

LAWRENCE COUNTY 4-H POLICY GUIDE

October 1, 2007

This document is an attempt to bring together in one place the policies and procedures that are commonly used in Lawrence County 4-H. The Arkansas 4-H Policy Guide goes beyond our local document. To access it go to www.uaex.edu and click on 4-H Youth Development.

Lawrence County 4-H Webpage:

<http://www.uaex.edu/lawrence/4H/default.htm>

NEWSLETTER

A Lawrence County 4-H newsletter will be published a minimum of every other month. The newsletter will include information concerning due dates, upcoming events and recognition of member accomplishments. Individual clubs are encouraged to submit news to be included in the newsletter.

CALENDAR

A yearly program-planning calendar will be published by the Lawrence County Extension Service. Youth and Adult leaders will help to establish activity dates. A calendar is also published yearly by Arkansas 4-H. A copy of the calendar will be provided to each leader, and it will also be accessible on line at www.uaex.edu.

LAWRENCE COUNTY 4-H MEMBERSHIP REQUIREMENTS

1. Must have a membership application (FY4-H 617) for the current year on file in the county Extension office and maintain the membership requirements of a Lawrence County 4-H club. The membership year is October 1 through September 30.
2. Must be enrolled in a 4-H project.
3. Must be a member of and attend a community 4-H club, project 4-H club or special interest club at least 50 percent of regular scheduled meetings.

Age Categories:

- * Cloverbuds are ages 5–8 years old.
- * Juniors – Ages 9–13.
- * Seniors – Ages 14–19.
- Age category is determined by the age a 4-H member is on January 1.

Age regulations are set by the Cooperative Extension Service State 4-H Office. They are listed in the State 4-H Policy Handbook.

LAWRENCE COUNTY 4-H CLUB GUIDELINES

1. Each club must have one main leader.
2. It is recommended that each club should have at least two (2) project leaders; at least nine (9) members; eight (8) or more regular meetings per year and three (3) or more social or recreational events; three (3) or more project meetings per year; one (1) or more social events when parents are especially invited.
3. New members must attend two meetings before joining. The first is to express a desire to join and the second to join.
4. Club members are encouraged to turn in a Journal each year.
5. Members must attend at least 50 percent of regular monthly meetings.
6. Club officers are to be elected every September or October and are encouraged to attend County Officer's Training.
7. Leaders will be furnished enrollment cards, club directory, committee and club contact form, 4-H emblem use and non-discrimination form for their clubs. These should be returned to the Extension office by October 30.
8. 4-H members who desire to participate in Regional or State O-Rama will be given first choice in category selection if they have competed in that particular competitive county activity. Remaining open categories may be filled by 4-H members who participated in County O-Rama, O-Rama Make-Up Day. The final remaining slots may be filled at the county Extension agent's discretion.
9. Main leaders are responsible for compliance to general policies for individual 4-H members in their respective clubs.
10. Each club must have a copy of the club by-laws or standing rules on file in the Extension office. These by-laws must include new member attendance requirement, attendance policies, requirements for officers, and 4-H Journal requirements.
11. It is recommended that clubs follow the 4-H opening ceremony at each main meeting.
12. Club must have a minimum of elected president, vice-president, and secretary/treasurer.
13. Clubs must annually submit their completed secretary's and audited financial records annually to the Extension office by October 1 each year.

DRESS CODE

The dress, grooming, and manners reflect the general climate of any organization; therefore, 4-H'ers are expected to wear appropriate clothing and to present a neat appearance when participating in the program. Moderation in type and style of clothing should be the basic standard. The following clothing items are **not** permitted in casual and business casual attire:

- Pants, shorts, skirts, and dresses that are not longer than the fingertips of hands held at sides (arm's length); the tip of the waistband must be no lower than the top of the hipbone.
- Clothing with slits and/or cutout areas that are above the finger tips of hands held at sides.
- Any backless dress, top, or cutoff shirts that expose any part of the midriff or back.
- Clothing with revealing necklines and sleeve openings.
- Mesh-type or see-through shirts.
- Visible undergarments.
- Clothing with inappropriate or unsuitable graphics or slogans (vulgarity or obscenities and/or drug, tobacco or alcohol advertisements).
- Any clothing item that an Extension faculty member deems inappropriate.

