

ARAPAHOE COUNTY 4-H POLICIES & GUIDELINES 2007 – 2008

4-H FINANCIAL INFORMATION:

4-H Classifieds

As of the January 2005 issue of the 4-H "Pipeline", classified ads are being accepted. Submission deadline is the 10th of each month. Ads submitted after the deadline will be run the following month. Ads must adhere to the following rules:

1. All ads must be pre-paid
2. Ads must be in-line with the mission of 4-H, which is educational youth development. Only products or services relating to youth development will be advertised. All ads must be non-discriminatory in nature.
3. All ads must be delivered to the 4-H office, or sent with payment via mail for consideration.
4. Graphics will not be accepted.
5. Political ads will not be accepted.
6. Rates are as follows:
 - a. 4-H Member/Leader: 20 cents/word, min. 15 words.
 - b. General Public/Individual: 25 cents/word, min. 15 words
 - c. General Public Shows/Businesses: 30 cents/word, min 15 words
7. 4-H reserves the right to refuse an ad if it does not fit these guidelines. 4-H will make the final decision on all accepted ads.

Examples of acceptable ads are: Horses, livestock, tack/equipment, trailers for sale, upcoming shows, help wanted or job wanted. Unacceptable ads include, but are not limited to vehicles for sale, non-4-H project items (roller skates, skateboards, kites, etc.) and alcohol/tobacco ads. Ads will appear on a first-come, first serve basis. Anyone interested in submitting an ad should contact the 4-H office, 303-730-1920 for a quote.

Club Financial Summary Required

Due: January 1, 2008

A copy of your Club's 2007 FINANCIAL SUMMARY needs to be on file in the CSU Cooperative Extension office. 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 is being mailed to all 4-H Club Organizational Leaders. 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 January 1, 2008. 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 Fund Raisers. The club treasurer through the use of a bank checking account and a 4-H treasurer's book easily maintains this accountability. 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, not individuals.

Club Fund Raising 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 stiff penalties for failing to comply with the regulations. Be safe, not sorry! For information, call the office, 303-730-1920.

EIN Numbers

All clubs with checking accounts must submit their EIN number to be placed 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, 2007.

Arapahoe County 4-H Foundation Program Funding Procedures

The Arapahoe County 4-H Foundation's mission is to provide funds to be used for recognition, education and activities in which present or former Arapahoe County 4-H members are engaged and for which funds appropriated by the Congress of the United States, Colorado General Assembly and the Board of County Commissioners cannot be used.

A funding request application must be completed to obtain funding for items not budgeted for in the in the updated Foundation Line Item Expense List, which was approved at the Annual Board meeting along with the annual budget. This funding request application form requires the following information:

1. Name of the proposed project, meeting or program for which you are seeking funding.
2. Brief description of how your goals will address the foundation's purpose.

3. Explanation of how 4-H member(s) and/or leader(s) will participate in the project, meeting or program.
4. Description of how the 4-H participants will be recruited and how all eligible 4-H members will be given the opportunity to become aware of and participate in the project.
5. Comprehensive budget for all funds related to this project that will be needed during the entire budgeted year. (Selected travel, lodging and incidental costs are normally not granted except in special justified circumstances).

Explanation of how the knowledge and/or products gained through participation in the project, meeting or program will benefit the 4-H program and all its members.

4-H Youth And Contracts

PLEASE NOTE: 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. In a recent decision the contract that a 4-H'er had signed in order to raise a 'handi-dog' puppy was declared invalid, even though the 4-H'ers parents had also signed. So if you have contracts/leases, which are intended to be legally binding (for instance, if individuals are leasing horses to 4-H'ers), be advised that the minor **should not** sign those contracts. Only the parent(s)/guardian(s) should be parties to a contract that is intended to be legally binding. It **is** permissible to have an agreement between cooperators and the 4-H youth regarding behavioral expectations of the youth outlined as they relate to care and treatment of animals, keep records and exhibiting at the fair. If you have questions about this information, please call Larry, 303-730-1920.

