H COUNCILS

Most New Mexico counties have a 4-H Council. The Council consists of experienced 4-H youth and adult advisors. Each 4-H Club usually selects one or two voting delegates. County 4-H Councils ordinarily meet four to six times a year.

In most counties, 4-H Councils:

1. Establish county 4-H policies.
2. Take a major role in the 4-H program development process including short and long range planning and program evaluation.
3. Plan, coordinate and conduct fund raising events.
4. Help plan, coordinate and conduct county 4-H activities with assistance of County 4-H staff.
5. Promote and enhance 4-H youth development programs.
6. Suggest improvements for county 4-H events and activities.
7. Establish an annual 4-H calendar of events.
8. Strive to build unity for 4-H youth development programs among diverse populations.
9. Promote participation and involvement in citizenship.
10. Work closely with the County 4-H Extension Agent who provides counsel and guidance. The councils should be governed by a set of by-laws which are filed at the County Extension Office.

COUNTY 4-H LEADERS' ASSOCIATIONS

Many counties in New Mexico have a Parent Leader Association or a 4-H Leaders' Association. These associations are advisory in nature and are governed by established county constitutions or by-laws. These 4-H leader support groups also provide opportunities for 4-H adult leaders to receive additional training and often assist in fund raising.

The New Mexico 4-H program encourages 4-H leaders to become involved in program determination, implementation and evaluation. 4-H leader involvement fosters strong county 4-H programs.

The purpose of a county 4-H leader organization is to provide guidance and assistance to County Extension Staff members in the planning and conducting of educational 4-H programs. Their function is: to

1. help identify 4-H program needs;
2. assist in establishing county program priorities;
3. help organize and conduct county 4-H activities;
4. help coordinate and strengthen county 4-H programs;
5. promote the educational benefits of 4-H membership;
6. assist in developing a plan for effective leader training programs;
7. help evaluate 4-H program effectiveness;
8. assist in fund raising at the county level; and
9. make sure 4-H is available to all youth and adults in the county without regard to age, ancestry, color, disability, gender, national origin, race, religion, sexual orientation, or veteran status.

COUNTY 4-H ADVISORY COMMITTEES

In addition to 4-H Councils and 4-H Leaders' Associations, all counties are expected to have a 4-H Advisory Committee to provide advice on the 4-H program. The committee should be diverse in composition including representation by gender, race and ethnicity, youth and adults, and geographical areas of the county. Individuals in other youth-serving organizations are encouraged to be involved, regardless of their knowledge of the 4-H Youth Development Program.

COUNTY EXTENSION AGENTS/4-H

County Extension Agents are employees of New Mexico State University. They have over-all responsibility for the 4-H Youth Development program in their respective county. County Extension Agents work with members, parents, leaders, advisory groups, sponsors and other youth-and-family-serving agencies or organizations in planning and carrying out 4-H activities.

The County Extension Agent makes sure there is an effective 4-H program that promotes and emphasizes youth development. County Extension Agents are administratively responsible by law for the 4-H program in their respective counties. This responsibility can be shared and delegated, however, ultimately Extension Agents are held responsible for county 4-H program results.

Extension Agents are responsible for:

1. county 4-H program planning, implementation and evaluation;
2. informing 4-H clientele regarding projects, programs, opportunities and policies of the New Mexico State University Cooperative Extension Service Youth Development programs;
3. assuring that the 4-H program provides educational opportunities to assist in the youth development process;

4. developing the volunteer 4-H leadership necessary to conduct 4-H events and activities at the local club and county levels;
5. conducting 4-H adult volunteer leader screening;
6. securing, managing and accounting for the resources needed to conduct effective educational 4-H programs;
7. coordinating program efforts, interpreting policies and serving as a representative of the New Mexico Cooperative Extension Service;
8. serving as an advisor to county 4-H clubs, committees, councils and associations;
9. has final authority in matters of conduct, discipline, health and safety in connection with 4-H members and leaders attending 4-H events and activities located in the county, state, or outside of the state; and
10. ensure that all 4-H programs and activities are within the provisions of Title VI of the Civil Rights Act, Title IX of the education Amendment of 1972 and Title II of the Americans with Disabilities Act of 1990.

4-H Paraprofessional: Any person employed by New Mexico State University Cooperative Extension Service who works under the direction and plan of work of any New Mexico State University Extension Service County Agent.

CONFLICT MANAGEMENT

The policy of the Cooperative Extension Service of New Mexico State University is to insure that all 4-H leaders, parents and members have a known and effective forum to share concerns and issues. Problems can be resolved at the club, county or state level by sensible, sincere discussions with the parties involved. The organization is expected to resolve problems at the level at which they occur, with provisions to assure that county, state and national policies are followed.

Management concerns or issues of 4-H members, parents or volunteer leaders will be handled first by the club or group making the policy. The role of the County Extension Agent is to assure that any established policies have been followed, all sides have been fairly heard, and recommend equitable changes which prevent the situation from occurring in the future.

The following procedures should be followed for handling special organizational issues:

1. **REJECTING OR DISMISSING A VOLUNTEER.** The New Mexico State University Cooperative Extension Service reserves the right to reject an applicant or terminate the services of a volunteer if the individual's actions are found not to be in the best interests of 4-H members or the 4-H Youth Development Program. Serving as a volunteer is a privilege and not a right. Volunteer leaders serve at the request of the New Mexico State University 4-H Youth Development Program. That request can be withdrawn for any reason or no reason at any time. No action shall be taken without prior approval of the Extension Service administration at the county, district and state levels. Upon approval, the Extension Agent responsible for the 4-H Program will notify the person by CERTIFIED MAIL that they shall not be accepted as or shall no longer be recognized as a volunteer 4-H leader.

2. **DISENROLLING A 4-H MEMBER.**
 - a. During the 4-H Program Year. If it is necessary to discipline or drop the membership of a 4-H member during the 4-H Program year for non-compliance with established rules or policies, the 4-H Organizational Leader, with approval of the 4-H Agent, will give WRITTEN notice to the member and his or her parents. The role of the agent is to assure that the 4-H member has been treated fairly and that policies have been followed.
 - b. At the end of the 4-H Program Year. If a 4-H member does not meet the membership completion requirements for the 4-H Club, he/she may be dropped from the club membership.
3. **POLICIES OF OTHER ORGANIZATIONS.** In the event a 4-H member has a concern or conflict in a program in which 4-H participates, but which is administered by another organization (such as a County Fair), the sponsoring organization has jurisdiction over all policies governing that activity as long as they do not conflict with statewide 4-H program policies. The Cooperative Extension Service does not have jurisdiction and does not assume liability for programs administered by other organizations.
4. **MINUTES OF MEETINGS.** Minutes of any club, 4-H Council, or 4-H Leaders Association formal meeting held to discuss non-compliance with established policies by members, leaders, or parents, must be kept on file by the County 4-H Extension Agent and the respective group secretary.
5. **STATE 4-H ACTIVITIES.** Problems that deal with State 4-H activities, policies or program matters should be brought in writing to the attention of the Extension 4-H Department Head. The State 4-H Staff shall respond to the concerns of programs operated directly by them. If the activity in question is conducted by a committee, the matter will be referred to the committee for resolution. The role of the Extension 4-H Department Head is to assure compliance with State 4-H policies.

