Arkansas 4-H Youth Development Program

Handbook and Policy Guidelines

This document is intended to be an operational guide and an important reference to help Extension faculty, staff and volunteers accomplish the 4-H mission and uphold the values of the Arkansas 4-H program as they work with youth and families. The contents will be regularly reviewed to insure its relevance and accuracy in meeting the needs of Extension faculty and volunteers. From time to time changes or additions may be made; however these changes will be communicated to staff when they occur.

It is important to note that the policies included in this Policy Handbook supplant 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 is the youth development education program of University of Arkansas System Division of Agriculture - Cooperative Extension Service.

Jan 29, 2018 latest update
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Section 1:
Introduction
Introduction

Welcome to the world of 4-H. This handbook expresses the policies and procedures for the administration of the University of Arkansas Systems Division of Agriculture-Cooperative Extension Service 4-H Youth Development Program. The 4-H Policy Handbook is a guide for the management of 4-H Youth Development in Arkansas. Please note: neither this handbook, nor the policies or procedures contained herein, creates any expressed or implied right to be a 4-H member, volunteer or otherwise participate in the 4-H Youth Development Program.

Overview

Policies are created to provide a consistent framework for the program and to ensure that 4-H programming and outreach efforts are consistent, fair and legal. To properly maintain program continuity and operate as efficiently as possible, it takes a great deal of structure and many procedures. As such, the 4-H State Policy Handbook is designed as a resource for all Extension faculty and volunteers working with the 4-H program. It was developed with input from 4-H members, volunteer leaders, and Extension staff.

Application

A. The policies and procedures in all sections of this handbook apply to program activities under the direct purview of the Associate Vice President for Agriculture and Director of Cooperative Extension Service and Associate Director - 4-H Youth Development. These policies cover state-wide programming, county programs and statewide activities and events.
B. This handbook applies to all administrators, faculty, county extension agents, program support staff, advisory groups, volunteers and youth associated with the Arkansas 4-H program.
C. The policies given in this handbook are controlling on all 4-H Youth Development Programs operations and delivery methods.

Content

A. The contents of this handbook will be used to set forth policies and procedures that are specific to the program.
B. Information in this handbook is applicable to all aspects of the Arkansas 4-H Youth Development Program until superseded by revisions approved and distributed by the Associate Director-4-H Youth Development.
Policy Interpretation Procedure

A. The 4-H Youth Development Program is a non-formal education program planned and conducted at the county level in compliance with the policies, guidelines and standards for 4-H activities and events that are outlined in this handbook.

B. The policies in this handbook are designed to ensure that ethical decision making based on the agreed-upon ethical values of integrity, excellence, accountability and respect is utilized when enforcing the policies, procedures and guidelines.

C. The 4-H units at the county level may establish local policies, but those policies must not contradict or be less restrictive than the policies, guidelines and standards established in this handbook and must be approved by the county staff chair. It is strongly encouraged that local policies are in writing and kept at the county office.

D. Policy changes must be publicized widely throughout the county.

Policy Development and Review Process

A. When a 4-H policy issue is presented to the State 4-H office, it will be referred to the Associate Director - 4-H Youth Development. The policy will be reviewed by the State 4-H Office staff and CES administration, including the Division of Agriculture’s Compliance Officer.

B. Revisions to this handbook are established after careful review and analysis. The Associate Director - 4-H Youth Development will render decisions on policy and procedure modifications in consultation with the 4-H Program Director, 4-H state staff and CES administration, including the Division of Agriculture’s Compliance Officer.

C. Handbook sections will be reviewed and revised on a regular basis with approved revisions posted on the Arkansas 4-H website.
Section 2:
General Information
General Information

Mission

The mission of the 4-H Youth Development program is to help children, youth, and families realize their full potential and to improve the quality of life for Arkansas children, youth and families. The 4-H youth development program provides opportunities for youth to acquire knowledge, develop skills, form attitudes, and practice behavior that will enable them to become self-directing, productive, and contributing members of society.

4-H Year

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

4-H Educational Philosophy

The phrase “Learning by Doing” sums up the educational philosophy of the 4-H program. Young people learn best when they are involved in their learning.

4-H Pledge

The pledge tells what 4-H is about. The 4-H goal is the four-fold development of youth: Head, Heart, Hands and Health. The pledge was adopted by the delegates of the 1927 National 4-H Club Camp in Washington, D.C. State club leaders voted for and adopted the pledge for universal use. The phrase “and my world” was added in 1973. The saying of the pledge has a prominent place in 4-H activities, at regular 4-H meetings, achievement days and other club events.

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.
4-H Motto

The motto “To Make the Best Better” is intended to inspire young people to continue to learn and grow, to make their best efforts better through participating in educational experiences.

4-H 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, as in printing on fabric, plaques, and trophies, other colors may be used.

Use of 4-H Name and Emblem

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

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 stationery over which a letter is written or typed, 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.

Authorization for use of the 4-H name and emblem should be for a specified time frame not in excess of 3 years. Form AFFACT-662 Annual Request for Official Approval of a 4-H Unit and Certification of Nondiscrimination must be on file in the county Extension office for each unit approved to use the 4-H name and emblem.

To view the entire 4-H Name and Emblem Guidelines visit the National 4-H Web Site: http://www.4-h.org/resource-library/4H-marketing-online-resource-center/4H-brand/

Terms of Authorization
There must be some form of a written agreement, memorandum of understanding, or a contract between the individual, organization, institution, or group to whom authorization has been granted to use the 4-H name and emblem and the designated persons responsible for granting authorization at the appropriate level of geographic jurisdiction.

The written agreement can be in the form of the 4-H charter, letter, or other document devised by responsible units of the Cooperative Extension Service at state or county levels. Sample forms are included in the 4-H Name and Emblem Guidelines which can be downloaded from the web at National 4-H Headquarters Web Site.

