

2015 Tri-River-Area



4-H Manual & Policies



Colorado
State
University

Extension

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Section I..
Introduction

What is 4-H?

- ✿ 4-H is a community of young people, across America, learning leadership, citizenship, & life skills
- ✿ 4-H is a volunteer-led, informal educational program that supplements the teachings of home and school
- ✿ 4-H clubs are for male and female youth who live in town, the city, the country or on the farm
- ✿ 4-H youth have fun and learn with their friends and families

What is the Primary Objective of 4-H?

- ✿ The main objective is the development of youth through participation in projects, events and various activities
- ✿ 4-H is intended to supplement, not replace, other learning experiences young people may have through other experiences

4-H Mission

- ✿ 4-H empowers youth to reach their full potential, working and learning in partnership with caring adults

4-H Vision

- ✿ A world in which youth and adults learn, grow and work together as catalysts for positive change

4-H Teaches Life Skills!

- ✿ Foster positive self-concept
- ✿ Develop an inquiring mind
- ✿ Learn decision making and responsibility for choices
- ✿ Develop public speaking and presentation skills
- ✿ Relate to self and others
- ✿ Acquire a concern for communitylocal and global

4-H Basic Beliefs...

- ✿ The member is more important than the project
- ✿ A "Learn By Doing" environment
- ✿ It is the goal of all 4-H leaders and staff to teach youth HOW to think not WHAT to think

Who is Responsible for the Administration of the 4-H Program?

- ✿ The extension system is a cooperative undertaking by the USDA, the land-grant university "CSU", and the board of County Commissioners
- ✿ The extension system delivers up-to-date information from the classroom and laboratory of CSU to the people of the state and brings back to the university those problems that can be solved by research
- ✿ The Mission of CSU Extension:
"to provide information and education, and encourage the application of research-based knowledge in response to local, state, and national issues affecting individuals, youth, families, agricultural enterprises, and communities of Colorado."

Purpose of 4-H...

- ✿ To provide real life learning experiences for youth through a fun, action-oriented and practical program
- ✿ To provide an opportunity for parents and other interested adults to work with youth in their development
- ✿ To provide an opportunity for families to develop a stronger bond through learning and having fun together

Benefits of the 4-H Program...

- ✿ A member in the 4-H program will:
 - Learn, make or do things that appeal and are meaningful to them
 - Make friends, belong to a group and find and receive acceptance and affection
 - Have a good time, which makes learning appealing and enjoyable
 - Be involved in a positive youth development program that addresses many of the social issues involving youth today

4-H Emblems and Symbols...

Emblem: The national 4-H emblem is a four-leaf clover with the letter "H" on each leaf. The clover is green and the "H's" are white. The stem of the clover points to the right. It is federally protected and can only be used with permission from 4-H.



The Four "H's": Head, Heart, Hands and Health

4-H Colors: Green and white are the 4-H colors. The white symbolizes purity; the green is nature's most common color in the great outdoors and is the color of springtime, growing, life and youth.

Motto: To make the best BETTER

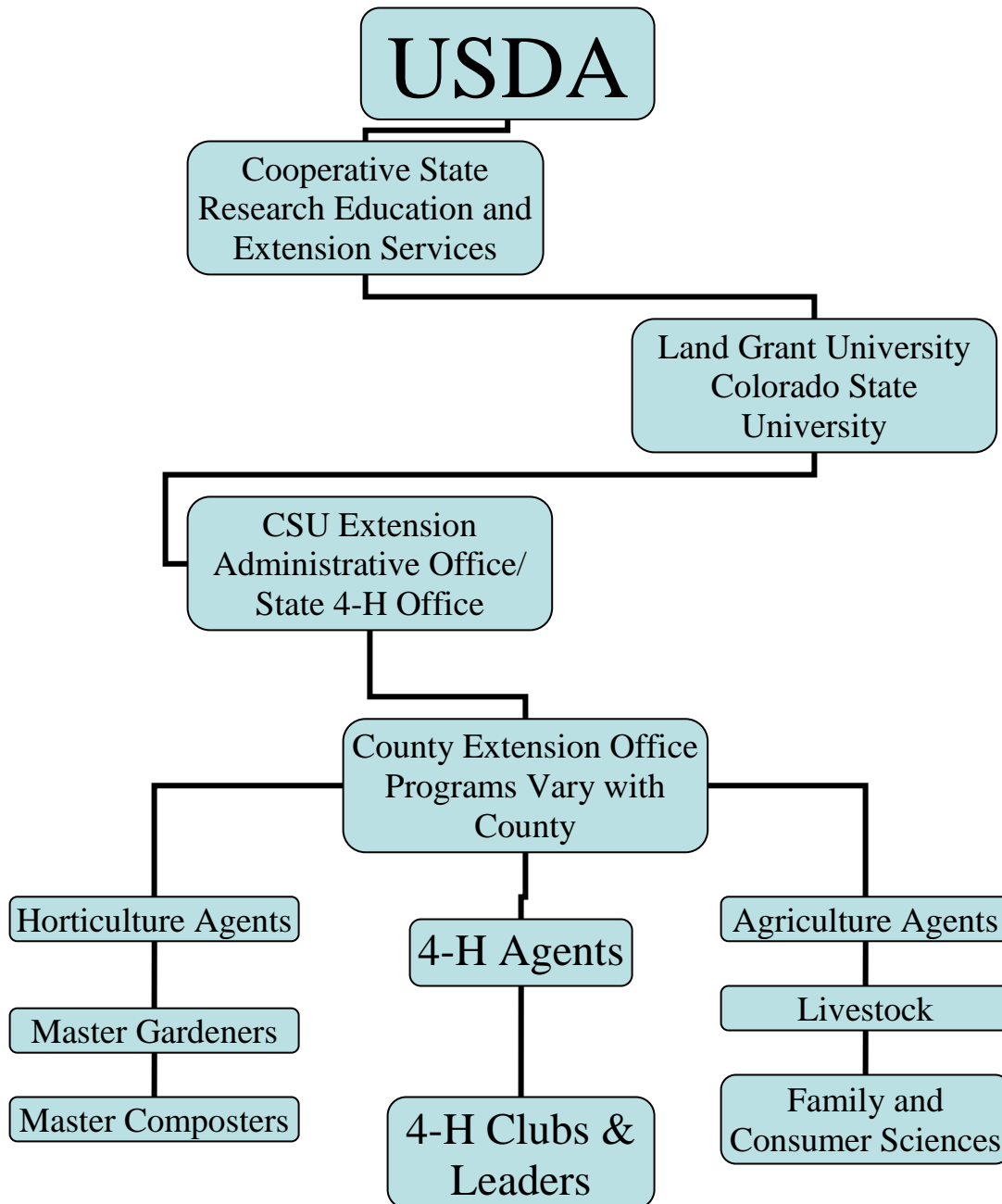
Slogan: Learn by Doing

Pledge: 4-H members should learn the National 4-H Pledge. The pledge should also be recited before each organized meeting by the club or group.

*I pledge my head to clearer thinking,
My heart to greater loyalty,
My hands to larger service,
My health to better living,
For my club, my community, my country and my world.*

CSU Extension and 4-H Structure

Flow Chart



Know Your Support

Now that you are involved in 4-H, there are people you need to know.

Tri River Area STAFF

Tri River Area/Mesa County:

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Section II...

**Fundamentals for
Members, Leaders and
Clubs**

TRA Enrollment Fees:

The fee for regular 4-H members (8-18 years of age) will be \$50.00 for the first two projects and \$5.00 for each additional project beyond the first two. All re-enrollments must be in by February 1st or there will be a \$10 per member late fee. In order to participate at the County Fair all enrollments must be in by May 1st. Cloverbud (ages 5-7) fees will be \$30.00. (All ages are based on January 1, of current year.) The breakdown of the fees is as follows:

Regular 4-H Members: (ages 8-18 as of January 1 of the current year)

\$6.00	Local program support (includes postage, leader supplies, copying, etc.)
\$15.00	State Participation Fee (instituted by the state in 2003)
\$2.00	Colorado 4-H Youth Fund Fee (supports State 4-H activities, workshops, and trips)
\$5.00	State User Fee (implemented by the state July 1, 2004)
\$2.00	Member Medical Insurance
\$10.00	4-H Afterschool
<u>\$10.00</u>	Publications cost (this is the average cost per member)
\$50.00	TOTAL

Cloverbud fee includes: (ages 5-7 as of January 1 of the current year)

\$5.00	State User Fee (implemented by the state July 1, 2004)
\$15.00	State Participation Fee (instituted by the state in 2003)
\$2.00	Colorado Youth Fund Fee (supports State 4-H activities, workshops and trips)
\$1.00	Medical Insurance
<u>\$7.00</u>	Cloverbud Fun Packs (includes postage, supplies, printing, etc.)
\$30.00	TOTAL

Tri-River Area 4-H firmly believes that leaders should not pay fees to be a part of 4-H, or have to pay for local leader trainings, manuals, or other supplies. A portion of the local program support goes toward that effort.

We also firmly believe that ANY youth who wants to join 4-H should have the opportunity to do so. Full or partial scholarships are available. These scholarships may be obtained by contacting their organizational leader or extension office. No explanation is required.

When enrolling, please ensure that all personal information is honest and accurate. It is the only way that we can notify individuals of events or important information.

TRA Leader Notes:

- ☼ All new leaders are required to attend leader training. Arrangements and trainings can be made with your local Extension Agent.
- ☼ All new leaders will also have a mandatory background check before becoming a certified leader.
- ☼ All leaders returning or re-enrolling must enroll annually
- ☼ Specific County requirements may apply so please visit with your local Extension Office.

Enrollment Deadlines

Returning Members:

February 1st (must be enrolled by May 1st)
\$10 late fee

New Members: (in order to participate at the County Fair)

May 1st
No late fees

Cloverbuds:

No deadline
No late fees

Leaders:

No deadline
No fees

Dog and Horse Members:

Horse ID's and Dog Certificates - May 1st



4-H Year:

- ✿ A new 4-H year begins October 1 and ends September 30 of the following year

Types of Membership:

- ✿ 4-H membership is open to any youth in a County area, regardless of race, color, creed, sex, national origin or disabled condition, who is 5 through 18 years of age, as of January 1, of the current year.

Club Membership (Traditional)

- ✿ For individuals 8 - 18 years old who are interested in year-round organized 4-H Club participation.
- ✿ You must be enrolled in this type of club to enroll in any Livestock or Horse Project.
- ✿ Youth ages 5-7 can participate in the Cloverbud program through the 4-H Club structure.

Family Membership (based on approval from Extension Office)

- ✿ Individual families may enroll in traditional 4-H if organized units are not available for member's participation. (Parents must sign up as leaders.) A form listing goals and objectives for each project must be on file in the Extension Office. Quarterly progress reports must be sent to the Extension Office on April 1, July 1, and September 1, in order to complete projects. April 1 and July 1 progress reports must be on file before the member can show at the County 4-H Fair. Completed record books must be turned into the Extension Office by county determined deadline.
- ✿ You are not allowed to enroll in any Livestock or Horse project unless enrolled in a Traditional 4-H Club

Independent Enrollments (with approval from County Extension Agent)

- ✿ If a club setting does not fit the youth they can enroll independent of a Classic club or Family Membership.
- ✿ You are not allowed to enroll in any Livestock or Horse project unless enrolled in a Traditional 4-H Club.

