



## CSU Extension 4-H in El Paso County Policies for Success 2011 – 2012

**The current Colorado State 4-H Youth Development Policies supersede these policies. They can be found on the Colorado 4-H website. We expect all 4-H members and their families to be familiar with both our local El Paso County Policies, as well as the Colorado State Policies. Counties may set stricter policies than the State Policies so it is important to be familiar with both.**

This policy document is intended to cover the non-competition related policies of 4-H in El Paso County. Some items, especially regarding eligibility for competitions, may also be found in this document. **However, these policies DO NOT cover rules, regulations or requirements regarding specific competitions. You can find rules for specific competitions on our county website.**

### GENERAL POLICIES

#### Organization and Administration

Colorado State University is the land-grant institution responsible for the administration of the Extension program in Colorado. At the local level, the CSU Extension 4-H Agent in El Paso County is responsible for administering the El Paso County 4-H Program.

#### 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

#### Enrollment Policies and Procedures

##### One Club Policy

1. In El Paso County, members may only enroll in one club each year.
2. They may attend project meetings at other clubs, but cannot enroll in those clubs.

##### Re-Enrollments

1. All enrollment paperwork and fees for returning 4-H members must be received by the Extension office by December 1 of the current 4-H year.
2. If a returning 4-H member fails to re-enroll by December 1, they may re-enroll by January 15, but will be assessed a \$20.00 late fee. Re-enrollments will not be accepted after January 15 of the current 4-H year from re-enrollees.

##### New Enrollments

1. All new 4-H members must enroll by May 1 of the current 4-H year if they wish to participate in County Fair. (For this purpose "new" 4-H members includes any member who was not enrolled in 4-H the previous 4-H year.)
2. New enrollments will be accepted after May 1 of the current 4-H year however participation is limited, they will not be eligible to compete at County or State Fairs.

## Refunds

1. If a member chooses to drop 4-H within 45 days of payment of the enrollment fee, a refund can be requested. Refunds are only granted when extenuating circumstance such as an unforeseen move or extreme family illness occurs. After May 1 no refunds will be given.
2. There will be no refunds on 4-H materials or curriculum purchased.

NOTE: Other additional fees, such as club dues, must be handled at the club level.

## Enrollment Changes

1. All enrollment changes must be completed on or before May 1 of the current 4-H year. This includes changing clubs, adding and dropping projects. Please remember, all 4-H members must complete each project they are enrolled in when the enrollment change deadline passes on May 1<sup>st</sup>.
2. Enrollment changes may be done electronically through the 4-H Online system (when applicable), or submitted in writing using an Enrollment Change form, which can be found on the County Extension website.

## Requirements to Join 4-H and be a Member in Good Standing

1. Be of the appropriate age as listed previously
2. Complete 4-H member enrollment form: fill out electronically, then print, sign and submit to Extension office.
3. Enroll in at least one 4-H project per year
4. Sign a 4-H member Code of Conduct form
5. Pay state and local 4-H fees (scholarships may be available based on need)
6. 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, Show Ring Code of Ethics, Meat Quality Assurance (if applicable), meeting deadlines, attending a majority of club and project meetings, completing at least one project during the project year and following any and all County and State 4-H Rules and Policies as well as County Fair Rules of Exhibition.

## Project Completion Requirements

1. Participate in a demonstration or other speech-arts presentation
2. Participate in a community service activity
3. Complete a record book for each project the member is enrolled in with a score of 70% or above

## Project Completion Enforcement

1. Enforcement of completion requirements is handled by the CSU Extension Office and the 4-H Youth Development Agent, though, club leaders submit documentation of members who complete their demonstrations and community service portions of the requirements. They also should monitor their members who did not complete a particular project the previous year to prevent them from enrolling in that project the following year.
2. If a member fails to complete their project, they may not enroll in that same project the following 4-H year.

NOTE: Clubs may have additional participation requirements for continued participation in their club and to maintain active status within the club. This is different and separate from project completion requirements and may vary from club to club.

