

STANISLAUS COUNTY 4-H

CLUB COUNCIL

POLICY BOOK

Revised May 2008

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1. **MEMBERSHIP** (REVISED 2/04)

The Stanislaus County 4-H Club Council provides certain financial encouragement and recognition to individuals in the 4-H program. This support is based on considerations of educational merit of programs, budgetary discretion, and the "good standing" of 4-H members.

To be in "Good Standing" a member must:

- 1a. Have joined prior to January 1, have completed a project year and submitted a project report to the club leader by the deadline date set by the club leader and meet grade requirements for membership and participation in the activity in question.

Year pin and stripe are awarded for participation, but no recognition of achievement beyond without submitting a complete record book containing a PDR, 4-H Story, and Project Reports for each completed project. (revised 12-06)

1b. Junior, Intermediate and Senior Members

Must be 9 years old or in 4th grade by January 1 of the program year and may continue in the program until the end of the calendar year in which they become 19 years of age.

1c. Home Schooled Members

Children are to enroll based on their chronological age, as of January 1.

Home school members are based on their chronological age as of January 1st. (12-06)

1b.d. Meet basic requirements of attendance and participation in the community clubs and/or other delivery modes as established by their club's by-laws.

- i. Members are expected to attend all Community Club meetings. They can have no more than two (2) unexcused absences *in* order to maintain good standing*. If a member exceeds three absences, excused or not, the club leader shall review the member's club standing.

An unexcused absence is an absence for which notification to the club leader or designated representative is not made prior to the community club meeting. *At the discretion of the club leader, a plan can be developed to accommodate members that cannot fulfill meeting attendance requirements.* (revised 12-06)

- 1e. *Club officers are expected to complete 4-H record books in the year prior to election and current year to be eligible for recognition. Previous year record books not required for new clubs or reorganizing clubs. Clubs can establish special requirements for unique situations.* (12-06)

2. **PRIMARY MEMBERSHIP** (adopted 1/1/92, amended 3/95)

- 2a. Primary Member Eligibility- Must be 5 years old or in kindergarten by January 1 of the program year. May remain a primary member through June 30 of the year in which she or he turns nine years old and/or completes the third grade.

- 2b. **Scope of Participation**- All primary members must enroll in the Primary project (9M), and pay the usual insurance and literature fees.
- 2c. Members age 7-9 or in second or third grades and enrolled through a community club may enroll in one regular project in that club with the consent of the project leader, in consultation with the club leader.
- 2d. Primary members will not be permitted to join large animal projects, specifically horse, dairy, dairy goats, *meat goats*, beef, sheep, swine or similar sized species. Approved animal projects are dogs, rabbits, rats, cats, poultry, cavies, mice, embryology, entomology, marine science, pygmy goats, and therapeutic animal projects.
- 2e. Primary members cannot enroll in any project deemed beyond the maturity level typical of a person aged 8 or in the third grade. When such determination is not made by the State 4-H Office, County 4-H program administration (staff and Club Council) shall establish participation criteria.
- 2f. Community Clubs are encouraged to offer Primary 4-H as an elective project. Primary members, especially those age seven and up or second grade and above, are encouraged to attend regular club meetings.
- 2g. Junior members may attend Primary 4-H Camp in the year in which they turn nine years of age.
- 2h. Members may participate in non-competitive 4-H classes open to them at County Fair. (This rule does not restrict persons from participation in Junior Open divisions for which they are eligible as individuals, and for which 4-H offers no corresponding division or class.)

- 2i. Primary members shall not hold *or run for* standard club offices.
- 2j. Curriculum (These guidelines conform to Section 403.1- Primary Members, State 4-H Policy Manual) Primary project leaders shall strive to design and implement activities that:
- i. Promote skill practice.
 - ii. Provide open-ended experiences that focus on the process of doing things rather than the finished product.
 - iii. Make use of participants' experience and encourage exploration, rather than written or verbal lessons.
 - iv. Focus on cooperative learning activities with no competition.
 - v. Follow state-recommended curriculum and/or activity plans recommended by the county Primary 4-H Committee and the County 4-H office.
 - vi. Encourage members to complete the Primary Member Personal Development form with assistance from their leader, parents, or older members. (See: State 4-H web site: ca4h.org) A primary member's project report must be turned in to the club leader in order to earn credit for the 4-H year.
- 2k. Recognition- recognition for participation of all 4-H members is designed to reinforce but never replace the rewards that come from simply doing an activity for its own appeal. The first line of that recognition coming from adults is attention to the member that accepts, validates, and instructs participation at the unit level, especially at the time of "graduating" to the next level.
- The following guidelines for external recognition conform to Section 403.1- Primary Members, State 4-H Policy Manual)