Cloverbuds

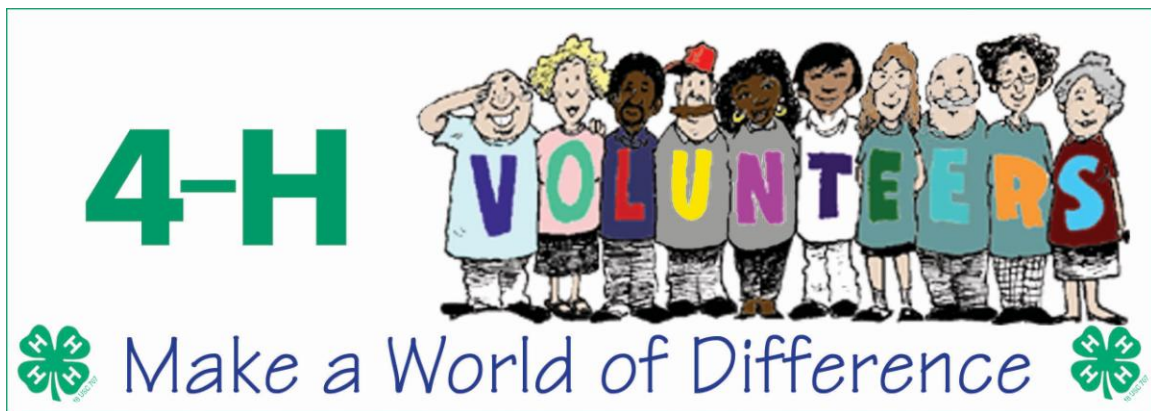
- ✿ The Cloverbuds program is open to youngsters 5 through 7 years of age. They may be involved in a traditional club or their parents may sign up as their leaders. The program is noncompetitive and members are not to be involved with livestock or other animals.

Member Age Groups

- ✿ Members are divided into several age groups to provide a learning experience with youth of their own age, abilities and interests
 - Cloverbud: Youth from 5-7 years old
 - Junior Members: Youth from 8-10 years old or (8-13 in areas where there is no intermediate age)
 - Intermediate Members: Youth from 11-13 years old
 - Senior Members: Youth from 14-18 years old

Insurance

- ☘ Accident insurance is provided for all enrolled 4-H members and leaders through the county program. If an accident happens call the County Extension Office to receive claim information.
- ☘ For special activities and events sponsored by 4-H that involve non-members, a "Special Activities Coverage" policy for accident or illness may be obtained. Further information is available from the county Extension Office.
- ☘ 4-H Leaders are protected from liability (as authorized volunteers of Colorado State University) in their duties as 4-H leaders. Injuries resulting from ownership or maintenance of personal property, be it real estate or animals, is not included in the protection. Individual 4-H Leaders who have questions regarding their personal liability should discuss this matter with their personal attorney and/or their insurance agent.



Communication

- ✿ Every month each family will receive a 4-H newsletter. It is emailed and posted on the web by the first of every month. If you do not receive your newsletter by the 10th of every month please let the Extension Office know. It is also imperative that you notify us of any change of address. Because we use email it is difficult to know when changes are made. For families that do not have email we will print and mail the newsletter. Simply let us know when enrolling of this need.
- ✿ The newsletter is the major communication link we have with 4-H members and their families. It is very important that you read the information in the newsletter. It contains updates on activities and events.
- ✿ If you have any questions about the 4-H program, be sure to discuss it with your organizational leader. You are always welcome to call the Extension Office as well. That is why we are here and we are more than happy to assist in any way we can. There is no such thing as a silly question. Many of us who have been in the 4-H program for many years tend to take for granted that everyone always knows what he or she need to know. However, experience has also taught us that there are so many things to know, that we do not always provide the necessary information. Therefore, it is essential that you be willing to ask questions. That is your responsibility as a parent and a member.
- ✿ If you are wishing to see someone in the office specifically about a certain issue, please call ahead to make sure that person will be in the office. Often times we have meetings to go to outside of the county and are not always available. We wish to serve you, so let us know when you plan to arrive.
- ✿ Websites and Resources
 - www.tra4h.org
 - Each County has a separate website linked to this page
 - www.colorado4h.org
 - State and Leader Resources
 - All State Events and Activities are promoted



Club Meetings

What Are the Purposes of 4-H Club Meetings?

- ✿ The purposes of 4-H club meetings are to help 4-H youth:
 - Acquire new information;
 - Learn to use leisure time productively;
 - Develop social skills;
 - Acquire leadership and citizenship traits;
 - Learn to conduct meetings properly.
- ✿ 4-H members are given the opportunity to learn and practice decision making in group situations by using the knowledge and skills acquired at these meetings. 4-H members are expected to attend the club meetings. They are responsible for knowing rules and regulations governing their projects and activities.
- ✿ PARENTS ARE ENCOURAGED TO ATTEND MEETINGS AND OTHER 4-H ACTIVITIES WITH THEIR 4-H'ERS.

What Is a Club Meeting Like?

- ✿ The 4-H meeting includes business, educational program, and recreation. 4-H meetings normally last 1 to 1 ½ hours. Clubs may meet monthly or at the decision of the club membership. Club structure varies greatly from club to club.

What Is the Educational Program?

- ✿ This part of the meeting is designed to help members learn more about subjects of general interest to the membership. 4-H teaching is based on "learn by doing." Generally, the educational program will include talks and presentations by the members. Outside speakers may also present programs for 4-H meetings.

- ✿ A 4-H meeting may have several types of presentations. Presentations may include:

Demonstrations: Demonstrations are "show and tell" type presentations where the 4-H'ers shares skills they've learned in their projects.

Illustrated Talks: Illustrated talks differ from demonstrations in that they tell how rather than show. Charts, models and other visuals are important for illustrated talks.

Project Talks: Project talks are given about the member's projects. The project talk can relate experiences in the project, or give information relating to the project.

Recreation Session: The recreation portion of the meeting distinguishes the 4-H meeting from other educational activities. Recreation may include challenges, group singing, relays, guessing games, singing games, active games, and quiet games.

Refreshments: Some clubs serve refreshments at meetings, although this is not essential. Different families usually host each month. 4-H members should select, prepare, and serve refreshments. Club members should learn how to select simple, nutritious, inexpensive refreshments and how to serve them. Parents can and should help by giving suggestions and guidance.

How Are Meetings Accomplished?

- ✿ Planning is the key. It takes considerable thought, initiative, creativeness, and planning ahead of time. Most clubs outline their educational programs for each meeting early in the year.
- ✿ Generally, program planning is done by the club officers and junior leaders with guidance from organizational leaders and club parents. The exact program varies from Club to Club.

Who Conducts the Meetings?

- ✿ Each club normally elects officers at the beginning of the 4-H year. Officers elected may include president, vice president, secretary, treasurer, reporter, parliamentarian, council representative, and recreation leader. Other officers may be elected, depending on the Club.

Who Provides Leadership?

- ✿ Adults and teens provide guidance and serve as coaches for club and project work. Parents are usually the best source of adult leaders--but not the only source.
- ✿ Other friends of 4-H such as parents of former 4-H'ers, retired persons, and young adults are often willing to help 4-H'ers. Only screened 4-H leaders are allowed unsupervised access to 4-H youth.

4-H Projects

The 4-H project is the "gateway" to the rest of the 4-H program. A 4-H project is also the "gateway" to the 4-H member. Projects provide the basis of the 4-H program by offering various educational experiences. Carrying out a project will help the member "learn by doing" as well as learn "why" things happen the way they do.

Why Projects?

- ✿ The project is a *teaching tool* used to develop desirable traits in addition to subject matter skills. Project work is a means to an end and not the end in itself. The development of the individual is the most important consideration.

What Are Projects?

- ✿ Projects are real life experiences that help 4-H'ers learn to make sound decisions. Projects put the hands and mind to work.
- ✿ There are more than 40 project areas from which to choose educational experiences. Most projects have several phases so that a member may advance to more difficult and challenging activities as he or she develops knowledge and skill. 4-H projects take on a wide variety of interests and activities and are designed to attract members regardless of their place of residence, economic status, or race.
- ✿ A full list of projects available can be obtained by calling your local Extension Office or going to: http://www.colorado4h.org/project_resources/projectlist.php

What Are the Objectives of 4-H Projects?

- ✿ Create a sense of ownership;
- ✿ Give a sense of achievement;
- ✿ Strengthen family and community ties;
- ✿ Provide members the opportunity to:
 - set goals
 - learn project skills
 - develop and understand project knowledge
 - develop good attitudes
 - assume responsibility
 - make meaningful decisions
- ✿ Provide leisure time activities;
- ✿ Explore career opportunities; and
- ✿ Develop an appreciation for life-long learning.
- ✿ All projects are career explorative, giving each member a taste of the work and responsibilities involved.

How Do You Select Projects?

- ✿ Parents and members should know and fully understand what is expected of the 4-H'er before enrolling in the project. Refer to the Colorado State Fair Requirements Manual for details. This is located at: http://www.colorado4h.org/project_resources/StateFairExhibitReq.pdf
- ✿ Projects are selected early in the 4-H year when enrollments are completed. Younger or new members should limit their projects to one or two. Older, experienced members are able to complete more advanced projects.
- ✿ In selecting projects parents should consider:
 - ✿ Does project meet the needs and interests of the member?
 - ✿ Is the project suitable for the age and ability (physical and mental) of the member? Will it challenge the member educationally?
 - ✿ How much time does the member have and how much time does the project require? During which season of the year will most of the activity of the project be accomplished?
 - ✿ Is the project acceptable to you as parents and does it fit into the family needs and situation?
 - ✿ How much will the project cost?
 - ✿ Is adequate space and equipment available at home?
 - ✿ Is there an opportunity for ownership and management responsibilities?
 - ✿ Are there leaders to help with the project, or are you willing to help the member with the project?

How Are Projects Conducted?

- ✿ Project work is conducted through various activities and events such as:
 - Project meetings in the local club
 - Demonstrations and talks at regular club meetings
 - Tours
 - Family activities or work at home
 - Exhibits at shows and fairs
 - Record keeping
- ✿ Project leadership is provided by adult and teen volunteer leaders.

How Do You Receive Project Literature?

- ☼ 4-H members should notify the office or check the box asking for literature at the time of enrollment. The office processes the orders and sends them to the Extension Resource Center to be filled. The materials are then received by the Extension and prepared for delivery. If any material is missing notify the Extension Office.
- ☼ Leaders can receive one file copy of enrolled project literature for the projects they are leading. Clubs are encouraged to recycle manuals whenever possible.

