

## **ROCK COUNTY 4-H POLICY**

Established by the Rock County 4-H Leaders Council;  
includes Wisconsin 4-H Youth Development Policies

### **4-H MEMBERSHIP - WISCONSIN:**

1. Wisconsin 4-H Youth Development complies with federal and state nondiscrimination laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Americans with Disabilities Act. Categories of prohibited discrimination include race, color, gender, creed, disability, religion, national origin, ancestry, sexual orientation, pregnancy, marital or parental status.
2. The Wisconsin 4-H year is defined as October 1 - September 30. New 4-H enrollments will be accepted at any time during the year.
3. Youth in Kindergarten (5K) as of October 1 are eligible to enroll in the Wisconsin 4-H Youth Development program. Youth in 5K, first grade and second grade will participate in 4-H as Cloverbuds and they will be recognized as 4-H members.
4. Youth in Kindergarten (5K), first grade and second grade must enroll in the Cloverbud project and are not eligible to enroll in other projects. Cloverbud project members are not allowed to exhibit animals at public events nor participate in shooting sports activities.
5. Youth will continue to be eligible for 4-H membership through the next 4-H year beyond their high school graduation and not to extend beyond the age of 19 as of December 31 of the enrollment year. Members may graduate from 4-H upon graduation from high school. High school seniors and those participating as members in the year following high school graduation will be eligible to participate through the entire 4-H year.
6. Youth may not hold 4-H membership in more than one county or state at the same time, and must qualify for participation in district, state or national 4-H competitions through their county of membership.

### **4-H MEMBERSHIP - ROCK COUNTY:**

7. Enrollment information is to be submitted by these deadlines:
  - Re-enrolling members must re-enroll by November 15<sup>th</sup>.
  - New members may enroll at any time.<sup>1</sup> (see footnote at bottom of page)
8. Requests for late re-enrollments must be made to the 4-H Leaders Council Executive Board in writing and will be handled on a case-by-case basis.

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<sup>1</sup> NOTE: County Fair participation deadline is determined by the Rock County Fair Board and is currently March 1<sup>st</sup>.

9. The annual membership fee for members in 3<sup>rd</sup> grade and older will be determined each year based on the Rock County 4-H Leaders Council budget. The membership fee for Cloverbuds and WSBVI 4-H club members will be 25% of the membership fee for members in 3<sup>rd</sup> grade and older, rounded to the nearest whole dollar.
10. The membership fee must be reduced or waived for individuals who make it known they are unable to pay the fee. The 4-H club is responsible for full payment of all enrollment fees to the 4-H Leaders Council.
11. Clubs must submit membership fees to the UW-Extension Office by the second Friday of December for re-enrolling members and upon enrollment for new members. The 4-H Leaders Council Executive Board may determine consequences for clubs not meeting this deadline.
12. Project changes are allowed until March 1<sup>st</sup> as long as the total number of projects does not exceed the maximum allowed.

#### **4-H ACHIEVEMENT REQUIREMENTS - ROCK COUNTY:**

13. 4-H members must exhibit publicly in each project enrolled.
14. 4-H members must fulfill a yearly record requirement as determined by the Rock County 4-H Leaders Council.<sup>2</sup> (see footnote at bottom of page)
15. The deadline for members to submit a yearly record requirement in order to achieve will be September 30. It is acceptable for clubs to set earlier deadlines.
16. Each 4-H member in grades K-12 must attend a minimum of three (3) regularly scheduled meetings of their club in order to achieve. The attendance requirement will be waived for members in grade 13 (the year following high school graduation.) Excused absences will not count toward the meeting requirement.
17. 4-H clubs may NOT set any additional requirements for achievement.
18. 4-H members who do not achieve will be able to re-join on a probationary basis and they may enroll in only one project. Only members not on probation are considered members in good standing.

#### **ADULTS AND ADULT VOLUNTEERS - WISCONSIN:**

19. All adult volunteers, age 18 and over, must complete the Wisconsin 4-H Youth Protection process. The process includes a background records check, participation in the volunteer orientation program, and completion of the Volunteer Behavior Expectation Agreement.