OTHER OPERATIONAL POLICIES

As a publicly supported nonprofit organization, the New Mexico State 4-H Youth Development Program does not charge dues as a condition of membership. 4-H members may agree to contribute funds for mutually agreeable purposes as long as these contributions do not constitute a condition of membership. 4-H members often raise funds for their club or county council through some activity, which can be a good learning experience for the members. The following guidelines should be followed:

A. Use of the 4-H Name and Emblem:

1. The use of the 4-H name and emblem is restricted. The Secretary of Agriculture is the authorizing agent. The Cooperative Extension Service has been given the authorization to use the 4-H name and emblem.

2. The State 4-H Program Leader approves the use of the name and emblem statewide or in more than one county. County Extension 4-H Agents and County Directors may approve the use within their specific county. The 4-H Club name and emblem may not be used to imply endorsement of commercial firms, products, or services.
3. When used, the 4-H Name and Emblem must meet the following guidelines:

The 4-H Emblem

1. The 4-H Emblem should always appear in its entirety.
2. Don't place text or other images over or on top of the 4-H Emblem.
3. In general, the 4-H Emblem should not be rotated or turned on its side. There are some exceptions, such as on fabric where the emblem is scattered randomly across the fabric or in other random designs.
4. The 4-H Emblem should never be screened, shaded, gradated, or appear in a multi-colored hue. The official and preferred color of the 4-H Emblem is 100 percent PMS 347 green, (The H's reversed out to the color of the paper on which the emblem is printed). The clover can also be white, black, or metallic gold. The H's on the clover can be white, metallic gold (only on a green clover), green (only on a white clover), or black. The clover can be outlined in green (for white clover) or white (for green clover) to add prominence to the image and make the emblem stand out from the background.

The 4-H Name

The official 4-H Name includes 4-H, 4-H Youth Development, or 4-H Youth Development Program. When using the term "4-H" it must conform as follows:

1. Numeral "4" separated from a capital "H" with a hyphen (not a dash, slash or space).
 2. It is well documented in English usage, as well as in the most familiar style manuals, that you should never begin a sentence with a numeral. To comply with this rule, you would need to begin a sentence using "Four-H." This language rule, however, is contrary to the regulations set down for use of the 4-H Name and Emblem; if such a situation arises in writings, it is far better to re-word the sentence slightly to avoid the language rule. An exception to this would be in writing news headlines where the 4-H name would be better served by using the familiar numeral-hyphen-letter combination to provide instant recognition.
 3. Do not use the 4-H Emblem in place of the word "4-H" in a title or text.
 4. Avoid separation of any of the elements of the 4-H Name at the end of sentences.
- For a complete listing of guidelines related to the use of the 4-H Name and Emblem, please refer to *Appendix 4-H Emblem Guidelines* at the end of this document.

B. Social Media Guidelines:

1. Any New Mexico 4-H social media account is required to provide administrative privileges to the county extension office using the county office email.
2. All social media is required to follow the 4-H Code of Conduct.

C. Fund Raising:

1. Fund raising or property acquisition must have a specific 4-H purpose.
2. Local authorities must be consulted regarding any regulations of government fund-raising and all steps will be taken to comply.
3. The County Extension Agent responsible for 4-H must be consulted before starting a fund raising project which includes but is not limited to grants and sponsorships.
4. Money should be raised only for the current project year so that those who raise the funds will benefit from them or realize the goal involved.
5. A product that is being sold by a 4-H organization should be determined to be of reasonably good quality and should represent the organization well.
6. Use of online fundraising platforms (i.e. gofundme.com) must be linked to an approved 4-H account. The county or state 4-H office must have administrative rights to the account.

C. Handling of Funds: (For more information, see Appendix.)

1. An organizational treasurer will be selected and assurance made that the treasurer knows how to keep records and properly manage funds. The treasurer must be a member or leader (in the club or county council desiring a treasury) to hold the treasurer position. Expectations of the treasurer include:
 - a. keeping records current on a monthly basis (accounting cycle is monthly);
 - b. being prepared to provide monthly reports even if the club does not meet monthly; and
 - c. insisting on an annual audit.
2. The Treasurer and/or Leader(s) working with any 4-H Treasury will submit all receipts and expense and income records on the time frame established by the County Extension Office.
3. Careful records will be maintained on all club and county council funds and an annual audit will be conducted. County Extension offices will require a report each year on funds and can require an audit at any time.
4. Permanent structures or immovable equipment will not be placed on private property. All 4-H groups will follow acceptable audit procedures.
5. If your club has funds, a bank account will be opened requiring two signatures (treasurer and a leader). Two members of the same family may not sign the checks. Two signatures are required on each check (checks may be ordered to accommodate 2 signatures). Personal accounts are not to be used.

6. No bank cards.
7. Agents must have administrative access to all 4-H bank accounts, but not signatory privileges on the 4-H accounts.
8. Members should make financial decisions with help and direction from leaders.
9. When purchasing products, leaders should read contracts carefully to determine obligations regarding unsold items, etc.
10. The Internal Revenue Service requires reporting of all funds raised in the name of 4-H. An IRS Employer Identification Number (EIN) is required for all checking and savings accounts. This number is obtained by filing an application for an Employer Identification Number (Form SS-4) with the IRS. Each club is required to provide their county office quarterly club financial reports.
11. Leaders are not expected to supply materials for projects. 4-H members should arrange to supply either the materials, pay for the cost, or work with the 4-H leader to have materials donated.

D. Club Closure:

Any excess funds or property remaining when a club disbands, will be turned over to the county 4-H program through the County 4-H Council. Decisions relating to funds or property carried over from year to year are made by the current officers, members and leaders.

OTHER YOUTH ORGANIZATIONS

Should another youth organization wish to enroll their members in 4-H, they must comply with all county, state and national 4-H policies and procedures to be bona fide members.

4-H PROGRAMS ON PRIVATE PROPERTY

A written agreement should exist between the property owner and the 4-H group that will utilize the property. Your county agent will help you develop this agreement and it must be approved by NMSU General Counsel. The agreement should:

1. Define the property involved.
2. Define how 4-H will utilize the property.
3. Define any compensation to be involved and when it will be paid.
4. Clarify any time frame involved.
5. Define how either party may terminate the agreement.
6. Define specifically who will pay for improvements. Permanent property improvements should not be paid by 4-H. Example: A 4-H group should not build a 4-H meeting place on private property. It is acceptable for 4-H to make improvements, so long as there is no mixed ownership of 4-H property and private property.

County Extension Agents must review all agreements and submit them to NMSU for final approval.

The owner of the property should request a Liability Certificate of Insurance through the county 4-H Office. The Certificate of Coverage will be applied giving full effect to the intent of the Tort Claims Act, Section 41-4-1 et seq., NMSA 1978, and any amendments thereto. This provides protection for claims arising out of acts of negligence from NMSU Employees and Volunteers acting in the scope of their duties.

The insurance coverage stipulates that liability insurance coverage will be in effect only for scheduled, 4-H leader-supervised activities.

4-H INSURANCE

All 4-H Clubs are recommended to utilize year-round accident insurance. In other words, all county activities should either:

1. require that all participants have accident insurance,
2. provide accident insurance, or
3. require a legal document from parents or guardians of participants waiving responsibility of the organization for providing insurance.

Policies are available from a variety of companies. Some will cover many 4-H activities. Others are for specific programs only. NMSU and New Mexico 4-H do not provide accident insurance for program participants.

NMSU's liability insurance covers Cooperative Extension Service Agents and 4-H Leaders who, in their scope of duties, are required, requested, or authorized by the Cooperative Extension Service to carry out programming responsibilities.