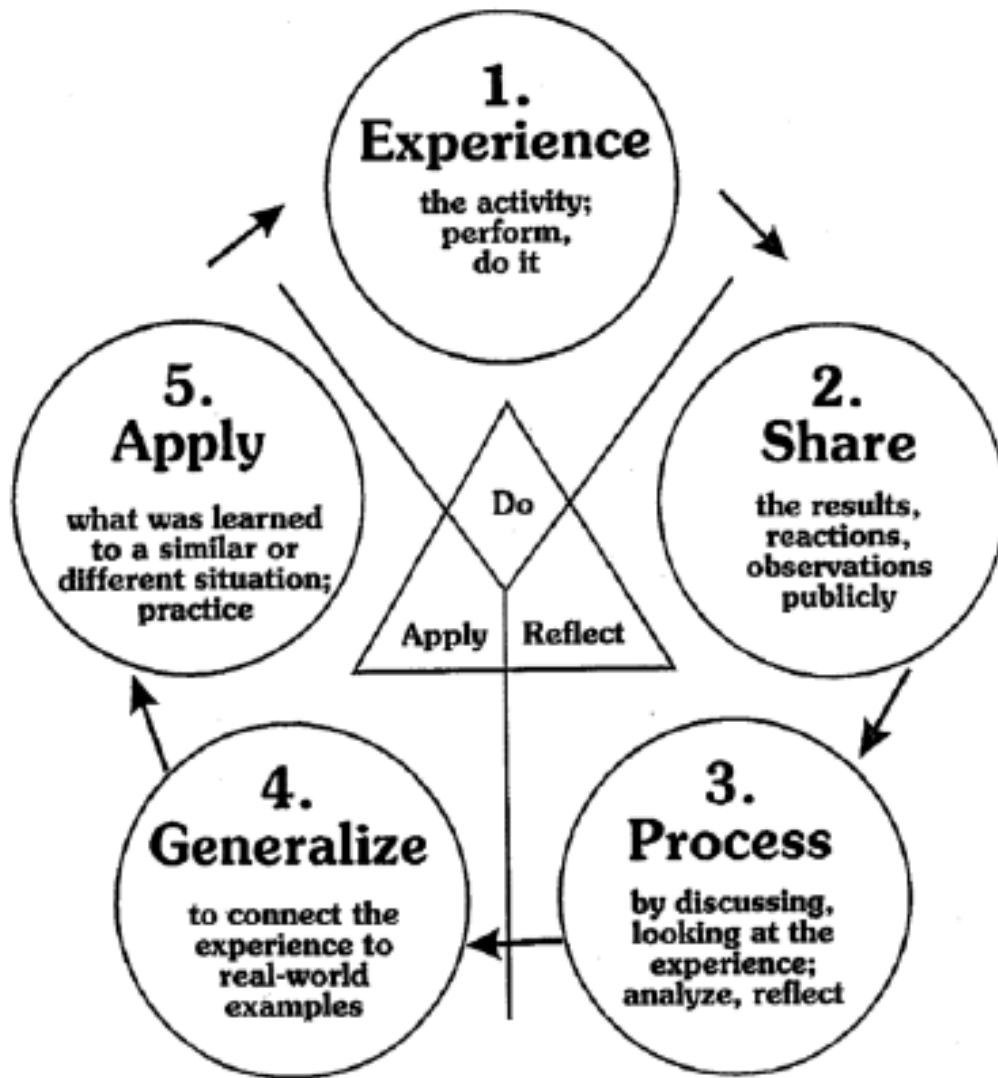
How do I Add or Drop a Project?

- ☼ To Add or Drop a project you must do so before the May 1st enrollment deadline.
- ☼ It may be done through the 4-H Online website.

What must a 4-H Member Do to Complete His or Her Project?

- ☼ Each 4-H member is required to follow the guidelines listed below and any additional guidelines within their county.
 1. Exhibit the results of their project work at a county fair, 4-H club meeting or at any other public gathering. The exhibit must include a completed record book.
 2. Give a demonstration or other speech presentation during the year.
 3. Participate in a club community service program or a community service event approved by the club leader.
 4. A member must complete a record book to a 70% standard or above for each project they are enrolled in.
 - If they are below 70% they are not allowed to re-enroll in that project the following year.
 - If it is their 1st or 2nd year in the project they will be allowed to re-enroll in that project the following year but will be required to attend a e-record training.
 5. A member must complete at least one project to complete his/her 4-H year.
 - If a member does not complete at least one project they are considered a member in bad standing and will not be allowed to re-enroll in 4-H the following year. Once that year has passed they are welcome to re-enroll in the program.

4-H Learning Model



Experiential Learning Model

How People Learn



read 20%



hear..... 20%

see 30%

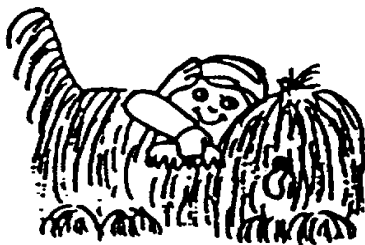


hear &

see 50%



say 70%



do 90%

Parents Make the Difference in 4-H!

- ✿ Parents and families are the strength of the 4-H program. A young person joins 4-H to belong, to do things with his or her friends, to meet new friends, to have fun, to be recognized as a person, and to achieve. It is much easier for youth to succeed in 4-H and to continue to grow when they have the support and understanding of their parents. A leader can only do so much; children must have the support of parents.
- ✿ Parents are very important to the success a child may have in the 4-H program. Parents are encouraged to attend club meetings and project meetings with their child.
- ✿ The key role of parents is support. Support the child in the commitment they make, help the child think through decisions, and assist the child with reaching goals.
- ✿ 4-H is truly a family affair. Youth need adult guidance to encourage and direct them in their character development.

Where Do Parents Fit In?

- ✿ Good youth programs do not just happen. It takes combined efforts of parents, youth leaders, and professionals to have a successful 4-H program. This 4-H team contributes to the positive development of 4-H youth. Parents are partners of this 4-H team. For a successful 4-H program, parents must be regular players.
- ✿ Research and experience have shown that parental participation in 4-H has many benefits. These include:
 - 4-H'ers do better work when they receive more personal attention from parents and leaders.
 - Parents can encourage a "learn by doing" approach in which they coach their child in activities.
 - Family units are strengthened when parents and children participate together in areas of common interest.
 - 4-H clubs become more active and stronger when parents take an active role.

Section III...

4-H Youth Protection

4-H Youth Protection

Who Must Report?

- ✿ The Colorado State University legal counsel has reviewed the Colorado Children's Code 19-3-304 Section L. In their opinion all salaried and volunteer staff are morally obligated to report incidents of child abuse and neglect that occur during Extension programs (including 4-H).
- ✿ We have a unique opportunity to advocate for children in a way no other adults except parents and caregivers can.

When and How should you report?

- ✿ When you have reasonable cause to suspect or have observed child abuse or neglect, you should call local authorities within 24 hours. A written report must be made within 48 hours of the verbal report.
- ✿ A report is not an accusation against a parent or child, but merely a report of suspicion or concern. The report should be handled in a sensitive, non-judgmental manner.
 - If a person fails to report the child (or another child) is left potentially at risk for future abuse and emotional maltreatment.
 - A person who reports in "good faith" is immune from liability, both civil and criminal.

Who should you report to?

- ✿ Local social service or law enforcement agency. Also please notify the Extension Office.

Can you follow up on the report?

- ✿ You have the right to follow up on the situation with your local department of social services. They may be unable to give you all the details of their report, to protect the child, but they may give you some idea on what is happening.

Will anyone know you reported?

- ✿ All information is strictly confidential and communicated only to proper authorities. It is important to understand others may need to know a report has been made to help keep the best interests of the child in mind when dealing with this kind of situation.

What happens to vindictive reporters?

- ✿ It is against the law in Colorado to make a false report. If you knowingly make a false report, you will be fined and/or jailed depending on the circumstances.

How to recognize Child Abuse or Neglect

- ✿ Child abuse can take on many forms including physical abuse, physical neglect, sexual abuse, and emotional mal-treatment.

What to do if a child discloses abuse information. Please do the following.

- Believe the child
- Talk privately
- Listen to the child
- Reassure the child they have done the right thing by reporting
- Tell the child you must report the information to someone who can help them
- Report immediately

DON'T:

- Promise confidentiality
- Ask leading or suggestive questions
- Make negative comments about the involved person
- Investigate on your own

When working with youth:

- ✿ Create safety zones. This protects both yourself and the child. Some basic suggestions include:
 - Avoid being alone with one child.
 - In group situations, have at least 2 adults present.
 - Encourage parents to join in activities or drop in when they can.
 - Have children work and participate in groups of 3. They don't go anywhere without their "group".
 - Hugs are okay if they are appropriate and if both people are comfortable with them. Take clues from the body language of the child or simply ask, "Is it OK for me to hug you?" Be aware of personal boundaries and respect them.
 - Never hit or strike a child -- even in play

Section IV...

Who's Who In 4-H

Who's Who In 4-H

Local Club Level:

- ☼ **4-H MEMBER** - Youth 5 to 18 years of age who enroll as a 4-H member.
- ☼ **4-H Club Organizational Leader**-- The adult who is responsible for the organization of the 4-H Club and serves as a liaison to the Extension Office.
- ☼ **4-H Project Leader** -- The adult leader responsible for a given project area in the 4-H club.
- ☼ **4-H Resource Activity Leader** -- The adult responsible for designated 4-H activities in the 4-H club.
- ☼ **Key Leaders** -- Adults who assist local 4-H club leaders and/or Extension agents in a specific 4-H project or activity area (usually on a county-wide basis).
- ☼ **Enrichment Program Volunteer** -- An adult who leads a special interest or enrichment program.
- ☼ **Junior Leaders** -- Youth actively involved as leaders. They should be viewed as assets to the 4-H program. Colorado 4-H encourages the use of youth as volunteers.

County Level

- ☼ **4-H Advisory Committee** - Meets during the year to provide input to the 4-H Extension Agents concerning current and future 4-H programs, policies, and activities. The committee consists of youth and adult leaders and community members, depending upon the county.
- ☼ **County 4-H Foundation** - May be part of the county 4-H program, to raise and/or manage funds to support county 4-H members and leaders.
- ☼ **Extension Agents/Program Associates** - Paid professionals who help to carry out the 4-H program. They are academic members of Colorado State University and are responsible for the educational programs conducted through the County Extension Office.

State Level

- ☼ **State 4-H Youth Development Specialists** -- These people have responsibility for the 4-H program on a statewide basis.
- ☼ **Colorado State University** -- This land grant college has responsibility for taking education to the people of the state. The 4-H program is part of the university.
- ☼ **Colorado 4-H Youth Fund** -- This non-profit organization works to provide additional resources for the State 4-H program. They sponsor scholarships and funding for programs as well as providing special activities.
- ☼ **University Personnel** -- Colorado State University faculty and staff lend expertise in subject matter areas through a cooperative effort with the State 4-H office.

Thank you for your interest in the youth of Colorado. Without the time and talents given so graciously by 4-H leaders, like you, the program would not reach as many youth as it does. Your support is greatly appreciated.

Section V...

Events and Activities

Events and Activities

ACHIEVEMENT NIGHT

Who: All 4-H members, leaders, parents, and friends.

What: Outstanding members, leaders, and other volunteers are recognized for their 4-H accomplishments at this annual event.

When: October/November

Due Date: All nominations for the various awards are due to the Extension Office several weeks before Achievement Night.

NATIONAL 4-H WEEK

Who: All 4-H members, leaders and parents.

What: National 4-H Week is a special week set aside to acquaint the public with today's changing and expanding 4-H program. It is also a time for clubs to recognize their members, leaders and parents for their contributions.

When: National 4-H Week is observed annually the first full week of October.

Where: Special county activities are planned including mall shows, food fairs, 4-H Showcase activities, etc. 4-H members and clubs are also encouraged to promote 4-H at their schools and within their clubs.

☘ 4-H members can promote 4-H by:

- Making posters on 4-H and displaying them in schools, churches or libraries.
- Baking cookies and delivering them to 4-H donors. (Contact the office for cookie cutters and a list of donors)
- Wearing 4-H T-shirts, buttons, patches, etc. to school during National 4-H Week.
- Writing news articles on 4-H for school newspapers and including pictures of club activities or 4-H events.

