

DANE COUNTY 4-H LEADERS ASSOCIATION, INC.

**STANDING RULES
STATEMENT OF FISCAL POLICY**

ADOPTED NOVEMBER 15, 1988

AMENDED October 20, 2009

AMENDED March 16, 2010

AMENDED October 16, 2012

AMENDED June 17, 2014

AMENDED September 20, 2016

I. Fiscal Policy

A. The Dane County 4-H Leaders Association, Inc. will financially support:

1. Trips

50% of the awarded trip fee will be paid, not to exceed \$500.00. Only one awarded trip per 4-H member will be funded each year, exception National Conference.

Citizenship Washington Focus (CWF)

National Congress

National Conference-nominee

International trips-4-H members will receive \$250.00 towards approved trip after having requested from the DC4-HLA.

4-H members may only be awarded or attend above trips one time.

2. Other 4-H Events

Members of other special 4-H events may request reimbursement from the DC4HLA Board.

First time members/individual on State 4-H teams such as Showcase Singers, Press team, Drama team, Dairy judging, etc... may be reimbursed up to \$100.00.

Space Camp youth attending for the first time as a camper or counselor may be reimbursed up to \$100.00. First time camper attendees are given priority over counselors.

Funding for repeat attendance will be at the discretion of the DC4-HLA.

4. Trip Policy for Awardees Who Cancel

In the event that a member or leader who has been selected for a 4-H award trip or any 4-H activity/event does not attend/participate in the trip/activity, the member/leader will be responsible for 100% of all costs of the trip/activity incurred by the Dane County Leaders' Assn. If cancellation is made before the deadline required for each individual trip/activity, all efforts will be made to find an alternate

to fill the slot in conformance with the award trip policy. If an alternate cannot be found, the member will be responsible for the full amount. Emergency situations will be handled on a case-by-case basis.

Once a member has been awarded a trip and they cancel. They may apply for that trip in the future, no funding will be available for that trip from the DC4-HLA.

5. Youth Conference

Enrolled 4-H members attending WI 4-H Youth Conference, held in Madison, Wisconsin, will receive \$100.00 towards their registration fee paid. Required chaperones will have 100% of their registration fee paid.

6. Scholarships

\$12,000 is available per year for 4-H Scholarships. Awards will be one \$1000 scholarship per individual for college programs. Up to 12 scholarships may be given each year.

7. Camp

Dane County 4-H Camp member and non-member campers attending the annual Dane County 4-H Summer Camp at Upham Woods will pay a registration fee as determined by the DC4HLA and the Camp Committee. The DC4HLA annual budget will include a line item to cover the difference between the actual total cost of camp and the amount of registration fees collected. Dane County 4-H members selected as Honor Campers and returning the following year will have 100% of their registration fee covered by the DC4HLA. Adult staff at the annual Dane County 4-H Camp will have 100% of their registration fee paid by the DC4HLA. 4-H members (in good standing) who are selected as youth camp counselors/junior directors will have \$75.00 paid towards their camp registration. Member registration fees for other 4-H camps will be reimbursed at a rate determined by the DC4HLA following a request by the participating 4-H member.

8. Fundraising

The DC4-HLA will follow fund raising guidelines in accordance with Wisconsin Statutes.

B. Enrollment

Clubs will be billed by the DC4HLA for their enrollment fees in January. Payment by clubs shall be made within 30 days. Failure to make payment by April 1st will result in the clubs ineligibility to exhibit at the upcoming Dane County Fair.

Enrollment fees will be reviewed prior to the August DC4-HLA meeting during the even years.

C. Clover Store

Sales of any items through the 4-H office will be cash and carry.

D. Disbanded Clubs

In the event that a 4-H club dissolves, all monies remaining in the club treasury after bills have been paid is to be returned to the Dane County 4-H Leaders Association, Inc.

The forfeited money by disbanded clubs will remain in the Leaders Association Treasury until the earlier of either:

1. Current Dane County 4-H members in good standing who join a newly formed Dane County 4-H club or an existing Dane County 4-H club will receive equal distribution of disbanded club assets.
2. Two years have passed since the club disbanded, at which point the money will be transferred to the general funds of the Leaders Association where a decision will be made as to where the funds will be used. Leaders Board must approve disbursement of funds.

E. Non Sufficient Funds

Checks written to the Dane County 4-H leader's Association (DC4HLA) that are returned due to insufficient funds will be returned to the issuer with a written request that the issuer reimburse the DC4HLA for the full amount of the check plus any applicable bank fees. Reimbursement should be by bank or certified check, money order or cash. Notification will also be given in the letter that in the event of repeat occurrences, it will become necessary to have all future monetary transactions on a cash-only basis (money orders/certified checks are acceptable).

F. Endowment Fund

Madison Community Foundation will send notification of interest funds available once per year. These funds are then requested by the Dane County extension staff and turned over to the DC4-HLA Treasurer, to be added to any remaining funds from the previous year. Dane County 4-H offers clubs the opportunity to submit community service Endowment Grant Applications in November every year. Clubs may ask for up to \$500.00. The Endowment Committee reviews these applications and designates money toward the qualifying projects.

Each club that received Endowment Grant money for a project must present a display during the next upcoming Dane County Fair. Failure to present the display and return the accountability form will result in the club not being eligible to receive this grant for two years. A completed Accountability Statement, including documentation of expenses, as in cancelled checks, receipts, copies of invoices needs to be submitted to the Dane County Extension staff in the Administration Office at the Alliant Energy Center on the Fair Grounds, after the club has set up their display.