

ARAPAHOE COUNTY 4-H

2009-2010 POLICIES & GUIDELINES

4-H YOUTH ENROLLMENT

4-H Enrollment Age

Any youth, 5-18 years of age as of December 31, 2009, may join 4-H.

- All children, ages 5-7, enroll in the non-competitive Cloverbud project, which explores a variety of 4-H topics.
 - Youth ages 8-18 enroll in 4-H projects of their choice
- Every member between the ages of 5 and 18 is a 4-H member. The number of years a youth has been enrolled will count from age five or whatever age they were when they enrolled.

Enrollment Materials

Enrollment materials are being picked up by club organizational leaders at the Achievement Program, Oct. 4. If your club does not receive the materials after the program, or if you need more forms, call Jean at 303-730-1920.

Member Enrollment Form & Fees

2009-2010 4-H enrollment fees are \$30 per member for three projects. This fee covers the state membership fee, project literature and accident insurance. Each additional project is \$5 per project.

Only 2009-2010 enrollment forms will be accepted. Parents must sign their child's enrollment form indicating they have read the 4-H Code of Conduct. Send the white enrollment form to the office with a check payable to ARAPAHOE COUNTY EXTENSION FUND.

Members not completing a project last year must re-enroll in that project again if they plan to do that project this year. If you have not received your enrollment forms, check with the club organizational leader or call Jean at the Extension Office, 303-730-1920.

If you have an email address, it is now a requirement to include it on your enrollment form. The Pipeline newsletter will be distributed electronically to the listed address on your enrollment form.

Member Enrollment Deadlines:

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| Re-Enrolling Youth & Leaders | Nov. 30, 2009 |
| Beef Projects | March 1, 2010 |
| Swine, Sheep, Goat, Poultry, Dog & Rabbit Projects | April 15, 2010 |
| New Members in Existing Clubs | April 15, 2010 |
| County Fair Exhibit Eligibility | May 1, 2010 |

Hunter Safety Classes

A Hunter Safety certificate is mandatory to participate in the Arapahoe County 4-H Shooting Sports program. For hunter safety classes and fees, call the Colorado Division of Wildlife at 303-291-7530.

Cloverbud Activity Sheets

When enrolling Cloverbud members, please indicate the activity area(s) they are interested in on the enrollment form. The activity areas are:

- AS – Animal Science
- EA – Expressive Arts
- HE – Home Ec.
- MS – Mechanical Science
- NS – Natural Resources
- PGD – Personal Growth & Development
- PSS – Plant & Soil Science
- ST – Science & Technology

4-H LEADER ENROLLMENT

Leader Enrollment & Fees

A \$5 enrollment fee is required for all returning leaders. There is a first time fee of \$15 for new leaders only. The leader insurance is optional: \$2 for horse leaders and \$1 for all other leaders.

All leaders, including family club parents, must complete an enrollment form. Leaders must re-enroll each year in order for the year of leadership to be recognized and to be able to order project literature.

Clubs are required to enroll all adults who will be serving as leaders or helping with special projects or activities. Project literature will not be sent until all fees are paid and literature will not be sent to new leaders until their volunteer application and references are on file.

New Leader Requirements

In order to be recognized as a volunteer 4-H leader in Arapahoe County, all new leaders, both traditional club and family club leaders, must complete the following requirements by June 1, 2010:

1. Complete and return the green volunteer application with complete addresses of three (3) references. Project literature orders will not be processed until the application is on file in the 4-H office.
2. Complete and return 4-H enrollment form each year.
3. Attend one of the 4-H new leader orientations offered at different times and locations throughout the 4-H year. These sessions last approximately 2 hours. Please call Shaylen at 303-730-1920 for scheduled orientations.
4. Pay \$15 enrollment fee.
5. Interview and background check.
6. Complete and submit a travel authorization form.

4-H LEADER INFORMATION

4-H Member/Leader Accident Insurance

The American Income Life Insurance policy carried for

injury related accidents for 4-H members and leaders is in effect only during authorized leader supervised 4-H club events. Only officially enrolled youth/adults are covered. The maximum amount of coverage per leader/member is \$1,500. 4-H member insurance fees are included in the enrollment fees each year. All project leaders, except horse leaders, may purchase this insurance yearly for \$1. The horse leader annual insurance rate is \$2.