Appropriate clothing, for events that specify causal attire, includes walking length shorts (fingertip length), jeans or pants, and T-shirts or sweatshirts. Business casual attire includes blouses or shirts with slacks or pants including khakis and dress denims. Semi-formal and formal attire includes coat and tie and slacks for males and dressy dress or pantsuit or party dress for females. Semi-formal and formal attire should be age-appropriate for the youth and should be moderate in type and style. Youth and adults selected to 4-H events should be notified by Extension personnel of appropriate type dress for the event. Extension staff and adult volunteers are responsible for enforcing this policy at all 4-H events.

CODE OF CONDUCT

Publication # C-411

REVISED -- 10-1-06

Effective Date --10-1-99

The 4-H Code of Conduct, [F.Y.4-H - 686 \(MSWord Template\)](#) will be used as the official document for dealing with infractions by 4-H members. See the [4-H Incident Policy](#) and the [4-H Review Board Procedures](#) for details.

The primary goal of the Arkansas 4-H program is to build character in youth while participating in 4-H. Arkansas promotes the six core ethical values of the [CHARACTER COUNTS!](#) Curriculum: trustworthiness, respect, responsibility, fairness, caring, and citizenship. Unethical behavior including, but not limited to, dishonesty by lying, deception or omission in conjunction with any 4-H activity/event will not be tolerated. 4-H youth or adults accused of unethical behavior will be subject to the appropriate county, district or state Review Board or to an alternate 4-H event review committee (see note below) to determine future 4-H participation and eligibility for awards and recognition. Failure to act with good character could result in loss of privileges for current or future 4-H events. The alternate review committee will be structured as the standard 4-H event review committee and be formed only if a violation occurs.

Code of Conduct cont'd

Note: For district, state, or national activities, it is the intent that violations of the Code of Conduct be handled at the 4-H event when they occur; however, if insufficient time or circumstances do not allow the event review board to function or the infraction is reported after the conclusion of the event, an alternate event review board may be called up to 30 days after the conclusion of the event with the approval of the Assistant Director - 4-H Youth Development. The review board will forward its findings and recommendations to the Assistant Director - 4-H Youth Development for final decision.

County review boards should be appointed annually to address issues related to county 4-H events. Findings of the county review board affecting an individual's participation in district, state, national and international 4-H events should be reported to the Assistant Director - 4-H Youth Development on the 4-H Review Board Proceeding Report form, [F.Y.4-H - 143 \(MSWord Template\)](#) or, in the case no Review Board was called, on the 4-H Incident report Form, [F.Y.4-H - 142 \(MSWord Template\)](#).

If a delegate attending an out-of-state event violates the 4-H Code of Conduct, the event review board has the right to send that member home by airplane or other appropriate means of transportation at the parents' expense.

LIVESTOCK CODE OF ETHICS

The Cooperative Extension Service conducts and supervises the educational components of the 4-H youth livestock program. 4-H livestock projects are designed for youth to learn skills that will insure the proper care of animals, develop responsibility, and promote family involvement. All adult supervision and training provided for livestock projects should be directed toward enhancing the education of youth. Participation in competitive activities should always instill a strong personal code of ethics.

Existing state and federal laws and the rules and regulations governing individual livestock exhibitions should be enforced. Unethical behavior in conjunction with 4-H livestock projects will not be tolerated. 4-H youth and adults found by show officials to be in violation of existing laws and/or show rules regarding unethical and unlawful practices will be subject to a livestock 4-H review committee to determine future 4-H participation. This livestock review committee will be structured as the standard 4-H review committee and be formed only if a violation occurs. Penalties may range from a 3-month suspension from 4-H to the remaining years of 4-H eligibility.

LIVESTOCK PROJECTS/SHOWING

All persons who show livestock under the 4-H name must be a member of and active in a 4-H club in Lawrence County at least three months before the event. The enrollment card must be on file in the Lawrence County Extension Office during this three-month period. To be considered an active member a person must attend ½ (half) of all club meetings and events. 4-H members who show livestock must be under the leadership of a certified 4-H leader and a county Extension agent.

