

Washington County 4-H Policies and Guidelines

Revised October 1, 2006

Introduction

Welcome to the world of 4-H. In order to maintain and smoothly operate the Washington County 4-H program, it takes a great deal of structure and many procedures. This policy handbook is designed as a resource for all interested in the workings of the County 4-H program. The policies were developed with input from 4-H members, volunteer leaders, and Extension staff.

This document is intended as a living document and an important reference. The contents will be regularly reviewed to insure its relevance and accuracy in meeting the needs of Extension staff and volunteers. From time to time changes or additions may be made. When they occur these changes will be communicated through the county's 4-H newsletter, known as *4-H Clover News* and published on the even months of the year.

It is also important to note that these policies supersede any other state 4-H policies or guidelines otherwise printed, or stated which may disagree or conflict with those included in this handbook.

4-H MOTTO

“To Make the Best Better”

4-H Club Pledge

“I pledge my head to clearer thinking,
My heart to greater loyalty,
My hands to larger service, and
My health to better living,
For my club, my community, my country and my world.”

Pledge of Allegiance

“I pledge allegiance to the Flag
Of the United States of America,
And to the Republic for which it stands,
One nation under God,
Indivisible with liberty and justice for all.”

Mission Statement

The mission of the 4-H educational program is to help youth and families realize their full potential and to improve their quality of life. The 4-H County program will provide opportunities for youth to acquire knowledge, develop skills, and practice behavior that will enable them to become self-directing, productive and contributing members of society

General Arkansas 4-H Policies

4-H Year

The 4-H year is from October 1 of the current calendar year to September 30 of the following calendar year.

General Eligibility

Arkansas 4-H is the youth development program, a part of the Family, Youth and 4-H Education program, of the Cooperative Extension Service, Division of Agriculture, University of Arkansas.

The Arkansas Cooperative Extension Service offers its programs to all youth between the ages of 5 and 19 regardless of race, color, national origin, religion, gender, disability, marital or veteran status, or any other legally protected status. Agents and volunteers should consult the "all reasonable effort" procedures in organizing and maintaining 4-H clubs according to **Affirmative Action guidelines** included in the Arkansas Cooperative Extension Policies.

All youth participating in 4-H should have the same opportunity to equal training in 4-H work. All 4-H work should be conducted in such a manner that the Extension organization would not be criticized for the selection of winners.

Children of Extension personnel enrolled in a 4-H club program are eligible to compete in all 4-H programs and activities and are, therefore, eligible for all county, district, state, and national awards.

A 4-H member may not participate in a state 4-H competitive activity or awards program unless he or she is eligible to actually receive or accept the top award or honor if he or she should be named the winner.

Club Awards:

In programs or activities which offer competitive honors or awards to clubs or counties, a club or county is eligible to receive the honors or awards only twice in succession. This does not apply to County Honor Clubs or State Honor Clubs which are named on the basis of a standard of excellence rather than competition.

Membership and Enrollment

4-H youth development education programs are created and conducted principally for youth in grades K-12th. To be eligible for membership in Arkansas 4-H, the following age groups will apply:

Membership Category	Ages
Cloverbuds	5-8
Junior Members	9-13
Senior Members	14-19

Cloverbuds become official participants on their 5th birthday. Activities should be restricted to non-competitive educational programs. No competitive events will be conducted for Cloverbuds at the district or state level. Research indicates that this age group's comprehension of competition or judging one over the other is limited and may be harmful to development of a positive self-esteem.

Junior members are youth who are age 9 as of January 1 and become eligible to participate in district or state activities at this time.

Senior 4-H members are youth who are age 14 as of January 1 and must compete as a senior 4-H member. Senior members may participate and/or compete in 4-H activities and events until December 31 of the year they celebrate their 19th birthday. After that date they may continue in 4-H through the collegiate 4-H program, the alumni program, and/or become a volunteer leader.

Collegiate 4-H is a national organization where 4-H members can extend their involvement in 4-H while attending college. Collegiate 4-H provides a higher level of 4-H experience, with major emphasis on service, leadership, and personal development. Collegiate 4-H is an open and dynamic student organization involving active outreach to young people and their communities. College students conduct youth development programs in leadership, service learning, individual and group development. In turn, members enhance their personal development through community service and participation in social events.

Membership Implications for Fairs - Extension and 4-H do not set policy for eligibility of junior exhibitors for county, district, and state fairs. However, it is our recommendation as professional youth developers that the age for junior exhibitors coincide with the official age for 4-H competition. This is suggested especially for district and state fairs and preferably county fairs as well.

4-H membership must be through one of the Cooperative Extension Service's 75 county 4-H programs in Arkansas. A youth becomes a "4-H member" when he/she either completes an individual enrollment form, **FY4-H-617**, or is included in a group enrollment form such as 4-H Youth Participant enrollment form, **FY4-H-603** which must

be on file in the county Extension office. A youth participates in 4-H by belonging to a 4-H club or any recognized unit of membership (see "**Types of Membership**") in the county where he/she resides.

A 4-H member must declare a "home county" for membership in order to qualify for district or state competition. A 4-H member cannot compete for awards in qualifying activities in more than one county. Only one county can report club membership for a 4-H member at a time. A youth may belong to project groups and/or attend and/or participate in educational activities in more than one county if allowed by both counties.

4-H club members transferring from one location to another will be accepted by the county in which they reside and given full credit for their past 4-H work or achievements after verification from the state office they are not under any disciplinary action by a 4-H review board.

Marriage and parenthood are not barriers to 4-H club membership or participation provided age requirements are met.

Use of 4-H Name and Emblem



The official 4-H emblem consists of a green four-leaf clover with stem and the letter "H" in white or gold on each leaflet. The four-leaf clover with the stem and letter "H" in white or gold on each leaflet may also appear, if necessary, in other colors and still be considered the official 4-H emblem. For example, when it is not possible to use the color green for the emblem, as in printing on fabric, plaques, and trophies, other colors may be used.

When the 4-H Emblem is used, the following wording (exactly as printed below) will be displayed to the right of the base of the stem and under the lower right leaf:

18 U.S.C. 707

18 U.S.C. 707 The ONLY exception will be when the wording "18 U.S.C. 707" becomes too small to be legible. In computer generated samples, it appears that as long as the 4-H Emblem is at least 3/4 inch in size, the writing is legible. Once the 4-H Emblem is a size of .5 inch or smaller, the writing is probably not going to be legible. In these cases the following guidelines will be used:

- On printed material use an asterisk at the same location (to the right of the base of the stem and under the lower right leaf), and place the statement "18 U.S.C. 707" in a prominent place on the page.
- On packaged items (e.g., lapel pins and jewelry) place the statement on the outside package.
- When large versions of the 4-H Emblem are used (e.g., T-shirts, poster, and banners), the statement can be somewhat smaller in proportion to the Emblem.