Liability Insurance

Volunteers participating in official 4-H activities are protected from liability for injuries to others (person or property) by the self-insured liability program of the State of Colorado as long as acts of the volunteer are not willful and wanton.

Project Literature & E-Records

When the enrollments are in from your club, ideally before November 30, 2009, the organizational leader or other designated leader will set up an appointment with the 4-H Staff to pick up the manuals at the 4-H Office. If the office does not have the manuals at that time, the manuals will be ordered from the State office and sent to the organizational leader.

4-H Leader/Member Manual Recall

Please return all unused and borrowed 4-H project manuals to the Extension office. In order to keep member enrollment fees down and provide members and leaders with project literature at no additional fee, everyone is asked not to order project manuals they already have when they re-enroll this year. Make sure your manuals for projects are the current ones. See project update for changes.

Affirmative Action Forms- Club Constitution & By-Laws

All 4-H Clubs must submit an annual Affirmative Action form to the Extension office with club enrollments each fall. A current copy of each club's by-laws should also be on file in the Extension office. If your club does not have a set of by-laws, sample guidelines are available either at the office or in the club Secretary's book. Family Club applications must also be submitted with their plan of work along with the club's enrollment.

New Leader Assistance

Are you a new 4-H leader or thinking about becoming a 4-H leader? Shaylen is available to help you get started. If you have more questions than answers, schedule a time to come into the office. You can look through project manuals, ask questions and get assistance in completing forms. To schedule a time, call Shaylen, 303-730-1920.

4-H Club Staff Support

If you have questions about projects or enrollments and would like someone to attend your first organizational meeting or answer your questions, 4-H staff members are available to help. Call Shaylen or Larry at 303-730-1920.

Inquiries from Potential Members

Information is sent to individuals who inquire about 4-H. Our list of interested individuals covers most of Arapahoe

County. 4-H is a big commitment and these families need your support and encouragement to become involved in 4-H. Shaylen will coordinate with the appropriate leaders to contact potential members.

State 4-H Leader Newsletters

"4-H Leader Line" is a Colorado 4-H newsletter for leaders and is available at <http://4hweb.ext.colostate.edu/leaderline>. "4-H Update" is the state 4-H newsletter published weekly by the State 4-H office. It is available at no charge to 4-H leaders and members. To subscribe, send an email to: listserv@colostate.edu. No subject is needed, however, in the body of the message type: subscribe 4H-UpdateYour Name (example: subscribe4-H-UPDATEBrian Green).

2009 County Fair Books

The County Fair Book lists project exhibit requirements. There are few changes from year to year, with the exception of new projects, so it may help you to review the past year's Fair Book when choosing projects and planning exhibits for next year's fair, July 21-25, 2010 at the Arapahoe County Fairgrounds.

To Better Serve You - Please Call Ahead

The 4-H agents at the Arapahoe County Extension Office are dedicated to helpful service. To best meet your needs, please call in advance to schedule an appointment with a 4-H agent or to request any forms or literature be prepared for you to pick up. If you only need to drop something off, a call is not necessary. We can be reached at 303-793-1920.

Due to Arapahoe County security procedures, all visitors must check in at the front reception desk and the Extension Office will be notified that you are in the building.

FAMILY CLUB OR INDEPENDENT CLUB MEMBERSHIP TERMS & CONDITIONS

New Family Club Enrollment Deadline – May 1, 2010

The 4-H Youth Development Program provides 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. Members are encouraged to pursue all resources to find a club compatible to their educational needs, life-skill development and family situations. Arapahoe County recognizes that there are times when club membership is not an option. In these situations, members may enroll as a Family Club.

Following are the requirements that must be met to enroll as a Family Club:

1. Parents will explore all options and discuss club enrollment with 4-H staff before enrolling as a family club.
2. Submit a Family Club Application stating the plan of work, objectives of members' project work and community service plans.
3. A parent or guardian must enroll as a 4-H leader and fulfill county leader requirements. This includes submitting a volunteer application, listing three references, attending New Leader Orientation and paying an initial \$15 enrollment fee.