## **Record Book Policy**

1. Members must complete a record book for each project the member is enrolled in with a score of 70% or above.
2. Please be aware that some record books have a supplemental form that must also be submitted.
3. Record books for Tabletop and Shooting Sports projects will be turned in at the County Fair with the member's exhibit (only if the member chooses to exhibit), otherwise they will be turned in to their project leader and graded prior to the second Monday in September.
4. Record books for Dog, Horse, Livestock and Small Animal projects are to be graded by the project leader prior to being turned in to the Extension office by the second Monday in September.
5. The official Score sheet should be used when grading record books. Score sheets (rubrics) are posted on the COUNTY 4-H website and can usually be found on the project area pages.

NOTE: In the event a member turns in an unsatisfactory record book, they should be given one week to revise their record book to reach a score of 70% or higher, prior to the final due date of the second Monday in September. If revisions are required, they will not be eligible for end of the year record book awards but will satisfy the completion requirement.

## **County, Club and Project Expectations**

### Newsletters

1. All 4-H members and their families should read all newsletter and news blasts (information sent out between newsletters.)
2. Newsletters will be emailed monthly (except for August), as well as posted on our website.
3. Newsletters will **not** be mailed. If a family does not have access to email, they should make arrangements with their club leader to receive a copy of the newsletter at their club meetings. We also have copies available for pick up at the extension office.

### Club Meetings

1. Regular attendance at club meetings is expected of all 4-H members and their parents.
2. If you do not meet your club's requirements it may affect your ability to join the same club in subsequent years.
3. Leaders, members and parents are expected to make 4-H club meetings be of the quality that 4-H members should want to attend, participate and learn something beneficial.

### Project Meetings

1. While not required, it is expected that each 4-H member will attend at least three project meetings.
2. If your club does not offer project meetings, you should attend the project meetings of a different club or seek out educational opportunities to supplement your project work.

### Deadlines

1. The proper compliance with established, stated and published deadlines is considered an appropriate expectation of 4-H membership. Submitting things on time and following the rules is part of the 4-H learning experience and is considered a reasonable thing to do.
2. Individuals not complying with these expectations may lose awards and privileges. Members not complying with established and published dates for ownership, inspection, or exhibition may be prevented from showing or denied any and all premiums or awards for their project.
3. Deadlines are announced in the 4-H newsletter in a timely manner.

## Exhibition/Contests

1. Exhibition of 4-H projects in local, county or state fairs is considered a privilege and is voluntary on the part of the exhibitor.
2. The exhibition of 4-H projects provides the 4-H member an opportunity to have his or her project(s) evaluated, displayed for public appreciation, to engage in wholesome competition and enjoy an educational and social environment with their peers.
3. With the privilege of exhibition also comes the responsibility for abiding by all rules applicable to the respective 4-H project and exhibition. Not following the established rules of the projects will be grounds for exclusion from the competition/exhibition.
4. See the appropriate Exhibit Requirements document for your project area.

## Requirements for 4-H Clubs

1. Club consists of a least five members
2. Have a local leader to guide the club
3. Clubs must have officers, a constitution and bylaws
4. Have a written plan of activities
5. Hold regular meetings
6. Conduct or participate in an achievement event
7. Apply for and receive a club charter
8. Complete all requested end of year reporting documentation such as but not limited to, end of year club report, affirmative action report and the end of year financial report/summary.

## Additional Requirements for 4-H Clubs and Associated Organizations

1. All 4-H groups with any type of bank account will apply for and receive an Employee Identification Number (EIN) associated with those accounts. The EIN number must be report to the local Colorado State University Extension Office so that it is in compliance with IRS reporting.
2. All 4-H clubs, councils, advisory committees, associations, foundations, etc. that use the 4-H name and emblem, will complete a Colorado 4-H Organization Financial Report and submit it to the CSU Extension Office in El Paso County on an annual basis.
3. Will comply with federal, state, and local requirements for non-profit, educational program status.
4. All 4-H groups are required by law to submit an annual Affirmative Action report and be open to all youth of eligible age regardless of race, color, gender, national origin or disability.
5. All 4-H groups which dissolve will disperse remaining funds to a recognized 4-H organization.