[Public Law 772--80th Congress]
[Chapter 645--2d Session]
4-H Club Emblem Fraudulently Used

Whoever, with intent to defraud, wears or displays the sign or emblem of the 4-H clubs, consisting of a green four-leaf clover with stem, and the letter H in white or gold on each leaflet, or any insignia in colorable imitation thereof for the purpose of inducing the belief that he is a member of, associated with, or an agent or representative for the 4-H clubs; or

Whoever, whether an individual, partnership, corporation or association, other than the 4-H clubs and those duly authorized by them, the representatives of the United States Department of Agriculture, the land grant colleges, and persons authorized by the Secretary of Agriculture, uses, within the United States, such emblem or any sign, insignia, or symbol in colorable imitation thereof, or the words "4-H Club" or "4-H Clubs" or any combination of these or other words or characters in colorable imitation thereof--

Shall be fined not more than $250 or imprisoned not more than six months, or both

This section shall not make unlawful the use of any such emblem, sign, insignia, or words which was lawful on the date of enactment of this title.

Title 18, U. S. C. 707
June 25, 1948

See the Cooperative Extension Service, University of Arkansas, Division of Agriculture "Standards of Usage Handbook" for approved use and placement of the University of Arkansas logo in relationship to the 4-H name and emblem on printed and other materials (http://www.uaex.edu/media-resources/logos-standards-use.aspx).
Section 3:
Membership & Enrollment
Membership & Enrollment

General Eligibility

Arkansas 4-H is the youth development program of the University of Arkansas System Division of Agriculture - Cooperative Extension Service. The Cooperative Extension Service offers its programs to all youth between the ages of 5 and 19 regardless of race, color, sex, national origin, religion, genetic information, gender identity, sexual orientation, disability, marital or veteran status, or any other legally protected status. Agents and volunteers will consult the "all reasonable effort" procedures in organizing and maintaining 4-H clubs pursuant to Cooperative Extension Policy C.E.S.P. 2-2. The purpose of this policy is to ensure the 4-H clubs are inclusive and diverse as possible. 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 by Extension Agents or trained volunteers in such a manner that the Extension organization would not be criticized for any unfair or unequal treatment, including the selection of winners.

Children of Extension personnel enrolled in the 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. However, if there is deemed a conflict of interest, the Extension employee will recuse themselves when their child is involved.

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

Age Divisions

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:

<table>
<thead>
<tr>
<th>Membership Category</th>
<th>Ages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cloverbuds</td>
<td>5-8</td>
</tr>
<tr>
<td>Junior Members</td>
<td>9-13</td>
</tr>
<tr>
<td>Senior Members</td>
<td>14-19</td>
</tr>
</tbody>
</table>
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. **Counties should avoid conducting competitive 4-H events for this age group.** 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 the senior member may participate in the 4-H alumni program, and/or become a volunteer leader.

**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 (ages 9-19). This is suggested especially for district and state fairs and preferably county fairs as well. If county fairs do allow younger youth (ages 5-8) to exhibit, it is recommended that the recognition (ribbons, small trophies, etc.) be identical. 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.

**4-H membership** is only offered through one of the Cooperative Extension Service's 75 county 4-H programs in Arkansas. A youth becomes a "4-H member" when the youth either completes the enrollment process at arkansas.4honline.com, 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 4-H Membership**") in the county where they declare membership.

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 declare membership 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. (If a 4-H member is married, parental consent is not required to be obtained on any forms, as the member is emancipated and not considered to be a minor under Arkansas law.)

Types of 4-H Membership

Any youth who is recorded by Extension as participating in one of the following recognized delivery modes is considered a 4-H member provided they abide by club bylaws or participation method guidelines and abide by the 4-H Code of Conduct. A youth who is accepted as a 4-H member is entitled to all rights and privileges of membership in connection with 4-H (see sections on Eligibility and Application and Selection Procedures).

To be considered a bona fide or active 4-H club member, one must attend a minimum of six sessions of a 4-H group such as a 4-H club, project club or SPIN group. This can be a combination of club meetings and/or project-focused training. The intent is for all 4-H members to participate in a series of educational programs conducted by the University of Arkansas System Division of Agriculture Cooperative Extension Service. A young person attending only one or two meetings per year or attending occasional 4-H events does not meet this standard and should not be considered a member for the purposes of receiving awards, participating in fairs, etc.

Youth Members of Organized 4-H clubs:
An organized group of youth, led by an adult, with a planned program that is carried on throughout all or most of the year. 4-H clubs may meet in any location and have elected officers and a set of rules approved by the membership to govern the club.

1a. Community clubs typically meet in the evenings or on weekends and offer self-chosen multiple learning experiences and activities.

1b. In-school clubs meet during school hours, but have officers and planned activities beyond school enrichment.

1c. 4-H afterschool clubs are organized in out-of-school settings. They have officers and planned activities.

1d. Military 4-H clubs are organized by the Armed Forces, often on military installations, and principally for military dependents.
Youth Participating in 4-H special interest (SPIN)/short-term programs:
Groups of youth meeting for a special learning experience that involves direct teaching by extension staff or trained volunteers, including teachers. Program is not part of the school curriculum and not restricted to members of 4-H clubs. Multiple-day meetings, for example on college campuses, should be reported as short-term programs. The direct audience contact hours should be at least six for enrollment to be reported.

School Enrichment:
A School Enrichment project is a cooperative effort between a school and the University of Arkansas System Division of Agriculture - Cooperative Extension. This may be a public, private, or home school environment. Members participate in an educational program planned and coordinated by Extension staff in cooperation with school officials to supplement and compliment the school curriculum. The school enrichment project is taught by a teacher or volunteer and should consist of multiple learning experiences. School enrichment can build a relationship between the school system and Extension that will lead to the formation of a 4-H club.

4-H Youth Group Enrollment Form, FY4-H-603, or similar documentation must be kept on file in the county Extension Office for these programs.