☘ Clubs can promote 4-H by:

- Taking leaders to lunch, giving them a call or sending them a thank you note.
- Having a party to celebrate club members' involvement and to kick off another 4-H year.
- Hosting a Back To School Night or information night at the elementary school in your area.
- Sending invitations to neighborhood families to attend a club meeting.
- Having a special "open house" for prospective members
- Having a contest to see which family can get the most youth to join your 4-H club.

MESA VERDE CAMP

Who: Current 4-H Members ages 10-13

What: Three day Trip to Mesa Verde

When: Early June

Where: Cortez, Colorado

CLOVERBUD CAMP

Who: All Cloverbud members

What: One day camp full of activities and fun

When: June

Where: Location to be determined annually

VOLUNTEER APPRECIATION WEEK

Who: You!! For all of your hard work!

What: A week to show volunteers how much they are appreciated in the Tri River Area and to recognize Their efforts for the 4-H program.

When: The Second week of April.

Where: To be announced in the newsletter.

EXCHANGE TRIPS

Who: Any 4-H member 13 years or older as of January 1 of that 4-H year may apply for exchange trips. A 4-H family must also be willing to be a host family for consideration for participating.

What: To help older 4-H members understand life styles of people in different parts of the United States.

To appreciate the heritage of our country

To enjoy hosting and visiting 4-H members from other parts of the country.

When: During the summer months. One year we travel and one year we host.

Where: Various states around the country.

DISTRICT 10 HORSE SHOW

Who: Any 4-H member currently enrolled in a 4-H horse program

What: An opportunity for members to gain experience in the show ring

When: Typically the last weekend in June

Where: Currently the show will be in Montrose County however the location does change depending on availability

INVITATIONAL SHOOTS

Who: Any 4-H member currently enrolled in a 4-H shooting sports program

What: An opportunity for members to gain experience in competitive shoots

When: Typically in the spring time

Where: Each County (Montrose/Ouray, Delta and Mesa) will host a competitive shoot

LEADERSHIP DEVELOPMENT CONFERENCE

Who: For members ages 14 and older as of January 1 of the current 4-H year. Must be between 14 and 18 years of age as of December 31 of enrollment year. All are welcome. Individuals sign up with their counties who submit their registrations as a group to the Colorado State Office.

What: The conference focuses on government and civic involvement. It is followed by Colorado 4-H Day at the State Capital. Mid-winter meetings for the State 4-H Senate and Colorado 4-H Leaders' Council are held during the conference. There is also a recognition banquet.

When: Last weekend in January

Where: Denver

COLORADO LEADERSHIP CONFERENCE

Who: For members in 6th, 7th and 8th grades.

What: A three day conference sponsored by the State 4-H Senate officer team. A weekend retreat-style experience focusing on leadership development.

When: Usually held in November.

Where: Glenwood Springs

YOUTH FEST

Who: Any 4-H member, age 11-13, and adult chaperons.

What: A three-day camp where 4-H'ers discover what self-esteem and leadership are all about.

When: Typically February

Where: Monument, Colorado

TEEN CLERK AT STATE FAIR

Who: 4-H members 14 years of age and older as of January 1 of the current 4-H year. **What:** An opportunity for junior leaders to expand their leadership skills and meet new 4-hers. Teens assist the adult superintendents with check-in and registration, and assist judges with the judging process of 4-H projects at the Colorado State Fair. Clerks stay at the dormitories at Camp Tobin on the fairgrounds and work for their room and board. Social activities, volleyball, and other various activities on the fairgrounds provide additional entertainment for the clerks.

When: Applications are due in early July.

Where: Pueblo, Colorado

Workshops and Field Days

Who: Any member or leader are welcome to attend any number of training we offer.

What: Meat Quality Assurance (MQA), Project Field Days (Sheep and Goat, Swine, Horse, Beef, Rabbit and Poultry), Project Training (Leather craft, photography, robotics, etc;), E-record Trainings and many more

MQA: Specifically all first year members in a livestock project and all members turning 14 years of age or entering the senior division are required by the state to attend an MQA training.

STATE 4-H SENATE

The Senate is an elected body-representing member of Colorado 4-H Youth Development clubs. Senate gives input to Colorado State University Extension(CSUE) staff/volunteers on the operation of the 4-H Youth Development Program, related to the Youth Club Program.

Officer Team: One officer is elected from each district to form the state officer team that works together to plan, conduct, and evaluate events and activities for 4-H members statewide. A state president and vice president are elected by their peers at Colorado State 4-H Conference each summer to serve in these roles.

Advisors: The Colorado State 4-H Senate has four adult advisors. The senate elects two adult volunteer advisors. One CSUE 4-H Youth Development Specialist and one CSUE agent are appointed to serve as advisors to the senate.

DISTRICT 10 4-H

District 10 is made up of Mesa, Delta, Montrose, Ouray, Gunnison, Hinsdale and San Miguel Counties. Each county has two senators representing the county membership and we have an executive committee of President, Vice President, Secretary and Treasurer. The President serves on the State 4-H Senate.

Fall Meeting: Held in October and rotates from one county to the next. Typically there will be workshops and activities as well as the business meeting.

District 10 Retreat: Held in March at the Montrose County Fairgrounds. This is a 3 day retreat filled with leadership activities, workshops and fun and games.

Who: Every 4-H member is welcome to participate

STATE 4-H CONFERENCE

Who: For 4-H'ers 14 years of age and older who are members of judging teams, senior speech contest winners, senators, youth and leader delegates.

What: A four day conference where 4-H teens: (1) compete in state contests including consumer choices judging, horse contests, livestock judging, and public speaking contests; (2) attend workshops and tours; and (3) participate in social activities and dances.

When: The conference is in June. Applications are due in May for youth delegates.

Where: Colorado State University in Ft Collins, Colorado.

CITIZENSHIP-WASHINGTON FOCUS

Who: A minimum of one delegate from each County is selected to attend. Applicants must be at least 14 years of age as of January 1 of the current 4-H year and have demonstrated their interest in citizenship and leadership. Delegates must develop a plan of action to share their experience with 4-H and other groups upon return.

What: A 7-day conference in Washington, D.C, where participants learn about our nation's heritage, culture, and government through field trips, activities and discussions with senators and other decision makers. Through hands-on workshops and government simulations, delegate become involved in the political process

When: The trip is in early July. Applications are due in February.

Where: Participants stay at the National 4-H Center in Chevy Chase, Maryland, a suburb of Washington D.C.

COLORADO STATE FAIR

The Colorado State Fair is held in Pueblo in late August/early September of each year. The top winner in each state project/unit in the General and Home Economics Divisions exhibits their projects at the State Fair. Members can also participate in horse and livestock shows. The state rabbit judging meet is also held in conjunction with the state fair. There are many special events for 4-H members to participate in at the State Fair. Find the premium book and other information online at www.coloradostatefair.com.

NATIONAL WESTERN STOCK SHOW & RODEO

What: The world's largest and most famous stock show, with multi-million dollar livestock and horse sale, breed shows and rodeos included. 4-H members, clubs, and families may participate in 4-H day at the stock show as well as in the following ways:

- Catch-a-Calf Contest: Open to all 4-H members between the ages of 12 and 18 who have adequate facilities and knowledge to raise a calf. Up to 40 participants are chosen to compete during one of the rodeo performances at the NWSS. Successful calf catchers receive a calf free of charge in May. Calves generally average 600 pounds. Applications are available in the Extension Office in the fall. All applications must be approved and signed by the Extension agent. Contestants are required to care for the calf and correspond with their donor each month until the next NWSS, where all calves are shown and judging takes place in the categories of showmanship, rate of gain, sponsor- member relationship, accuracy/completeness of records and carcass quality.
- Seasons Passes for 4-H Leaders of Livestock Clubs: Each Livestock/horse club may apply for one season pass for one leader. Forms are available at the Extension Office in the fall and must be submitted to the NWSS by the deadline.
- Livestock Show & Auction: 4-H/FFA members and adults may enter animals via the NWSS office. Premium books and entry forms are available each fall from the NWSS. The County

Extension Office has a small supply of books and forms. The excellent quality of stock makes the NWSS auctions prime source for club calves for 4-H/FFA market steers.

When: A ten day event in January

Where: At the National Western Stock Show Complex in Denver, CO.

Western Regional Leaders Forum

Who: Any active leader is welcome to attend.

What: A regional leader training. Join 400 volunteers from the 13 western states, Canada and the U.S. territories in the South Pacific at this great event. Don't miss the most energizing and educational forum for 4-H volunteers this side of the Rockies! Don't get left out of this roundup of hands-on experiences, sharing ideas, developing friendships, motivational speakers, and workshops to address your interests and challenges.

When: Usually in February

Where: Western United States

Colorado Fall Leaders Forum

Who: Any active leader is welcome to attend.

What: A state training that is usually a two day event loaded with workshops, activities, and meaningful trainings on new and old project areas.

When: Usually in October

Where: Rotates from one area to the next

INTERNATIONAL 4-H PROGRAMS

4-H Colorado-Japan

More than 100 Japanese students ages 11 to 21 stay.

Teen Exchange Program

With host families in Colorado for approximately one month arriving in late July. One does not need to have a 4-H member in the family to host a Japanese teen. Youth from families who have hosted may travel to Japan in a subsequent year to participate in the exchange, but are not required to do so. There is also a yearlong program to host Japanese high school students. Applications to host and visit Japan are due in the spring.

International 4-H

Youth Exchange (IFYE)

Ambassador Program

This program is for youth ages 15 to 19 who "live the culture" with a host family in a foreign county and participate with the IFYE group on a week- long study tour. Countries may include Costa Rica, Australia, and European countries. Participants pay their own program costs.

International 4-H

Youth Exchange (IFYE)

Representative Program

4-H alumni ages 19 to 30 can participate in this cross- cultural learning experience in which individuals live in another county with host families, improve their language skills, increase international awareness and pursue special interests. Representatives spend about six months in a foreign country and spend three months upon their return sharing their experiences throughout Colorado. Partial funding may be possible through the Colorado 4-H Youth Fund and National 4-H Council. Youth Development Project (YDP) is a longer program in a developing country to help establish informal education programs similar to 4-H There are also opportunities to host visiting foreign delegates. Applications are due mid-July.

Section VI...