## Social Media Policy

Please refer to the following link for policies regarding the use and application of social media including but not limited to Facebook, Twitter and YouTube:

<http://elpasoco.colostate.edu/youth/SocialMedia/default.htm>

## Logos, Names and Emblems

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.

## **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 of this environment. Therefore, all 4-H members are required to enroll in an official 4-H club. El Paso County 4-H does not permit independent membership.

## **Cloverbuds**

It is neither the intent nor the objective of the 4-H Cloverbuds program to duplicate the 4-H member experiences that are designed for older 4-H 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.

1. 4-H Cloverbuds members participate in occasional, non-competitive, sampler-type, age-appropriate, properly supervised events or activities sponsored by 4-H groups.
2. 4-H Cloverbuds members should not have ongoing projects of any kind. Cloverbuds only enroll in the Cloverbud Project.
3. 4-H Cloverbuds members may not handle animals, firearms or equipment of any kind.
4. 4-H Cloverbuds do not conduct formal business meetings, elect officers, or handle finances.

## **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.

All 4-H volunteers will:

1. Fill out a volunteer application form, including references
2. Undergo a national background check
3. Complete and sign a 4-H leader enrollment form on an annual basis
4. Complete face-to-face, online or self-study orientation to 4-H within 60 days of the time of enrollment.
5. Comply with federal, state and local reporting and accountability requirements, including 501(c)3 non-profit, fiscal, EEO/Affirmative Action, etc.
6. Serve at the request of CSU Extension and that request can be withdrawn at anytime for any or no reason
7. All volunteers absent from 4-H for one year or longer will be required to re-apply and complete all new volunteer requirements
8. All volunteers will comply with the 4-H Code of Conduct
9. Authorized volunteers are protected from liability under the Governmental Immunity Act (24-10-101 CRS 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, or at the request of, and under the supervision of the state.
10. Transfer of a volunteer leader from one county to another requires approval from both counties

El Paso County 4-H has seven formally organized groups of volunteers who serve in advisory roles to the 4-H staff. Their counsel is sought in determining priorities and content for program development. They assist with the carrying out the 4-H mission. The CSU Extension 4-H Advisory Committees in El Paso County include:

- Dog Advisory Committee
- Horse Advisory Committee
- Livestock Advisory Committee (Cattle, Goats, Sheep, Swine)
- Shooting Sports Advisory Committee
- Small Animal Advisory Committee (Cavy, Llama/Alpaca, Poultry Rabbits)
- Tabletop Advisory Committee
- Programs Advisory Committee

Each of these committees maintains their own set of bylaws which include membership policies for voting and associate membership. Please review the bylaws of each specific committee if you are interested in joining.

### **Chaperoning at 4-H Events**

Please see separate Chaperoning Policy Document. Chaperons must be at least 21 years old.

### **Child Protection**

1. 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.
2. When there is reasonable cause to suspect abuse or neglect, it must be reported within 24 hours.
3. 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.

### **4-H Driving Policy**

1. Youth may not drive passengers to out-of county events without written permission from the parents of the driver and passengers.
2. 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.
3. 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.

### **Complaints at 4-H Competitive Events**

Any complaint seeking restitution or compensation to a 4-H member must be presented in writing (on the appropriate form) and accompanied by a \$50 deposit made in cash or by cashier check to the Extension Office within 24 hours of the event. The complaint must state the name of the exhibitor, the exhibit or event in question and the specific reason(s) for the complaint. The burden of proof resides with the party filing the complaint. The \$50 deposit will be returned if the complaint is upheld. The deposit will be forfeited to the CSU Extension 4-H Program in El Paso County if the complaint is not sustained. Complaints will be considered by the responsible 4-H Agent and/or the appropriate 4-H Advisory Committee. Decisions of the agent and/or program committee are final. Please refer to the El Paso County 4-H "Challenge to Policies and Procedures Regarding 4-H Events and Activities and Fair Treatment Form. The procedure is available from the 4-H Agent.

# TABLETOP PROJECT RELATED POLICIES

## Participation

1. Members must be enrolled in a project/unit to compete in that project/unit.

## Tabletop Project “Unit” Policy

1. A member may enroll in and complete the same unit multiple times, given that the “end product” is different each time.
2. A member may enroll in and complete multiple units of the same project area in the same 4-H year.
3. Units do not have to be completed in any particular order, however, it is highly recommended that the 4-H member progress through the units in a logical way.
4. The member may exhibit in all of the units in which they are enrolled.