ANNUAL CERTIFICATION OF NONDISCRIMINATION BY EXTENSION HOMEMAKERS CLUBS, 4-H UNITS, AND MASTER GARDENER GROUPS.

Pursuant to the University of Arkansas Cooperative Extension Service Compliance Plan, county faculties will obtain written assurances of nondiscrimination from the president of each Extension Homemakers Club (E.H.C.), the main leader of each 4-H unit, and Master Gardener group. These assurances will be submitted annually on form [A.F.F.A.C.T. - 513](#) (for E.H.C.), form [A.F.F.A.C.T. - 662](#) (for 4-H clubs) and if the president/main leader refuses to submit the written assurance, the county Extension agent - staff chair will notify the club in writing that the club will no longer be serviced by the University of Arkansas Cooperative Extension Service.

PROCESS OF BECOMING A CERTIFIED VOLUNTEER

All volunteers are subject to the following procedure:

1. Complete and return to the county Extension office the 4-H Volunteer Application Form, EDS-643, and the Authorization for Release of Confidential Information, CES-164.

References will be checked, so it is very important that you complete the entire form. Family members or anyone living in the same house should not be used as a reference.

2. Read the Cooperative Extension Service Youth Protection Program and acknowledge in writing (FY-4-H 701) having received and read appropriate policies and procedures.

After all references and checks receive favorable results and the adult has completed this process, he or she will be notified (by letter) by the county Extension office that he or she is duly enrolled as a 4-H volunteer.

TRANSPORTATION

It is the responsibility of the parents or guardians to provide transportation to all 4-H activities and events. Faculty and staff of the Lawrence County Extension Service are not responsible for, nor should they arrange, transportation for youth, including telling a youth they must ride in a certain vehicle. Faculty and staff may assist parents by providing them with a list of youth participants so that parents and guardians may form car pools if they desire to do so. If a youth drives to a 4-H event, the county Extension staff may request their car keys and hold them until the end of the event.

COUNTY INSURANCE POLICY

All 4-H members and leaders who have a current membership card on file in the county Extension office are covered by Lawrence County 4-H insurance policy. This policy covers bodily injury caused by an accident occurring while and resulting directly and independently of all other causes in loss, provided such injury is sustained by the 4-H member or leader while in the consequences of:

1. Participating in, or attendance at, any regularly approved unit (club or county) activity as a group under supervision of the unit leader (4-H leader or agent);
2. Traveling directly to and from such regularly-scheduled and approved group activity with the other 4-H members of the unit, as a group, provided such group is at the time under supervision of the proper authority of the unit;
3. Traveling directly to or from the 4-H member's residence and meeting place for the purpose of participating in such regularly scheduled unit activity.
4. This policy is a supplemental to a person's regular insurance. It will pay up to \$3,000 per claim.

NOT COVERED

- Eyeglass replacement
- Suicide
- Hernia in any form
- Illness
- Air travel
- Denture replacement or repair
- Injuries sustained in rodeo events
- Losses covered under Medicare or Workman's Compensation
- Injuries sustained while tobogganing, skiing, sledding, and tubing
- Ages 5–7 animal projects
- Children under 5

INCLEMENT WEATHER POLICY

In the event of snow, ice, or severe weather on the day of a 4-H event, listen to The River-Hometown Radio, KRLW-KPOC radio stations or log into <http://www.kait8.com>

PAYMENT OF FEES

All fees that are required to attend an event are due with the application.

REFUND POLICY

The following refund policy will apply to all 4-H events.

Amount of Refund	Time-Frame
100% refund	20 working days before the day of the event
50% refund	12 - 19 working days before the day of the event
No refund	0 - 11 working days prior to the event*

- Exceptions to this refund policy will be based on personal or family illness or death in the immediate family. Participants must notify the county Extension office of cancellation (regardless of date) who will in turn notify the state 4-H Youth Development Office so that alternates can be considered.

You are responsible for notifying the Lawrence County Extension Service of cancellation in writing or by directly speaking to the appropriate faculty or support staff member. Messages left on voice mail or e-mail are **NOT** acceptable notification.