Organizational Leader

Organizational Leader Job Description

Qualifications:

- ✿ Sincere interest in youth
- ✿ Willingness to devote time and energy
- ✿ Knowledge of community and its resources
- ✿ Ability to work cooperatively with adults and youth
- ✿ Organizational ability
- ✿ Enthusiasm, patience and understanding

Job Description:

- ✿ Communication coordinator and manager

Work with the Extension Office to ensure that information is disbursed to 4-H members, parents and leaders

- Check your club box in Extension Office often
- Keep members, parents and leaders informed of club activities, county-wide programs and events, etc.
- Attend Council meetings
- Coordinate with club leaders and parents to maintain a balanced schedule and to continually evaluate the club's progress

Forms and Record Books

- Distribute enrollment forms and information to members
- Help members select projects and other learning experiences that match their interests
- Project materials - Hand out to members when they arrive
- Record books - Collect, review to make sure complete and turn in by due dates (Usually in mid September)

Help with Club Organization and Maintenance

- Complete all Annual Chartering Paperwork and Requirements
- Attend trainings offered for leaders
- Attend bi-annual meetings held for organizational leaders
- Help locate resources to carry out program plan
- Assist club officers and junior leaders in their responsibilities - provide advice and training
- Provide leadership experiences for members appropriate to their individual capacities
- Request training needs and other assistance from Extension Office
- Act as advisor at meetings (Do NOT run the meetings)
- Guide and help new members, leaders and parents in what is expected of them through the year

The 4-H Club

Types of 4-H Clubs

- ✿ Project Club
 - Usually offers only one project
- ✿ Multi Project Club
 - The basic organizational structure is maintained, but project groups are added with project leaders being in charge
- ✿ Community Club (Most Common)
 - Youth living in a geographic area belonging to the same community club

Requirements For A New Club

- ✿ Must fill out application for Charter(available at Extension Office)
- ✿ Contact your local Extension Office for necessary paperwork and guidance.
- ✿ A standard club shall have a membership of at least five members from two families.
- ✿ A local adult leader or qualified teen leader shall guide the club during the year.
- ✿ A local club shall organize with officers, and adapt a constitution and by-laws. A copy must be filed with the local Extension Office.
 - Suggestions for by-laws: number of meetings required to attend, must participate in demonstration and exhibit hall projects, completion of record books, participate in community service activity, how to disburse funds when club disbands.
 - Must enforce bylaws.
 - It is suggested that you have each member and parent sign a form stating they have read the by-laws and will abide by them.
- ✿ A written program of work shall be made.
- ✿ Hold elections
 - Make sure officers understand their duties, and complete their record books that will be turned in at the end of the year.
- ✿ Hold enough meetings during the year to keep members informed and enthused.
- ✿ Members shall exhibit EACH project they take during the year. The exhibit may be held at the local club, at school, church or at Fair.
- ✿ Each member shall participate in a demonstration sometime during each year.
- ✿ Each member shall participate in a club citizenship or community service program or activity during the year.
- ✿ Each club shall participate in the Annual Achievement Program.

Club Funds

- ✿ Leaders are volunteers at the request and supervision of Colorado State University Extension.
- ✿ Handling of club funds are to be followed as the Extension office would handle their funds.
- ✿ Each club should set up a bank account in the club's name; either checking or savings.
- ✿ DO NOT use a social security number; apply for your own EIN number.
 - Ask Extension Office for details
- ✿ The organizational leader should work closely with the Treasurer to be sure that records are kept current and are accurate in The 4-H Treasurer's Record Book
- ✿ Extension Office may ask a Club to produce their financial records at any time.
- ✿ Must fill out fund raiser form and have fund raiser approved by Extension Office at least two weeks prior to event.
- ✿ Must report income to Extension Office within two weeks after event.
- ✿ May use the State's tax exempt number for items purchased for club, unless you are reselling the items (i.e. Concession Stands).

- ✿ What to do with club funds when club disbands must be present in by-laws.
 - If there is no statement about club funds the funds will be deposited into the County 4-H Council if the club disbands.
 - All other assets will be donated by the direction of the County 4-H Council.



Clover Protected
Under 18 U.S.C. 707

Enrollment

Cloverbuds: Open to youth ages 5-7 years old as of January 1 of the current year

- ✿ Cannot enroll in any project other than Cloverbud
- ✿ Exploratory activities where youth under 8 does not have contact with animals or firearms are acceptable

4-H Members: Open to youth ages 8-18 years old as of January 1 of the current year

New Club

- ✿ Have five or more members (members may not be in the same family)
- ✿ Must have an approved Charter (available at Extension Office)
- ✿ Must turn in by-laws to Extension office
- ✿ Elect officers - give the list to Extension Office
- ✿ Turn in Annual Plan of Work to Extension Office
- ✿ Attain an EIN number

Existing Club

- ✿ Must turn in new by-laws
- ✿ Elect officers - give a list to Extension Office
- ✿ Turn in Annual Plan of Work to Extension Office
- ✿ Complete an Affirmative Action form
- ✿ Complete a financial summary form for previous year - even if N/A

Enrollment Process

- ✿ Enrollments are done online at www.4honline.com.
 - Click on the State of Colorado on the Map
 - Create a log-in using an email the family checks regularly
 - Enter Family Information first
 - Then enter each member of the family after that
 - Enrollment help is located at <http://www.coopext.colostate.edu/tra4h/traforms.htm>.
 - Call the Extension Office with any questions
- ✿ Need Literature - ONLY IF THEY NEED MANUAL - A record book is provided online or in the Extension Office
- ✿ Leaders must also re-enroll each year
 - New leaders must fill out the enrollment application first.
- ✿ All required forms and payment must be turned in.
 - Each County is different so please contact the Extension Office to find out what forms are required
- ✿ Full or partial scholarships available upon request

After Enrollment

- ✿ Extension Office will order literature for leaders and members.
- ✿ Leaders will receive a list of materials ordered for each member and leader.
- ✿ Literature will be delivered directly to organizational leaders.
- ✿ Leaders are to check what was ordered and what was actually sent.

- Must notify Extension Office of discrepancies within two weeks of receiving order
- ☘ Leader is to distribute literature to club members and leaders as soon as possible.
- ☘ If a member drops out, return their literature to the Extension Office so it can be used for someone else to save money.
- ☘ Must enroll by May 1st to be eligible to show at County Fair.
- ☘ If a member does not drop, they must still turn in their completed record books by the deadlines to show the same specie or project next year.
- ☘ It is leader's responsibility to review books to make sure they are up to date.

Enrollment will not be accepted unless fee is paid and all required forms are complete at the time the form is turned in

Must drop or add projects by May 1st

Section VII...

4-H Finances: Accountability and Reporting

Colorado 4-H Fact Sheet

Colorado State University
Extension 

Tax Exempt Status for Colorado 4-H Clubs and Groups

As the central organization for the Colorado 4-H Group Exemption (GEN 5947), the Colorado 4-H Foundation, along with the Internal Revenue Service (IRS) have determined that Colorado chartered 4-H clubs and groups under the control of Extension are eligible for inclusion as a subsidiary of the Colorado 4-H Foundation exemption from federal income tax under the provisions which correspond to section 501(c)(3) of the IRS Code. This means that:

- ❖ formally authorized 4-H groups are exempt from paying federal income tax on funds on behalf of 4-H; and
- ❖ donors may deduct contributions to 4-H clubs and groups as applicable under the IRS Code.

The tax exempt status addresses only federal income tax and does not provide exemption from any state or local taxes.

Definition of a Colorado 4-H Organization Qualified to be a Subsidiary

Any organization that functions for the purpose of furthering 4-H objectives and programs, that has been formally authorized to use the 4-H name and emblem, and if officially chartered by the Colorado 4-H program. This includes, but is not limited to, local 4-H clubs; county, regional or state councils and committees. It *may* also include county or regional foundations and groups when they operate under the guidance and control of Extension.

- ❖ According to the IRS, to be included as a subsidiary, a 4-H group must be under the guidance and control of Extension. This means that affiliated groups that function under the authority of their own Board of Directors would not qualify for inclusion. Those groups must establish their own tax exempt status and must enter into a Memorandum of Understanding with Extension and under some circumstances, with the Colorado 4-H Foundation.
- ❖ The IRS does not recognize a single family group as a qualified subsidiary for inclusion. Inclusion of independent groups or families under the GEN potentially jeopardizes the tax exempt status granted to the Foundation.

For a 4-H club or group to be eligible for inclusion under GEN 5947, they must be officially recognized with both a United States Department of Agriculture (USDA) charter and a Colorado 4-H charter. In accordance with the IRS Publication 4573, the central organization that holds a group exemption (rather than the IRS) determines which organizations are included as subordinates under its group ruling.

All Colorado 4-H clubs/groups are required to charter annually. See the Instructions for Chartering document for more information about the club/group requirements to be recognized as a subordinate of the Colorado 4-H Foundation. Only those clubs/groups in compliance will be recognized as subordinates and granted inclusion in the GEN.



4-H MONEY MATTERS FACT SHEET 1

4-H MONEY BASICS

April 2012

4-H Money Basics provides a general overview of best practices and guidelines for handling 4-H money. This is the first in a series of *4-H Money Matters Fact Sheets* for 4-H Youth Development volunteers. The series will cover a variety of facts, tools and links to additional information with the goal of helping volunteers ensure that 4-H money is safe and accountable.

4-H Money = Public Funds

- A 4-H Charter is the only document that officially recognizes a 4-H Club or Group and authorizes their use of the 4-H Name and Emblem to conduct 4-H Youth Development programs.
- All money received by a 4-H Club or Group is public money because 4-H is a public organization.
- Federal regulations governing the continued use of the 4-H Name and Emblem require annual financial reporting and accountability.
- Funds raised in the name of 4-H must be publicly accountable and must be used for 4-H educational purposes.
- All moneys received from 4-H fund raising programs, except those necessary to pay reasonable expenses, must be expended to further the 4-H educational program.
- The 4-H treasurer is responsible to all members, volunteer leaders, 4-H Youth Development agent, and the public.
- CSU Extension has oversight for 4-H programmatic and financial accountability.

Managing 4-H Money

- 4-H funds must be deposited in a FDIC or NCUA insured public financial institution in an account bearing the 4-H name.
- An Employer Identification Number (EIN) is needed to open a checking or savings account. This is the Federal Identification Number. Work with the 4-H Youth Development Agent when applying for an EIN number. Personal social security numbers are never to be used on any 4-H financial account.
- The 4-H Club or Group should develop an annual budget. The budget is used by members, treasurers and others for planning expenses and paying bills. A budget should represent a reasonable expectation of projected expenditures and income for the 4-H Club and Group. A budget must be approved by the members.

Best Practices

- The treasurer position in a 4-H Club or Group is a youth position. This is a valuable youth leadership role.
- Checks should require two (2) signatures: the club treasurer and an adult volunteer leader. The two signatories should not be related to each other.
- Use good money handling practices:
 - Write a receipt for all monies received. The receipt should include the amount, source of the funds (such as a car wash or book sale), the date, and the name of the person making the payment. Receipts are back-up records for bank deposits made. Receipts should become a permanent part of the club files.
 - Deposit all monies into the bank account promptly.
 - Pay all bills promptly.
- Members need to approve payments. This is done through the approved budget. If the payment is outside the approved budget, a vote is needed by the membership at the next meeting.
- A payment approval form should be used and the receipt from the purchase should be attached.
- Financial records should be kept up-to-date and reported at each 4-H Club or Group meeting.

Fund Raising Guidelines

- Money raised in the name of 4-H must be used for 4-H educational purposes.
- Fund raising should only be conducted to meet a specific 4-H Club or Group educational goal.
- Generally, money raised during the year should be spent that same year.
- Discuss fund raising plans with the 4-H Youth Development Agent.
- Check with the 4-H Youth Development Agent before putting the 4-H Name and Emblem on any item you intend to sell for profit. See the [4-H Name and Emblem website](#) for additional help.
- In connection with 4-H fundraising purposes, the following disclaimer must be used on products or services offered for sale: "A portion of the sales price of this product or service will be used to promote 4-H educational programs. No endorsement of the product or service by 4-H is implied or intended."

- If a 4-H Club or Group is considering a major expenditure (over \$500) or purchasing capital equipment (an asset which has a useful life of more than one year) the 4-H Club or group must secure written approval from the 4-H Youth Development Agent prior to the purchase of the item.

Financial Reporting

- A financial report should be made to members at every meeting.
- The 4-H Club or Group Annual Financial Report must be submitted on time each year to the 4-H Youth Development Agent as part of the annual 4-H Charter Renewal packet.
- The Colorado 4-H fiscal year is July 1 through June 30.
- If a 4-H Club or Group has excess funds a plan to spend down the funds must be put in place with the 4-H Youth Development Agent.