Examples of School Enrichment programs include:
- High School Financial Planning NEFE’s High School Financial Planning Program® (HSFPP) ([http://www.hsfpp.org/](http://www.hsfpp.org/)) is a turn-key financial literacy program specifically focused on basic personal finance skills that are relevant to the lives of pre-teens, teens, and young adults. The curriculum includes six module topics (planning, borrowing, earning capability, investing, financial services, and insurance), Student Guides, an assortment of 45-minute teacher lesson plans, and a growing collection of online resources and learning activities.
- SeaPerch ([www.seaperch.org](http://www.seaperch.org)) - SeaPerch is an innovative underwater robotics program that equips teachers and students with the resources they need to build an underwater Remotely Operated Vehicle (ROV) in an in-school or out-of-school setting. Students build the ROV from a kit comprised of low-cost, easily accessible parts, following a curriculum that teaches basic engineering and science concepts with a marine engineering theme. The SeaPerch Program provides students with the opportunity to learn about robotics, engineering, science, and mathematics (STEM) while building an underwater ROV as part of a science and engineering technology curriculum. Throughout the project, students will learn engineering concepts, problem solving, teamwork, and technical applications.
• TechXCite (http://techxcite.pratt.duke.edu/) - TechXCite is a discovery-based after-school engineering curriculum developed jointly by 4-H and Duke University’s Pratt School of Engineering. The TechXCite curriculum offers a rich and vibrant exploration of engineering, mathematics, science and technology.

• 4-H Robotics (http://www.uaex.edu/4h-youth/activities-programs/science/curriculum.aspx) - This nationwide effort teaches analytical, logical and critical thinking while engaging young people in fun activities. The goal is to cultivate a new crop of astronomers, biologists, physicists, engineers and other scientists. The 4-H Robotics curriculum uses robotics as a means of engaging youth and developing interesting and challenging experiences with science, engineering and technology. Junk Drawer Robotics will challenge participants to build robots from everyday items. In each module youth will learn about a different aspect of robotics and then design and build a robot using what they have learned.

• 4-H Yoga for Kids (http://www.uaex.edu/health-living/health/youth.aspx) - Yoga for kids is like yoga for adults, but sillier. Practicing yoga with kids should be different from yoga practice with adults in that, instead of quiet and calm, it should be noisy and fun. Yoga is a great way to engage kids in physical activity because it helps improve flexibility, balance, and strength all while being noncompetitive and inexpensive. Some studies have even suggested that practicing yoga can improve a child’s attention, relationships, self-esteem, and listening skills. The Healthy Living: Yoga for Kids program was developed in Arkansas, and the routines outlined in the curriculum and DVD provide simple exercises that can be performed in a variety of settings, including classrooms, camps, and at home.

Youth Participating in 4-H camping programs:
Youth taking part in an Extension-planned educational experience of group living.
• Overnight camping includes being away from home at least one night (resident, primitive, or travel camping) and not restricted to members of organized 4-H clubs. Examples are: county 4-H camps, state 4-H camp conducted at the 4-H Center, Teen Leader Conference, Forestry/Wildlife Camp, etc.
• Day camping consists of multiple-day programs, with youth returning home each evening. Activities must be held outside the majority of the time.

Member-at-Large:
This is no longer considered a type of membership in Arkansas 4-H due to these youth having no planned educational experience. Youth who wish to be 4-H members but are unable to commit to a year round 4-H club experience should be directed to participate in a 4-H SPIN project experience.
Section 4:

4-H Clubs
4-H Clubs

What is a 4-H Club?

Because of the key role clubs play in 4-H delivery, it is important to have a clear definition and understanding of the functions of a 4-H club. The goals and structure of 4-H clubs vary according to the needs of the members. Some clubs focus on one project that the entire membership experiences together at the club meeting. Some clubs offer a selection of projects delivered through meetings held at times outside the regular club meeting. Some clubs have a singular focus such as project club, or they target a specific audience such as military clubs, afterschool clubs or home school clubs. However, there are components and characteristics that are common to all 4-H clubs described below. These are the minimum requirements of all 4-H clubs to support a quality 4-H club experience. The local Extension office may include additional requirements for 4-H clubs in their county.

4-H clubs are organized groups of youth who elect officers and are supported by trained adult volunteer leaders. Club meetings typically conduct business by the officers, an educational program and a team building or recreational activity. It may meet in any location and is authorized through the county and state to use the 4-H name and emblem. Youth ages 5-19 (as of January 1 of the current year) are eligible to be members.

A 4-H Club:
- Is an organized group of a minimum of six youth.
- Has a planned meeting calendar that meets a minimum of six times throughout all or most of the year. Club meetings should include a minimum of 15-hours of experiential learning during the club year.
- Is advised by two non-related trained 4-H volunteer leaders.
- Elects officers. Officers must be actively engaged in conducting meetings.
- Should meet in an accessible location.
- Includes opportunities to learn skills through a variety of project experiences.
- Offers opportunities for leadership and citizenship/community service.
Naming of Clubs

- Be specific
- Foster the character-building purpose of 4-H
- Be inclusive
- Religious names are prohibited
- State and Federal copyright laws should not be violated
- Should not be offensive, demeaning or discriminatory in any manner

For more information please consult the National 4-H Fact Sheets at: [http://www.4-h.org/resource-library/4-h-volunteer-resources/4-h-program-management/](http://www.4-h.org/resource-library/4-h-volunteer-resources/4-h-program-management/)

Types of 4-H Clubs

**Community Clubs**
Community clubs offer multiple learning experiences and activities. A Community club is a multi-project club that meets regularly to:

- conduct business meetings,
- address county 4-H requests and community issues,
- provide an educational program presentation or activity
- and offer a selection of projects delivered through project meetings held at times outside the regular club meeting.

Community clubs require the election of officers and are advised by two non-related trained 4-H volunteer leaders. This format provides a wider choice of learning experiences for the 4-H member but requires more leaders for the additional project meetings and is generally more complicated to manage. Youth can enroll in one or more project areas in a multi-project community club.

**Project Clubs**
Project clubs typically meet in the evenings or on weekends and offer one project area (from the list in the Participation section of the 4HOnline enrollment process) to work through multiple learning experiences and activities. Project clubs:

- meet regularly (minimum of six meetings),
- elect officers,
- 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. In a single-project community club, all members are enrolled in the same project but may be active at various levels, based on skill or knowledge. Members are encouraged to do a community service/service learning project during the 4-H year. All project clubs require at least two designated non-related trained 4-H volunteer leaders.