A medical authorization form is required for each member to participate in any activities when travel or overnight stays are involved. One copy of the completed authorization form should be kept with the member and one copy should be kept with the adult responsible for the member for the duration of the event and for travel to and from the event.

The following forms are available on the State 4-H website and through the County Extension Offices:

1. NM 4-H Youth Medical and Liability Release / Code of Conduct Contract and Media Release Form 300.A-3 (R-2013)
2. 4-H Consent and Assumption of Risk for Participation in Rodeo Activities
3. NM 4-H Adult Medical and Liability Release / Code of Conduct Contract and Media Release Form 300.A-4 (R-2013)

DEADLINES

All State 4-H Office deadlines are firm. A deadline date means that the required paperwork and payment must be received by the State 4-H Office by 5:00 pm on the due date.

Deadlines will be established on the 1st or 15th of the month or the first working day following the 1st or 15th should those dates fall on a Saturday, Sunday or holiday.

LITERATURE COSTS

The cost of the 4-H project literature is the responsibility of each county 4-H program. Each county can choose to recoup the cost of the literature in any way they see fit.

ADULT CHAPERONES

4-H Agents will provide guidance and training to adult volunteers who are serving as chaperones for youth activities. The following are chaperone requirements:

1. adult chaperone must be at least 21 years old and 25 years of age for regional and national events;
2. chaperone ratio:
 - Senior Youth: 1 Adult per 8 youth
 - Junior Youth: 1 Adult per 8 youth
 - Novice Youth: 1 Adult per 8 youth
 - Cloverbuds: 1 Adult per 5 youth;
3. orient youth participants as to expectations of dress, manners, safety, punctuality, etc., for the event and to answer concerns and questions of the youth;
4. monitor participants while at the event;
5. act as informal mentors to young participants and model appropriate behavior; and
6. sign the NM 4-H Adult Medical and Liability Release / Code of Conduct Contract and Media Release Form 300.A-4 (R-2013);
7. when transporting youth for any 4-H activity, the County Agent must certify that the driver:
 - a. has a valid driver's license (copy provided to county extension office);
 - b. understand the responsibilities of safe driving;
 - c. has vehicle insurance, individual liability and medical coverage (copy provided to county extension office); and
 - d. has no prior convictions for driving while impaired or driving while under the influence of alcohol or drugs (volunteer must notify county if changes occur in their driving record).
8. Refer to the section on 4-H Activities regarding youth/adult rooming arrangement.

New Mexico 4-H statewide events are designed to be age appropriate activities conducted in a safe environment. In order for these events to meet their goals and be successful, the 4-H program relies on chaperones. Chaperones are responsible for and must participate with the delegation, providing support and direction for the delegation at all times. Due to limitations in facilities and financial resources, and the liability involved, **we cannot accommodate children who are not registered participants for the event** and we cannot register youth who do not meet the age guidelines established for any given event. A chaperone's (Extension personnel or adult volunteer) non-participating child(ren) may not travel or lodge with the chaperone until the conclusion of chaperone responsibilities to the delegation.

HANDLING PROGRAM DISCRIMINATION COMPLAINTS

Any individual, who believes that he or she has been discriminated against by any individual administering programs and activities of the Cooperative Extension Service, has the right to file a complaint. The complainant should be informed of the following procedure:

Procedures for Filing a Formal Grievance:

a. Prohibited Discrimination

It is illegal to discriminate against anyone on the basis of their age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, serious medical condition, sex (including pregnancy), sexual orientation, spousal affiliation, veteran status.

b. Any employee or volunteer that learns of an allegation of sexual misconduct, sexual violence, or protected class discrimination, must report the allegation to NMSU's Office of Institutional Equity (OIE). See contact information below.

c. The complainant must be informed of their right to file a complaint and be provided then with the contact information below.

d. The complainant must be informed that the CES employee has the responsibility to verbally notify OIE and the NMCES Director of Cooperative Extension of the complaint.

e. It is illegal to retaliate against any one for filing a complaint for sexual misconduct, sexual violence, or protected class discrimination.

f. Filing

The complainant has the right to file a complaint with the following offices:

U.S. Department of Agriculture
Office of Civil Rights Enforcement
Reporter's Building, Suite 400
Mail Stop 9430
Washington, DC 20250-9401
(202) 720-5964
Fax: (202) 690-5686
www.usda.gov/cr .

Office of Institutional Equity/EEO
New Mexico State University
MSC 3515 P.O. Box 30001
Las Cruces, NM 88003
(575) 646-3635

Dr. Jon Boren, Associate Dean and Associate Extension Director,
Director's Office, MSC 3AE, New Mexico State University, P.O.
Box 30003, Las Cruces, NM 88003-8003
(575) 646-2874

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Appendix and Forms



All About Discovery!™
**College of Agricultural, Consumer
and Environmental Sciences**
Cooperative Extension Service
Extension 4-H Youth Development

Inclusive 4-H and the Americans with Disabilities Act*

We're all unique...

4-H educators and volunteer leaders know every young person is unique. Meeting the needs of individual children and young people is something 4-H understands. All New Mexico State University Cooperative Extension Services (NMSUCES) programs, including 4-H, are federally mandated under the Americans with Disabilities Act (ADA) to ensure that programs are accessible to persons with disabilities. This includes any young person or adult who is connected with NMSU 4-H: a youth, a parent, a volunteer or committee member, and a 4-H staff or office staff person.

Opportunity for inclusion...

The ADA gives the opportunity to include children and young people with disabilities in 4-H. Educators, leaders, youths and parents all benefit. Including both children and young people with and without disabilities in 4-H reflects our larger community where people with and without disabilities live, work and play together. Inclusion contributes to acceptance, improved socialization, and understanding of individual differences.¹

Success in inclusive programming...

To ensure that the 4-H experience is rewarding to young people with disabilities, keep the following in mind:

- **Positive attitude** – Begins with the volunteer leader and spreads contagiously to the members.
- **Clear and consistent expectations** – What is okay today will be okay tomorrow and doing what is not okay will have defined consequences.
- **Everybody counts** – Each individual is a valued member of the group, and care is taken to recognize and meet each individual's needs.

- **Adaptation is acceptable** – “That’s the way we’ve always done it” is out. “Let’s see how we can do this to make it work” is in.

Once this attitude is in place, the programming possibilities are unlimited. In order to offer 4-H experiences and opportunities to everyone and anyone who wants to be involved, one’s best effort is needed to remove any obstacles that might keep 4-H from including everyone.²

The Best Advice for Inclusion – Treat Every Child Equally

Ron Morley, 4-H volunteer leader with Michigan 4-H, offers these tips for volunteers and educators who have opportunities to include young people with disabilities in their 4-H club and programs:

- When a meeting is planned, make sure it is in a space or location that is accessible to everyone.
- Encourage pairing teen leaders with a member having a disability so the member has someone to work with.
- All projects should involve everyone. The beauty of a project is in the eye of the beholder – the important thing is that everyone gets to complete the project
- One thing a volunteer or club can do is contact the special education department of a local school district. Such departments can be a great resource because they have people trained to work with children with special needs.
- Ask parents about the specific disabilities and needs of a child, and off to accommodate and pay attention to the child’s needs.
- Encourage team showmanship. This allows a team to bring its individual strengths to the team’s success. It also reduces the emphasis on any team member’s individual abilities or disabilities.