When used, the 4-H Club name and emblem shall be given a position of prominence. It is not permissible to superimpose any letter, design, or object on the 4-H emblem or to alter its shape in audiovisuals, on letter stationery, certificates, publications, etc.

Any use of the 4-H Club name and emblem is forbidden if it exploits the 4-H program, its volunteer leaders, or 4-H youth participants or the United States Department of Agriculture, Cooperative Extension Services of the Land-Grant Universities, or their employees. Also, the 4-H Club name and emblem cannot be used to imply endorsement of commercial firms, products, or services.

Health Statement and Parents' Release

Youth applying for and participating in district, state, national, and international 4-H activities and events must submit with their application a **current health statement - FY4-H-633** completed by their parents or guardian. Youth should have in their possession a current health statement signed by their parent or guardian during transportation to and from 4-H activities as well as during the activity. This signed health statement should be given to the 4-H activity/event coordinator and to adults providing transportation to such activities/events. *Parents of youth participating in 4-H activities and events should be made aware that, if a medical situation arises, youth who do not have a signed health statement may be refused medical attention unless contact can be made with a parent or guardian.*

Dress Code

Member's 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 or casual business attire:

- Pants, shorts, skirts, and dresses which are not longer than the fingertips of hands held at sides (arms length); the tip of the waistband must be no lower than the top of the hipbone.
- Clothing with slits and/or cutout areas which 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 obscenity and/or drug, tobacco or alcohol advertisements).
- Any clothing item that an Extension faculty member deems inappropriate.

Appropriate clothing for events which specify casual 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

The 4-H Code of Conduct, **F.Y.4-H - 686** or if you need the Spanish version **F.Y.4-H - SP686**, will be used as the official document for dealing with infractions by 4-H members.

The primary goal of the Arkansas 4-H program is to build character in youth through 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 for 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.

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 Associate Director - Family, Youth and 4-H Education. The review board will forward its findings and recommendations to the Associate Director - Family, Youth and 4-H Education 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 effecting 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.

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 Project 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.

State Competitive Participation

1. To attend the **State 4-H O-Rama**, the youth must be a senior 4-H member and be eligible to compete in at least one **O-Rama** activity. All 4-H members who attend will be expected to participate in their individual qualifying event. Exception: Current state 4-H officers may attend the **state 4-H O-Rama** without competing in a competitive activity.

Please check the district and state **4-H O-Rama** packet for activity eligibility requirements.

2. Senior 4-H members can be named the first-place winner **only one time** in any state competitive activity. A 4-H member is eligible to continue to compete in any other state event or other competitive activity until they are named first-place state winner in that category regardless of their placing at county or district activities. Exceptions: 4-H members may be named a winner in their individual event more than once at the following state competitive activities: **State 4-H Horse Show, 4-H Day at the State Fair, Shooting Sports, and Rice for Ducks.**

To be named a state winner in any category which provides a national trip, a 4-H member must sign a written agreement or contract agreeing to attend the national competition as a member of the Arkansas 4-H delegation. (E.g., 4-H members winning the state Land Judging contest must agree to participate in the national event as an Arkansas 4-H delegate and must not have competed in a prior national Land Judging event.) If the 4-H member does not attend, he/she will be expected to reimburse the state 4-H office for any cost incurred.

Competing in Both 4-H & FFA National Events

The National offices of 4-H and FFA have agreed on the following national policy, in the interest of consistency between events and between organizations in eligibility for national competition.

"Participation by the same individual in both a National 4-H and a National FFA competitive event in the same year may occur only when the following is accomplished -

For 4-H: Participation in a National 4-H competitive event will require that all youth participating be a "bona fide" current 4-H participant and must qualify for the national event through an approved state competition or selection process conducted or sanctioned by the representative organization.

For FFA: Participation in a National FFA Career Development event will require that all youth participating be a "bona fide" member of an FFA chapter and must qualify for the national event through an approved state competition conducted or sanctioned by the representative organization.

Medical Insurance Procedures

Club Events

When deemed necessary, it is the responsibility of the 4-H club to arrange for and purchase insurance from 4-H club funds for a **club** activity to cover medical expenses, within limits, for accidental bodily injuries that may occur en route to, from, or during a **club** activity. Special activity coverage is extended to enrolled 4-H members, guests, adult volunteers and parents. The club may want to consider an annual "blanket coverage" policy for each enrolled 4-H member, but this policy does not cover youth under age 5.

County Events

It is the responsibility of the county Extension faculty to arrange for and purchase insurance from county 4-H funds for **county** wide 4-H events to cover medical expenses, within limits, for accidental bodily injuries that may occur en route to, from, or during the **county** 4-H event. Special activity coverage is extended to enrolled 4-H members, guests, adult volunteers and parents. The county may want to consider an annual "blanket coverage" policy for each enrolled 4-H club member, but this policy does not cover youth under age 5.

Extension faculty and staff should not be included in this policy since they are covered under a separate employee policy.

District and State Events

The 4-H Events Coordinator will prepare a list of district, state, and national 4-H events to be covered by insurance purchased through the Arkansas 4-H Foundation from the specific event fees. See the Quick Reference Guide.

Some statewide "special events" which are not conducted by state specialists should have county coverage for participation. (For example, the Arkansas Flower & Garden Show.)

Insurance Company

Because of past favorable experience with prompt claim processing, **American Income Life** is the preferred company for our insurance for District and State events. Their "plan option 3", which is the selected coverage, is \$0.23 / day / person (all non-Extension employees) for the maximum coverage available. Claims for regular 4-H events are limited to \$3,000 per injury. Special limits apply for horse events and winter sports events. See the policy for these limits.

Annual "blanket coverage" for club or county events is available but is limited to enrolled 4-H members, age 5-19, only.

It is the parents' responsibility to provide health/medical insurance for their child; this is a supplemental policy only.

Procedures in Case of Injury or Illness

In case of injury or illness of a participant in a 4-H activity, the following procedures should be followed. The person in charge of the activity or event should:

1. Get appropriate medical care for the patient.
2. Supply the care giver (hospital, doctor, etc.) with the insurance number.
3. Notify the county Extension agent - staff chair or other county agent from the county of the patient. Ask the agent to notify the parents or appropriate family member.
4. Notify the parents if the county Extension agent cannot be reached.
5. Notify the Assistant Director - 4-H Youth Development, who should notify the business office person in charge of insurance.
6. Notify Financial Services if the Assistant Director - 4-H Youth Development can not be reached.
7. Request that the person receiving care keep the event coordinator informed through the county Extension office of any continuing care as a result of the injury or illness.

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.