State Tax Facts

- 4-H Clubs and Groups are eligible to receive and use a Colorado 4-H Foundation sales tax exempt number. To obtain a sales tax exempt certificate, contact the 4-H Youth Development Agent.
- When the sales tax exempt number is used, you do not pay sales tax on purchases made for the 4-H Club or Group.
- 4-H Clubs and Groups may or may not have to charge sales tax on fund raisers. Contact the county 4-H Youth Development Agent for more information.

Dissolution Clause

- All 4-H entities need to include the following dissolution clause in their bylaws or guidelines:
Upon dissolution of the 4-H club, any assets must be turned over to a recognized 4-H club or group, with the approval of the county 4-H Youth Development Staff.

Discuss Money with Your 4-H Club or Group

- Members should vote on dues annually.
- Members should decide if fund raising is needed to have funds for their planned activities.
- Members should approve a budget.

For More Information

- www.Colorado4-H.org: Colorado 4-H website
- 4-H National Headquarters (<http://www.national4-hheadquarters.gov/>) provides the national 4-H policies including the regulations regarding use of the 4-H Name and Emblem.

Additional 4-H Money Matters Fact Sheets

- 4-H Money Matters Fact Sheet 2: Financial Accountability
- 4-H Money Matters Fact Sheet 3: Managing 4-H Money
- 4-H Money Matters Fact Sheet 4: Fund Raising
- 4-H Money Matters Fact Sheet 5: Audits for 4-H Clubs and Groups
- 4-H Money Matters Fact Sheet 6: Annual Financial Report
- 4-H Money Matters Fact Sheet 7: Excess Funds and 5-Year Plans

Developed by René L. Mehlberg, Winnebago County 4-H Youth Development Educator and Sue Pleskac, 4-H Volunteer Specialist, UW Extension.
Adapted for Colorado 4-H with permission 11/14.



4-H MONEY MATTERS FACT SHEET 2

FINANCIAL ACCOUNTABILITY

April 2012

4-H Money = Public Funds

- A 4-H Charter is the only document that officially recognizes a 4-H Club or Group and authorizes their use of the 4-H Name and Emblem to conduct 4-H Youth Development programs.
- All money received by a 4-H Club or Group is public money because 4-H is a public organization.
- Federal regulations governing the continued use of the 4-H Name and Emblem require annual financial reporting and accountability.
- Funds raised in the name of 4-H must be publicly accountable and must be used for 4-H educational purposes.
- All moneys received from 4-H fund raising programs, except those necessary to pay reasonable expenses, must be expended to further the 4-H educational program.
- The 4-H treasurer is responsible to all members, volunteer leaders, 4-H Youth Development Agent, and the public.
- Colorado State University Extension has oversight for 4-H programmatic and financial accountability.

Accountability for Colorado 4-H Funds

- The 4-H Name and Emblem are protected by federal law (1948: Public Law 772, protecting the 4-H Name and Emblem, giving it a higher order of protection than a trademark or copyright). The USDA, United States Department of Agriculture, is responsible for overseeing its proper use.
- At the state level, the Director of Extension and the State 4-H Youth Development Program Director are responsible for authorizing and monitoring the use of the 4-H Name and Emblem, including the charter and renewal process. This includes educational programs and financial accountability.
- At the county level, the 4-H Youth Development Agent is responsible for authorizing and monitoring the use of the 4-H Name and Emblem. This includes both educational programs and financial accountability.
- 4-H members and volunteers are permitted to use the 4-H Name and Emblem if they are part of a 4-H Club or Group that is officially chartered by CSU Extension 4-H Youth Development. Permission to use the 4-H Name and Emblem and 4-H Charters may be revoked at any time.
- Each 4-H Club and chartered Group is accountable to the CSU Extension 4-H Youth Development Program and the Colorado 4-H Foundation for its educational programs and finances. All 4-H Clubs and Groups are accountable to federal and state government and must follow IRS rules and guidelines. The Colorado 4-H Youth Development Policies provide the guidance to 4-H Clubs and Groups for this compliance.
- 4-H Clubs and Groups are nonprofit groups as provided through a General Exemption granted by the IRS.
 - The general exemption recognizes a group of organizations as federally tax exempt if they are affiliated with a central parent organization. This avoids the need for each organization to apply for exemption individually.
 - The Group Exemption Number (GEN) has the same effect as an individual organization but the subordinates of the parent organization do not have to file reports with the IRS separately.
- The 4-H Charter and Annual Renewal process identifies and acknowledges 4-H Clubs and Groups as subsidiaries of the Colorado 4-H Foundation and grants the rights and responsibilities of the nonprofit status to them.
- As a subsidiary, 4-H Clubs and chartered Groups are exempt from paying federal income tax on funds raised on behalf of 4-H to support youth educational programs. Donors may deduct contributions to 4-H Clubs and Groups as applicable under the IRS codes. This includes gifts, bequests, legacies, transfers, etc.

Changes in the Colorado 4-H Youth Development Policies Financial Policies

- Since 1948, USDA through 4-H National Headquarters held the GEN for 4-H. All chartered 4-H Clubs and affiliated 4-H organizations were considered subsidiaries.
- With the passage of the 2006 Pension Protection Act, the financial accountability for all charities and non-profits were called into question and the rules and regulations adjusted accordingly.
- In 2010, CSU Extension 4-H Youth Development was informed that the GEN held by USDA through 4-H National Headquarters would be sunsetted. Each state was required to submit a plan for providing the federal tax exempt status for their own 4-H Clubs and Groups that complied with federal and state laws.
- CSU Extension and the Colorado 4-H Foundation determined that the Foundation would apply for a GEN to cover Colorado 4-H Clubs and Groups.

- Changes in the Colorado 4-H Youth Development Policies/Financial Policies have occurred to ensure:
 - Safety and accountability for volunteers, members, and 4-H funds and assets.
 - Rules and regulations are in place to ensure the proper use of funds.
 - Programmatic and fiduciary responsibility required for the use of the 4-H Name and Emblem are in place.
 - Compliance with current federal and state laws for nonprofit, non- foundation status, financial accountability and General Exemption Number and IRS reporting.
 - Prevent 4-H Clubs and Groups from losing nonprofit status and accidentally become classified as a private foundation. The burden of proving the status of a nonprofit lies with the 4-H Club or Group.
 - If a 4-H Club or Group loses its nonprofit status or becomes classified as a private foundation, it will no longer be covered under the General Exemption Number for Colorado 4-H Clubs and Groups and will lose its 4-H Charter. It will not have the protections and support of the University. The 4-H Club or Group will not be able to use the 4-H Name and Emblem or function as a 4-H group.

Responsibilities for 4-H Money

Who	Responsibility	Accountable To
4-H Club or Group Treasurer	Proper handling of 4-H money including keeping accurate books and reporting to membership	4-H members
4-H Volunteer Leader(s) with oversight for the 4-H Finances	Ensure proper handling of 4-H money, support 4-H treasurer, complete annual financial reports, make sure Colorado 4-H Youth Development Financial Policies are implemented, follow state and federal laws in regard to handling 4-H money	4-H Club or Group and 4-H Youth Development Agent
4-H Club, Board, Committee or Group	Support treasurer and volunteers working with club or group finances; ensure all 4-H clubs and groups are in compliance with Colorado 4-H Youth Development Financial Policies; review and ensure that Annual Financial Reports are complete and accurate	4-H Youth Development Agent
4-H Youth Development Agent	Support and educate volunteers on 4-H financial practices; ensure all 4-H clubs and groups are in compliance with Colorado 4-H Youth Development Financial Policies; review and ensure that Annual Financial Reports are complete and accurate; complete 990 for groups as needed; complete reporting to the state on the 4-H Club and Group Data	4-H Youth Development Program Director

For More Information

- 4-H National Headquarters (<http://www.national4-hheadquarters.gov/>) provides the national 4-H policies including the regulations regarding use of the 4-H Name and Emblem.

Additional Money Matters Fact Sheets

- 4-H Money Matters Fact Sheet 1: 4-H Money Basics
- 4-H Money Matters Fact Sheet 3: Managing 4-H Money
- 4-H Money Matters Fact Sheet 4: Fund Raising
- 4-H Money Matters Fact Sheet 5: Audits for 4-H Clubs and Groups
- 4-H Money Matters Fact Sheet 6: Annual Financial Report
- 4-H Money Matters Fact Sheet 7: Excess Funds and 5-Year Plans

Developed by Sue Pleskac, 4-H Youth Development Specialist, UW-Extension. Adapted with permission for Colorado 4-H, 11/14.



4-H MONEY MATTERS FACT SHEET 4

4-H FUND RAISING

April 2012

Purpose of Fund Raising

Fund raisers should promote healthy youth development. In addition to raising funds, the project should be one in which 4-H members can have an educational experience and learn life skills. Fund raising should only be conducted to meet a specific goal established through broad input of a 4-H organization's membership. The need for fundraising should be identified through the 4-H Club or Group's annual budget development and approval process. Generally money raised during the course of the 4-H fiscal year should be spent that same year unless it is for a long term long range goal, such as the establishment of an endowment fund.

Fundraising for a long term objective must be for a specific youth development goal and requires a plan with specific steps. 4-H Clubs and Groups cannot hold excess funds beyond the defined limits.

Guidelines for Fund Raising

- All money raised using the 4-H Name and Emblem must be used for 4-H activities. Because the funds are publicly accountable, they must be used to pay for educational programs, activities, workshops or supplies. Funds raised in the name of 4-H become the property of 4-H (4-H funds are not the property of individuals who may have helped raise the funds). Funds are not to be raised in the name of particular individual (member or leader). They must not be used for personal financial gain for any individual. Pocket money, personal items and souvenirs are not legitimate uses of money raised in the name of 4-H.
- At the 4-H Club or Group/Committee/Council level, members should approve the fund raising goal and the fund raising project being undertaken. Fund raising should not be the main focus of group activities nor exclude any individual from participating. 4-H Clubs and Groups are expected to support the financial needs of the total group and when possible, assist with participant costs with county, state, and national programs.
- To ensure safety for 4-H members and leaders, door-to-door solicitation is discouraged. Individual solicitation should be done with family and friends.
- All funds raised become part of the club's treasury and should be handled in accordance with the guidelines specified in the 4-H Club Treasurer Handbook. It is important to have accurate records of the funds raised.
- Check with local and state authorities on health, licensing, labeling, labor and tax laws.
- Fund raising must not be used to endorse, or imply endorsement, of a particular business or product.
- If a 4-H organization intends to raise funds in partnership with another organization, the purpose of the fundraising should be clearly communicated at the time the fund raising is conducted. For example, if a county horse project wants to raise funds to build a horse barn on the county fairgrounds, the fund raising information should clearly communicate the funds raised by the 4-H horse project will be donated to the county fair to provide funds to build a new horse barn on the fairgrounds.

Use of the 4-H Name and Emblem in Fund Raising

There are rules about the use of the 4-H Name and Emblem in fund raising. The 4-H Youth Development Agent needs to review the fund raising plan prior to placing the 4-H Name and Emblem on a product for sale. The nature of the product, scope of the fund raising project and location of the vendor are all considerations in determining if approval can be granted at the local level, or if approval is needed on the state or national level. Anyone wishing to use the 4-H Name and Emblem in a way that does not specify a local or state program, should seek authorization to use the 4-H Name and Emblem from National 4-H Headquarters at USDA. Information on using the 4-H Name and Emblem is located at: http://www.national4-headquarters.gov/emblem/4h_name.htm.