- i. Certificates, ribbons, and/or pins may be used as tokens of this achievement.
- ii. Star rank reports and awards are not appropriate for primary members.
- iii. Primary members do not accumulate credits on the Personal Development Report Form (4-H 1071) that supports the star rank.
- iv. Fairs are open to primary members for exhibit only. The use of the Danish and American systems of judging is not acceptable for use with primary members. Primary members should only receive recognition for their participation.
- v. Primary members receive a stripe and orange pin for each primary year completed. Primary membership will not apply to regular 4-H tenure.
- vi. Primary members will not be permitted to participate in 4-H events at the county level except when special classes or divisions are offered for primary members where participation ribbons only may be offered.

3. LEADER REQUIREMENTS

All 4-H volunteers must complete an orientation, agree to the Volunteer Code of Conduct, and be cleared in a background check prior to appointment as a leader. A leader enrollment form and self disclosure statement is completed each year. If a leader drops from the program, they may be reinstated if one year or less has elapsed. Re-orientation and re-fingerprinting are required if over one year. Volunteers are appointed as agents of the University of California to carry out their duties as educators under the policies set forth at the national, state, and county levels. (12-06)

Community Club Leaders will only serve a two year term. Elections will be held. If the current leader is re-elected (by votes) they will serve until the next election. (May 2008)

43. FAIR EXHIBITS

- 34a. A member must be in good standing within his/her club to participate at fairs and to exhibit his/her projects as a 4-H member. (revised 2/04)
- 34b. A member must show under his/her home club name, not the club's name where the project is being taken. (1/30/95)
- i. In all County Fair sponsored competition (e.g.: show ring activity), a member must show under his/her home club name, not the name of the club where the project is taken. (revised 2/04)
 - ii. In all 4-H Sponsored County Fair activities (e.g.: clean barn and educational display contest), where multiple club project groups exist, exhibitors within these groups can elect to display and/or be penned either as a member of the project or his/her community club. (revised 2/04)

5. LEADERS DINNER

- 4a. ~~A bartender may be paid an amount to be predetermined by the Executive Committee.~~
- 5a. *Open to leaders, significant others, stakeholders and invited guests approved by the council or 4-H Office.* (12-06)
- 5b. A Meritorious Service Award will be awarded for outstanding service or dedication to the 4-H program. Award recipient to be selected by the Executive Committee. This award will not be given to current leaders. More than one Meritorious Award may be given.

65. GENERAL

- 6a. If an event does not have a committee prior to the event's cut-off date, the Executive Committee retains the authority to cancel the event.
- 6b. Every member has to be represented with adult leadership to be eligible to participate in a county activity.
- 6c. ***The 4-H year is from July 1 to June 30.*** (6-06)
- 6d. ***Use of the 4-H emblem is protected by federal law. Only use an official emblem graphic obtained from an authorized 4-H source which includes the language "18 USC 707" to the right of the stem. You need to maintain the proper height and width proportions of the image. Text or graphics should never cross the clover emblem. Use of the 4-H clover as a desktop wallpaper or web page background is inappropriate. Read the emblem guidelines carefully regarding commercial use of the name and emblem and production of items with the 4-H name or emblem.*** (12-06)
- 6e. ***Fundraising Guidelines***

All methods of fund raising by clubs and units must comply with the general fund development guidelines of the University of California, which are given below. The regulations apply to those activities involving the solicitation and use of goods and services for 4-H YDP, as well as the solicitation of funds.

1. *Any raising or use of funds by a club or unit must be to further the research and education goals of 4-H YDP.*
2. *Any club or unit intending to raise more than \$100 in a fund raising activity that is not in the approved proposed budget must file a letter of intent with the County Director or designee, indicating the type of activity and purpose for which the funds are to be raised.*
3. *All fund raising activities in support of the 4-H YDP must comply with the following:*

Federal law regarding the use of the 4-H name applies in these activities. (See Appendix G, Public Law 772.) Pertinent federal rules and regulations governing the use of the 4-H name and emblem published in the Federal Register, March 17, 1987, must also be followed.