**SPIN (Special Interest) Project Group**
SPIN clubs meet for a short term experience (few weeks to a few months) with a focus on a specific area, during a specified time frame. Youth are actively involved in planning and coordinating activities and are part of educational experiences advised by trained 4-H volunteer leaders. These “high-impact” experiences are flexible and focus on specific activities and skill development related to the chosen special area of interest. These groups have the flexibility to provide positive youth development and adult mentorship through varying time frames giving both youth and leaders more flexibility in when and how long they meet. No officers are elected. Characteristics of the SPIN Project Groups might include:

1. Taking the programming to the participants by meeting where it is convenient for them.
2. Offering five to six sequential learning experiences – with at least two hours of education each time.
3. A flexible and variable time frame for projects or activities, such as meeting once a week for six weeks, twice a week for three weeks or twice a month for three months.
4. Offering different curriculum/project-material levels ranging from beginner to advanced.
5. A smaller youth-to-adult ratio so more leaders and volunteers can serve as mentors.

**Afterschool Clubs (4-H Afterschool Clubs)**
Afterschool clubs have officers, meet a minimum of six times and have planned activities. Providing experiences for young people that address healthy development is the goal of 4-H. 4-H Afterschool is designed to combine the resources of 4-H and the Cooperative Extension System with community/school-based organizations that provide out-of-school programs that address community needs. The Afterschool 4-H club operates within the structure of the community/school-based organization that sponsors the out-of-school program. Club members participate in community service and project activities. Club meetings include conducting business by officers, educational programs, and group or recreational activities, and may vary by site.
**Partner Club (Military 4-H Clubs)**
Military 4-H Clubs are organized by the Armed Forces, often on military installations, and principally for military dependents. Military 4-H Clubs provide a "slice of home" for Military youth wherever they live. Clubs organized on a military installation are only open to youth whose parents are stationed at that installation or serving as military contractors at that installation. If the club is organized in a community, then military and non-military youth may participate. These clubs must elect officers, meet a minimum of six times and be advised by two non-related trained volunteer leaders.

**In-School Clubs**
In-school Clubs meet during school hours, have officers, and meet a minimum of six times a year with planned activities beyond school enrichment. They 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 5-19), to build a relationship with the county school system, and demonstrate how 4-H can add to current academic learning.

**Additional Learning Opportunities**
Project Groups are a group of youth who come together to learn about a specific subject matter. Typically these groups meet as needed are educational and include activities that support the subject matter.

**Factors that Help Determine a Quality County 4-H Program**
The following factors should be considered as a whole in determining a quality county 4-H program:

- Number of 4-H members in long-term 4-H clubs or groups in the county.
- Number of 4-H members in school enrichment or other short-term programs in the county.
- Potential 4-H members (number of youth ages 5-19).
- Number of 4-H’ers being reached per staff member.
- Age of 4-H members. The number of older 4-H’ers involved might be a real key to quality of program being offered.
- Leader/member ratio.
- Types of 4-H clubs. The number of 4-H’ers involved in organized clubs is a real indicator to quality of program being offered.
- Geographic distribution of community clubs within county.
- Number of County/State Honor Clubs.
- Community Service - 4-H’ers and volunteers are involved in meaningful community service.
Participation in club, county, district and state activities by leaders and members.
- Record books completed for judging at county and/or state levels.
- Leader training program – kinds of training and number of training sessions.
- Number of new leaders recruited – efforts towards recruiting.
- Number of volunteers completing core competency training.
- Youth as Partners – number of youth serving in decision-making roles.
- Programs planned in advance and continuously evaluated.
- A citizen’s committee of some sort to help with funding.
- New, innovative ideas tried (both successful and unsuccessful).
- Growth.
- Positive image of 4-H in county.
- Public or citizen awareness of 4-H program – how the program is marketed.
- Professional employees’ attitude toward their work.

Starting a 4-H Club

4-H Club Chartering
The University Of Arkansas Systems Division Of Agriculture is committed to protecting at the highest level our 4-H program, its members, the name/emblem and image in Arkansas and the country. This protection comes through the commitment and requirement for all 4-H clubs to have current charters and understand the value of those charters.

An Arkansas 4-H charter provides official recognition to a club of their affiliation with the Arkansas 4-H Youth Development Program and tax exempt status as an official unit of the University Of Arkansas System Division Of Agriculture, Cooperative Extension Service. They also have permission to use the 4-H name and emblem within the guidelines.

Requirements of Annual Chartering
- 4-H Club Charter Application
- AFFACT-662
- Bylaws
  - By-laws which include a dissolution clause indicating residual dollars and resources (assets) purchased through the club will become the property of the county 4-H program, should the club dissolve.
Process for Chartering a 4-H Club

Below are the steps for completing the chartering process:

1. County Agent should meet with all club leaders annually to explain the requirements for club chartering. (Can be most effective incorporating it into club leader trainings conducted at beginning of 4-H year.)

2. County Extension Agents should distribute the checklist with all requirements (as noted above in Requirements of Annual Chartering) along with a deadline for all information to be submitted back to County Extension Office. (State deadline is January 1, so county deadline should be established early to allow for any follow up and “late” submissions.)

3. Club leaders responsible for a club will complete the necessary forms and gather all information need for chartering process. Information will be scanned into .pdf format by club leader or county office. (Smart phone and iPad apps can be used for taking scans of documents and submitting).

4. Once chartering information is received in the County Extension Office it should be organized electronically into club folders with each document saved clearly as to its name and year. This information will then be uploaded into Arkansas 4Honline once it is reviewed and approved by County Extension Agent(s).

5. The County Extension Agent(s) should review all information and ensure that it is complete, correct and meets all requirements for requesting a charter.

Once approved, the County Extension Office will log into Arkansas 4Honline and update the club information page with information from the chartering form. Then they will upload each chartering document into its respective box under the respective club.

6. After information is uploaded and saved, the Arkansas 4-H Office will review the information.
Terminating a 4-H Club Charter

Reasons to pull a charter may include, but are not limited to:

- Unlawful discriminatory practices.
- Not submitting required county paperwork including club reports, member enrollment forms, and volunteer applications.
- Club leadership not attending volunteer training and workshops.
- Practices that are not considered youth developmentally appropriate.