4-H ENROLLMENT INFORMATION:

Member Enrollment Deadlines

Youth & Leaders Reenrollment – October 31, 2007

All Animal Project Enrollment – March 1, 2008

New members in Existing Clubs – March 1, 2008

County Fair Eligibility Deadline – May 1, 2008

Only 2007-2008 enrollment forms will be accepted this year.

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. **All leaders, including family club parents,** must complete an enrollment form. Clubs are required to enroll all adults who will be serving as leaders or helping with special projects or activities. 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.**

ENROLLMENTS WILL NOT BE ACCEPTED AFTER MARCH 1, 2008 for members enrolling in livestock projects, re-enrolling or joining an existing club. After March 1, only new members and leaders enrolling in Home Economics and General projects may join 4-H by either forming a new club or enrolling as a family club.

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.

E-Mail Addresses

Please help us lower our postage costs by including your E-mail addresses on your enrollment forms.

Enrollment Materials

Enrollment materials were picked up by Club Organizational leaders at the Achievement Program on September 30th. If your club has not received enrollment information or if you need more forms, please call Jean, 303-730-1920.

4-H Enrollment Age

Any youth, 5-18 years of age as of January 1, 2008, may join 4-H. All children, ages 5-7, enroll in the Cloverbud project which explores a variety of 4-H topics and is noncompetitive. 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.

Leader Enrollment Fees

A \$5.00 enrollment fee is required for all returning leaders. There is a first time fee of \$15.00 for new leaders only. The leader insurance is still optional, \$2.00 for horse leaders and \$1.00 for all other leaders.

Member Enrollment Fees

4-H enrollment fees are \$25.00 per member for three projects. This fee covers the state membership fee, project literature and accident insurance. Each additional project is \$5.00 per project.

Family Club or Independent Club

Membership Terms and Conditions

New Family Club Enrollment Deadline – May 1, 2008

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 for club enrollment before enrolling as a family club. This includes discussing options with the 4-H staff.
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 \$15.00 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 Cooperative Extension agent with proper notification to the Family Club may conduct an on-site visit.

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.

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

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.

2007 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 will help you choose projects and also help you plan exhibits for next year's fair. There are several extra copies at the 4-H office. Call if you would like one.

Welcome New Members To Your Club

Information has been sent to individuals who have inquired 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. To get a list of youth interested in 4-H in your area, call Shaylen, 303-730-1920.

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 \$1.00. The horse leader annual insurance rate is \$2.00.

Project Literature & E-Records

When the enrollments are in from your club, ideally before October 31, 2007, 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. Much of the literature has been updated this year and we want to make sure all leaders and members begin the year with current manuals. 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.

4-H LEADER INFORMATION:

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, we do want to let you know that all 4-H staff members are available to help, so please feel free to call Shaylen or Larry, at 303-730-1920.

New Leader? 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.

New Leader Requirements

In order to be recognized as 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, 2007.

1. Complete and return 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 (white).
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 trainings.
4. Pay \$15.00 enrollment fee.
5. Interview and background check.

Also, all returning leaders, both club and family club, must complete and return an enrollment form with a \$5.00 enrollment fee.

Liability Insurance Reminder

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.

Driving/Travel Policies for Youth and Volunteers

Driving Policy for County and Out-of-County Events

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 CSUCE agent responsible for the local 4-H Youth Development Program. 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. 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.

Please complete the Arapahoe County Form on the next page and get a copy to the Arapahoe County Extension Office.

**TRAVEL AUTHORIZATION FORM
FOR COUNTY AND OUT-OF-COUNTY 4-H EVENTS/ACTIVITIES
Arapahoe County**

A "Travel Authorization Form" must be completed and turned in to the Extension office at least 24 hours PRIOR to the event or activity. 4-H members are NOT allowed to drive other 4-H members to County/Out-of County events without written permission from the parents of the driver and passengers. The permission slips must be on file in the Arapahoe County Extension Office.

I, _____, parent/guardian of _____

(Parent/guardian printed name), _____ give my permission

for my child to be a passenger in a vehicle driven by _____

Driver's printed name, _____ to 4-H Event/Activity: _____
(an adult, at least 21 years of age for out of county events)

_____ on this date: _____.

Parent/guardian signature _____

Date _____

IMPORTANT NOTE: We expect every driver to be in compliance with all State of Colorado laws, including but not limited to: all motor vehicle laws such as; 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.