You will be reimbursed only if the Lawrence County Foundation is reimbursed. If no reimbursement is given by Arkansas 4-H you will be billed for the portion that was paid by the Lawrence County Foundation.

REQUIREMENT FOR ASSISTANCE IN PAYMENT OF FEES

In order for a 4-H member to receive assistance with payment of fees, he/she must have attended half of all their club meetings and participated in one county event during the program year. The Lawrence County 4-H Foundation will make the final decision on payment of fees.

CLUB FINANCIAL POLICY

All clubs must complete an Arkansas 4-H Club Treasurer's Record Book (C-488) and submit it to the county Extension office by October 1 each year.

A club that maintains over \$200 is required to have a checking account. The account should have the main leader and one other certified volunteer as a signer. Each club must obtain a separate Employer Identification Number (EIN). The EIN form must remain on file in the county Extension office. Detailed financial reports must be provided yearly at a club meeting and to the county Extension office.

NON-PROFIT TAX-EXEMPT STATUS

1. The 4-H club program in the United States, by definition of the Extension Committee on Organization and Policy (ECOP), operates under the 501(c)(3) status of the Internal Revenue Code. This means that 4-H clubs and foundations are tax-exempt in Arkansas and the U.S. For more tax exemption information visit the **National 4-H Headquarters web site**. http://www.national4-hheadquarters.gov/library/4h_polregs.htm

2. Internal Revenue Service Employer Identification Number – All 4-H organizations should apply for an IRS Employer Identification Number (EIN). Form SS-4 is available online at the **IRS web site**: <http://www.irs.gov/formspubs/lists/0,,id=97817,00.html>

All banks are required to submit records to the IRS of interest paid. If they have not already done so, your bank will require an Employer Identification Number in order to comply with the law.

How to Obtain an Employer ID Number --

1. Contact any IRS office and ask for Form SS-4, Application for Employer Identification Number. Complete the form.
2. Item number 15 on the form, "Indicate principal line of merchandise..." should be completed by stating "4-H club educational" or "4-H foundation."
3. Return your completed form to IRS Service Center, Memphis, Tennessee 37501.

PROJECT WORK 4-H JOURNAL

A record book (journal) is a summary of what a 4-H'er has done the previous year in 4-H, and it builds from year to year. It requires a 4-H'er to do project work, community service and leadership. The record book (journal) also teaches numerous life skills, including record keeping, responsibility, writing and communication skills.

Categories for record book (journal) competition are based on the age of the 4-H members as of January 1.

Cloverbud Members: ages 5–8
Beginner Members: ages 9–12
Intermediate Members: ages 13–15
Advanced Members: ages 16–19

The final due date for all Cloverbud, Beginner, Intermediate, and Advanced Journals will be announced in the newsletter.

There will be no exceptions for late Journals.

Beginner, intermediate and advanced Journals will be judged by a committee at the state level. Journals will be judged in state initiative categories instead of project areas.

4-H Journal cont'd

The state initiative categories and the number of winners named in each age division of each category are as follows:

State Initiative Category	Advanced	Beginner/ Intermediate
1. Strengthening Families	2	3
2. Extending Resources	2	2
3. Enhance Health and Well Being	9	12
4. Encourage Individual Development	7	9
5. Valuing Agriculture	1	1
6. Animal Science	8	11
5. Plant and Soil Science	6	8
6. Protecting the Environment	3	4
7. Utilizing Science and Technology	4	5

HONOR CLUB

Each club is asked to meet the requirements yearly for Arkansas 4-H Honor Club. Each club that meets the requirement will receive recognition at the annual county awards banquet.

COUNTY HONOR CLUB applications due date will be announced in the county newsletter. Refer to page 42 of the club secretary's book. A county honor club certificate will be awarded to all 4-H clubs that complete the items listed below and submit the 4-H club secretary's book to the county office for review.