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<sup>2</sup> Yearly record requirement may be a Year End Summary, Record Book, essay or other choices as approved by the Rock County 4-H Leaders Council.

20. Wisconsin 4-H Shooting Sports adult leaders must be at least 18 years old and must have participated in at least one state-level leader training. Adult leaders who are not certified cannot provide instruction without a certified leader present. Youth leaders do not need to be certified, but must be in the presence of AND under the supervision of a certified leader. Completion of the 4-H Youth Protection process is required for all 4-H Shooting Sports adult leaders.
21. Parents and guardians are expected to behave in ways that promote positive role modeling for all youth. Any youth or adult who is found to have engaged in reckless or disruptive behavior at a 4-H meeting or event can be restricted from attending any 4-H meetings or events by 4-H Youth Development staff until such time that reliable evidence the conduct did not occur is provided.
22. Volunteers serve at the request of UW-Extension and that request can be withdrawn at any time.

**ADULT VOLUNTEERS - ROCK COUNTY:**

23. An individual cannot be enrolled as a 4-H member and a 4-H adult leader at the same time.
24. All 4-H leaders are accountable to UW-Extension.

**REQUIREMENTS FOR A 4-H CLUB/UNIT/GROUP/COMMITTEE - WISCONSIN:**

25. The University of Wisconsin-Extension grants 4-H Charters to clubs/units/groups/committees which formally recognize a club's affiliation with 4-H, and grants that club the permission to use the 4-H Club name and emblem. All clubs/units/groups/committees that handle finances and have a checkbook must be chartered. Each 4-H club/unit/group/committee must complete the Charter Application and 4-H Charters must be renewed annually. To be a Chartered 4-H club/unit/group/committee in Wisconsin, the following requirements must be met and maintained:
  - Club name
  - Five or more youth from at least 3 families
  - Adult leadership that has been approved through the Youth Protection process
  - Educational plan which meets the purposes of the 4-H program
  - Youth involvement in leadership and decision making
  - Meet on a continuing basis
  - Open to any youth eligible for 4-H membership, regardless of race, color, creed, religion, gender, national origin, disability, ancestry, sexual orientation, pregnancy, marital or parental status.

"Youth participation in leadership and decision making" emphasizes that 4-H clubs belong to the membership, and that the youth members should make the decisions. Adult leaders should not be making the decisions for the members.

26. Failure of a 4-H club/unit/group/committee to meet the above requirements may result in the loss of the club charter and the use of the 4-H name and emblem.
27. 4-H club/unit/group/committee written operating guidelines or by-laws need to include at minimum the following: the group's purpose/mission; a statement of compliance with state and national 4-H policies and laws; the approved civil rights statements; information on how the group is organized and makes decisions; the required dissolution clause; and procedures of how finances are handled and audited.
28. All 4-H clubs must comply with federal and state nondiscrimination laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Americans with Disabilities Act.

#### **FINANCIAL ACCOUNTABILITY - WISCONSIN:**

29. Federal regulations governing the use of the 4-H name and emblem require annual financial reporting/accountability of all organized 4-H units. Funds raised in the name of 4-H must be publicly accountable, and must be used for 4-H purposes. Failure to annually submit the financial report may result in loss of approval to use the 4-H name and emblem.
30. 4-H Clubs: All 4-H Clubs are required to submit a financial record and audit report to the county UW-Extension Office once each year. This report is included in the annual charter renewal documentation. Upon dissolution of a 4-H Club any assets must be turned over to a recognized 4-H club or group, with the approval of the 4-H Leaders Council and the county 4-H Youth Development Agent.
31. 4-H Leaders Council and County 4-H Committees: The county 4-H Leaders Council and county 4-H committees are required to submit a financial record and an audit of this record to the county UW-Extension Office once each year. Upon dissolution of a committee, any assets remaining shall be conveyed to the county 4-H Leaders Council.
32. Individual members or volunteers may not use the 4-H name and emblem to solicit funds or donations for any 4-H club, group or committee without proper authorization. Authorization for club level solicitation must be obtained from the officers of the club. Authorization for county level solicitation must be obtained from the county 4-H Leaders Council. Failure to obtain authorization may result in the loss of permission to use the 4-H name and emblem.