The following steps should be taken:

- The County Extension Staff should meet with the club leader and outline the concerns and follow up in writing. Give a defined period of time to remedy the situation.
- If it becomes necessary to move forward with pulling the charter, the process is:
  a. Create a timeline with dates that meetings were held to discuss concerns.
  b. Assemble all written correspondence sent to club leadership regarding expectations and defined times to remedy the concerns.
  c. Outline a plan to support the existing club members i.e: Club and project opportunities to which the youth may transfer their membership.
  d. Contact the District Director for counsel. Forward supporting documentation for their review.
  e. Contact Associate Director - 4-H Youth Development or 4-H Unit Leader at State 4-H Office for charter to be pulled.
  f. Follow-up with letter to club leadership and membership indicating the club has been dissolved. Letters to youth should include a summary of other club opportunities in the county.
Section 5:

4-H Club Financial Management
4-H Club Financial Management

4-H Club Annual Financial Reports

Section 6:

4-H Volunteer Management
4-H Volunteer & Non-Volunteer (Adult)  
Participant Management

4-H VOLUNTEERS

What is a Volunteer?

County 4-H program volunteers are those persons who work on behalf of the 4-H program at the county level and who are not paid for their services. 4-H volunteers are divided into two categories, direct or indirect.

Types of Volunteer Involvement

1. Direct Volunteer: Volunteer who has enrolled, been cleared through the youth protection screening process, completed four educational experiences and the Department of Human Services online Mandated Reporter Training
   a. 4-H Club Leadership
      i. Organizational Leader (Club Leader)
      ii. Project Leader (assists Club Leader and guides 4-H’ers in setting project goals)
      iii. Activity Leader (assists Club Leader in organizing the club’s social, educational, community service and fund-raising activities)
      iv. Teen Leader (experienced 4-H member with knowledge and skills to share with other 4-H’ers)
      v. Resource Leader (assists Club Leader on a short-term basis at the invitation of the Club Leader)

2. Indirect Volunteer: Youth or adult who provides unpaid support for the 4-H program which does not include face-to-face contact with youth. e.g.: foundation boards, advisory committees, or ad hoc committees.
Direct Volunteer Requirements

All Direct Volunteers must meet the following requirements:

1. Official enrollment in 4-H. This is achieved through annual enrollment in 4HOnline. Must also indicate during enrollment process that they are a volunteer.
2. Clearance through the Youth Protection Screening process:
   • Clearance using the “Authorization for Release of Confidential Information contained within the Arkansas Child Maltreatment Central Registry.” (EHIRE-164)
   • Criminal Background Clearance using the Youth Protection Screening procedure through 4HOnline during the enrollment process.
4. Leaders must complete a minimum of 4 continuing education experiences per year.
5. Any volunteer serving as an official chaperone at a 4-H overnight event is required to complete the 4-H Overnight Chaperone Training.
6. Physically or digitally signing the “Arkansas 4-H Volunteer Agreement and Expectations.” (See Appendix for MISC-120.)

Training for Direct Volunteer Leaders

A minimum of 4 continuing education experiences are required by all volunteer leaders. These education experiences include identified skills and competencies that volunteers will need in order to effectively deliver 4-H youth development programs and activities.

All Volunteer Leaders serving as an official chaperone at a 4-H overnight event are **required** to complete the VRKC 4-H Overnight Chaperone Trainings. Once a leader completes the Overnight Chaperone and Mandated Reporter trainings, they do not need to go through them again.

All volunteers are required to complete Mandated Reporter Training provided by the Arkansas Department of Human Services. This training provides information about identifying and recognizing signs of possible child maltreatment and the procedures for reporting. After completion of the training, each volunteer will be tested and receive by e-mail a “Certificate of Completion”. A copy of the “Certificate of Completion” will need to be kept in the county extension office. Training is available online at: [https://ar.mandatedreporter.org](https://ar.mandatedreporter.org).
Age Restrictions on Volunteers

Individuals may apply to serve as an adult volunteer after December 31 of the year they turn 19. 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 event.

**DETERMINING VOLUNTEER/NON-VOLUNTEER PARTICIPANT CLASSIFICATIONS**

If the adult answers “Yes” to any of the below statements, they should enroll in 4HOnline as Direct Volunteers, cleared through the Cooperative Extension Service Youth Protection Screening Process and complete volunteer training.

1. I have contact with youth in a one-on-one situation.
2. I transport youth as an official chaperone of an activity and/or event.
3. I serve as a volunteer for overnight activities and events.
4. I go into schools and work with youth in a group setting and represent 4-H and the University of Arkansas Cooperative Extension Service.
5. I train and meet with youth in a project group.
6. I am a club leader or assist with a club as a second adult leader.

If the adult answers “No” to all of the above statements, they are not considered a 4-H Direct Volunteer. They should then review the following statements:

1. I only attend 4-H activities as a parent, relative or friend of 4-H.
2. I only assist with the awards program.
3. I pour punch and serve cookies at banquets.
4. I judge once a year at the county level.
5. I raise money.
7. I serve on the County 4-H Foundation Board.
8. I am an officer in the 4-H Foundation Board.

If the adult answers “Yes” to any of the previous 8 statements, they are not required to be enrolled in 4HOnline as Non-Volunteer Participant.
YOUTH PROTECTION SCREENING PROCEDURES FOR DIRECT VOLUNTEERS

4-H Volunteers Adult Participants may not be a direct volunteer until they have completed the 4-H Youth Protection Screening Requirements. Volunteers will be screened once when they initially complete the 4-H Online membership process.

1. Annual enrollment must be completed in 4HOnline (http://arkansas.4honline.com). 4-H Volunteer Participants must re-enroll every 4-H Year (October 1 - September 30) to be counted as adult members.

2. Authorization for Release of Confidential Information Contained Within the Arkansas Child Maltreatment Central Registry (EHIRE-164)
   a. According to Arkansas State Law, all state agencies must have employees and volunteers with youth interaction cleared through the Arkansas Child Maltreatment Central Registry.
   b. The EHIRE-164 is available in the Cooperative Extension Service Policy Guide Templates.
   c. This form MUST be signed, notarized and include the complete Social Security Number, the name of the county where the volunteer or adult participates in 4-H, and the Volunteer’s signature.
   d. Send the forms to the State CES Human Resource Office for processing, preferably by e-mail (humanresources@uaex.esc). County MUST delete email and shred form once it has been emailed. Do not keep copies in county office.
   e. Counties will be notified by e-mail when clearance from the Central Registry is received.