1. Complete each section of the 4-H club secretary's book.
2. Include at least one picture and one news clipping related to the club on the appropriate page in the secretary's book.
3. Complete 10 or more of the 12 items listed below:
 - a. Had a membership of 12 or more members.
 - b. Held eight or more regular meetings.
 - c. Held three or more social or recreational meetings.
 - d. Held three or more project meetings.
 - e. Held one or more meetings in which parents were especially invited to attend.
 - f. Had an average of 75% at eight of the regular club meetings during the year.
 - g. Conducted and participated in a community improvement or service project.

- h. At least one-half of the members participated in either a club fair, window-type exhibit, or a project tour.
- i. Held a 4-H club recognition dinner, banquet, or special program during the 12 months prior to the date this report is due in county office. The purpose of this activity was to recognize 4-H members' achievements.

Honor Club cont'd

- Club members participated in three or more county activities.
- At least 75 percent of the members turned in their record books (journals).
- Kept the 4-H club program before the public by accomplishing three or more of the following: news stories, radio programs, television programs, or public presentations by members at school, community, or civic club programs. These three items pertaining to 4-H may all be from one category or any combination.

LAWRENCE COUNTY 4-H HONOR MEMBER

All 4-H members are encouraged to apply for honor member. However, to be selected, 4-H members must meet the required criteria. Also, the criteria marked with an asterisk (*) MUST be checked before submitting an application for consideration. Selection is based on work completed in the current 4-H year.

Club: must check 4 criteria (including asterisks) to qualify

- * _____ Attended at least 8 regular club meetings. List the club/clubs in which you participate.
- * _____ Gave a talk, demonstration, or speech at county Talks and Demonstrations.
- * _____ Can recite the 4-H pledge and motto to a club leader.
- _____ Served as an officer or on a committee. Please list.
- _____ Assisted with at least two special club activities such as community service projects, fund raising, parties, tours, or other special events. Please list.

COUNTY: must check all asterisked criteria to qualify

- * _____ Completed and turned in a 4-H Journal this year for county competition.
- * _____ Participated in a County O-Rama competitive activity (Talent, Fashion Revue, and Celebrate 4-H, Talks and Demonstrations, or Outside Day). Please list each and how you placed
- _____ Participated in other county competitive activities (may include Ross Photo, Poster contests, County Fair, Broiler BBQ, livestock judging, pumpkin and watermelon, etc.) Please list which activities specifically and how you placed.
- * _____ Completed an essay on Why I Should be an Honor Member. Submit essay of 100 words on a separate paper.

Regional: must check all asterisked criteria to qualify

- * _____ Participated in Regional O-Rama. Please indicate event and placing.
- _____ Participated in District Horse Show or District Livestock Show.
- _____ Exhibited at District Fair.

- _____ Participated in District Record Book Competition. Did your book win?
- _____ Participated in District Activity Day (some years this may not be available).
- _____ Participated in the District Broiler BBQ Contest.

Honor Member Requirement Cont'd

STATE: must check all asterisked criteria to qualify

- _____ Participated in a camp or other program held at the 4-H Center. Please list them all (includes State Camp, TLC, CAPS, etc.).
- _____ Selected to participate in a state competitive activity (Poster Art Contest, Ross Photo, Arbor Day Poster Contest, Broiler BBQ Contest, pumpkin and watermelon, etc.).
Please list events and how you placed.
- _____ Participated at the State Fair and/or the Mid South Fair.

SENIORS ONLY:

- * _____ Served as Lawrence County Teen Leader.
- _____ Participated in State O-Rama. Please list events and how you placed
- _____ Participated in State Record Book competition.
- _____ Recognized as a Teen Star
- _____ Served as State Ambassador or as a State Officer (*please circle those that apply to you*).
- _____ Attended camp counselor training and served as a counselor at 4-H camp

Member signature

I hereby certify the information presented herein is correct, and I recommend this applicant.