Volunteers

Definition of Volunteers: Any adult or youth approved by Extension as giving service to the 4-H program without salary or wages from Extension and qualify under the **CES Youth Protection Policy**. <http://intranet.uaex.edu/policy/programmanagement/youthpro.asp>

Volunteers must have a current 4-H Volunteer Application Form, **FY4-H-643** on file in the county Extension office. An application must be submitted annually to reinstate as a 4-H volunteer. Adults making application for the first time must also complete and submit with their application form **Authorization for Release of Confidential Information, EHIRE-164**. After

the screening process is completed, the volunteer will be notified by the county Extension office if they are accepted as a 4-H volunteer leader.

Individuals who become ineligible for youth participation in 4-H may become a volunteer after December 31 the year they turn 19. However, they must qualify under the **CES Youth Protection Policy**.

Adult volunteers must be age 21 before chaperoning a district or state 4-H activity. They must be age 25 before chaperoning an out-of-state 4-H trip.

Volunteer Liability Immunity -- Volunteers are covered under the Arkansas Volunteer Immunity Act of 1987. Volunteers are not to be held civilly liable for their acts or omissions in carrying out their responsibilities as volunteers if such acts or omissions were performed in good faith and did not constitute gross negligence. There is an exception. When the volunteer is covered by a separate and/or personal policy of insurance, the liability is limited to the amount of the coverage provided.

Washington County 4-H Membership & Club Guidelines

Membership

4-H member is defined as any youth ages 5 to 19 who is a member in good standing of a Washington County 4-H Club or Washington County 4-H project Club.

4-H Certified Adult Volunteer Leader/Project Leader is defined as a parent or adult 21 years of age or older who has completed a Volunteer enrollment card, Child Protection packet, provided three (3) letters of recommendations, passed the Child registry form and annually renews his/her volunteer enrollment card. Any volunteer leader may serve as a main leader or project leader of a 4-H Club/Project Group.

4-H Parent is defined as a parent of a bona fide 4-H member who attend regular monthly meetings with their youth, assists their child(ren) with project work at home, and provide a leadership roll under the direction of the Volunteer Leader. A 4-H parent is exempted from completing a Volunteer Enrollment Form.

Washington 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 Washington county 4-H club (see minimum county club requirements below.)
- 2) Must be a resident of Washington County or attend public school in Washington County or Home School tested in a Washington County School.
- 3) Potential 4-H members who are not a resident nor attend school or home school tested in Washington County must petition the Washington County 4-H Review Board for membership. If membership is granted, no funds may be received from the Washington County 4-H Foundation for the benefit of non-resident 4-H members.
- 4) These membership requirements must be met in order for a 4-H member to participate in county 4-H activities.

Regional, State, and National Participation Requirements

- 1) A county 4-H member must participate in 3 or more county activities to be eligible to represent Washington County 4-H at a higher than county event (excluding fairs). Eligible county activities include but are not limited to Demonstration Day, Activity Day, O'Rama Make Up Day, Arbor Day, Broiler BBQ, county fair, county camps, and county 4-H workshops. Activities in the 2 most recent years will count toward the 3 required activities. Extension Staff Chair will determine if a member has met participation requirements.
- 2) A 4-H member deemed ineligible to participate in Regional, State or National Events by the Extension Staff Chair, may petition the Washington County 4-H Review Board for eligibility

Washington County 4-H Club Guidelines

1. Each club must have one main leader. Main leaders will be elected annually in September by the club members.
2. 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 to express a desire to join and the second to join.
4. Clubs must be represented at a minimum of three or more county activities per year.
5. Club members are encouraged to turn in a 4-H Journal each year.
6. Members must attend at least 50% of regular monthly meetings.
7. Club officers are to be elected every September and are encouraged to attend County Officer's Training.
8. 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 at the beginning of the new 4-H year.
9. 4-H members who desire to participate in Regional or State O'Ramas 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 Activity Day or O'Rama Make-Up Day or any other County qualifying O'Rama event.
10. Main Leaders are responsible for compliance to general policies for individual 4-H members in their respective clubs.
11. Each club must have a recorded copy of the club by-laws or standing rules on file in the Extension office. These by-laws must include new member attendance requirements, attendance policies, requirements for officers, and 4-H Journal requirements.
12. County clubs will begin meetings with the official 4-H opening. This will include the statement of the 4-H motto, meaning of the 4-H emblem, and pledge of allegiance to the American flag and the 4-H flag.
13. County clubs must have a minimum of elected president, vice-president, and secretary/treasurer.

14. Clubs must submit their completed secretary's and audited financial records annually to the Extension office by the second Monday of November.

Ineligible Club Members: It will be the responsibility of the main leader to inform the Extension office in writing when a club member is declared ineligible for membership due to attendance or other reasons. The Extension office will then send written notice to the member that they are ineligible and the reasons they have been declared ineligible so they can take steps to correct this if they wish.

Washington County 4-H Judging Team Policies & Guidelines

- 1) A 4-H judging team is defined as any group of 2 or more 4-H members who compete together at a county wide, state, regional and/or national judging event.
- 2) All Washington County 4-H Judging Teams are the responsibility of the Washington County Extension Agent Staff Chair. The Staff Chair will appoint an Agent from the Washington County Extension Staff to recruit and train prospective 4-H judging team members, as well as train selected adult 4-H volunteers who may be appointed team coach(es). Team coaches are appointed annually by the Staff Chair.
- 3) In order for a 4-H member to be a prospective candidate as a team member, a candidate must be a 4-H member of a Washington County 4-H Club. Additionally, the member must participate in 3 or more county activities within the last 12 months including but not limited to: Demonstration Day, Activity Day, O'Rama Make Up Day, Arbor Day, Broiler BBQ, County Fair Exhibit, County Camps, County 4-H workshops, etc. The Staff Chair will verify and determine a 4-H member's eligibility to be a judging team member.
- 4) 4-H judging team members will be selected from the pool of qualified and interested 4-H members by an Extension Agent after the agent conducts an appropriate qualifying activity which tests knowledge and/or skills required of a team member.

County 4-H Foundation

The Washington County 4-H Foundation supports 4-H youth membership by providing financial support to attend and participate in county, regional, state and national events.

The 4-H Foundation has a membership of ten Washington County community and business leaders with an interest in 4-H. These leaders are elected for a three year period and may be re-elected to the position.

These members conduct an annual fund drive. Each 4-H club receives a letter asking for assistance and support of the fund drive efforts. 4-H members benefit from the drive by

receiving half of expenses paid by the 4-H Foundation for regional, state and national events.

To receive half expenses a youth 4-H member must fulfill the Washington county 4-H membership requirement for representing the county at State, Regional, National or International 4-H Activities, and submit an application and pays fees by the county's due dates as announced in the 4-H newsletter.

A youth member may participate in a Regional, National or International event, (events which are financially sponsored by the Washington County 4-H Foundation) only one time per event. The member is not limited to how many times he/she wishes to participate in an event; however, only how many times, they receive half expenses paid by the 4-H Foundation. A member will receive half expenses paid for the same event when participating once as participant and once as a youth counselor.