# SHOOTING SPROTS PROJECT RELATED POLICIES

## Participation & Completion

1. Any 4-H member of 4-H age 8 or older may enroll and participate in the Shooting Sports project.
2. Members are invited to participate in the El Paso County Tabletop Exhibit Day competition, as well as the El Paso County Shooting Sports competition. However, neither contest is required for project completion.
3. Members must be enrolled in a discipline to compete in that discipline.
4. Members may compete in all disciplines at county and state competitions subject to the requirements outlined in this document and in the El Paso County Shoot Competition Rule Book.

## CDOW Hunter Safety Certification

1. Participation in county practices will be allowed without completion of Colorado Division of Wildlife (CDOW) Hunter Safety certification training subject to approval by the practice supervisor at the specific practice. However, it is highly recommended that all members obtain their CDOW Hunter Safety certification.
2. CDOW Hunter Safety certification is **required** to participate in the County and State Shoot Competitions.
3. Once a member obtains their Hunter Safety Certification Card, they should provide that number electronically through the 4-H Online System.

## Required Competition Safety Meeting

1. Prior to attending an El Paso County 4-H Shooting Sports Advisory Committee practice, or any 4-H competition, all members **MUST** attend a Required Competition Safety Meeting.
2. Two meetings will be held each year – typically in February and in March.

## Additional Fees

1. Any member wishing to participate in the county practices OR competition must pay additional \$20.00 program fee to offset costs for targets, equipment/range maintenance, etc.
2. Those members enrolled in shotgun or participating in shotgun competitions must pay an additional \$10 per year for a total annual fee of \$30 per year.
3. These fees are in addition to the normal 4-H project enrollment fee and will be collected at the Required Competition Safety Meeting.

## Equipment

1. If available, members may borrow equipment for county and state sanctioned practices and events from CSU Extension in El Paso County. This equipment may not be taken home.
2. Ammunition is individual 4-H member responsibility at all county practices, regardless of whether the individual is using his/her own equipment or county equipment.
3. All shooting equipment owned by CSU Extension in El Paso County will be housed by a responsible member of the Shooting Sports Advisory Committee.
4. The committee secretary will keep a current inventory and housing record of all the equipment.

## Practices

1. El Paso County 4-H Shooting Sports Advisory Committee will hold shooting practices or competitions from March through June. Locations and dates for specific disciplines will be published and updated regularly by the Shooting Sports Advisory Committee.
2. Each 4-H member must have a parent or other responsible adult present at each practice unless the 4-H member is able to drive on their own.
3. If the 4-H member can drive on their own, they can attend without parent/responsible adult unless the practice supervisor requires a parent/responsible adult due to behavioral issues.
4. All members **MUST** participate in **AT LEAST TWO** sanctioned practices **PER DISCIPLINE** in order to participate in any 4-H competition.

# **ANIMAL PROJECT RELATED POLICIES**

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

## Code of Show Ring Ethics

1. Yearly, all 4-H animal project members and their parents must sign and have on file at the Extension office the El Paso County 4-H Code of Show Ring Ethics form in order to exhibit at any county 4-H competitive events, including county fair.
2. Only one copy of the Code of Show Ring Ethics needs to be on file for each exhibitor, regardless of the number of projects they enroll in.

## Animal Care and Housing Form for Colorado 4-H Animal Projects

1. All 4-H members in any and all animal projects must fill out and sign this form. It is to be submitted at the time of enrollment and kept on file at the Extension office yearly. Please read the top portion of the form for more details.

## Animal Identification

1. All market animals that are 4-H projects must be individually identified, i.e., ear tags or other identification at the announced and designated official weigh-in /tag-in dates and times. Tag-in establishes ownership. The official Tag-in/Weigh-in dates and times are also the only time animals can be nominated for State Fair. All Market Beef and Market Sheep will be retinal scanned for identification purposes.
2. Horse IDs are due June 1 to the Extension Office
3. Dog IDs are due May1 to the Extension Office

## State Fair

For projects that require nomination in order to be eligible to be shown at state fair, that nomination process occurs at the local level during the designated weigh/tag-in times and dates for each species.