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 their own children to 4-H events.

Volunteers' (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. Volunteers are NOT allowed to drive youth passengers to ANY Arapahoe County 4-H event WITHOUT THE WRITTEN PERMISSION of the child's parents. When 4-H participants are transported to an out of county event (beyond Arapahoe County boundaries) the permission MUST be in writing by the parent or legal guardian.

A Travel Authorization Form MUST be on file with the Arapahoe County Extension Office, 4-H Department. The form may be filled out at the time of enrollment or re-enrollment of the leader. By signing the authorization form the leader attest 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.

The Travel Authorization Form MUST list ALL 4-H events and activities that the leader provides/or may provide for transportation of youth. 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 prior to leaving for the event. In the event of an emergency or urgent situation, the leader will call the youth's parents and request permission to transport their child. It is important to understand that Travel Authorization Forms can be less specific, such as "for 4-H events during the 2004-05 year", however, the less specific authorization could, potentially, decrease liability protection. The leaders' personal automobile insurance is the primary coverage for liability protection should an accident resulting in injury occur. Should the resulting liability exceed the leaders' policy limits, the State of Colorado liability policy would be activated. In the event of an accident caused by a second vehicle, the insurance companies involved, and possibly the courts would determine liability.

Leaders who will be transporting youth should talk with their insurance representative to determine the amount of liability coverage that is recommended.

Liability and Accident (Medical) Insurance

Liability and accident (medical) insurance are unrelated – one is not dependent on another. All 4-H volunteers (leaders) are protected by the state liability policy as long as they are "authorized volunteers of the state". 4-H leaders are authorized volunteers of

the state. In the case of an auto accident, the volunteers' (leaders') personal automobile insurance would be the primary coverage. 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. With the purchase of a supplemental health/accident insurance (optional, \$1.00 per leader, \$2.00 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. It is important to understand that the volunteers' (leaders') automobile insurance would cover first, and all involved individual's 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 you leave home until you return home from any "approved and adult supervised group activity". 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' (leaders') 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 Cooperative Extension will not cover pre-existing conditions and may not pay all medical costs.

Driving Policy for Out-of-County/In-County 4-H Events

In accordance with Senate Bill 05-036, signed into law on April 21, 2005, no newly licensed minor driver (under the age of eighteen) can transport a passenger who is under twenty-one 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 twenty-one 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 twenty-one 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 twenty-one years of age is in the vehicle on account of a medical emergency.
- All passengers who are under twenty-one 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 Midnight 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 twenty-one 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.

Subscribe to "4-H Update"

4-H Update is the state 4-H newsletter that is published weekly by the State 4-H office. It is now available to 4-H leaders and members by subscribing for it. There is no charge. To subscribe, send an email message 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).

Leader Enrollment 2007-2008

Leaders must re-enroll each year as literature cannot be ordered for you and your year of leadership will not be recognized.

State 4-H Leaders Newsletter

"4-H Leader Line" is a Colorado 4-H newsletter for all leaders and is available at <http://4hweb.ext.colostate.edu/leaderline>.

What To Do When It Snows???

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, 303-730-1920 and listen to the recorded message, or if a meeting is being held as planned you can call 303-738-7947 and a staff person **may** be able to help you. Clubs are urged to make a decision about what they will do in bad weather conditions and communicate that decision to everyone in the club.

To Better Serve You - Please Call Ahead

Please make sure when you plan to come to the Arapahoe County Extension Office that you have called ahead if you need to see one of the 4-H Agents. As professionals, Extension Agents are out of the office frequently attending meetings, working on collaborations with other groups, or preparing for future programs. If you only need to drop something off, a call is not necessary. If you need forms or literature, please call ahead so that the material will be ready for you to pick up. Due to Arapahoe County Office Security Procedures, all individuals must check in at the front reception desk and the agent(s) or secretary will be notified that you are in the office. We do want to see and help you!

SHOOTING SPORTS INFORMATION:

Shooting Sports Training Videos

Shooting Sports videos are available for county and club use and can be checked out by the County Extension office from CSU. For a list of videos, call Larry, 303-730-1920.

Hunter Safety Classes

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