4. Family clubs and independent members will abide by all county and state 4-H policies and rules applicable to members of the 4-H organization including the 4-H Code of Conduct.
5. Family clubs and independent memberships will be reviewed annually to determine whether conditions still exist to qualify the members for this membership classification.
6. Members or families not abiding by these policies will forfeit the opportunity to participate as family members in the Arapahoe County 4-H program.
7. Written reports may be required from a Family club. A local Colorado State University Extension agent with proper notification to the Family Club may conduct an on-site visit.

ARAPHOE COUNTY 4-H FINANCIAL INFORMATION

Club Financial Summary- Due Jan. 1, 2010

A copy of your Club's 2009 financial summary needs to be on file in the Colorado State University Extension Arapahoe County.

An audit form will be mailed to all 4-H Club Organizational Leaders prior to November 30, 2009. Please have a committee of three club members and one adult (not a leader) directly related to the club do the audit for your club's account and complete the form. The form must be signed by the youth audit committee chairperson and the adult on the committee, dated and returned to the Extension Office. These forms are due to the Extension Office by Jan. 1, 2010. For more information about 4-H Club funds, call the 4-H office, 303-730-1920.

Club Treasuries

4-H Clubs are strongly encouraged to maintain their funds in a bank checking account. When money is raised or collected in the name of 4-H, accountability of the funds is required. This includes fundraisers.

The club treasurer easily maintains this accountability through the use of a bank checking account and a 4-H treasurer's book. The treasurer's book is available at the 4-H office. One is also issued to each 4-H club at the beginning of the 4-H year.

When a bank account is opened, banks require an Employer Identification Number (EIN). This can be applied for by using the SS-4 Form. If a 4-H club disbands, the money in the treasury must be distributed to a County or State 4-H organization or any tax-exempt organization. The money cannot be distributed back to individual members as it was raised and/or collected in the name of 4-H.

Employer Identification Numbers

All clubs with checking accounts must submit their EIN number to be on file in the 4-H office. Please record the club EIN number on your year-end audit forms, which will be sent prior to November 30, 2009.

Club Fundraising Regulations

Almost all 4-H Clubs will have a fund raising activity at least once a year. Before hosting a fundraiser, clubs should check with the Extension Office to see if what they are planning is legal. 4-H is a non-profit organization and because of State and Federal regulations, there are strict guidelines on what clubs can and cannot do for fundraisers. There are penalties for failing to comply with the regulations. For information, call the 4-H office at 303-730-1920.

4-H YOUTH AND CONTRACTS

In the state of Colorado, it is illegal for a minor to sign a legally binding contract, even if the individual's parent or guardian also signs. On contracts/leases that are intended to be legally binding (for instance, if individuals are leasing horses to 4-H'ers), only the parent(s)/guardian(s) should be signing parties. It is permissible to have an agreement between cooperators and 4-H youth regarding behavioral expectations of the youth, as they relate to care and treatment of animals, keeping records and exhibiting at the fair. If you have questions, please call Larry at 303-730-1920.

ARAPHOE COUNTY 4-H FOUNDATION PROGRAM FUNDING PROCEDURES

"Pay It Forward" Grant For 4-H Families

The Foundation has approved a "Pay It Forward" Financial Needs Grant to aid 4-H families in Arapahoe County. Arapahoe County 4-H families may apply for a one time financial needs grant of up to \$100.00 between September 1 and August 31 of the current 4-H year. These funds are for the sole purpose of aiding 4-H families with funds necessary for Arapahoe County Fair entry fees, and/or participating in 4-H contests and events, supplies and other items or fees deemed to be appropriate use of funds by the Arapahoe County 4-H Foundation. For more information and an application form, call 303-730-2335.

4-H Membership Scholarships

The Arapahoe County 4-H Foundation offers full and partial 4-H membership scholarships to eligible applicants. The scholarship is good for three projects. Applicants must be renewing their membership or submitting an application as a new member to be enrolled in the Arapahoe County 4-H Program.

Members re-enrolling in 4-H must have participated in the Arapahoe County 4-H Holiday Wreath and Garland sale and completed one or more projects in the last year and exhibited at the Arapahoe County Fair. Youth enrolling as new members, must participate in this year's 4-H Holiday Wreath and Garland sale.