#### **ADULT CHAPERONE GUIDELINES - ROCK COUNTY:**

33. Adequate adult supervision shall be provided for all activities sponsored or sanctioned by the Rock County 4-H Leaders Council.

34. When that supervision is provided by designated chaperones, those chaperones must:
  - Be at least 21 years of age
  - Complete the Wisconsin 4-H Youth Protection Program
  - Read, agree to and follow the Volunteer Behavior Expectations for Wisconsin 4-H Youth Development
  - Follow the recommended ratio of one (1) adult chaperone per ten (10) 4-H members, with not less than two (2) adult chaperones for any activity
  - Follow any additional guidelines specified for the activity.
35. All Rock County 4-H Leaders Council sponsored overnight activities will include communication to orient 4-H members and parents to that activity.
36. The Rock County 4-H Leaders Council will cancel a 4-H sponsored activity or deny participation by Rock County 4-H members in a 4-H sanctioned activity if adequate adult supervision is not provided.

#### **4-H AWARDS AND TRIPS - ROCK COUNTY:**

37. The Rock County 4-H Leaders Council will support 4-H awards and trips awarded through the Rock County awards process and other statewide opportunities as determined by their budget at the beginning of the year. These opportunities do not include Rock County 4-H Camp and Cloverbud Camp, or sponsored award trips for which the member was not selected by may wish to attend (e.g. Rock County 4-H Day Trip, State 4-H Youth Conference etc.)
38. The dollar amount provided to any member for an opportunity not awarded through the Rock County awards process will be equal to the same proportion of the opportunity's total cost (e.g. one-third) as contributed toward trips awarded through the county awards process, not to exceed the total amount contributed toward the Citizenship Washington Focus Trip.
39. Members who cancel participation in an award trip after sending confirmation to the UWEX Office are required to pay the entire cost of the trip if the county is held financially liable for the trip and if an alternate is not able to participate. Exceptions can be granted only in the following cases: death in the family; serious illness, with a written statement from a doctor.
40. The Rock County 4-H Leaders Council will contribute toward one trip awarded through the Rock County awards process or one opportunity not awarded through the county awards process per 4-H member within a 4-H year. In the case of a member participating in more than one such trip or opportunity in the same year, the member will choose the one to which the Council will contribute.
41. Members are required to participate in the entire trip experience for all Council-sponsored award trips.

## **SAFETY REGULATIONS - WISCONSIN:**

42. Adults and youth participating in high risk programs, including horses and bicycle, must wear protective clothing, head and foot gear while participating. Minimum requirements:
  - Protective head gear (SEI approved for the specific activity) which properly fits the participant
  - Shoes or boots which provide protection from the hazards of the program
  - Clothing appropriate for the activity which will protect the participant from the elements surrounding the event.
43. Approved safety helmets must be worn while mounted/driving a horse or operating a bicycle.
44. If a 4-H club or group is listed as the sole sponsor of an activity which includes the above listed projects, the helmet and safety equipment requirement applies for all participants. This includes adults as they need to be positive role models for youth.
45. These safety standards apply to all 4-H activities, regardless of location. Meeting these standards may require the selection of an alternative site, or requiring the use of additional safety equipment, even though it is not standard practice for the facility where the 4-H activity is to occur. If these safety requirements are not followed, then the particular event is not eligible to use the 4-H name and emblem, nor will it be recognized as a part of the Extension program.
46. Lifeguards are required when youth are swimming or participating in water-related activities, including canoeing, kayaking and boating.
47. Pointing any type of firearm including air guns, paintball guns, laser guns or laser sighting devices at any person, whether in 4-H shooting sports programs or any type of 4-H activity, is dangerous and inappropriate.
48. For all 4-H sponsored or co-sponsored horse activities and events, a saddle and bridle are required when riding or driving (bridle) a horse.
49. To exhibit animals at any public event as a 4-H member, youth must be in at least 3rd grade as of October 1st of the current 4-H year.

## **REVISIONS - ROCK COUNTY:**

50. Revisions to the Rock County 4-H Policy must be approved by a majority vote at a joint meeting of the Rock County 4-H Junior and Senior Councils.

Revised 5/14; 9/15; 11/16; 1/17; 3/17; 4/17