Washington County 4-H Foundation Need-based Scholarship: A 4-H member may apply for a needs-based scholarship for one regional or state activity a year. The member must meet all requirements of being an active 4-H member in the county.

County 4-H Planning Committees

Washington County 4-H Council Officers provide leadership to all 4-H county planning committees. Annually 4-H members are asked to serve on events and O'Rama planning committees. Each 4-H Club is asked to have volunteer youths and leaders represented on each committee meeting. Attending committee planning meetings insures that each 4-H club will have a voice in how all activities are conducted and how awards are presented. Planning committee minutes will be published in the county's 4-H Clover Network.

Washington County 4-H Council County 4-H Council Constitution (Approved September 18, 2006)

Article I Name

The name of this organization shall be called the Washington County 4-H Council.

Article II Purpose

The primary purpose of this county council shall be to help develop the young people of this county into better individuals and better citizens. As a means of achieving this purpose, the county council will strive to help improve the educational leadership and social opportunities for 4-H Club members in this county and will carry out a well planned program of county council meetings and county activities.

Article III Objectives

Section 1 – To work under the direction of Washington County Extension Service.

Section 2. – To further the general purpose of 4-H Club work in Washington County.

Section 3 – To help plan and officiate county activities where services of the county council are needed and could be used to the most benefit of our county 4-H program.

Article IV Membership

Membership in the county 4-H council will be open to the President, Vice-President, Secretary, Treasurer, Reporter, Photographer and Recreation / Song Leader of each club.

Article V Officers

Section 1 – The elective officers of this 4-H council shall be President, Vice-President, Secretary, Treasure, Reporter, Photographer, and Recreation/Song Leader

Section 2 - Officers must have held a major office in a local club, such as President, Vice-President, Secretary, Treasurer, Reporter, Photographer, and Recreation/Song Leader and have participated in 4-H club work for at least one year.

Section 3 – The qualification for Council President is to have conducted a minimum of three regular meetings of the local club as the local 4-H club president or any other major elected role, vice-president, secretary, treasurer, reporter, photographer, recreation/song leader, or any 4-H county council office.

Section 4 – The qualification for Council Treasurer is to have previously completed a term of office at the club level and has filed the club's annual treasurer's report in the County Extension Office.

Section 5 – Members will be allowed to hold the same office for no more than two consecutive years. If a member is defeated he may run for another office but no member will be permitted to hold more that one office at a time.

Article VI Elections

Section 1 – Officers shall be elected for one year. Elections are held in September. Officers shall serve until their successors are elected and installed.

Section 2 – No more than two officers shall be from the same club.

Section 3 – Officer candidates must complete an application form prior to the election, in accordance with instructions from the county Extension Office. In the event there is only one or no applications received for an office, nominations may be made from the floor by any member of the voting delegate body after consulting with respective club members,

and determining that the nominee meets eligibility requirements. Members nominated from the floor must be present to accept nominations.

Section 4 – Only the president or one representative from each club in the county may vote at county council elections.

Section 5 – Prior to voting, clubs represented will draw for the designation of “Tie-breaker Club.” Three clubs will be so designated. In the event of a tie vote on any office, these three clubs will cast secret ballots to break the tie.

Article VII Duties of the Officers

Section 1 - President: The president shall preside at all county council meetings and take general responsibility for the work of the council.

Section 2 – Vice-President: The vice-president shall preside in the absence of the president and would assume the title and responsibilities of president should the elected president resign.

Section 3 – Secretary: The secretary shall keep accurate and current minutes of all county activities and county council meetings

Section 4 – Reporter: The reporter shall try to attend and organize an accurate and complete news story of all county activities.

Section 5 – Photographer: The photographer shall take pictures of county activities and also serve as historian by keeping a book of county council history.

Section 6 – Treasurer. The treasurer will accept responsibility to keep all Council financial records at a time if and when the Council establishes a financial account. The treasurer will provide assistance to club treasurers and assist with the annual officers’ training.

Section 7 – Recreation/Song Leader. The recreation/song leader will provide an opening and/or closing activity at all regularly scheduled 4-H Council meeting.

Article VIII Meetings

Bi-monthly meetings are held on odd months of the year. Notice of meeting times and dates will be sent from the County Extension Office to membership

Article IX Amendments

This constitution may be amended by a majority vote of the 4-H council members present and subject to endorsement by the County Extension Office. Notice of any proposed changes must be in writing and sent to each club 30 days in advance.

Washington County 4-H Council Policies/Guidelines

1. These by-laws may be reviewed, amended or added to at any regular bi-monthly meeting and approved by a simple majority.
2. Current 4-H Council minutes will be filed in the County Extension Office by the secretary within four weeks of the last held Council meeting.
3. Any 4-H members who meet the criteria set forth in the constitution may run for 4-H Council offices. Applications are accepted in May prior to publishing the June newsletter.
4. Washington County 4-H Council elections will be held at the September Council meeting by written ballot. The ballots will be counted by two extension staff members and highest ranking council officer not running. Club voting delegates will sit in a designated area at the time of voting. If a club's voting delegate is not the club's President as listed on the 4-H Club Directory, the 4-H main leader will notify the Extension Office by Friday before the scheduled election as to the name of the 4-H member substituting for the Club president.
5. Outgoing 4-H Council officers and incoming officers will conduct an Officers Training program for newly elected club officers at the November meeting.
6. Each Council Officer will choose a county O'Rama committee and/or county activity to provide the main leadership role. Other council officers may be called upon to assist Officer in charge. The committee chair will give a report at the next regularly scheduled 4-H Council meeting.
7. Council Officers help plan and conduct 4-H Achievement Banquet
8. Hold bi-monthly meetings on 3rd Monday of odd month beginning at 6:00 p.m.. This day traditionally does not interfere with any 4-H club meeting.
9. To limit an increase in the number of different meeting days, it is recommended that **ALL** activity planning committee meetings be scheduled on the 3rd Monday evening on the even months of the year beginning at 6:00 p.m. when at all possible. Council members are encouraged to become involved in committee planning meetings. This will insure good communication between committee planning and informed clubs.
10. As a service to the 4-H Parent and Leader Association, the council will assist with Cloverbud projects under the guidance of Extension staff. This will be a project leadership opportunity for any Council member or Washington County Ambassador.

**WASHINGTON COUNTY 4-H PARENTS AND LEADERS' ASSOCIATION
POLICIES AND RESOLUTIONS**

POLICY I - NAME

The name of this organization shall be the Washington County 4-H Parents and Leaders' Association

POLICY II - PURPOSE

The purpose of the association shall be to support and strengthen the Washington County program by motivating and assisting 4-H members, county 4-H officers, and staff of the Cooperative Extension Service; to support recruiting, training, and use of adult volunteer 4-H leaders as volunteer leaders of youth-serving organizations in the county; and to promote, publicize, strengthen and broaden the image of 4-H in Washington County, the State of Arkansas, and the United States.

