

Yell County 4-H Program Policy

Name

This organization shall be known as Yell County 4-H.

Purpose

The primary purpose of this organization shall be to help develop the young people of the county into better individuals and better citizens. As a means of achieving this purpose, the organization will strive to help improve educational and social opportunities for young people in the community, and will carry out a well-planned program of club meetings, club activities, and project work.

4-H Year

The Arkansas 4-H year runs October 1 through September 30 of every year.

Membership

This organization shall be composed of clubs throughout Yell County. Any boy or girl between the ages of 5-19, regardless of race, color, national origin, religion, gender, disability, marital or veteran status, or any other legally-protected status who is interested in 4-H and willing to accept supervision of trained adult leaders may be considered for membership. Individuals may be members of more than one club.

Member Definitions

4-H member is defined as any youth ages 5 to 19 who is a member in good standing of a Yell County 4-H club. To be considered in good standing a member must have a current enrollment card, health statement, code of conduct, and media release form on file with the Yell County Cooperative Extension Service Office, must be a resident of Yell County or an adjacent county, and must be affiliated with an active 4-H club. Current 4-H members must re-enroll every year.

4-H Adult Volunteer is defined as a parent or an adult 21 years of age or older who has completed a volunteer enrollment card, child protection packet, provides three (3) contact references, passes the child registry form, completes a volunteer behavioral guidelines and volunteer agreement 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.

4-H Certified Adult Volunteer is defined as a 4-H Adult Volunteer who, in addition to the requirements to become and remain a 4-H Adult Volunteer, attends three approved 4-H Adult Volunteer Trainings within a 4-H year.

4-H Adult Volunteer Leader is defined as a 4-H Adult Volunteer who serves in a leadership role such as 4-H Organizational Leader, 4-H Project Club Leader, or some other designated 4-H adult leadership role.

4-H Teen Leader is defined as a 4-H member in good standing that is 13 to 18 years old as of January 1 of the current year, has completed a Yell County Teen Leader application, provided three (3) letters of recommendation, completed a current 4-H Record Journal at the time applications are due, and completed a teen leader interview.

4-H Parent is defined as a parent of a bona fide 4-H member who attends regular monthly meetings with their youth, assists their child/children with project work at home, and may provide a leadership role under the direction of the Volunteer leader.

4-H Member Age Categories

4-H members must be 5-18 on January 1 of that year.

- Cloverbud 4-H members are 5-8 years old on January 1 of the current year. A girl or boy can join 4-H as soon as they turn 5 years old and are considered a Cloverbud 4-H member.
- Junior 4-H members are 9-13 years old on January 1 of the current year.
- Senior 4-H members are 14-18 years old on January 1 of the current year.

Mandatory Club Requirements

To be considered a club in Yell County you must meet the following requirements:

1. Each club must have one (1) main leader.
2. Each club should have at least one (1) project leader and at least six (6) members. Membership enrollment cards are due by January 2nd each year to meet club enrollment requirements.
3. Each club should have eight (8) or more regular meetings per year, with a minimum of one meeting per quarter; and two (2) or more social or recreational events; two (2) or more project meetings per year; one (1) or more social events when parents are especially invited; and one (1) or more community service project annually. Project, social, and recreational meetings or events can be held in conjunction with regular club meetings.
4. New members should attend two (2) meetings before joining – the first to express a desire to join and the second in order to join.
5. Club members should be encouraged to turn in a 4-H Record Journal each year.
6. Members should attend at least 50% of regular meetings annually.
7. Club officers are to be elected every August, September, or October and will be installed in October.
8. Leaders will be furnished volunteer and member enrollment cards and 4-H emblem Use and Non-Discrimination forms for their clubs in August. These should be returned to the Extension office by October 1 of each year.
9. Leaders are responsible for keeping up with compliance of the general policies by individual 4-H members in their respective clubs.
10. One leader from each club must attend at least one adult leader training per 4-H year.

Club Definitions

Community Clubs – typically meet in the evenings or on weekends and offer self-chosen multiple learning experiences and activities. Community clubs are the multi-project club that meets regularly to conduct a business meeting, address county 4-H requests and community issues, provide an educational program presentation or activity, and then offer a selection of projects delivered through project meetings held at times outside the club meeting. This format provides a wider choice of learning experiences for the 4-H'er, but requires more leaders for the additional project meetings and is more complicated to manage. Youth can enroll in one or more project areas in a multi-project community club.