Parent's signature _____

Date _____

Lawrence County 4-H Champion Score Sheet
 (Point System used to determine Jr. & Sr. level Champions)

Name:
 Year of Judging:
 Primary Club:

Criteria	Value	Points Earned
Turned in a Record Book	5	
Local Involvement Examples - County Fair & O-Rama	2 points each	
State Involvement Examples - Camps, WHEP, State Fair & O-Rama	3 points each	
Local Offices	4 points each	
State Offices	6 points	
Regional Activities Examples - Regional O-Rama & Mid-South Fair	4 points each	
Community Service Events Examples - Iron Mt, County Camp Counselor, Phone Home USA, Trick-or Treat for Cans, & individual club activities	1 point each	
TOTAL POINTS EARNED		

4-H LEADER OF THE YEAR

Each year, a 4-H Volunteer Leader will be named "Leader of the Year." 4-H leaders, parents and members are encouraged to nominate a volunteer adult. A committee of persons outside the Lawrence County Extension Faculty will be named to select the recipient. Names of nominees and other identifying information will be removed for judging. The award will be presented at the annual awards banquet.

Information requested on nominee.

Nominee: _____ Year: _____

Attach to this application any essay explaining in 100 words or less why this person is deserving of the 4-H Leader of the Year Award.

Information may be included in the essay:

1. Number of years in 4-H work.
2. Please list responsibilities.
3. Number of 4-H members worked with in primary club.
4. Please list other clubs or 4-H activities in which the nominee assisted through the year.
5. Any outstanding achievements or awards earned by the nominee or club.
6. Offices held or committees served on (4-H or others):
7. In your opinion, What was your club's number one accomplishment this year that the nominee assisted with?

AWARDS

A 4-H Awards event will be held each year to honor the accomplishments of 4-H members. The awards that will be given are:

2006 Achievement List for 2007 Banquet

Youth Awards

1st place County O'Rama

Regional O'Rama Participants

State O'Rama Participants

County Journal Winners

County Champions

Honor Members

W.H.E.P.

Ross Photo Entries

BBQ Broiler

New Clubs– (Official Charter)

New Members – (New member pins)

(Other awards can be given based on the competitions youth enter.)

Adult Awards

Friend of 4-H – 8X10 Plaque

Leaders' Years of Service Awards – certificate and pin for 5, 10, 15, 20 years

Leader of the Year

4-H PARENT'S RESPONSIBILITIES

Parent interest and encouragement are major influences on young 4-H'ers. If parents are involved right from the beginning, chances are greater for a successful 4-H experience.

Assist child in selecting a 4-H project he/she can do and will enjoy.

Read the project book your child receives. You'll find ways you can help your child with the project.

Attend 4-H club meetings and activities with your child. This will help you understand the type of assistance your child needs.

Read the 4-H mail that comes to your home. This will help keep you up-to-date, and you will be able to remind your child of upcoming events and due dates.

Encourage your child to attend 4-H meetings and activities. See that your child has transportation to get to the events.

Offer to assist the 4-H club leaders with specific tasks.

Provide light refreshments for your child's club meeting when asked.

Lend your kitchen, backyard, living room, garage, or basement for an occasional 4-H meeting when requested.

Share a hobby, skill, or interest of yours with 4-H club members during a meeting workshop.

Assist your child in keeping records on his/her 4-H work. A 4-H member is to keep a written record of what he or she does in 4-H, which is turned in to the county Extension office on the fourth Monday in January. This includes 4-H project work, demonstrations, awards received, leadership positions held, and community service involvement. (See page ten for more on record keeping.)

Guide and encourage your child but avoid doing the project for him/her. Working on a project together can be fun for both you and your child.

MISCELLANEOUS

Due dates, published in the monthly newsletter (Lucky Clover) sent to all 4-H families, will be enforced. The main leader of each club will receive an Arkansas 4-H Events Packet and an Arkansas 4-H O-Rama Packet. These packets contain specific information on camps, trips, activities, scholarships, etc., as well as application forms. Leaders should share this information with club members and parents.

For additional information on 4-H events, policies, and forms, go to www.uaex.edu. Click on 4-H and Youth, and then 4-H Homepage

Lawrence County 4-H Webpage:

<http://www.uaex.edu/lawrence/4H/default.htm>

University of Arkansas, United States Department of Agriculture and County Governments
Cooperating.

The Division of Agriculture offers its programs to all eligible persons regardless of race, color, national origin, religion, gender, age, disability, marital or veteran status, or any other legally protected status, and is an Affirmative Action/Equal Opportunity Employer.