Public, non-profit agencies, such as the University of California 4-H YDP, are not to conduct lotteries, drawings, raffles, bingo, and other games of chance (12-06)

Conferences

7. STATE LEADERS CONFERENCE AT ASILOMAR

See budget item #302 (3/96)

8. LEADERSHIP TRAINING FUNDING (revised 2/04)

8a. Partial funding according to the current budget will be provided to each of these conferences: Washington Focus, California Focus, State Leadership Conference and LCORT. Only one Washington Focus Trip will be funded for each member.

(1/91)

8b. Partial funding for additional events may be considered by Executive Council on a case by case basis. (2/04)

8c. Reimbursements will be made upon completion of event/seminar and report provided to the Club Council. No reimbursement will be made upon claims received later than 60 days after the event. (2/04)

Awards and Recognition

9. 4-H RECORDS (3/13/95 by Ken Willmarth)

9a. 4-H record books will be judged at the county level only if one representative for every four books submitted from the member's club serve on the awards selection committee.

9b. Immediate family (parents, siblings, and grandparents) of members being considered for recognition are ineligible to judge books of that member's category at the county level.

- 9c. Members, 14 years of age and not yet 19 years of age by January 1 of the current year who have completed one full year of 4-H may apply for achievement recognition beyond the county level. This is done with a California 4-H Incentives and Recognition Application Form. (State Policy)

10. EMERALD STAR

- 10a. To qualify for Emerald Star, a member must be 13 years of age or completed 7th grade.
- 10b. No limit on the number of qualified applicants who can earn the rank.

11. ALL STARS (2/04)

- 11a. All Stars are expected to attend the State Leadership Conference, an event that provides important leadership training. If the Conference conflicts with county fair commitments, the All Stars must choose a comparable training event approved by the All Star Advisor.

Requirements:

- 11b. Has been enrolled in a 4-H program in the club year prior to achieving the All Star rank.
- 11c. Plans to enroll the Stanislaus County 4-H program the following year.
- 11d. Is 15 years old by December 31 of the calendar year in which member achieves Stanislaus County All Star rank.
- 11e. Has demonstrated leadership abilities, citizenship concern and maturity of judgment.

- 11f. Shows strong interest in continuing the 4-H youth program and has specific ideas as to ways in which he/she can give guidance and leadership to some phase of the program.
- 11g. Parents and members recognize the opportunities and the responsibilities of being selected a 4-H All Star and are receptive to new ideas and challenges as acknowledged in the signed participation contract.
- 11h. Members must complete an Emerald Star project as a prerequisite to achieving the All Star rank.
- 11i. Upon satisfactory completion of all prerequisites, the candidate will be accorded the rank of Stanislaus County All Star, installed at the Awards Reception, and serve throughout the year that follows.
- 11j. Unsatisfactory performance as an All Star could result in disciplinary action, to include the possibility of forfeiting the All Star rank and all its privileges.

12. FARMYARD EXPERIENCE (2/04)

- 12a. ~~Three~~ *An approved number of* people may be given a stipend to help in the Farmyard Experience.
- 12b. ~~Every~~ *All clubs must are expected* participate in the Stanislaus County Fair Farmyard Experience. *Clubs/groups that do not participate are subject to disqualification from 4-H awards at the fair.* (12-06)

Referred to Camp Committee

13. SUMMER CAMP

- 13a. A member must be at least a Junior member to attend camp.

- 13b. A member must be in good standing to be subsidized by the leaders Council or their club for attending camp.
- 13c. COUNSELORS: *(Forecast 2/87)* Counselors will be selected from 4-H members who are at least 14 years of age by June, have completed 9th grade, and have had previous camping experience.
- 13d. STAFF MEMBERS: All staff members must be at least 18 years old, except for dishwashers, (17) and dining room assistant (17); camp director must be 21 and the boys and girls deans must be 25.