"Growin' Greens" Matching Funds Program

The Arapahoe County 4-H Foundation knows how hard it is to raise money! Let it support your hard work by matching the money you raise up to \$500 per Arapahoe County 4-H club. Apply early; there are a limited amount of funds available per 4-H year (September 1 to August 31). Applications will be reviewed on a first-apply, first-serve basis.

Please note the following guidelines:

1. The money from the fundraiser (and the matching funds) must go to support a 4-H sponsored project at the club or county level. It cannot be used for individuals.
2. All projects, activities or member trips supported by these funds must be related to 4-H and should support 4 H group projects, educational activities, community service projects or social events which involve 4-H members.
3. The club is responsible for raising "new" money (i.e., it cannot be money that comes from a club's savings account). Whatever money is raised by your club will be matched dollar for dollar, up to \$500 per Arapahoe County 4-H Club per year.
4. Money received from the Arapahoe County Wreath Sales activities is not eligible for this program.
5. Action Plans for the fundraising activity must be submitted by May 1st of the 4-H year in which money will be raised and used.
6. The money raised and matched must be used within the 4-H year of the application. If the club does not complete the project as planned (see below), the money must be returned to the Arapahoe County 4-H Foundation. The money will be provided to the club after the Action Plan goals have been completed.
7. The Action Plan must be signed by a Club Leader.
8. An Arapahoe County 4-H Foundation trustee will be assigned as a mentor to each club to assist in the Action Plan completion process.

Action Plan Elements:

Pre Activity Requirements:

Submit an Action Plan for the fundraising activity that contains the following information:

- Club name
- Reason for applying
- Proposed project/activity plan
- Number of members involved/members in club
- Date money required/timeline: the club will set the timeline to raise the money AND to use the money.
- Amount of money proposed to be raised
- Leader's name and contact information.
- If club has identified a 4-H member to lead the fundraising activity, include that member's name and contact information.
- Leader's support, by signature on Action Plan.

Post Activity Requirements:

Submit a short but detailed summary report, to include:

- A report of completed activity and goals;
- Amount of project money raised;
- Anticipated project expense; and
- Photos.

Money will be provided to the club after the post-activity summary report has been reviewed and goals have been achieved. Contact Leigh Ann or Sally at 303-795-5144 for an Action Plan form or with any questions.

DRIVING/TRAVEL POLICIES FOR YOUTH & VOLUNTEERS

Snow/Inclement Weather

If it is after 4:30 p.m. and you are wondering if a County 4-H event is canceled because of bad weather, please call the Extension Office at 303-730-1920 and listen to the recorded message. Clubs are urged to make a decision about what they will do in bad weather conditions and communicate that decision to the club members.

Youth Driving Policy

To be covered by State of Colorado liability insurance, youth who drive to county and out-of-county events must be requested, in writing, to do so by the Extension agent responsible for the local 4-H Youth Development Program. Youth who drive to an event must receive permission from the 4-H Youth Development agent or adult in charge to continue use of the vehicle during the event.

Youth may not drive to county or out-of-county events or carry passengers without written permission from the parents of the driver and passengers on a Travel Authorization Form.

Restrictions on Newly-Licensed Minor Drivers

In accordance with Senate Bill 05-036, signed into law on April 21, 2005, no newly licensed minor driver (under the age of 18) can transport a passenger who is under 21 years of age and who is not a member of the driver's immediate family for the first six months. A minor driver shall not operate a motor vehicle containing more than one passenger who is under 21 years of age and who is not a member of the driver's immediate family until such driver has held a valid license for at least one year.

Exceptions to this provision:

- If the motor vehicle contains the minor's parent or legal guardian or other responsible adult.
- The motor vehicle contains an adult 21 years of age or older who currently holds a valid driver's license and has held such license for at least one year.
- The passenger who is under 21 years of age is in the vehicle on account of a medical emergency.
- All passengers who are under 21 years of age are members of the driver's immediate family and all such passengers are wearing a seatbelt.

A minor driver shall not operate a motor vehicle between 12 a.m. and 5 a.m. until such driver has held a driver's license for at least one year.