For More Information

- 4-H National Headquarters (<http://www.national4-headquarters.gov/>) provides the national 4-H policies including the regulations regarding use of the 4-H Name and Emblem.

Section VIII...

Calendar and Events

Calendar and Events

4-H Year:

- ✿ October 1st through September 30th

October:

- ✿ National 4-H Week
- ✿ Achievement Nominations Due
- ✿ Mesa Achievement Interviews
- ✿ Colorado Leadership Camp
- ✿ Leader Appreciation Nights
- ✿ Delta Achievement Dinner

November:

- ✿ Mesa Achievement Dinner
- ✿ Montrose Achievement Dinner
- ✿ Ouray Achievement Dinner

December:

- ✿ Leader Appreciation Nights
- ✿ Club Parties

January:

- ✿ Council Officer Retreats and Training
- ✿ Leadership Development Conference
 - Registration due in early January

February:

- ✿ Delta, Montrose and Mesa Beef Weigh-in
 - Enrollment and Primary care for beef kids required prior to weigh-in
- ✿ The First is the **LAST** day for re-enrollments
 - \$10 late fee for all re-enrolling members after this date
- ✿ Citizenship Washington Focus Applications due in early February
- ✿ Youth Fest Applications due in early February

March:

- ✿ District 10 Meeting in early March
- ✿ IFYE Visits the TRA
- ✿ Ouray Beef Weigh-in
 - Enrollment and Primary care for beef kids required prior to weigh-in

April:

- ✿ Ouray Beef Weigh-in
 - Enrollment and Primary care for beef kids required prior to weigh-in
- ✿ Delta Swine Weigh-in
- ✿ First round for Meat Quality Assurance (MQA)
 - All 1st year members, must be taken once as a junior and once when enrolled as a senior
 - Pork Quality Assurance (PQA) for the Colorado State Fair is required each year
 - The TRA MQA satisfies the PQA
 - One night for each county in the Tri-River-Area (TRA)

May:

- ☘ Enrollment Deadline is **May 1st by 4:30pm**
 - This is so that a member can compete at the county fair
 - If May 1st falls on a weekend than it is the first business day following
- ☘ Primary Care Forms must be turned in and approved by May 1st
- ☘ Montrose and Mesa Swine Weigh-in or Tag-in
- ☘ Ouray Swine, Sheep and Goat Tag-in
- ☘ Montrose, Mesa, and Delta Sheep and Goat Weigh-ins
- ☘ Last round for MQA trainings
 - One night for each county in the Tri-River-Area (TRA)
- ☘ State Conference Registration Due
- ☘ Horse ID's Due May 1st
- ☘ Dog Certificates Due May 1st

June:

- ☘ Livestock Field Day held in Early June
- ☘ Third Full week is State Conference
 - In Ft. Collins, Colorado State University
- ☘ Last Working Day in June - Montrose Fair Pre-Entries Due

July:

- ☘ Early July - Mesa Fair Entries Due
- ☘ Early July - Delta Fair Entries Due
- ☘ Mesa and Montrose County Fairs the end of July

August:

- ☘ Early August - Ouray County General Exhibit Day
- ☘ Delta County Fair is the first full week of August
- ☘ Ouray County Fair is always Labor Day Weekend

September:

- ☘ 4-H Club Annual Chartering Paperwork is due
- ☘ Livestock and Horse Record Books are due
 - As well as any record book that was not judged at the County Fair

Section IX...

Colorado 4-H Youth Development Policies

Colorado 4-H

Youth Development Policies

2014-15

This publication is a summary of state level policies for the Colorado 4-H Youth Development Program. This publication will be reviewed annually by the Colorado 4-H Roundtable. This policy manual addresses topics usually associated with delivery of 4-H programs in the organized club setting. However, many items may also pertain to other 4-H delivery methods. The seven 4-H delivery methods include organized clubs, school enrichment, special interest/short term programs, school-aged child care, camping, instructional television/web and individual study. More information can be found on our web site at:

<http://www.colorado4h.org>.

These policies are minimum requirements that apply to all 4-H programs. Counties may have stricter policies.

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Colorado 4-H Vision

A world in which youth and adults learn, grow, and work together.

Colorado 4-H Mission

4-H empowers youth to reach their full potential by working and learning in partnership with caring adults.

Organization and Administration

The Cooperative Extension System (CES) was established when the U.S. Congress passed the Smith-Lever Act in 1914. CES educational programs are centered in the land-grant university in each state. Major program areas are agriculture, family and consumer sciences, 4-H youth development, natural resources, and community development. Colorado State University is the land-grant institution responsible for the administration of the Extension program in Colorado. The State Extension director is ultimately responsible for the administration of all Extension programs. Administration of the 4-H program is delegated to the State 4-H Program Leader. Funding for CSU Extension faculty and support staff is provided by federal, state, and county sources.

4-H Membership/Age

4-H age is the age of the individual on December 31 of the current 4-H year. The 4-H year runs from October 1 to September 30.

- Cloverbud: 5-7 years old
- Junior member: 8-10 years old
- Intermediate member: 11-13 years old
- Senior member: 14-18 years old
- Adult leader: 19+ years of age. Some leader positions require a minimum age of 21.

Requirements to Join 4-H

- Be of the appropriate age as listed previously.
- Complete 4-H member enrollment form.
- Enroll in at least one 4-H project per year.
- Sign a 4-H member Code of Conduct form.
- Pay state and local 4-H fees (scholarships may be available based on need).

4-H Project Completion Requirements

- Participate in a 4-H related (subject matter or audience) demonstration or other speech-arts presentation.
- Participate in a 4-H sponsored community service activity.
- Complete any county level requirements such as a record book, exhibit, etc.

Requirements for Receiving a USDA

4-H Charter

Establishing a new 4-H club requires applying for a USDA Charter. The requirements for receiving a charter include:

- Recommended membership of at least five youth from at least 2 different families.
- Having a local leader guide the club.
- Officers, a constitution, and bylaws.
- A written plan of activities.
- Holding regular meetings.
- Conducting or participating in an achievement event.

Applications should be signed by the club leader, club president and county agent and submitted to the State 4-H Office.

The USDA 4-H charter, once issued, is valid for as long as the 4-H entity receiving the 4-H charters exists.

4-H Club/Group Annual State Chartering

All 4-H clubs/groups must be chartered annually by the Colorado State 4-H Office to be recognized as an authorized Colorado 4-H club/group. Required chartering documents include:

- Annual Charter Application
- Constitution and bylaws that indicate the club will comply with federal, state, and local requirements for non-profit, educational program status. The dissolution clause must indicate the recognized 4-H organization the remaining funds will be dispersed to.
- Year-end financial report and bank statement.
- EIN verification letter from the IRS.
- Annual review of club/group fund.

- Annual proposed budget.
- Annual plan of activities.
- Affirmative Action Report. Clubs are required by law to be open for membership to all youth of eligible age regardless of race, color, gender, national origin or disability.

4-H Events/Chaperons

- All participants at overnight 4-H events must have a current health form and code of conduct.
- All chaperons must be 21+ years of age.
- Staffing (adult chaperons, agents, etc.) of events will meet the following ratios:

Minimum

Age of Youth # of youth # of adults

6 - 7 6 1

8 - 10 8 1

11 - 13 10 1

14+ 12 1

Child Protection

- Extension staff and adult and youth volunteers are expected to report suspected or observed child abuse or neglect. The person who has observed the behavior makes the report.
- When there is reasonable cause to suspect abuse or neglect, it must be reported within 24 hours.
- Individuals reporting in good faith are provided immunity from civil or criminal liability.

Alcohol

- The Colorado 4-H Youth Development Program has no tolerance for the possession or use of alcohol or other illegal drugs at youth events. 4-H prohibits the unlawful distribution, dispensation, possession, or use of controlled substances, illegal drugs, and alcohol by youth or adults.
- Searches of personal rooms, vehicles and belongings may occur and law enforcement will be called if necessary.

4-H Driving Policy

- Youth may not drive passengers to out-of-county events without written permission

from the parents of the driver and passengers.

- Youth who drive to an event must receive permission from the 4-H agent or adult in charge to continue use of the vehicle during the event.
- All drivers must be in compliance with State of Colorado laws, including but not limited to: a valid driver's license, adequate insurance and seat belt use. Furthermore, it is expected that any vehicle used to transport 4-H members is maintained so that it is "safe and reliable" for the conditions, weather and distance in which it is to be driven.

4-H Member in Good Standing

- Participation in certain county, state regional and national events is limited to those members who are in "good standing" with their local 4-H club and county. This includes abiding by the 4-H Code of Conduct, meeting deadlines, attending a majority of club and project meetings, and completing at least one project.

Regional and National 4-H Events

- Youth may attend a regional or national 4-H event/conference/contest only once per qualifying activity.
- Youth must be members in good standing.
- Participants must be certified as official participants by the State 4-H office.

4-H Name & Emblem

Only 4-H clubs, enrolled 4-H members and leaders may use the 4-H name and emblem (the 4-H Clover).

Other uses must be authorized by the State 4-H Program Leader.

Volunteers

The volunteer leader is the heart of the 4-H program. A leader serves in a multitude of roles. These range from working at the club level to supervising other volunteers at the county, regional, or state level. Formally organized groups of volunteers and Extension agents serve in advisory roles to administrators. Their counsel is sought in determining priorities and content for program development. They assist

with carrying out the 4-H mission.

The purpose of the 4-H program is positive youth development. All decisions and actions carried out on behalf of the 4-H program should keep this goal in mind at all times. Negative or abusive treatment of youth, by staff or volunteers, will not be tolerated. Even though adult volunteers are an essential part of the 4-H program, the focus of the program is at all times on positive youth development.

All 4-H Volunteers will:

- fill out a volunteer application form, including references.
- undergo a national background check.
- complete and sign a 4-H leader enrollment form on an annual basis.
- complete a face-to-face, on-line or selfstudy orientation to 4-H.
- comply with federal, state, and local reporting and accountability requirements, including 501(c)3 non-profit, fiscal, EEO/Affirmative Action, etc.
- serve at the request of CSU Extension and that request can be withdrawn at anytime for any or no reason.
- Volunteers not enrolled in 4-H for one year or longer will be required to re-apply and complete all new volunteer requirements.
- All volunteers will comply with the 4-H Code of Conduct.
- Authorized volunteers are protected from liability under the Governmental Immunity Act (24-10-101CRS et seq) and the Risk Management Act (24-30-1502CRS et seq). Liability protection is provided only for actions within the scope of responsibility and as long as such actions are not willful and wanton. The performance of any “job” or in any position must be for the benefit of, at the request of, and under the supervision of the state.
- Transfer of a volunteer leader from one county to another requires approval from both counties.

Independent Membership

The 4-H Youth Development Program is an opportunity for CSU Extension to provide an educational environment for the positive development of diverse youth to enable them to realize their full potential. The 4-H club is the foundation for this environment, and potential

members are strongly encouraged to use all of their resources in an attempt to find a club compatible to their educational needs, life-skill development and family situation. However, this may not always be possible. Therefore, the following set of criteria is used to determine candidacy of individual youth for independent membership in county 4-H Youth Development programs. Each request for independent membership will be reviewed on an individual basis by professional staff members of the local CSU Extension office and/or by the appropriate county committee. Also, county level 4-H programs can opt to not allow any independent memberships. Reasons for independent membership include but are not limited to:

- living outside a 25-mile (one-way) driving distance of an existing 4-H club
- lack of transportation to 4-H club meetings due to personal circumstances (including parental health or the work schedules of parent(s) or guardian(s))
- personal safety or health of potential member
- irreconcilable conflicts with available 4-H clubs

Requirements for county 4-H independent members:

- Submit application and written plan of work including learning objectives of what the member is to accomplish in his/her project work. The plan of work must include a community service project.
- Written reports will be required from the member on specific dates as set by the county program.
- An on-site visit may be conducted by a local CSU Extension agent with proper notification of the independent member.
- The independent member and his/her family will abide by all county and state 4-H Youth Development policies and rules applicable to members of the 4-H Youth Development organization.
- Independent memberships will be reviewed annually to determine whether conditions still exist to qualify the members for this membership classification.
- Members or families not abiding by these policies will forfeit the opportunity to participate as independent members in the specific county 4-H Youth Development

program.