14. SCHOLARSHIPS

- 14a. The Applicant and the Committee must follow the instructions on the Application form exactly.
- 14b. Application will not be accepted after the date and time announced as the deadline.
- 14c. All applicants will be objectively judged against the application guidelines.
Applicants may be required to attend an oral interview as part of the selection process. Such interview will be conducted by the scholarship committee, and identical, pre-determined questions will be asked of all applicants in order to assure equal assessment. *(4/99)*
- 14d. The Committee Chair will present decisions made to Executive Committee and submit a written records scholarship evaluations to be held by County Advisor until funds are dispersed.
- 14e. Scholarships are not restricted to candidates attending colleges, but may be used for those attending other accredited career training courses.

14 f. Proof of enrollment must be provided to the Executive Committee within 2 years

from award date. Exceptions must be approved by Executive Committee.

14 g. If the 4-H member scholarship funds are not used, they may be held in a scholarship

trust account and be used in following years. (9/8/87)

15. ADMINISTRATION & FINANCE

15a. Resource Management -- All Club/Project property and assets belong to the 4-H Club Council. The Council requires an annual physical inventory of all Club/Project assets. This includes all property purchased with club funds or donated to a club, project or leader under the name of 4-H. These assets become property of the Council as soon as received. The property and the inventory report must be included in the Treasurer's Book which is turned in and maintained, to the County Office at the end of the 4-H year.

15b. Payment of Club Bills -- All checks made out for payment of club bills should be done only after said bills have been voted to be paid. Club bills may be paid without a vote, only if the item is specifically noted in the budget. The checks should be written and signed by the club treasurer (preferred) or by the president and signed by an officer and an authorized adult (not from the same household). Under no circumstances should either officer sign blank checks for later use.

15c. The 4-H Advisor (preferred) or other staff must be a co-signer on all Stanislaus County 4-H club, Club Council, Camp or other 4hYP bank accounts, regardless of the size of the year-end balance. (Modification of State policy 704.2 (3))

15d. All moneys collected in the 4-H program for the club's or project's use, no matter how it is raised, must pass through the club treasurer's books.

- 15e. Assessments -- Each club will pay a yearly assessment to the county office. The assessment rate is determined by the Executive Committee. This money must be raised from club fund-raisers. A club may not collect the assessment amount from the members and leaders.
- 15f. Reorganization of Clubs -- If a club disbands, that club's funds are held in trust in the Council treasury for a maximum period of 3 years. If the club does not reform the funds go into the 4-H Club Council general fund. All new clubs or clubs starting up after three (3) years will be provided with a start up kit (flags, banners, etc.) and can request up to \$200.
- 15g. Reimbursement -- A club or club leader will not be reimbursed by the Club Council for expenses incurred for advertising a club event. The FORECAST newsletter provides an excellent source of free publicity.
- 15h. Reimbursements -- All bills submitted to the 4-H Council Treasurer will only be accepted on the Council Refund Form (see attached). These are available from the 4-H office. (9/4/90)
- 15i. Trusts – *monies can be held for 3 years in trust while a plan is developed for use. After 3 years, the funds are absorbed into the general funds if no action has occurred.* (12-06)
- 15j. *“In Good Standing” status for clubs and consequences: Clubs that have not submitted their Secretary, Treasurer, and Club Rosters by the deadline are subject to disqualification from 4-H awards at the Fair and other club incentive awards.*(5-29-07)

16. 4-H CLUB COUNCIL COMMITTEES

Each Club is required to have volunteer leaders or parents involved with and serving on at LEAST TWO (2) COUNTY COMMITTEES.

- 16a. County Committee Notebooks -- will be kept and turned in at the end of the year to the 4-H office by the chairman of each committee. It will be the responsibility of the Policy Secretary to review and maintain these notebooks (11/5/90)
- 16b. County Fair Liaison -- This committee shall consist of an appointed adult and youth representative of each species. These members are to report areas of concern to the 4-H Livestock committee. Representatives of the liaison committee will then meet with the representatives of the Fair Board to process these concerns.
- 16c. Sectional Council Reps -- According to Sectional Council Policy, Stanislaus County may have 5 representatives to the Regional Council. Three representatives are elected-2 adults and one youth. The County Director appoints 2 youth as representatives. There can be 5 alternates, in the same ratio as the representatives.
- 16d. Standing Committees need a secretary/note taker at every meeting to document what was said, or meeting will be cancelled, and the notes to be turned in to county office and typed before next meeting. (March 3, 2008)