Consider Physical Environments When Programming

- When working to make 4-H activities accessible, consider the physical environment. Whether looking for a meeting site that will accommodate a wheelchair user or planning inclusive activities for a 4-H club or group, keep the following tips in mind:
- Check the accessibility of the building entrances and exits, hallways, rooms, lighting, drinking fountains, safety procedures, and other factors.
- Doorways and walkways should be 32 inches to 36 inches wide.
- Ramp slopes should not be greater than 1:12.
- When working around a table, leave a space without a chair to accommodate a person who uses a wheelchair.
- Keep all walkways free of clutter.
- Place all supplies and educational materials within reach so 4-Hers can easily use them. This way, leaders and members don’t have to carry things from place to place.²

More Ideas on Accessibility

- Where existing NMSUCES office facilities are inaccessible, staff members and volunteers may make program services that are normally provided at those sites available to disabled persons through other methods such as a meeting in accessible locations, making home visits, or communicating through writing, telephone calls, and audiotapes.
- For activities held in publicly owned facilities outside of NMSUCES, staff members and volunteers should select accessible facilities wherever possible. For activities held at privately-owned facilities such as homes and farm buildings, staff should select accessible facilities whenever disabled persons requiring such accessibility are participating. If accessible facilities are unavailable or inappropriate to the nature of the activity, staff should use other methods to deliver program benefits to the disabled person.
- All county publications, meeting flyers, newsletters, and other materials should state that the county offices and meeting sites are accessible to individuals in wheelchairs, or that disabled individuals may call the county office for more information on accommodations. To indicate that a meeting location is accessible to wheelchairs, consider using the “wheelchair accessible” logo.³

The “spirit” of the ADA

The ADA supports the rights of individuals with disabilities as the rights of all human beings and encourages all of us to develop a “can do” attitude for helping achieve this goal. The ADA does not force programs to change, but it does encourage programs to engage in creative problem-solving that may make a big difference in the lives of children and young people with disabilities and their families.⁴

The basic philosophy of New Mexico 4-H is to strengthen the mental, physical, moral, and social development of young people, thereby helping them to develop into competent, committed, and self-assured adults. The main objective is the development of young people through participation in projects, events, and various activities. To achieve this, accommodations are needed to allow a child with a disability to participate in an activity with their peers. Accommodation should:

Allow a child with a disability to participate in the same collective activity. Observation of the activity without direct involvement does not constitute participation;

- Not adversely affect how other participants in the activity perform are judged, or evaluated. Every effort should be made to minimize the effects of the accommodation on other participants.

For information about reasonable accommodations, visit the Americans with Disabilities Act home page at: <http://www.ada.gov>

Accommodations for New Mexico State 4-H

Handling issues of reasonable accommodations is done on a case-by-case basis. It is important to contact the New Mexico State 4-H Office when the need for reasonable accommodations occurs. When seeking accommodation, please provide the State 4-H Office the following information.

1. What is the disability? Provide medical evidence of the disability or a 504 may be substituted in lieu of medical evidence.
2. What are your child's functional limitations?
3. What type of 4-H Program or Activity does your child need an accommodation in order to participate?
4. Describe the accommodation that you are requesting.

*Material compiled by Randolph R. Weigel, professor and human development specialist, University of Wyoming Cooperative Extension Service.

References:

1. Washington State Department of Health, (2004). *Child care and the Americans with Disabilities Act* Seattle, WA: Author.
2. Michigan 4-H Youth Development, (n.d.). *Inclusive 4-H: Expanding inclusive opportunities for youth and volunteers*. Retrieved April 4, 2005 from <http://web1.msue.msu.edu/cyf/youth/inclusive/index.html>.
3. California 4-H State Ambassador Team, (2003-2004). *Youth with special needs leaders' handbook: Making 4-H more accessible*. Oakland, CA: California 4-H Youth Development Program.
4. Harper-Whalen. S., (2005, February). *Strategies for including children with disabilities in early care and education*. Retrieved April 14, 2005, from <http://cecl.nl.edu/forums/disc2/00000008.htm>.

****A special note of thanks to the University of Wyoming 4-H and Professor Randolph R. Weigel for allowing the adaptation of the Inclusive 4-H and the Americans with Disabilities Act article by New Mexico State University 4-H.**

NEW MEXICO STATE 4-H INCIDENT REPORT FORM

(Complete one on each person involved)

Please submit this form to the county 4-H office within seven (7) days of the incident. Also include any photographs, news clips, police reports, etc.

Name of 4-H sponsored event: _____
Date of event: _____ Location: _____ County: _____
Club: _____ Contact person(s): _____
Phone: _____
Address: _____

Person involved: _____
Last name First name M.I. _____
Address: _____
Phone: _____
Age: _____ Sex: (circle one) Male Female Status of Event: _____
Type of Incident: (circle one) Behavioral Accidental Illness Other (describe)

Date of Incident: _____ Time of Incident: _____ a.m. or p.m.
Emergency reported to _____ by means of

Volunteer/Staff in charge at time of incident: _____
Parent or Guardian Notified: Date _____ Time _____
By Whom _____

Emergency Contact Notified: Contact Name _____
Phone _____
Date _____ Time _____ By Whom _____

Adult(s) on the scene _____
Adult(s) rendering aid _____

WITNESSES: (at least two, more may be useful)
Name: _____
Address: _____

Where located at time of incident? _____
Name: _____
Address: _____
Where located at time of incident? _____

Description of Incident

(Use additional pages if necessary)

1. Sequence of activity (e.g., at end of the workshop, at the beginning of club meeting, during leisure time.) What had preceded in terms of type of activities?)
2. Location (e.g., where did the incident occur in the workshop/activity space in relation to instructor/supervisor and other participants?) A diagram is frequently helpful.
3. Just exactly what was the person involved doing and how did the incident occur? What was going on? Who was involved?
4. What could/should the injured person have done to have prevented the incident? (If appropriate, might ask the person involved what he/she could have done to prevent the injury.)
5. Action taken at time of incident:
6. Action taken as follow-up to incident:

FOLLOW-UP REQUIRED:

Person(s) completing all or part of report: _____

Signature, Title, Date _____

Signature, Title, Date _____

Person completing Follow-Up of Report: _____

Signature, Title, Date _____

County 4-H Agent Signature and Date _____

Incident Follow-Up Final Report

(Please submit this form within 30 days after incident is considered closed.)

County _____

Date of report _____

Club _____ Club Leader _____

Address _____

Phone _____

Date of incident _____ Time _____

Location _____

Incident reported by _____

To 4-H office on _____

Method of reporting _____ Date _____

Written incident report submitted on _____

Emergency contact person _____

Brief re-cap of incident: _____

Follow-up information not previously reported: _____

Insurance settlement: _____

Suggestions for procedures that might help others handle, avoid, or minimize such an experience: _____

Signature of person completing form and title _____

Consent Form for Overnight Lodging with Non-Custodial Adult

This form is to be completed by the 4-H member's parent or guardian when giving permission for the child to room overnight with an adult who is NOT their parent or guardian.

I (name of parent/guardian) _____ of

(county) _____ understand that the New Mexico 4-H Youth

Development Program has a policy that restricts non-parent or non-guardian adults from rooming with youth without the permission of their parent or guardian.

Therefore, as the parent or guardian of (name of youth) _____

I allow my child to room with (name of adult) _____ and I

accept the responsibility of any consequences and absolve the Cooperative Extension

Agent, County, District and State New Mexico Cooperative Extension Service from any

and all responsibility.