POLICY III - MEMBERS

Membership - Membership is open to parents and active adult 4-H volunteer leaders in Washington County regardless of race, color, sex, national origin or disability.

Eligibility - Each club's main leader will be requested to determine whether an adult is in active status.

POLICY IV - OFFICERS & DUTIES

Elections – The officers will be elected for a 1-year term by members during the month of January. Each officer will serve only one 1-year term and can succeed themselves in one office up to one term, except for President and Vice-President. Vice-President should succeed President each year. Each club will be limited to two officers during any term of office.

Officers - The officers will be president, vice-president, secretary, treasurer, reporter, and parliamentarian

President - The president shall be the presiding officer of meetings, appoint all committees and be an ex-officio member of all committees, call special meetings, and help plan and oversee programs and activities of the association. The office of president will be elected from the previous executive committee.

Vice-President - The vice-president shall assist the president whenever necessary, and preside over meetings in the absence of the president. The vice-president will be a membership recruiter for the association and serve as chairman of the program committee.

Secretary - The secretary shall keep all minutes and provide a copy of these minutes to the president and the Extension office within two weeks following the meeting. The minutes are to be read and approved at the next meeting. A copy of the secretary's report will be available to all persons present.

Treasurer - The treasurer shall keep all financial records, receive and dispense funds as directed by membership, and serve as chairman of the budget committee. A treasurer's report will be given at each meeting and a copy of the treasurer's report be made available to all persons present.

Reporter - The reporter shall inform the membership and public of programs and activities of the association as a group, and individual members when deemed essential to the objectives of the association.

Parliamentarian - The parliamentarian shall be responsible to, and assist the president in the proper conduct of meetings in accordance with Roberts Rules of Order unless otherwise stated in these policies.

POLICY V - ADVISOR (S)

County Extension Agents will be advisors to the association. Advisors will be exofficio members of the executive committee and have responsibility for coordinating activities of the association within overall policies of the Washington County Cooperative Extension Service. Members of this organization realize that their recommendations must fall within guidelines of the University of Arkansas, Division of Agriculture, Cooperative Extension Service and the County Extension Agents have final responsibility for seeing that they do so.

POLICY VI - MEETINGS

Regular Meeting - The fiscal year shall begin in January, with regular Association meetings to be held every other month on the 4th Monday. If necessary, a special meeting can be called by the president or advisor (s).

Voting - Each member of the association present at the meeting is eligible to vote.

Order of Business - The order of business shall be: call to order, reading of minutes, program, committee reports, business, announcements, and adjournment.

POLICY VII - COMMITTEES

Association committees shall be appointed by the president

Telephone Committee - To call main leaders and notify them of Leaders meetings, who are, in turn, responsible for notifying their club leaders.

Hall of Fame Committee. Mary Gilbert Service Award and Outstanding Cloverbud Award - To determine method of application, time applications are due, select judges, and make arrangements for awards and presentation to recipient. Relatives or adult leaders of applicants shall not serve on the selection committee. There does not have to be a recipient of this award each year, but there can be only one recipient named when awarded. A 4-H'er can only receive this award once in his/her 4-H career.

Food Booth Committee - Make arrangements for operation of Washington County 4-H Food Booth at the county fair, in cooperation with the Teen Leaders. This is to include clean up prior to opening, ordering of food, setting up a work schedule, menu planning, hours of operation, pricing, check of equipment, final clean up, arrangement for payment of bills, etc.

Budget Committee - Review current finances, expected income and expenses. Work with the treasurer to formulate an annual budget for the adult leaders.

Program Committee - To be made up of the Executive Committee and chaired by the vice-president. To plan, propose, and implement the organizations program of work for the year. This committee shall meet before the next scheduled meeting following elections.

Washington County Competitive Activities and Events

County, District, and State Fair: Requesting Absentee Letter For Attending a Bona Fide 4-H Activity.

School excuses will be written by the Extension staff for 4-H members needing to miss school for official 4-H sponsored events. This should not be taken advantage of by a 4-H member. The staff does not promise to write an excuse for **every** 4-H event. In limited cases, the staff will write notes where the member will be promoting 4-H at an event which is not recognized as an official 4-H event. This privilege will be suspended if there are problems with missed assignments.

O’Rama Competitive Events

Each of the following county O’Rama events are planned annually and follow the competition as outlined in the State O’Rama Events packet which is revised annually. State guidelines may be found on-line. Most competitive events have a Cloverbud category. Parents may assist any Cloverbud participating in a category which does not have an age or height restriction due to safety precautions. Pre-registration is a part of qualifying in each event.

Fashion Revue and Performing Arts

The event includes:

- Fashion Revue – Purchased, Casual and Dressy
- Fashion Revue – Constructed, Casual and Dressy
- First Time construction
- Performing Arts – Vocal
- Performing Arts – Instrumental
- Performing Arts – Dance

Demonstration Day

This event includes all O’Rama categories which involve illustrated talks or demonstrations. A 4-H member may present one illustrated talk or demonstration in any one of the listed categories. They are: Agribusiness Public Speaking, Animal Science,

Citizenship, Consumer Economics, Entomology – Talk, Environmental Stewardship, Food Fair:, Bread, Eggs, Health Snacks, Health, Horse, Human Development, Pet Care, Public Speaking, Safety, Technology Showcase, Veterinary Science.

Activity Day

This event includes all activities which are physical skills. A 4-H member may participate in one or more of the listed activities. The activities include: Bait Casting & Game Fish ID, Bicycle, Crop Seed ID, Entomology – Collection, Forestry, Gun Safety / BB Shooting, Ornamental Horticulture, Reel Into Sport Fishing. The following Individual State-Only activities are conducted at Activity Day: Photography, Reporting, and Tractor Driving.

O’Rama Make Up Day

This is an event which will allow any 4-H member who has not participated in any of the above events and wants to attend Regional 4-H O’Rama by participating in an unfilled category. Open categories will be announced in the newsletter following the last county O’Rama event.

O’Rama Events - State Only

State Only O’Rama events are to encourage a larger participation of senior 4-H members at State O’Rama. All senior 4-H members wishing to participate in a State only event will need to qualify for the event by participating in the county activity or through judging practices.

State only events include Dairy Judging, Consumer Judging, Food Bowl, Home Furnishing Judging, Parliamentary Procedures, Land Judging, Livestock skill, Livestock Judging, Photography, Tractor Driving, Reporting, Automotive, and Poultry Judging.

Breads Contest

Cloverbuds may enter a quick bread product from scratch or from a mix. Juniors and seniors may enter either quick bread or yeast bread products. A copy of the recipe should accompany all entries. Finished baked products will be judged and winners will be announced at the conclusion of the day's activities.