## Animal Ownership:

1. Each 4-H member shall own his/her own 4-H exhibit. Members must be able to show ownership of market animals. Non-market animals may be co-owned or leased (dog projects cannot be leased).
2. The Extension office must approve lease arrangements. **Further, the El Paso County 4-H Lease Agreement Form must be used and on file at the CSU Extension office.**
3. Lease agreements or transfer of ownership must be in effect by May 1<sup>st</sup>.
4. The 4-H member will provide the primary and continuous care of their project animal from project beginning to completion (ownership period).
  - a. Primary care means that the 4-H member enrolled in the project takes the majority of the responsibility for the project, with assistance of family members or volunteer 4-H leaders.
  - b. There may be rare circumstances when 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 **rare** occasions, another individual may be called upon to provide "secondary" care.

## Primary Care of 4-H Animal Projects

1. 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 that 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 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.
2. Only an animal's owner (a 4-H member) should prepare and care for their project animal when it is being exhibited at the county fair or 4-H shows. If a junior member needs assistance, for safety or educational reasons, another El Paso County 4-H member, immediate family members or an El Paso County 4-H leader may provide it. It is strongly recommended that another El Paso County 4-H member be the first choice for assistance to a junior member. If assistance is provided, the 4-H member enrolled in the project must be present and involved to benefit from the teaching and instruction. The primary work should not be done for the member. Senior 4-H members should do all of the cleaning, grooming, fitting and showing of their livestock project at any show except when safety is a concern.

## Helmet Policy

A certified equestrian helmet with safety harness fastened in place is required in over fences classes and gymkhana events, activities and practice sessions. (See the state 4-H policy for a full explanation.) Furthermore, the El Paso County 4-H Horse Program Requires their use by all unrated exhibitors at 4-H sponsored riding events while mounted. Additional rules apply to jumping, driving, competitive Trail Riding and Gymkhana Events. Specific Helmet Rules for

these events can be found in the El Paso County 4-H Horse Rulebook. HELMETS ARE ENCOURAGED FOR ALL OTHER EXHIBITORS

#### Compliance with all Colorado 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 project. If legal charges are brought against any 4-H member, the member will be suspended from participation in all 4-H livestock activities, pending resolution of those charges. If found guilty, the 4-H member will be prohibited from all livestock projects by CSU Extension 4-H Youth Development for one year and designated as a Member Not in Good Standing.

#### MQA Training Requirements

1. Meat Quality Assurance (MQA): All new 4-H members and current members becoming intermediates (11 years old) or senior 4-Hers (14 years old) for the upcoming year in ANY goat, cattle, sheep, swine, **poultry and/or rabbit** projects must complete a MQA workshop **45 days prior** to the start of fair in order to be eligible to show at the county or state fair. Proof of compliance must be on file at the El Paso County CSU Extension office.
2. 4-H members will be required to attend MQA training three times during the course of their 4-H career – once as a junior and each time they change age divisions such as in their first year as an intermediate and again when they become seniors in 4-H.
3. 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, the 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 livestock project.
4. Remember, that if you are not able to attend a MQA Workshop in El Paso County, you are welcome to attend MQA Workshops in other counties.

#### Pork Quality Assurance (Swine Project Members only Both Market and Breeding)

PQA certification is accomplished first by attending a MQA training initially. Attending an MQA training certifies a member for PQA for one year. PQA certification can then be renewed in two ways:

1. By attending another MQA training which will provide certification for one year.
2. By the youth coming to the Extension Office and taking a written test. They must pass the test with at least a 70%. If they do not pass with a 70% they may attempt to test once more. If the two tests yield unsuccessful results, the youth must attend an MQA class prior to being recertified. Tests will be graded once a week and you will be notified of the results.

Again, this is only for those needing to renew their PQA certification. All initial PQA certifications are accomplished by attending an MQA workshop.

#### 4-H Humane Animal Care Guidelines

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