Signed _____ Date _____

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Please Print

First Name:		Last Name:	
Gender: Male	Female	Date of Birth:	Age:
Address:			
City/State:		Zip Code:	County:
Home/Work Phone:	Cell Phone:	Email:	
As a participant do you need an accommodation for a disability? Y N If yes, please list:		Do you have any food allergies? Y N If yes, please list:	

New Mexico 4-H Code of Conduct

I pledge my Head to clearer thinking. means a 4-H'er is committed to learn the knowledge and skills to enable them to make wise decisions through opportunities that develop independence. By gaining a sense of independence, the 4-H'er is committed to exercise self-discipline, personal responsibility and become an independent thinker. Therefore, the youth, by signing this contract, agrees to conduct him or herself in a responsible manner and abide by all expectations as stated. **Participation may be terminated at the discretion of authorized CES Agent or the State 4-H Program Leader pursuant to rules and regulations established by New Mexico 4-H.**

Expectations

- Possession or consumption of alcoholic beverages is prohibited.
- Possession or use of harmful non-prescribed drugs is prohibited.
- Smoking or using other tobacco products is prohibited.
- Participants will show respect for the property and facilities used during the event and will assume financial responsibility for any damages they cause.
- Unauthorized absence from the event premises is not permitted.
- Participants will observe the curfew times as set forth in the event program and remain in their assigned room. Boys and girls are not allowed to be in each other's rooms for any reason.
- Participants will adhere to the State and National 4-H Event Clothing Guidelines.
- Participants will not threaten physical harm or take action with physical harm or verbal abuse.
- Cheating or misrepresentation at any 4-H event is prohibited.
- Participants will adhere to any and all rules at the designated 4-H event they are attending.

If I break this agreement, I understand the following disciplinary actions will be taken:

- I will be sent home immediately at my own expense and forfeit all 4-H awards and trips.
- I will be suspended from attending any State 4-H event for one year (defined as through that same event the following year) from the time of infraction.
- I will not be allowed at any time during the suspension year to represent 4-H in any leadership position on the county, state, or national level.
- I will not be allowed to represent 4-H at any state, regional, or national event during the suspension year.
- Second offenders will be ineligible to participate in any state, regional, or national event or hold a leadership position for the remainder of their 4-H career.
- I understand that the consumption, possession, or use of alcohol or harmful non-prescribed drugs by a minor is against the law, and I know that I may be reported to the proper authorities.
- I understand that failure to adhere to this agreement may result in disenrollment from the New Mexico 4-H Program.

*For additional information or clarification related to conduct expectations or disciplinary actions refer to the New Mexico 4-H Policies and Procedures Manual.

I understand that my behavior affects the entire 4-H Community and that I represent myself, my club, county and state 4-H program as well as the overall 4-H Youth Development Program. I have read and understand the expectations and penalties related to the Code of Conduct.

4-H Member's Signature _____
Date

Parent/Guardian Agreement of Expectations

I have read and understand the expectations and penalties related to the Code of Conduct and agree to be bound by them.

Parent/Guardian Signature (Must be signed by parent or guardian) _____
Date

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National 4-H Headquarters Fact Sheet 4-H Charters

4-H Charters, either in certificate or letter form, provided by the United States Department of Agriculture (USDA) and signed by the Secretary of Agriculture's designated representative are the only documents that officially recognize a 4-H Club or Affiliated 4-H Organization and authorizes its use of the 4-H Name and Emblem for the conduct of 4-H Youth Development programs. The USDA 4-H Charter may be obtained from the National 4-H Headquarters-USDA in any of three formats: Electronic version (most widely used), Ceremonial Charter (for special occasions or recognitions), and a Letter version. As formulated under Title 18 U.S.C. 707, Federal regulations state "The Cooperative Extension Service, land grant institutions, local 4-H Clubs and groups and other officially affiliated 4-H organizations recognized by the Secretary of Agriculture...are authorized to use the 4-H Name and Emblem." USDA 4-H Charters are the documentation of that recognition. State and local charters that do not include a USDA signatory cannot be considered official charters. A Charter is required for any 4-H entity for it to: 1) use the 4-H Name and Emblem; and 2.) be included under the Tax-Exemption Group Ruling for 4-H. State 4-H offices should maintain documentation on the issuance of Charters to 4-H entities within their respective States. Charters should be issued when establishing a 4-H entity. For those 4-H Clubs and Affiliated 4-H Organizations that have been long established and verification of a valid Charter is not available, issuance of a new Charter is recommended.

Examples of Frequently Asked Questions:

Q. How can I obtain copies of the USDA 4-H Charter?

A. State 4-H Offices may obtain as many copies as needed of the USDA 4-H Charter, in the official formats through the National 4-H Headquarters – USDA. Contact the Headquarters at (202) 720-2908.

Q. Is there an expiration date on the Charters?

A. No. The USDA 4-H Charter, once issued, would be valid for as long as the 4-H entity receiving the Charter existed. If the 4-H entity disbanded, separated into multiple entities, or changed its name, a new charter would need to be issued. States may elect to use an expiration date on the USDA 4-H Charter prior to issuance; however, USDA does not mandate the use of an expiration date. Additionally, even with a change in the USDA designated representative, the USDA 4-H Charters remain valid until new ones are made available from the National 4-H Headquarters – USDA.

Q. How does not having a valid USDA 4-H Charter affect the tax-exempt status?

A. In order for the IRS to verify the tax exempt status of individual 4-H clubs and affiliated 4-H organizations, these entities must obtain a Federal Tax Identification Number or EIN; and submit a request in writing to the IRS for inclusion under the 4-H Group Exemption Number. To use the GEN, you must be an officially recognized 4-H entity. The USDA 4-H Charter provides that recognition.

SAMPLE 4-H CLUB BYLAWS

Revised October 21, 2011

ARTICLE I – Name

The name of this organization shall be:

_____ 4-H Club

ARTICLE II – Object

The object of this 4-H club is to:

- operate in compliance with the stated authorized use of the official 4-H name and emblem, a federal mark protected by 18 U.S.C. 707;
- to promote the educational, cultural, social and life skills development of youth members through activities and projects; and
- to promote goodwill in our community and youth citizenship experiences by participating in service projects.

The club’s purpose is limited to the exempt purposes set forth in Internal Revenue Code section 501 (C)(3) and is hereby prohibited to engage, other than as an insubstantial part of its activities, in activities that do not further tax exempt purposes;

The club dedicates all assets to 4-H tax exempt purposes upon dissolution.

The club is prohibited to participate or intervene in a political campaign and from attempting to influence legislation.

ARTICLE III – Members

1. *Any* youth who will turn at least 5 years of age and be in Kindergarten by January 1 of the current 4-H year may become a Cloverbud member. Cloverbuds is a special membership category governed by separate policies. Please refer to the NM 4-H Policies and Procedures Handbook.
2. *Any* youth who has passed their 9th birthday (or 8 years old and in the 3rd grade) and not over 19 years of age by January 1 of the current 4-H year may be a member.
3. Membership will be limited to _____ youth except as provided in paragraph a) below:
 - a) To promote family unity, an existing member’s brothers or sisters may become members upon reaching the minimum age for membership, even in excess of the maximum membership.
4. Clubs may collect annual dues.
 - a) Our club membership requires annual dues of \$_____ (*insert “0” if none are required*). The Executive Board may waive dues where they find there is a *genuine* inability to pay because of financial limitations.