Exceptions to this provision:

- The motor vehicle contains the minor's parent or legal guardian or other responsible adult.
- The motor vehicle contains an adult 21 years of age or older who currently holds a valid driver's license and has held such license for at least one year.
- The minor is driving to school or a school-authorized activity when the school does not provide adequate transportation, so long as the driver possesses a signed statement from the school official containing the date

- the activity will occur.
- The minor is driving on account of employment when necessary, so long as the driver possesses a signed statement from the employer verifying employment.
- The minor is driving on account of a medical emergency.
- The minor is an emancipated minor.

Adult Volunteer Driving Policy

This policy applies to volunteers (leaders) who are transporting 4-H program participants (enrolled 4-H members) in their personal vehicles. The policy does not apply to volunteers (leaders) or parents who are transporting only their own children to 4-H events.

Volunteers and enrolled 4-H leaders transporting 4-H program participants (enrolled 4-H members) in their personal vehicle **MUST** possess a valid drivers license, carry automobile insurance, maintain a safe vehicle and comply with all Colorado motor vehicle, insurance and seat belt laws.

By signing the leader enrollment form, each leader attests to having a valid Colorado driver's license and has an automobile insurance policy that is in effect. Should the leader not have a driver's license or automobile insurance, the Arapahoe County Extension Office will not allow the leader to transport youth.

Volunteers are **NOT** allowed to drive youth passengers to ANY Arapahoe County 4-H event without the written permission of the child's parent or guardian on a Travel Authorization Form, signed by the parent or legal guardian of each participant.

An updated Travel Authorization Form is available on the next page.

The Travel Authorization Form form may be completed and submitted to remain on file at the Arapahoe County Extension Office 4-H Department at the time of the member's enrollment or re-enrollment, or submitted to Office the at least 24 hours prior to the departure for a specific event or activity.

However, if submitted with enrollment, the Travel Authorization Form must list *all* 4-H events and activities that the parent agrees the leader can provide/or may provide for transportation of that youth. It is important to understand that Travel Authorization Forms can be less specific, such as "for 4-H events during the 2009-10 program year", however, the less specific authorization could, potentially, decrease liability protection for the leader. Also, should there be a need to provide transportation to event(s) *not* listed on the original form, a separate Travel Authorization Form must be filled out and received by the Arapahoe County Extension Office at least 24 hours prior to the departure for the event.

In the event of an emergency, the leader may call a youth's parents and request permission to transport that child.

Liability Insurance for Automotive Travel

Should an accident resulting in injury occur, the leader's personal automobile insurance would be the primary coverage for liability protection. Leaders who will be transporting youth should talk with their insurance representative to determine the amount of liability coverage that is recommended.

Should the resulting liability exceed the leaders' policy limits, the State of Colorado liability policy would be activated. All 4-H volunteers (leaders) are protected by the state liability policy as "authorized volunteers of the state."

In the event of an accident caused by a second vehicle, the insurance companies involved, and possibly the courts would determine liability. The State of Colorado would step in and defend the volunteers' (leaders') in a liability suit and would work together with the volunteers' (leaders') automobile insurance company to do so. Personal automobile insurance would cover individuals who are injured.

Supplemental Accidental Injury Insurance

With the purchase of a supplemental health/accident insurance (optional, \$1 per leader, \$2 per horse leader), volunteers (leaders) would have minimal accident insurance that would cover such things as deductibles and co-pays up to the amount of specified coverage.

The volunteers' (leaders') automobile insurance would cover first, and all involved individuals' personal health insurance would pay before the supplemental would be activated. The supplemental health/accident insurance covers leaders and 4-H members from the time they leave home until they return home from any "approved and adult supervised group activity."

Special Event Insurance

Special event or activity (tours, day trips, one-day camps, etc.) insurance is also available on a per-day basis. Forms for this insurance are available at the Arapahoe County 4-H office. Volunteers must complete and send forms directly to the insurance company with the appropriate fees.

Participants in 4-H activities should know that the insurance used by Arapahoe County Colorado State University Extension will not cover pre-existing conditions and may not pay all medical costs.

Arapahoe County policies are in compliance with those of the Colorado State 4-H program. Please contact the 4-H office for any clarifications or questions by calling 303-730-1920.