Project Clubs – typically meet in the evenings or on weekends and offer one project area to work within through multiple learning experiences and activities. These clubs meet regularly, conduct a business meeting, address any county 4-H requests and community issues, and then focus on one project that the entire membership experiences together. Project clubs are less complicated in structure and thus easier to start. In a single-project community club, all the members are enrolled in the same project, but may be active in different levels based on skill or knowledge. In all clubs, members are encouraged to do a community service/service learning project during the 4-H year. All project clubs require at least two (2) designated adult club leaders. Project clubs can be an extension of a community club, or the club can stand on its own.

After-School Clubs (4-H Afterschool Clubs) - 4-H After-School clubs are organized within childcare settings. These clubs have officers and planned activities. Providing experiences for young people that address healthy development is the goal of 4-H. 4-H After-School is designed to combine the resources of 4-H and the Cooperative Extension System with community/school-based organizations that provide out-of-school time programs which address community needs. The 4-H club operates within the structure

of the community/school-based organization that sponsors the out-of-school time program. 4-H After-School clubs are organized groups of youth led by adult volunteer/staff. Each club participates in community service and project activities. Club meetings include conducting business by officers, educational programs, and group building or recreational activities, and may vary by site. All 4-H activities focus upon positive youth development.

Through the schools (In-School Clubs) – meet during school hours, but have officers and planned activities beyond school enrichment. These clubs operate much the same as Community clubs, but a teacher may serve in the role of club leader. In-School clubs provide the opportunity to reach more of your county's potential audience (youth aged 9-19), to build a relationship with the county school system, and demonstrate how 4-H can add to the current academic learning.

Officers

The officers of the clubs shall be: (a) president, (b) vice president, (c) secretary, (d) reporter, (e) photographer, (f) song leader, and (g) recreation leader. Additional officers may be elected or appointed as needed or desired by the club. Officers shall be elected annually and shall serve until their successors are elected and installed. Club officers are to be elected every August or September and will be installed in October.

The officer duties are as follows:

- (a) President – The president shall preside at meetings, and preserve order at all times during meetings using Roberts Rules of Order.
- (b) Vice President – The vice president shall serve as president when the president is absent; serve as chairman of the Program Committee, and work with the adult leaders, Program Committee and president to see that plans for the meeting are complete.
- (c) Secretary – The secretary shall record minutes at all meetings, and keep records of attendance and participation.
- (d) Treasurer – The treasurer shall hold record of the club money and pay bills as approved by club and president.
- (e) Reporter – The reporter handles the promotion of the 4-H club and actively reports club happenings to local news media. Must be able to collect information and clearly communicate reports in writing.
- (f) Photographer – Responsible for taking photos of club activities and members. Brings camera and film to meetings. Develops film and keeps up with club photos.
- (g) Recreational Leader – The recreational leader plans and leads recreation activities at club meetings and other 4-H activities. They serve as chairman of the Recreation Committee, and work with the committee to plan activities and promote enthusiasm.

Committees

The following committees shall be appointed to serve for the club's year: (a) program, (b) recreation, (c) history, (d) fundraising, (e) community service, (f) review board, and (g) executive, with other committees to be organized as needed. Committee chairs will be elected by committee members unless a chair is already selected due to a held office.

- Clubs should have regularly scheduled programs as part of the monthly club meeting.
- Clubs should have recreational activities in addition to the recreational activities during meetings.
- Clubs are encouraged to conduct fundraising activities to assist in activity costs and to allow for enriched activities for members. However, 4-H members in Yell County cannot request donations from United Way members due to the United Way funding of the Yell County 4-H Foundation.
- Clubs are encouraged to participate in community service activities throughout the year. Clubs are encouraged to submit a community service report for county and district recognition.
- Clubs are encouraged to establish a Review Board consisting of the club president, main leader, advisory board, and a non-4-H community member.

- Clubs are encouraged to use the Executive Committee, which consists of the club officers, to assist in leading the club and determining exemptions for members.

County Extension Agents

The overall organization, programs, and activities of the 4-H program shall be under the general direction of the county Extension Agents of the Cooperative Extension Service, University of Arkansas Division of Agriculture.

County Activities

Junior and Senior 4-H members in good standing are eligible to participate in all county activities and competitive events. Cloverbud members in good standing are eligible to participate in county activities on a non-competitive level. Cloverbuds may be limited to certain activities. Some activities may be modified for Cloverbud participation.