- b) Members not paying their dues within the specified time will be dropped from the club membership.
 - c) Dues must be paid between the _____ monthly meeting and the _____ monthly meeting. Members accepted outside of these dates must pay their dues on or before the second monthly meeting after becoming a member.
5. To continue membership in good standing, members:
 - a) Must attend _____ percent of the regular meetings.
 - b) May not be absent from more than _____ consecutive meetings.
 - c) Must complete at least _____ project(s) to conclusion. (Club determines if the submission of a record book is required.)
 - d) Must make a demonstration, illustrated talk, speech or other subject matter presentation before the club each year.
 6. Individuals whose membership has been revoked may rejoin the organization. However, members who lost membership more than _____ time(s) by failure to meet their obligations as a member may be permanently denied renewed membership in the club.
 7. Members have the right to vote on all voting issues of the club.
 8. Adult 4-H leaders shall be considered Associate members. Associate members shall have the right to address the membership, but they may not vote or hold office.
 9. This club does not discriminate on the basis of age, race, color, religion, gender, national origin, disability, veteran status, sexual orientation, or ancestry regarding its leaders and members.

ARTICLE IV – Officers

1. The primary offices of this club will be President, Vice President, Secretary, Treasurer, _____, _____, and _____. The offices of _____, _____, and _____ will be optional, to be filled when there are sufficient qualified candidates.
2. Officers shall be responsible for those duties described in these bylaws and the parliamentary authority.
3. Term of office will be from _____ to _____ or until succeeded in office.
4. Vacancies created by resignation, impeachment or events may be filled by a majority vote at any regular meeting.
5. No member may serve more than _____ consecutive terms in the same office.
6. Officers will be elected annually at the _____ monthly meeting.
7. The current President may appoint a nominating committee who will be responsible for identifying candidates. Nominations will also be taken from the floor on election day.

ARTICLE V – Meetings

1. Regular monthly meetings will be held on the _____ .
(1st through 4th) (day of the week)
2. A temporary change in the regular meeting date may occur by majority vote at a previous meeting.
3. Additional meetings may be called by a majority vote of the Executive Board, provided members receive _____ day’s prior notice.
4. The minimum number of members needed to constitute a quorum to conduct business at a meeting will be _____ percent of the total membership.

ARTICLE VI – Executive Board

1. The Executive Board shall consist of the officers of the club and _____ .
2. The Board shall supervise the affairs of the club between regular meetings and have authority to conduct business on behalf of the club.
 - a) The Board is subject to the orders of the club, and shall report any actions to the membership at the next meeting.
 - b) No Board actions shall conflict with action taken by the club.

Agents Signature Date

Organizational Leader Date

Handling of Funds

It is important to remember that any money raised in the name of 4-H must be used for 4-H activities and its purposes. This is public money due to the nature of 4-H and has to be accounted for at all times. The following information is from Tim Nesbitt Assistant Dean/Director, Business and Resource Planning, and is designed to assist County Agents to advise clubs on proper ways to handle funds.

1. Have a treasurer
 - a. The treasurer should know how to keep financial records or be working with an adult who can teach them how to do so. Training should take place to assist the treasurer to know what is expected.
2. Expectations of the Treasurer
 - a. The treasurer will be responsible to keep records current on a monthly basis. The accounting cycle is monthly.
 - b. Provide monthly reports or be prepared for monthly reports in the case of a club not holding a monthly meeting.
 - c. Require an annual audit.
3. Books and Records
 - a. Checkbook stubs record of deposits and checks written. Called the books or original entry.
 - b. Check stubs provide check account balance.
 - c. Check stubs are the source document for receipts and disbursements journal.
 - d. Receipts and disbursement journals are source document for financial statement.
 - e. Keep these documents for seven years.
4. Verification
 - a. Financial statement verified monthly by bank reconciliation.
5. Protection
 - a. When handling funds be sure to have a segregation of duties. Such as more than one person watching over the funds collected.
 - b. Limit handling of cash or have a strong cash handling policy (such as more than one person counting the cash).
 - c. Require an annual audit.
6. Keep careful records and annual audit

- a. County Offices will require a yearly audit and can call for an audit at any time.
 - b. Yearly auditing of the books is a way to insure that funds are being spent in accordance to 4-H policy as well as to insure that all funds are accounted for.
7. Have a bank account
- a. Be certain that the club has an EIN number from the IRS for the 4-H account. This will only need to be done when the account is opened and should not need to be changed once it is established.
 - b. The account should require two signatures that are not from within the same family.
 - c. Do not use personal bank accounts.
 - d. Do not use bank cards.
 - e. These policies are in effect to ensure that there is transparency with the account and that all of the funds are accounted for.
8. Agents are not to be Signatories.
9. Members make the financial decisions.

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Kindergarten-3rd Grade Programs in 4-H

4-H MEMBERSHIP:

4-H membership is open to all youth **beginning at age 8 or 4th grade** and not to extend beyond the age of 21, with most programs age limit at 18 (with actual enrollment dates and ages determined by the state), without regard to race, color, creed, religion, national origin, sex, marital status, disability, or public assistance. The 4-H program also has additional program components which reach additional audiences, including Collegiate 4-H, Family Programs, and Kindergarten-3rd grade programs.

KINDERGARTEN-3rd GRADE PROGRAMS (Cloverbuds, Cloverkids, etc.):

It is at the discretion of the State 4-H Program Leader to determine if the state 4-H program will include an additional age-appropriate program component designed especially for children in Kindergarten through 3rd grade. These programs require more adult supervision and the focus is on cooperative learning rather than competition. In addition, 4-H Cloverbuds programs follow a set of program guidelines based on developmental appropriateness. A "developmentally appropriate" program is one that is based on the general characteristics of an age group and adapts to meet the individual needs of each child. Sometimes a 4-H Cloverbuds member will be physically capable of doing something but will not be able to understand the reason for the process or the result. Participation in that activity would be just as inappropriate as participation in an activity that is unsafe because of physical limitations. While it is recognized that state or county 4-H programs may use different names to identify this unique membership category, "4-H Cloverbuds" will be used within this document for consistency and ease.

It is neither the intent nor the objective of the 4-H Cloverbuds program to duplicate the 4-H member experiences that are designed for older youth, nor to create a "mini-4-H" concept. While the 4-H Cloverbuds program is a component of the overall 4-H Youth Development program and 4-H Cloverbuds members are recognized as 4-H members for the purposes of enrollment, they are considered to be in a special membership category with regard to program and policy. As a result, the 4-H Cloverbuds program is fundamentally different than general membership in 4-H.

PURPOSE OF THE 4-H CLOVERBUDS PROGRAM:

The overall purpose of the 4-H Cloverbuds program is to foster the development of life skills that are essential for the cognitive, social, emotional and physical maturation of Kindergarten through 3rd graders by providing a unique educational opportunity. Children in these grades are a distinct audience for 4-H, with unique learning characteristics and developmental needs that are different from older children and youth served through 4-H membership. As a result, the 4-H Cloverbuds program is designed with specific educational objectives and program policies focused on the kindergarten-3rd grade child.

Participation, safety, personal development, learning and fun are the highest priorities in providing 4-H Cloverbuds programs. The policies, guidelines for the kindergarten-3rd child program outlined in this document seek to ensure that 4-H Cloverbuds members remain safe and have positive, developmentally appropriate experiences in 4-H. State and county programs that offer the 4-H Cloverbuds program are expected to utilize age appropriate programmatic goals, policies, curriculum, and cooperation-based methods to give feedback and recognition.



National 4-H Headquarters; 1400 Independence Avenue, S.W.; MS 2225; Washington, D.C. 20250
www.national4-hheadquarters.gov

(continued)



The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

4-H National Headquarters Fact Sheet

CHARTERING 4-H CLOVERBUDS, 4-H CLOVERKIDS OR SIMILAR PRIMARY GRADE PROGRAMS:

No matter what a state or county 4-H program chooses to use as the name for members in this age group (ex. Cloverbuds, CloverKids, Cloversprouts, etc.), the program must still follow the national and state policies established for this special membership category and these groups must be chartered to recognize their program and enable them to use the 4-H Name and Emblem.