3. Criminal Background Screening Through 4HOnline
   a. Upon initial enrollment in 4HOnline the 4-H Volunteer Adult Participant will be prompted to complete the 4HOnline Criminal Background Screening permission form.
   b. Once the adult completes the Volunteer Agreement, the County Office will submit their EHIRE-164 to the State CES Human Resource Office. The fee for processing will be taken directly from the County’s depository Account.
   c. Counties will be notified by e-mail when clearance from the Criminal Background Screening is received.

4. Acceptance
a. When the adult is cleared through the Criminal Background Screening and the Central Registry Screening, they will be approved at the state level for Youth Protection Screening.

b. The County will then confirm the 4-H Volunteer as a member in 4HOnline.

c. If a negative report is received from either the Criminal Background Screening or the Central Registry Screening, the applicant will be sent a letter of rejection from the State 4-H Office and a copy of the letter will be e-mailed to the Staff Chair and the District Director.

COUNTY TIPS TO ASSIST WITH THE YOUTH PROTECTION SCREENING PROCESS

Checking to see if someone has cleared the Youth Protection Screening:

1. Log into 4HOnline as the County Manager
2. At the upper right corner of the screen, click on "Home".
3. Scroll down until you see: "Items to Review"
4. Click on "Enrollments Pending".
5. If you see the names of your volunteers under "Members / Volunteers Needing County Approval", then they are ready for you to accept at the County level.

If they haven’t been cleared, check the following:

1. Has the EHIRE-164 form been submitted to the State Human Resource Office? If you don’t remember, you may send an email the State Human Resources Office at humanresources@uaex.edu to inquire.

2. How to check in 4HOnline:
   a. Search in 4HOnline for the person you are checking on.
   b. Click “Login” to the right of their name.
   c. Click “Edit” to the right of their name.
   d. Click “Additional Information” in the upper section.
   e. Scroll down and check “Volunteer Screening Information”.
   f. If you have questions, contact the State 4-H Office.

Items to Remember:

1. Be patient. The Central Registry clearance can take between a week and six weeks. Make sure you send in a form that is complete with Social Security number, signature and notary.
2. It is strongly recommended that direct volunteer participants enroll in 4HOnline as soon as they enroll. If you wait until they are trying to register for an activity, they may not get cleared in time to attend.
3. The preferred way to send an EHIRE-164 (Authorization for Release of
Confidential Information) is through email (humanresources@uaex.edu). An original is necessary only if the scanned form is not clear OR it is notarized by a notary with a raised stamp.

4. Periodically go to your county home page in 4HOnline to check for any registrations or enrollments that are pending and awaiting your approval.

LIABILITY CONSIDERATIONS FOR VOLUNTEERS

Federal and state legislation provides some protection for volunteers of nonprofit organizations and government agencies. Arkansas Volunteer Immunity Act of 1987 covers volunteers of government agencies, like the University of Arkansas Cooperative Extension Service. Volunteers are entitled to the same sovereign immunity as paid staff. This means that they are immune from liability and from being sued for acts or omissions occurring within the scope of their volunteer service, except for malicious acts or omissions and acts or omissions that are covered by liability insurance.

Volunteers may be held responsible for damage or injury if they act outside the scope of the 4-H program. If a volunteer is covered by automobile liability insurance, the volunteer’s liability for negligent acts is limited to the amount of coverage.

IMMUNITY FOR VOLUNTEER LEADERS

Under Arkansas Code § 21-13-108, individuals who volunteer for service to a state agency, department, institution or division are entitled to the protection of the state agency’s sovereign immunity to the same extent as paid staff. This means that state volunteers are immune from liability and from being sued for acts occurring within the scope of their volunteer service, except for malicious acts or omissions or acts to the extent that they may be covered by liability insurance.
Section 7:
4-H Code of Conduct & Review Board Procedures
4-H Code of Conduct & Review Board Procedures

Code of Conduct

The 4-H Code of Conduct (F.Y.4H-686 – See Appendix) is used as the official document for dealing with infractions by 4-H members. See the 4-H Incident Policy and the 4-H Review Board Procedures for details.

The primary goal of the Arkansas 4-H program is to build character in youth while participating in 4-H. Arkansas promotes the six core ethical values of the CHARACTER COUNTS! Curriculum: trustworthiness, respect, responsibility, fairness, caring, and citizenship. Unethical behavior including, but not limited to, dishonesty by lying, immoral actions, 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 (Administrative Review Committee) may be called up to 30 days after the conclusion of the event with the approval of the Associate Director – 4-H Youth Development. The review board will forward its findings and recommendations to the Associate Director -- 4-H Youth Development for a 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, and national 4-H events should be reported to the Associate Director -- 4-H Youth Development on the 4-H Review Board Proceeding Report form, F.Y.4-H - 143 or, in the case no Review Board was called, on the 4-H Incident report Form, F.Y.4-H – 142.

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.
The following acts of misconduct are considered minor offenses that may require the 4-H member to appear before a Review Board.

- Breaking curfew hours or disturbing others. “Curfew” means in own room and not disturbing others. Males and females may not be in the same sleeping room at any time except in rooms reserved for families.
- Unexcused absence from the activities of the event.
- Unauthorized use of vehicle during the event.
- Use of foul, offensive, or abusive language.
- Reckless behavior.
- Visitation by non-registered persons.

The following acts of misconduct are considered major offenses that may result in immediate removal from an activity or event.

- Possession or use of illegal drugs or alcoholic beverages.
- Theft, misuse or abuse or destruction of public or personal property.
- Sexual misconduct.
- Possession of unauthorized weapons or fireworks.
- Unauthorized absence from the premises of the event.
- Assault or threatening a person with a weapon or bodily harm.
- Smoking or using tobacco products.
- Possession or use of e-cigarettes, hookah pens, smokeless water vapor devices, etc.
- Bullying – Unwanted, aggressive behavior that involves a real or perceived power imbalance. Includes such actions as making threats, spreading rumors, attacking someone physically, verbally, or electronic means and excluding someone from a group on purpose.
- Violating the International Association of Fairs and Expositions National Code of Show Ring Ethics
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.

4-H Incident Report Form Policy

This procedure furnishes guidelines for completing a 4-H Incident Report Form for violations of the 4-H Code of Conduct.