Broiler Barbecue Contest

The county Broiler Barbecue contest is open to 4-H'ers ages 9-19. Pre-registration is necessary. Each contestant will be provided two halves of a split broiler to barbecue and will turn in for judging the half they consider to be the best. Contestants are responsible for their own equipment, sauces, etc. and for their own work (no help or coaching during the contest from anyone else). Contestants must use a charcoal grill. No gas or electric grills allowed.

Diary Recipe Contest

Any youth enrolled in the 4th through the 12th grades of any school in the county is eligible to enter. The contest is divided into two categories: Party Idea and Main Dish. Any youth interested in the county contest is to bring a prepared product with recipe to

the county activity. Winning recipes will be submitted to the State contest with a completed official entry form.

Ross Photography

This individual activity is held in conjunction with Activity Day. The state contest is for juniors and seniors. Notification of the contest is announced through the 4-H Clover Network. One county winner will be named in each category. The winners' pictures will be sent to Little Rock for judging. State winners are announced during Regional O'Rama. County winners pictures will be on display in the County office through Regional O'Rama.

Arbor Day

4-H County Arbor Day program is conducted on the 3rd Monday of March. All clubs are encouraged to participate in the annual tree planting celebration and follow up with a community celebration. The county's 5th grade Arbor Day poster contest winner will be honored during the planting ceremony.

Arbor Day Poster Contest

Arkansas Arbor Day poster contest is open to all school youth and 4-H members in fifth grade in Washington County. Information regarding the poster contest is announced in the January 4-H newsletter. An individual school enters one poster per school. A 4-H member may enter as an individual. The county is not limited to one 4-H representative. Posters are judged locally and the county representative is announced during the annual Arbor Day celebration.

4-H Officers Training

4-H Leadership and Officers training is conducted annually in November following the 4-H Council and 4-H Club elections. Out going and incoming 4-H Council Officers will plan and conduct the training. Training will be in conjunction with the bi-monthly 4-H Council meeting.

This training is for all 4-H members who are current leaders or who plan to pursue a leadership position in the near future.

Awards and Recognitions

Awards and Recognitions are an important part of the county 4-H program. Following the recommendations under Arkansas 4-H Policies, all Cloverbuds will receive the same award at all competitive events and for Cloverbud Journals. In the Junior and Senior divisions the highest blue ribbon scores will be awarded a trophy when following the 4-H standard scoring: 85-100, blue ribbon; 70 – 84, red ribbon; and 0-69 white ribbon. Trophies will be awarded in each County O'Rama category at the time of competition.

Achievement Banquet

The annual 4-H Achievement Banquet is held to honor 4-H members who completed and submitted eligible Journals and are awarded honors at the county, district and state level.

The banquet is sponsored by the Fayetteville Chamber of Commerce. 4-H Journal winners will receive complimentary banquet tickets from the Chamber. All parents and club members wishing to attend the banquet are invited and will be provided information by the Chamber on purchasing tickets.

During the annual banquet the following groups will be recognized and/or honored: 4-H Foundation Board, Club Main Leaders, Friends of 4-H, Honor Clubs, 4-H County Ambassadors, and outstanding junior and senior 4-H member.

Washington County Project Journal Policies

Project Journals for Cloverbud, Beginning, Intermediate, and Advanced members are due in the County Extension Office on the due date announced in the 4-H *Clover Network*. Journal due dates will be set annually by the Extension Staff. Journals must be received by the close of the Extension Office's business day on that date to be considered for full points. Each age level will complete the Journal form which is designed for their age level.

Journals will be judged and each book will be given a blue, red or white ribbon based on the quality. No recognition of any type will be awarded for Journals that do not meet minimum standards. These standards are published each year in the December 4-H *Clover Network*. In each of the following initiatives there is a set number of Journals which can be awarded a trophy and sent to Regional and State for further competition.

The Beginner, Intermediate and Advanced Journal are separated into nine state Initiatives: **Strengthening Families- 2 County Journals** Projects included are Child Development, Child Care, Babysitting Family Relationships, Parenting and Gerontology; **Extending Resources – 2 County Journals** Projects included are Clothing, Consumer Education, Home Environment; **Enhancing Health & Well-Being- 9 County Journal** Projects included are Breads, Food, & Nutrition, Food Preparation, Food Preservation, Food Safety, Health, Fitness Leadership, Safety, Bicycle, Public Speaking; **Encourage Individual Development – 7 County Journals** Projects are Achievement, Citizenship, Community Issues, Leadership, Fashion Revue, Self-Esteem Arts & Humanities, Career Exploration; **Valuing Agriculture 1 County Journal**, Project is Agriculture; **Animal Science – 8 County Journals**, Projects include Beef, Animal Science, Horse Science, Poultry Science, Rabbits, Sheep, Swine, Dairy Science, Veterinary Science, Pet Care; **Plant & Soil Science – 6 County Journals**, Project include Soybeans, Cotton, Forages, Houseplants, Rice, Plant & Soil Science, Landscaping, Gardening & Horticulture, Small Fruit Production; **Protecting the Environment – 3 County Journals**, Projects include Environmental Stewardship, Camping & Hiking, Shooting Sports, Fishing Education Forestry, Wood Science, Waterfowl Management; **Utilizing Science & Technology – 4 County Journals**, Projects include Computer Science, Energy Management, Photography, Aerospace, Electronics, Entomology, Veterinary Science.

Advanced Journal state winners may only submit a journal at the county level when fulfilling 4-H club membership requirements. Previous state winning members updated Journals will not be judged.

Trophies will be awarded in all initiative areas based on the number of Journals accepted in each age division at the district and state level.

County Honor Club Report • State 4-H Honor Club

Start planning early in the club year and your club can receive county and state honors. The 4-H club history committee, which the secretary chairs, is responsible for keeping records and preparing club records for review.

The following guides give the information needed in preparing a record or history of the club and its activities. These suggestions should be considered as the minimum acceptable standard for the honor.

County Honor Club Report

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 Extension 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:
 - Had a membership of 12 or more members.
 - Held eight or more regular meetings.
 - Held three or more social or recreational meetings.
 - Held three or more project meetings.
 - Held one or more meetings at which parents were especially invited to attend.
 - Had an average attendance of 75 percent at eight of the regular club meetings during the year.
 - Conducted and participated in a community improvement or community service project.
 - At least one-half of the members participated in either a club fair, a show window type exhibit or a project tour.
 - Have held a 4-H club recognition dinner, banquet or special program during the 12 months prior to the date this report is due in the county Extension office. The purpose of the activity was to recognize 4-H members' achievements.
 - Club members participated in three or more county 4-H activities.
 - At least 75 percent of the members turned in their project 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 on school, community or civic club programs. These three items pertaining to 4-H may all be from one category or any combination of the four.