COMPONENTS OF THE PROGRAM:

4-H Cloverbuds programs are activity-focused and not project-focused and built on cooperative learning, rather than competitive activities. 4-H Cloverbuds members participate in occasional, non-competitive, sampler-type, age-appropriate, properly supervised events or activities sponsored or conducted by 4-H groups. 4-H Cloverbuds members do not participate in the ongoing, planned series of activities, whether it is a 4-H Shooting Sports program (e.g. archery, air gun, hunting, etc.), science project, an animal project (e.g. raising of cows, sheep) or any of the project areas of 4-H.

The primary difference between a 4-H Cloverbuds activity and a 4-H project is that a Cloverbuds member engages in varied activities which focus on developing a specific skill or concept utilized in completing the activity rather than focusing on a long-term planned course of study in a specific project (subject) area. As a result, 4-H Cloverbuds members should not have ongoing projects, of any kind – including animal projects – nor should they participate as competitive exhibitors with animals – large or small, because within the 4-H program, exhibits are intended to showcase the culmination of a long-term project.

In general, the handling of animals (large or small) requires discipline and motor skills that have yet to be fully developed in most children in the K-3 age range and when coupled with the unpredictable behavior of animals, does not provide the optimal safe educational environment.

4-H Cloverbuds members that have engaged in a group activity may exhibit or showcase in a noncompetitive event, or can feature other items from their group activities. However, 4-H Cloverbuds members are not eligible to receive premium funds as a result of exhibition. 4-H Cloverbuds members may receive participatory ribbons but may not receive regular competitive purple, blue, red or white 4-H ribbons.

In addition to the educational focus, 4-H Cloverbuds programs also require additional adult supervision, and do not conduct formal business meetings or elect officers. 4-H Cloverbuds clubs handle their finances differently than clubs of older children, with the majority of funding issues handled by the adults.

The 4-H Club Name and Emblem are held in trust by the Secretary of the United States Department of Agriculture for the educational and character-building purposes of the 4-H program and can be used only as authorized by the statute and according to the authorization of the Secretary or 4-H National Headquarters. Within each state, the State 4-H Program Office and Cooperative Extension Service has the designated authority for state and local 4-H youth development programs, including the 4-H Cloverbuds program. Each State 4-H Program Office determines appropriate policies and practices in accordance with federal regulations, state and local policies, and university regulations. Please consult your State 4-H Program Office for more specific requirements or information related to kindergarten-3rd grade programming within your state or local area.

(continued ...)

4-H National Headquarters Fact Sheet FAQ'S

1. Can 4-H Cloverbuds programs conduct or participate in competitive activities?

The emphasis of 4-H Cloverbuds programs is on cooperative learning – that is, learning how to get along with peers in a cooperative rather than competitive manner. 4-H Cloverbuds members are to participate in activities and opportunities, in which they practice skills, discover talents, and learn about fairness in a non-judgmental environment. With the emphasis in 4-H Cloverbuds programs being activity-based, rather than focused on long-term projects or study, the result, is that 4-H Cloverbuds programs do not conduct or participate in competitive activities because those activities are the culmination of a long-term project.

In addition, competitive activities require motor skills, reflexes, and strength that often are not yet fully developed in young children. Grades K-3 children are sensitive to criticism; often have not developed frustration tolerance or the full ability to manage their emotions, which often results in not being able to accept failure well. 4-H Cloverbuds activities should be conducted in a positive environment that focuses on the members' strengths rather than analyzing their deficiencies. 4-H Cloverbuds members need opportunities to practice skills, discover talents and learn about fairness in a non-judgmental environment.

2. Can 4-H Cloverbuds members exhibit at Fairs or other Public Events?

It is strongly recommended that State 4-H policies not allow 4-H Cloverbuds to participate as competitive exhibitors related to any activities. However, 4-H Cloverbuds members are encouraged to exhibit or showcase activity-related items (posters or demonstrations) from their club at appropriate venues. Additionally, this policy recommendation is for the overall safety of the 4-H Cloverbuds member and the public at any public exhibition/ event.

3. What safety equipment should 4-H Cloverbuds members wear?

4-H Cloverbuds members must wear appropriate safety helmets or other safety equipment (life vests, knee pads, etc.) when engaged in activities such as riding bicycles, skateboards, canoeing, or other activities. Please consult with your State 4-H Program Office for specific requirements.

4. Are Kindergarten-3rd grade programs insured in the same way as 4-H clubs and programs?

Those leading a K-3 special membership category programs should be sensitive to risk management issues, and should consult with insurance providers. Many providers insure "4-H participants" which is defined as 4th graders and up and may not cover K-3 participants in activities or events not specified without an additional rider.

5. What educational resources are available for 4-H Cloverbuds programs?

It is important that children in grades K-3 be involved in activities where the risk of failure is minimized and the opportunity to experience success is maximized. The most reliable way to find activities that are based on the general characteristics of the age group is to select from the many 4-H Cloverbuds resources that are available throughout the 4-H system and which are being compiled on the National Directory of 4-H Materials www.4-hdirectory.org.

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Guidelines

Introduction:

On May 17, 1985, the Secretary of Agriculture approved newly revised regulations governing the use and authorization of the 4-H Name and Emblem, as published in the Federal Register on August 2, 1985. In addition, there was an amendment to these regulations published in the Federal Register on March 17, 1987. These regulations serve as USDA's policy statement on the use of the 4-H Name and Emblem and are outlined on the preceding pages.

To assist Cooperative Extension workers at all levels in interpreting these regulations, the following set of guidelines was developed by a national committee. The committee included members of USDA, Cooperative Extension Service, and National 4-H Council. These guidelines were formally approved by the Extension Committee on Organization and Policy in February 1986. The guidelines were reviewed and re-affirmed in September of 2000.

4-H Name Guidelines

The official 4-H Name includes 4-H, 4-H Youth Development, or 4-H Youth Development Program. When using the term "4-H" it must conform as follows:

- Numeral "4" separated from a capital "H" with a hyphen (not a dash, slash, or space).
- It is well documented in English usage, as well as in the most familiar style manuals, that you should never begin a sentence with a numeral. To comply with this rule, you would need to begin a sentence using "Four-H." This language rule, however, is contrary to the regulations set down for use of the 4-H Name and Emblem; if such a situation arises in writings, it is far better to re-word the sentence slightly to avoid the language rule. An exception to this would be in writing news headlines where the 4-H name would be better served by using the familiar numeral-hyphen-letter combination to provide instant recognition.
- Avoid separation of any of the elements of the 4-H Name at the end of sentences. This can sometimes be difficult because some software programs override user commands. Often, these overrides do not become visible until after printing or posting to a Web page: careful scrutiny of text after trial printing or posting is advised.
- Do not use the 4-H Emblem in place of the word "4-H" in a title or text.