In reporting the finding of facts, the Activity/Event Coordinator should fully explain in a written, narrative form all of the relevant information gathered during the investigation of the incident. The narrative must be very thorough and detailed. Findings of facts are determinations made by the Activity/Event Coordinator based on the information available to him or her. Any witnesses that were questioned must also be listed on the form.

When any violation of the 4-H Code of Conduct is reported, the Activity/Event Coordinator must complete the 4-H Incident Report Form. Details should include the nature of the violation, when the incident occurred, findings of facts determined, and disciplinary action taken, if any. Section III must be completed if the violation of the Code of Conduct does not require for a Review Board to be convened. If a Review Board is required, Section III must be left blank.
Distribution of completed Incident Reports should be as follows:

Send Original to: appropriate County Staff Chair

Send Copies to: Appropriate District Director  
Associate Director-- 4-H Youth Development  
Parent(s) of the 4-H member  
Activity/Event Coordinator File  
Review Board (if convened)

4-H Review Board Procedures

Purposes: The 4-H Review Board exists for two primary purposes:

1. To determine whether a violation has occurred
2. If there is a violation, what disciplinary action should be taken

Rights of the Youth

In serving these two purposes, Extension faculty must assure that the rights of the young person are observed. These rights include:

1. Being informed of the alleged violation
2. Having an opportunity to present his or her recollection of the events
3. Having an opportunity to ask questions of any witnesses

Setting Up & Convening the Review Board (District, State, National)

In accordance with the 4-H Code of Conduct, the Review Board will consist of the following: event coordinator, one Extension employee, two adult volunteers, and three youth 4-H participants. The Event Coordinator will appoint a Review Board with alternates prior to the event. This list should be on file prior to the event.

Setting Up & Convening the Review Board (County)

The County Review Board should be appointed at the beginning of each 4-H event by the lead 4-H Agent. Review Board will consist of the lead 4-H Agent, two volunteers, and two youth 4-H participants.
Setting Up & Convening the Review Board (Multi-County Events)

A Multi-County Review Board will be convened when there is more than one county participating in a multi-county event that is not a district, state, or a nationally coordinated event. The Review Board should be appointed at the beginning of the event by the 4-H Agent providing overall leadership for the event. Review Board will consist of a 4-H Agent, two volunteers and two youth 4-H participants.

Setting Up & Convening the Administrative Review Committee

An Administrative Review Committee will be appointed at the state level annually to address code of conduct violation(s) that are not handled during a state, district or national event. The Administrative Review Committee will consist of the 2 State 4-H Officers (President and appropriate district VP), one 4-H agent, one state staff member, and adult volunteer leader. The State Events Coordinator will serve as advisor of the group and will convene the committee following notification that an incident requires review.

Orienting & Conducting the Review Board

The Extension Event Coordinator or Extension faculty member will act as the Review Board Coordinator and perform the following tasks:

- Inform the Review Board and those in question of the purposes of the Review Board.
- Inform everyone participating in the process to treat the matter as confidential.
- Communicate to the Review Board and the youth of the violation (or suspected violation).
- Ensure that persons not essential to the proceedings are excluded.
- Volunteers or agents should not sit on the Review Board if they have a 4-H’er involved in an infraction. These adults should recuse themselves and an alternate selected.
- Allow witnesses to be present only during their own testimony.
- Interview youth individually and not as a group.
- Appoint an Extension employee committee members as a recorder to document the proceedings and the discussion of the Board following the proceedings.
- Provide opportunity for each person to present his/her recollection of the events.
- Permit the Board members and the youth to ask questions and call for additional information.
**Reaching a Determination**

When all parties have had an opportunity to present and the Board has no further questions, the proceedings shall be closed. The Review Board Coordinator will instruct the youth that he or she will be notified of the findings of the Board and of any disciplinary action.

The Board will deliberate and determine by vote whether the youth(s) are in violation of the 4-H Code of Conduct and what appropriate disciplinary action is warranted, in keeping with the guidelines of the 4-H Code of Conduct. The Review Board Coordinator may participate in these deliberations but may not vote other than to break a tie.

Once a determination is made, the Review Board Coordinator will prepare a written summary of the findings and the disciplinary decision using the recorder's documentation of the proceedings and subsequent Board discussion. This report, along with the written record, will be submitted to the Associate Director - 4-H Youth Development, who will have up to five days to affirm or reverse the Board’s decision.

After review by the Associate Director - 4-H Youth Development, the Review Board Coordinator will notify the youth and parent(s), in writing, of the findings, results, and appeal procedures.

**Appeal Procedures**

If the youth wishes to appeal the decision of the Associate Director - 4-H Youth Development, he or she must appeal, in writing, to the Associate Vice-President for Agriculture – Extension whose decision will be final. The written appeal must be filed within thirty days following notification of the disciplinary action. The Associate Vice-President for Agriculture - Extension will issue a final decision within 10 days of receiving the appeal.
4-H Review Board Checklist

Pre-Event:

✓ The Event Coordinator must appoint a Review Board with at least two designated alternates prior to the event. The Event Coordinator must prepare a written list of the Review Board members and alternates for each event, and such list must be kept on file with the Event Coordinator for two years.

✓ The Review Board will consist of the following: event coordinator, one Extension employee, two adult volunteers, and two youth 4-H participants.

✓ The Event Coordinator must provide all of the Review Board members, including alternates, with copies of the Review Board policies and procedures via email or by mail at least one week before the start of the event.

✓ The Event Coordinator shall have available hard copies of the Review Board policies and procedures at the event for each Review Board member.

During the Event: Conducting the Review Board Proceedings

✓ Coordinator must do the following:

1) First, inform the Review Board members and the youth accused of the purpose of the Review Board and the suspected violation of the Code of Conduct, i.e. this proceeding is to serve to gather facts to determine if any violation of the Code of Conduct has occurred, and if so, what disciplinary action should be taken.

2) Determine if any board member has a conflict of interest by serving as a board member. If so, the board member will be removed and replaced by an alternate. (Such conflict of interest will include a board member being related to any witness or the accused; or if the board members belongs to the same county club as the accused.)