State 4-H Honor Club

A State Honor Club must meet a certain standard of excellence in both the kind of program conducted and the record or history prepared as outlined below. A certificate will be awarded to each club which excels at the established level.

There is no competition with other clubs and no limit on the number of clubs that may receive this honor. The rating must be certified by a committee of at least three adults (other than Extension personnel) and approved by one of the agents. It must then be approved by the state 4-H faculty before the State Honor Club certificate can be granted. Supporting material need not be submitted to the State 4-H Office.

A State Honor Club certificate will be awarded to all 4-H clubs that complete the items listed below and submit the material in a ringed notebook to the county Extension office for review:

1. A short summary of work done by the club previous to this year (unless a new club).
2. A picture or pictures of the 4-H club officers and leaders along with their names and offices or positions held.
3. One page for each member of the club. The member's picture should be at the top of the page followed by name, age, number of years in 4-H and a brief summary of work done and accomplishments in 4-H projects, activities and leadership.
4. A section on each of the following giving information, pictures, news clippings, etc., that indicate broad participation in at least a, b and c below.
 - a. Club activities
 - b. Community activities
 - c. County 4-H activities
 - d. District 4-H activities
 - e. State 4-H activities
 - f. National and international activities
5. A page giving the plans or goals for next year's club program.
6. A section containing a copy of the 4-H Club Secretary's Book with all sections filled out.
7. Materials submitted in a ringed binder.

8. Had a membership of 12 or more members.
9. Held eight or more regular meetings.
10. Held three or more social or recreational meetings.
11. Held three or more project meetings.
12. Held one or more meetings at which parents were especially invited to attend.
13. Had an average attendance of 75 percent at eight of the regular club meetings during the year.
14. Conducted and participated in a community improvement or community service project.
15. At least one-half of the members participated in either a club fair, a show window type exhibit or a project tour.
16. Have held a 4-H club recognition dinner, banquet or special program during the 12 months prior to the date this report is due in the county Extension office. The purpose of the activity was to recognize 4-H members' achievements.
17. Club members participated in three or more county 4-H activities.
18. At least 75 percent of the members turned in their project records.
19. 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 on school, community or civic club programs. These three items pertaining to 4-H may all be from one category or any combination of the four.
20. At least one member who has participated in a district, state or national 4-H activity during the past 12 months (for example, Arkansas 4-H O-Rama, Citizenship . . . Washington Focus, Regional 4-H O-Rama, Arkansas 4-H Teen Leader Conference, High Adventure, 4-H CAPS Workshop, Forestry/Wildlife Camp, County Camps at 4-H Center, etc.

County Scrapbook Honors (County Recognition)

Pictures of 4-H adult leaders and 4-H club officers

Picture of club members at three or more of the following activities:

Club activities, County activities, State activities, Community Service, Fairs
County, District or State, or receiving awards at any of the O'Rama events or
Achievement Banquet.

Washington County 4-H Ambassador Leaders

The Washington County 4-H Ambassador Leader program is a group of 4-H members 14 years and older who have achieved a high level of involvement in the 4-H program. Any senior 4-H member may apply to serve as an ambassador. This honorary program is renewable annually.

If selected as an ambassador these members agree to represent the Washington County program. Examples include, providing leadership to newly organized 4-H clubs in helping learn the parts of the county program (such as county activity day, demonstration talks, poultry BBQ and so on) serving in leadership roles as county camp counselors, conducting project workshops, assisting County Council officers with county competitive and non-competitive events, and planning and conducting a community service project that will involve other Washington County 4-H members.

Applications for Ambassador Leaders will be accepted once a year. The application will be due at the same time as county 4-H Journals.

Criteria:

1. 14 years of age by January 1 of the year applying
2. Submit county Journal for the year you are applying
3. Complete an essay on "4-H – My Opportunity to make a difference in another's life."
4. Participated in four county activities verifiable in county record book. These events include O'Rama events, 6 county council meetings, teen club, county project workshops or camp, tour or community service.

Maintaining Ambassador Leader Role:

1. Submit county Journal and include one **county-wide** community service goal you wish to achieve for the upcoming year as an Ambassador
2. Participate in Regional and State O'Rama
3. Plan and conduct a project workshop for junior 4-H members
4. Mentor at least one new 4-H member or county 4-H club to help prepare for and participate in one or more county activities

WASHINGTON COUNTY 4-H TEEN HALL OF FAME

Applications for the Washington County 4-H Teen Hall of Fame are due in the Extension office at same time as 4-H Journals.

The award is designed to recognize an outstanding Washington County Senior 4-H member. The applicant should show outstanding leadership in all areas of 4-H, and should show evidence of participation in county and state activities.

The award consists of a \$500.00 savings bond and a picture to be exhibited in the public meeting room of the Extension office.

Applicants must:

1. Be a senior 4-H member as of January 1 of year making application or have completed their last year of 4-H eligibility the previous year.
2. Turn in a current 4-H Journal.
3. Answer the following in 50 words or less:
Briefly describe what 4-H means to you and how it has helped you as an individual.
4. Provide a letter of recommendation by anyone other than an Extension Service employee. The letter should indicate that this 4-H member has achieved at the highest level, and illustrate how the 4-H'er has provided outstanding leadership to 4-H, and how he or she has made a lasting contribution in the name of 4-H at the club, community, county and state level.
5. Not have received this award previously.

Interviews of applicants will be held as deemed necessary.

Relatives or adult leaders of applicants shall not serve on the selection committee. This honor does not have to be awarded each year, but there can be only one recipient named when awarded. A 4-H'er can only receive this award once in his/her 4-H career.

MARY GILBERT SERVICE AWARD

Applications for the Mary Gilbert Service Award are due in the Extension office at the same time as 4-H Journals.

This award is given to a 4-H member who shows outstanding involvement in community service and 4-H promotion and will consist of a \$100.00 savings bond and a plaque provided by the 4-H Parent and Leader Association and is presented at the annual Achievement Banquet.

Applicants must:

1. Be a junior or senior 4-H member as of January 1 the year of application.
2. Turn in a current 4-H Journal.
3. Answer the following:
How did you benefit from participating in community service activities as a 4-H member?
4. Provide a letter of recommendation by anyone other than an Extension Service employee.
5. Not have received this award previously.

Relatives or adult leaders of applicants shall not serve on the selection committee. This award does not have to be awarded each year, but there can be only one recipient named when awarded.

OUTSTANDING 4-H CLOVERBUD AWARD

Applications for the Outstanding 4-H Cloverbud Award are due in the Extension office at the same time as 4-H Journals.

This award is designed to recognize Cloverbud 4-H members who have shown outstanding participation in their local club and county activities.

Applicants must:

1. Be a Cloverbud 4-H member as of January 1 of the year making application.
2. Turn in a current 4-H Journal.
3. Answer the following:
 - a. What 4-H experience has meant the most to you?
 - b. In your own words tell what being a Cloverbud 4-H'er means to you.
4. Provide a letter of recommendation by anyone other than an Extension Service employee.
5. Not have received this award previously.