- A parent or guardian must enroll as a 4-H Youth Development leader and participate in the county leader qualification program.

4-H Membership in a County Other than the County of Residence

Youth participate in 4-H by belonging to a 4-H club, or any recognized unit of 4-H participation, usually in his or her county of residence. The following policy is observed when this is not the case:

- Youth may join and enroll in projects in only one county at a time.
- Youth may participate as a 4-H member in only one county fair per enrollment year, and exhibit a given project in only one county per enrollment year.
- Membership can be transferred from one county to another when the family moves, when the 4-H member lives part of the year in one county and part of the year in another county, or as other situations arise.
- Written approval by the county Extension offices in both counties is required to facilitate the transfer.
- When a situation exists that necessitates change of residence in mid-year, state and local 4-H fees will be assessed in both counties.
- Should a county Extension program close, 4-H members residing in that county will not be allowed to join 4-H in another county unless they have been enrolled in another county's 4-H program prior to the closure of the Extension office in the county of their residence.

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 other 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 Cloverbud 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 5- to 7-year old child.

Participation, safety, personal development, learning and fun are the highest priorities in providing 4-H Cloverbuds programs. The policies, guidelines for the Cloverbuds 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.

Components of the Cloverbuds 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.

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.

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 or older children, with the majority of funding issues handled by adults.

Animal Project Related Policies

Please note that violation of these requirements may result in disqualification of all livestock projects for that year.

• **Animal Care and Housing**

All 4-H members with livestock and horse projects will be required to have a completed, signed, and approved “Animal Care and Housing Form for Colorado 4-H Livestock Projects” on file at their county Extension office at time of enrollment. It is highly recommended that Colorado 4-H livestock project animals (beef and dairy cattle, sheep, swine, goat, poultry, llama and horse) have a premises registration with the Colorado Department of Agriculture.

• **Helmet Policy for 4-H Horse Projects**

A certified equestrian helmet with safety harness fastened in place is required in over fences classes and gymkhana events, activities and practice sessions. Gymkhana generally refers to horseback speed events

(timed or un-timed) that do not use livestock. Events that usually fall in this category of events include, but are not limited to: barrel racing, pole bending, keyhole race, stake race, rescue race, pony express race, etc. Events that are not intended to be included in the new policy are events such as calf roping, team roping, goat tying, and team penning that may be timed but use livestock.

It is the responsibility of the parent or guardian of the 4-H member to see that the headgear worn complies with such standards and is in good condition. The State 4-H office encourages the use of ASTM certified/SEI approved safety helmets in all equine events. Protective headgear may be used in all classes and shall not be discriminated against.

Helmet use is encouraged in all 4-H horse activities. Counties may establish more stringent policies regarding helmet use.

• **Colorado Animal Tampering Laws** –

Compliance with all Colorado laws prohibiting tampering with or drugging of livestock and/or sale of adulterated meat is mandatory for any 4-H member and/or family member enrolled in a 4-H livestock project. If there is evidence of physical alteration of a project animal to fraudulently misrepresent that animal, illegal drug residue in an animal, or violation of the 4-H Code of Conduct, a member may be classified as a “member NOT in good standing.” If classified as a “member NOT in good standing” the member can be prohibited from exhibiting livestock or participating in out-of-county 4-H activities for up to one year.

• **MQA Training Requirements** – 4-H members enrolled in market and/or breeding livestock projects who are ages eight to 14, or a first year 4-H member, must attend a *Meat Quality Assurance (MQA) program*. This means that a 4-H member who attends the program as a junior must attend the program again when he/she becomes a senior member. Those members not attending the program (for example, a 10 year old) are encouraged to complete a Quality Assurance Checklist. This is strictly a tool to review and improve

the overall management of the 4-H project. 4-H members will be required to attend MQA training twice during the course of their 4-H career – once as a junior and again as a senior. It is highly recommended that MQA and PQA training be completed at least 30-60 days prior to exhibition of animals.

4-H members enrolled in market and/or breeding livestock projects will sign a statement, via the Wholesome Meat Act Quality Assurance form, indicating their understanding of and compliance with the *Wholesome Meat Act* and that they have complied with the Ten Good Production Practices. Additionally, consequences for failing to comply with the Wholesome Meat Act/Rules of Competition/4-H Code of Conduct may result in removal from all 4-H livestock projects for the member/family. This statement must be filed every time the member signs up for a market livestock project. The MQA program suggests that records be kept on file for twelve months following the sale of the livestock.

The above mentioned guidelines are minimum standards, and agents or livestock committees may require more trainings as needed.

- **Animal Identification** – All market animals that are 4-H projects must be ***individually identified***; i.e., ear tags or other identification.

- **4-H Humane Animal Care Guidelines** will be reviewed and practiced by every person enrolled in or participating in 4-H livestock projects.

- **Primary Care of 4-H Animal Projects**

4-H members will provide the primary and continuous care of their project animals from project beginning to completion (ownership period). Market swine, market sheep, and market goat projects recommend a minimum 60 day ownership period, and market steers a minimum 120 day ownership period. Random checks are recommended regarding care and feeding of project animals during the ownership period. “Primary” care means there may be rare circumstances when the youth may not be able to provide the necessary care for the animal at a particular time, as in illness,

short vacations, etc. On such occasions, another individual may be called upon to provide “secondary” care. Members are required to complete the animal care and housing document.

- **Live Animal Selection for “Catch-it” Contests** – Colorado 4-H will not conduct any selection/qualification process involving live animals related to catch-it contests.

- **Certified Entries for Livestock Projects at State or National Livestock Shows** – 4-H members exhibiting animals at state or national livestock shows must be enrolled and be in good standing in the project at the county level.

Competitive Team Related Policies

- **Combining Teams from More than One County** - Combining Sr. team members from more than one county to form a team is not allowed at any state level contest EXCEPT as stated below:

- a) 4-H members from a county with no viable team program may combine with a county with a viable program. A viable team program is defined as one with a leader or coach willing to instruct and supervise team participants.

- b) Counties with viable team programs with fewer than four senior participants may combine teams.

- c) A “Declaration of Intent to Combine” must be presented to, and be approved each year, by the appropriate Colorado State University 4-H Youth Specialist by April 15 of the current year. Counties will not be allowed to combine if declaration has not been presented and approved by the deadline.

- d) All coaches and 4-H agents of counties involved must approve and sign the “Declaration of Intent to Combine.”

- e) Counties must combine within defined areas or the county with the closest viable team program.

- **Substitution for National Contests** - Winning teams participating in a national contest must include at least two of the original qualifying team members.

Colorado 4-H Shooting Sports Policies

• **Colorado 4-H Shooting Sports Instructor Certification** - A county 4-H shooting sports instructor is an individual who has completed a 15-hour, State 4-H sanctioned shooting sports training and certification workshop. County instructors are eligible to conduct county level 4-H Shooting Sports programs in the discipline in which they have been trained. The Colorado 4-H Shooting Sports Program requires the use of trained and certified 4-H instructors at the county level to operate a live-fire range or to conduct any class in which firearms or archery equipment are handled. In order to be certified as a 4-H shooting sports instructor in any discipline (rifle, shotgun, pistol, muzzleloader/blackpowder, archery, outdoor skills, and reloading) the following requirements must be met:

• **Age Requirement**

○ **Instructor:** must be at least 21 years old
○ **Assistant Instructor:** must be at least 18 years old, a 4-H member in a shooting sports discipline for a minimum of one year, and have attended a state training. They can only instruct youth under the direct supervision of an instructor and only if the instructor is present during the instruction.

○ **Teen Leader:** must be at least 14 years old, has leader approval, and has attended a state instructor training. Teen leaders only function under direct supervision of, and request of, a certified instructor who is present during the instruction. A teen leader is not to be in charge of a live-fire range.

• **Volunteers/Parents:** May be allowed to assist on the firing line with individual approval from both the county Extension agent and with approval of and under the direct supervision of a certified instructor in charge of the firing line at the time of instruction. Must be registered as a current adult 4-H leader in the county in which they are instructing.

• **County Level 4-H Leader Screening and Training** - Instructors and Assistant

Instructors older than 4-H age must be screened, trained, and appointed as a current 4-H leader through the local county Extension office before attending a State 4-H Shooting Sports workshop.

• **Certification at a State 4-H Shooting Sports Workshop**

○ Instructors must successfully complete a 4-H Shooting Sports Instructor Training session administered by and/or sanctioned through the State 4-H office.
○ Training will consist of a minimum of 15 hours of instruction in the use of National 4-H Shooting Sports curriculum, discipline instruction (rifle, shotgun, pistol, muzzleloader/blackpowder, archery, outdoor skills, and coordinator), safety, risk management, teaching methods, and 4-H program management.

• **State Team 4-H Shooting Sports Instructors**

○ 4-H Shooting Sports instructors must be trained and certified in the discipline that they are teaching at the county level.

○ State Team members must be trained and certified at a National 4-H Shooting Sports workshop in the discipline they are teaching.

• **State Shooting Sports Committee Membership** – membership on the state shooting sports committee is subject to approval by the state 4-H shooting sports coordinator and the Colorado State 4-H director.

• **Maintaining State 4-H Shooting Sports Certification** - To maintain certification an instructor/leader must be active two out of three consecutive years. If inactive for two consecutive years re-certification is required.

• **A State Team Member** is an individual who has completed a 40-hour National 4-H Shooting Sports workshop. State Team Member Shooting Sports Instructors are eligible to conduct 4-H Shooting Sports programs at the county level as well as train and certify instructors as part of the State Team.

• **State Contest Responsibilities** – Proposed rule and event changes will be reviewed by

the State Team and adopted during the State Team meeting. Any changes will be approved by the Director, 4-H Youth Development and/or his designee. The Director, 4-H Youth Development will appoint the state contest superintendent. The state contest superintendent will conduct the state contest in accordance with the current Colorado State Fair Exhibit Requirements, utilizing assistance as needed from State Team members and volunteers.

• **Attendance at National Invitational** - Only senior 4-H members in good standing participating in the state qualifying match are eligible to attend the National 4-H Invitational Shoot. Participants must also be enrolled in 4-H and the discipline they are competing in the year they participate at the National 4-H Shooting Sports

Invitational. They also must not have reached their 19th birthday before January 1 of the year the national event is held. State team members for each discipline will be determined at the state competition. Each team will be made up of the top 4 places with the 5th place as alternate. An individual may participate only once at the National level in any one discipline. The coach of the invitational team will be a certified instructor in the discipline in which they are coaching. The coach of the 1st place participant is eligible to be coach. If they decline the position moves down the placing until the position is filled. The Director, 4-H Youth Development or designee must certify all state teams, individuals, or groups attending regional or national 4-H events.

Effective October 1, 2014 through September 30, 2015 Revised 10/1/14

Section X...

County specific information and additions