4-H Emblem Guidelines



Basics

The official 4-H Emblem is a four-leaf clover with a letter “H” in each leaf and the stem turned to the right. The Emblem may be two-dimensional (flat) or three dimensional (with shadows that show depth and perspective). Authorized users of the 4-H Emblem must ensure the following:

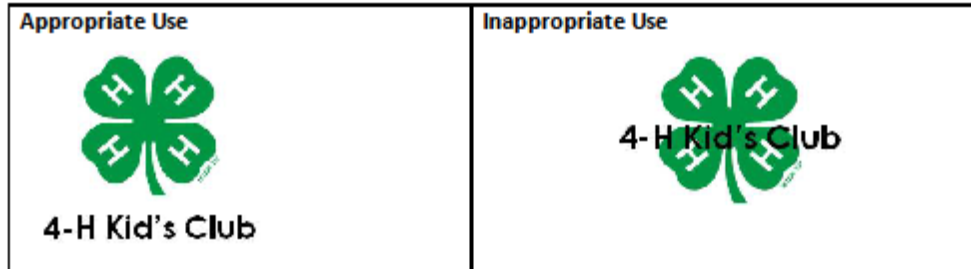
- ✓ They have obtained the official 4-H Emblem and are using it in its entirety.
 - ✓ They do not “flip” the image to create a framed look. The stem on the 4-H Emblem *must* point to the right as you look at the image.
 - ✓ They are familiar with resizing graphics through the software application being used, and do not distort or warp the dimensions of the Emblem.
 - ✓ The 4-H Emblem is never used to imply endorsement.
 - ✓ They follow the graphic use guidelines outlined in this document, or for questions or clarifications, contact 4HNE@nifa.usda.gov.
- ⊖ Use the whole Emblem. The 4-H Emblem should always appear in its entirety—meaning it should always appear as a whole and complete image.



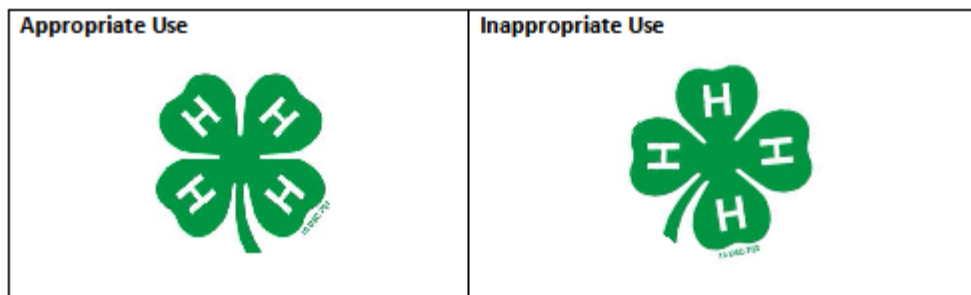
- ⊖ Do not remove any leaves. The leaves cannot be removed or have another image superimposed over the top of any of the leaves. Other images should be moved and appear completely separate from the 4-H Emblem. This also means you should not “cut off” a leaf by running it off the edge of the paper in print media or other designs.

Appropriate Use	Inappropriate Use
	

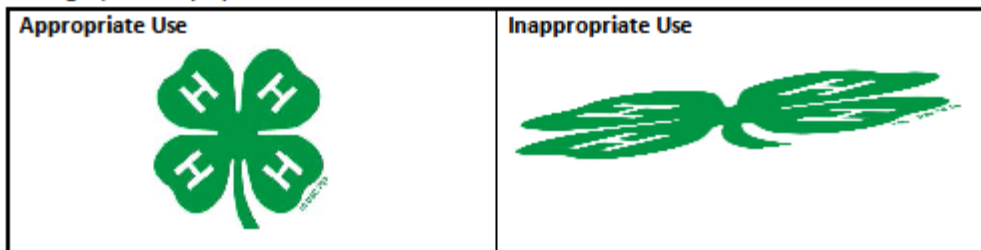
- Do not place text or other images over or on top of the 4-H Emblem. The 4-H Emblem should not appear screened or watermarked under words or graphics. No photo, drawing, symbol, word, or other figure or object may be placed on or obscure the 4-H Emblem.



- Keep it upright. The 4-H Emblem should not be rotated or turned on its side. There are some exceptions, such as on fabric where the emblem is scattered randomly across the fabric or in other random designs. Any exceptions must be approved by the authorizing entity.



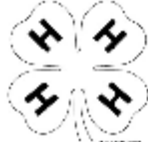



- Distortion and Proportion. The appearance, shape, and proportion of the 4-H Emblem should never be distorted to fit in an imprint space. Do not make the 4-H Emblem longer, taller, wider, angled, or squarer. Do not alter the shape in any way. The overall size of the 4-H Emblem may be changed, but the proportions must remain intact.



- Color. The 4-H Emblem should never be screened, shaded, gradated, or appear in a multi-colored hue. Graphic Designers: The official color is 100% PMS 347 green.

The clover can be green, white, black, or metallic gold. Below are the official guidelines for each color clover:

	<p>The "H's" on the green clover can be white, black, or metallic gold.</p>
	<p>The H's on the black clover should be white.</p>
	<p>The H's on the white clover can be black or green.</p>
	<p>The H's on the metallic gold clover can be white, black, or metallic gold (when embossed).</p>

The one exception to the above descriptions of the color of the H's is when only one-color printing is being used. With one-color printing the H's can be reversed out to the color of the paper (or medium) on which the emblem is printed.

One-color printing requires either PMS 347 green or black. For commercial applications, the "18 U.S.C. 707" notice should be the same color as the clover leaves. Black or white are the only acceptable alternatives to green for one-color printing.

Two-color printing - Only PMS 347 green may be used for the leaves and "18 U.S.C. 707" notice.

Four-color process (full color printing) - In four-color process printing, PMS colors are approximated using a particular combination of the standard four-color process printing inks. The four-color process percentages required to match 4-H's PMS 347 green are: cyan 100%, magenta 0%, yellow 90%, and black 0%. There is no PMS equivalent to PMS 873.

Video and Computer Screen Colors (Electronic Media) - The colors transmitted by electronic media are created using precise combinations of RGB (red, green, blue). The correct RGB values for the 4-H green are: R=51, G=153, B=102. No other colors are acceptable.

For exceptions to the guidance provided regarding color, please contact the appropriate authorizing entity.

Artistic

The 4-H Emblem can be used for materials such as jewelry or fine art and may be made of metal (e.g. copper, bronze, gold, or silver), glass, leather, or wood without conflicting with the color specifications for the 4-H Emblem. Ceramic, plaster, paper, fabric, or any materials that are colored or painted must comply with the color specifications and all other guidelines.

Use of the emblem on fabric, whether painted, screen printed, embroidered, appliquéd, or some other technique, must accurately represent the 4-H Emblem in authorized colors and adhere to all other use guidelines.

The 4-H Emblem is not open to reinterpretation or reconfiguration, regardless of its intended use, including the development of materials such as jewelry, sculpture, signage, crafts, or other fine art.

Animation

Animation of the 4-H Name and Emblem is allowable provided that the animation is in keeping with the guidelines in this document, and that at the end point of the animation (where the animated loop stops or begins to repeat if an ongoing loop), the 4-H Emblem appears in a manner that meets all guidelines for its use.

Animation may also show the 4-H Emblem on a waving flag, on a float that is partially hidden by crowds watching a parade, being placed in a box or behind a curtain, twirling as it “dances”, “separating” as it forms the doors opening to welcome you to the 4-H Program, be partially hidden as it forms the backdrop for a youth speaking about 4-H, slowly come into focus or formation as the 4-H Emblem from an amorphous or other background, or completing itself as the clover leaves are added one by one to form the 4-H Emblem and each H is explained. In each of these cases, the 4-H Emblem may be temporarily blocked, in whole or in part, or have its shape altered. The end point of the animation must still comply with the guidelines.



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