Pre-registration may be required for some county activities. 4-H'ers must pre-register by the date indicated or they may not be eligible to participate. At times there may be a limit to the number of participants at an activity. In this case, participants will be allowed on a first-come, first-serve call in basis.

County Review Board

A county Review Board will be appointed annually to address issues related to club or county 4-H events and issue discipline, if any. Membership of the review board will be: Two (2) Extension employees, two (2) adults, and two (2) youth.

Awards

Awards will be presented at the annual Achievement Recognition Banquet.

RECORD JOURNAL WINNERS

Awards will be given to the county Record Journal winners in the beginner, intermediate, and advanced age categories.

RECORD JOURNAL PARTICIPANTS

Awards will be given to all county 4-H members who turned in a 4-H Record Journal.

OUTSTANDING 4-H MEMBER AWARD

(sponsored by the Yell County Farm Bureau Women's Committee)

Applications are due in the county office **October 1** of the current year. Applicants must be a Junior or Senior 4-H member in good standing. Once a 4-H member has received an Outstanding Senior 4-H member award, they cannot reapply. Once a 4-H member has received an Outstanding Junior 4-H member award, they cannot reapply for the Junior award, but may apply for the Senior award when they come of age.

COUNTY HONOR CLUB

Applications are due in the county office **October 1** of the current year. See 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:
 - Had a membership of 12 or more members.
 - Held eight (8) or more regular meetings.

- Held three (3) or more social or recreational meetings.
- Held three (3) or more project meetings.
- Held one (1) or more meetings in which parents were especially invited to attend.
- Had an average of 75% at eight (8) 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, 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 county office. The purpose of this activity was to recognize 4-H member's achievements.
- Club members participated in three (3) or more county activities.
- At least 75% of the members turned in their record books.
- Kept the 4-H club program before the public by accomplishing three (3) or more of the following: news stories, radio programs, television programs, or public presentations by members at school; community civic club programs. These items pertaining to 4-H may all be from one category or any combination of three categories.

HIGH POINT CLUB

An award will be presented each year to the club which obtains the highest number of points in county 4-H activities. First place winners will receive five points; second place winners, four points; third place winners, three points.

CLUB OF THE YEAR

This award will be chosen from the clubs that make the requirements for "County Honor Club." The requirements will be more in-depth community service activities that demonstrate how your club really makes a difference in the community.

CLUB PARTICIPATION AWARD

An award will be presented each year to the club which obtains the highest participation score. The participation score will be determined by dividing the number of members who participated in each county activity by the number of enrollment cards each club has in the Extension office. The percentage will be based on the number of 4-H members in each division at each activity.

VOLUNTEER OF THE YEAR

This award will be presented each year to a dedicated leader who has gone above and beyond the required expectations. This award will be chosen by the Extension office Agents.

HIGH POINT INDIVIDUAL

Awards will be presented each year to the Junior member and Senior member who obtain the highest number of points in county 4-H activities. First place winners will receive five points; second place, four points; third place, three points.

Finances

There are no dues for membership in the Yell County 4-H.

Fundraising

Fundraising activities by Yell County 4-H clubs may be held when authorized by a vote of the club and when the purpose is in agreement with the objectives of the 4-H program. Fundraisers must be approved by the county Extension staff prior to the fundraising activity.

Record Keeping of Funds

A record of the club funds will be kept by the club treasurer in a copy of the Arkansas 4-H Club Treasurer's Record Book. The completed book must be turned into the county Extension office by October 1st of every year for review by the district Extension staff.

Club Checking/Savings Account

The Yell County 4-H clubs with more than \$100 must keep a checking or savings account. Each club must have two (2) non-related 4-H volunteers serving as signing authorities on their club checking or savings account. Clubs with less than \$100 are encouraged to open club checking or savings accounts.

Assets

No part of the net earnings of a club shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons except that the club shall be authorized to pay reasonable compensation for expenses and to make payments and distributions in furtherance with the objectives of the Yell County 4-H program hereof.

Dissolution

In the event of the dissolution or final liquidation of a 4-H club, after all liabilities and obligations of the club have been paid, satisfied, and discharged, or adequate provision made therefore, all remaining property and assets of the 4-H club shall be distributed, conveyed, assigned, or transferred to the Yell County 4-H Foundation.

Amending Policy

These policies may be amended with one (1) month notice, at the annual 4-H Review and Expansion Committee meeting / adult volunteer meeting, with the final approval of the county Extension staff.