Relatives or adult leaders of applicants shall not serve on the selection committee. There does not have to be a recipient of this award each year, but there can be only one recipient named when awarded. A 4-H'er can only receive this award once in his/her 4-H career.

Participation in 4-H County, Regional and State Sponsored Events Requiring Pre-Registration, Fees, and 4-H Scholarships

Events

All events requiring pre-registration, applications and fees are announced in the bi-monthly 4-H Clover Network.

County events requiring pre-registration may be completed by phone, letter or email. If a county event requires pre-registration and fee, the 4-H member will be fully registered when fee is received. Fees charged for 4-H County events are for the purpose of procuring participants' supplies ahead of time

Regional and State Events

To qualify for participation in a 4-H event, a 4-H member must satisfy membership requirements for Washington County for a higher level and have reached the appropriate age for the event indicated in the current Quick Reference 4-H Event Guide by January 1. Applications for state and regional events are FY4-H-655 Basic Arkansas Youth Application for 4-H Activities, or FY4-H-656 Arkansas 4-H Volunteer Adult Leader Activity Application. Applications are available on line through the Extension web site or by requesting an application be sent to you by mail or e-mail.

Event applications and half expense will be accepted up to the close of the business day on the date applications are due.

County Refund Policies

For all state and regional events including County Camp the following guidelines apply:

- 100% refund 15 or more working days before the first day of the event
- 50% refund 7-14 working days before the event
- No refund 0 -6 working days prior to the event. If the state has a waiting list of participants and one of these 4-H members' fills the created vacancy the 4-H member will receive a refund.

This refund policy is used by the State 4-H program when charging counties for registration cancellation or merely not showing up for an event.

Refer to the 4-H Event Packet for specific events with different refund guidelines. Exceptions to this refund policy will be based on personal or family illness or death in the immediate family. Notify the Extension office immediately regardless of date.

Citizenship...Washington Focus

4-H members may apply to attend Citizenship Washington Focus by completing an application. The Washington County 4-H Foundation will interview applicants and if selected, the Foundation pays half of the registration fee. Applicants not selected or applicants wishing not to be interviewed can attend by paying the full registration fee.

Washington County 4-H Scholarship

A 4-H member in good standing and graduating from high school may apply for a \$500.00 scholarship offered by the County 4-H Foundation. The recipient will be announced at the annual Achievement Banquet. The monetary award will be presented upon receiving proof of enrollment or current class schedule to a vocational/trade school or university at the beginning of the second semester of enrollment. These documents may be sent to the Extension office. The Extension Staff will forward to the Foundation.

State Scholarship

Arkansas 4-H members are eligible to receive only one college 4-H scholarship from each category of state 4-H scholarships: Category A: General scholarships; Category B: Scholarships available to current or former state advanced Journal winners only and Category C: Governor's Award Details concerning these scholarships are in the Arkansas 4-H Events packet. Applications are accepted in January at the Extension Office.

General Scholarships

Scholarships are available to Washington County 4-H members who are graduating seniors: Sue Marshall Scholarships, (2 @ \$8000); John W. White, (\$1000); C.A. and Joye Vines Scholarship, (\$1000); Seidenstricker Family Scholarship, (\$1000); Oaklawn Jockey Club / Arkansas Livestock Show 4-H club Scholarships, (4 @ \$400); Maeda Asbell 4-H Scholarship, (\$250-\$400); Raymond C. Cox Scholarship, (up to 2 @ \$250); Bernadette Hinkle 4-H Technology Scholarship, (\$500); Larry Sandage Arkansas Forage and Grassland Council Scholarship; and Jane Morelock Memorial Scholarship (up to \$1,000).

Code of Conduct for Youth and Adults

The 4-H Code of Conduct will be used as the official document for dealing with infractions by 4-H members. Each 4-H member will sign and have on file in the Extension Office a Code of Conduct agreement. This agreement is signed at the time a member completes FY4-H-617 4-H Individual Enrollment Form or Volunteer leader Form. Members in good standing renew the agreement every three years. The code of conduct is enforced at all Club, County or State meetings or at any officially recognized 4-H activity by the club, county or state at which an individual or group is involved. Each 4-H member and adult will receive a copy of their signed conduct form.

Procedure for reporting: Any 4-H member, leader or parent may report a complaint regarding individual misbehavior after an attempt is made to inform the individual that a behavior is offensive.

In local 4-H clubs: Immediately notify the 4-H main leader volunteer or Extension staff. Follow up with a letter within five (5) working days to the Extension staff chairperson giving a sequential description of the offense. Provide a list of members present at the time.

County Activities: Immediately report to the Extension Agent directing the activity. Follow with a letter within five (5) working days to the Extension staff chairperson giving a sequential description of the offense. Provide names of persons who experienced the situation.

NO Public Display of affection is acceptable. This includes hand holding, sitting on the lap of a person, embracing or kissing. Senior 4-H members are EXPECTED to be role models and set the example for all Cloverbuds and Junior 4-H members. PDA will be reported as a behavioral complaint.

Washington County 4-H Review Board Procedures

Purposes

The 4-H Review board exists for three primary purposes:

1. To determine whether an offense charged actually occurred; and
2. If it occurred, what disciplinary action should be taken during the event and to make recommendations for appropriate long-term disciplinary action to County Extension Staff Chair.
3. Review petitions from non-resident youth seeking membership in Washington County.

In serving these three purposes, Extension professionals must assure that the rights of the young or adult person accused are observed.

Rights of the Accused

1. To be informed of the offense with which one is charged.
2. To have an opportunity to face and cross-examine the accuser.
3. To have an opportunity to respond to the charges and to present evidence in one's own behalf.

Setting Up the Review Board

1. The County Review Board will be appointed at the beginning of each 4-H year and the composition of the review board will be an Extension agent, three 4-H Youth and three 4-H parents and/or leaders.
2. The Board may be convened:
 - a. At the direction of the Extension professionals in charge
 - b. At the request of the affected 4-H member.
 - c. To review petitions of membership of non-resident youth

County Agents Responsibilities

Agent Coordination

Extension Agents with 100% Extension appointment have 4-H responsibilities. Extension agents divide responsibilities for conducting annual activities. Agents will provide activity information in the appropriate newsletter. Agents are available to present individual club programs when requested. Agents will make club visits and visit with club leaders to advise on county programs, opportunities and club maintenance.

In the case that the state 4-H President, State Leaders' Association President or Alumni Association President is from Washington County the Extension Agent will work with the respective officer and the state 4-H specialists/coordinators as advisors during the term of office.

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 Washington 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.

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

The Arkansas Cooperative Extension Service 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 Equal Opportunity Employer.