3) Designate the Extension employee board member to serve as recorder to document the proceedings and the discussion of the Review Board.

4) Inform everyone participating in the process to treat the matter as confidential.

5) Ensure that persons not essential to the proceedings are excluded.

6) Call each witness one-by-one; witnesses shall only be allowed in the proceedings during their own testimony. If more than one youth is accused of violating the Code of Conduct, each youth must be interviewed separately and not as a group.
7) Permit the Board members and the youth to ask questions and call for additional information. Board members should ask open-ended questions to solicit as much specific and precise information as possible, “Who, What, When, Where?”

**Reaching a Determination:**

- Close proceedings after all testimony & questions have been presented.
- Inform the youth that he or she will be notified of the findings of the Board and of any disciplinary action. The youth will then be dismissed from the proceedings.
- Deliberate and determine by vote whether the youth(s) are in violation of the 4-H Code of Conduct and what appropriate disciplinary action is warranted, in keeping with the guidelines of the 4-H Code of Conduct. In the deliberations, each Board member should only consider the testimony or other evidence presented during the proceedings. Board members should use good judgment and common sense to make a decision as to the “most credible version” of what occurred from the evidence/testimony presented. The Review Board Coordinator can participate in the discussion but may not vote other than to break a tie.

**After the Event:**

- The Review Board Coordinator must prepare a written summary of the findings and the disciplinary decision using the recorder's documentation of the proceedings and subsequent Board discussion.
- Submit Report & written record Associate Director- 4-H Youth Development immediately after the event (Associate Director has five days to affirm or reverse the Board’s decision).
- The Review Board Coordinator must notify the youth and parent(s), in writing, of the findings, results, and appeal procedures.
Section 8: Health Statement & Medical Information for Activities
Health Statement & Medical Information for Activities

Health Statement and Parents' Release

Youth applying for and participating in district, state and national 4-H activities and events must be currently enrolled in 4HOnline and must have updated their health statement, indicated agreement to the 4-H Code of Conduct and completed the section on the Publications, Video, Internet Consent and Release Agreement for Youth (Parent’s Release). Templates of these documents may also be completed and kept on file in the County Office (Code of Conduct – FY4H-686, Health Statement – FY4H-633 and Parent’s Release – FY4H-703). 4-H activity/event coordinators or adults providing transportation must have in their possession a copy of the Health Statement for all youths involved in the activity or being transported. This can be a printout from 4HOnline or the completed template – FY4H-633. 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.

Medical Insurance Procedures

Club Events
When it is 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 University of Arkansas Cooperative Extension Service from the specific event fees.

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 $0.30 / day / person (all non-Extension employees) for the maximum coverage available. Claims for regular 4-H events are limited to $5,000 per injury. Winter sports events are not covered and horse events are extra.

Annual "blanket coverage" for club or county events is available but is limited to enrolled 4-H members, age 5-19, only. This costs $1.00 per member per year. It is the parents' responsibility to provide health/medical insurance for their child; this is a supplemental policy only.

For information on American Income Life see: http://www.americanincomelife.com/who-we-serve/4-h-insurance

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 Associate Director - 4-H Youth Development, who should notify the business office person in charge of insurance.
6. 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.

Remember, the 4-H Youth Development Office uses Plan Option 3 unless the event includes horses.
Section 9:

4-H Activities and Events
4-H Activities and Events

4-H Activity Application and Selection Procedures

To qualify for participation in a 4-H activity, a 4-H member must have reached, by January 1, the appropriate age for the activity as indicated in the current 4-H Quick Reference Guide (available on the 4-H website).

Non-Competitive Activities
The application process and selection process for non-competitive events is event specific. A call for applications will be initiated with a defined state timeline. It is acknowledged that the county may impose a county deadline; thus participants should always be encouraged to check with their respective county for due dates. Applications submitted for non-competitive events after the deadline may be placed on an alternate list, if the event has reached capacity.

A committee, convened by the specialist in charge, will be utilized if there is a non-competitive event that requires a selection process. Upon selection of the participant the state specialist in charge will make the appropriate contact with the county to confirm the selection.

For non-competitive events, every effort will be made to fill vacancies due to cancellation. In those events with alternate lists, the specialist in charge of the event will contact the appropriate alternate. For out-of-state events, efforts to fill vacancies will be made up to 48 hours of the time the delegates depart for the event. For in-state events, an effort to fill vacancies will occur up to 24 hours prior to the beginning of the event.

Payment for all events is due prior to the event. 4-H members are not considered fully registered for the event until the payment is received. For those 4-H’ers not paying electronically, it is the expectation of the state for the county to submit - one check for the county delegation (one check per county, per event) payable to UACES. Checks from individuals will not be accepted at the state 4-H Youth Development office.

Filling vacancies due to cancellation: Vacancies and cancellations will be filled after the 4-H Youth Development office has received payment from the counties for participants’ registration fees for an event. A state alternate participants list will be used to fill vacancies. 4-H’ers replacing a participant due to a cancellation will be required to pay the state 4-H office directly.
It is highly recommended that counties collect payments in advance from participants and deposit all monies from individuals for every 4-H event, within the time frame considered acceptable by UACES. Checks from individuals will not be accepted at the state 4-H Youth Development office, unless it deals with filling vacancies due to cancellation (see information on “Filling vacancies due to cancellation”).

Registration for most State and District activities is done through 4HOnline.org. Deadlines for registrations collected through 4HOnline will be followed to allow the activity coordinator time to review and approve applicants at the state level. Registration/application instructions will be included in activity announcements from the State Office or indicated in the Quick Reference Guide.

Note: Hardcopy applications without an agent signature or incomplete information will be returned to the county office. If corrected and resubmitted, applications will be placed by the date the corrected application is received.

**Event Payment Policy**

The following policies will apply to all 4-H events outlined in the current 4-H Quick Reference Guide:

All fees are due to the respective event manager before the event. 4-H members are not considered fully registered for the event until payment is received.

Any refund of participant fees will be disbursed in the form of a check issued by the University of Arkansas Cooperative Extension Service. No electronic refunds will be issued for any participant fees that were originally paid by electronic means such as debit cards, credit cards, or electronic checks.

A standard $10 NSF Fee will be assessed on all checks that are returned due to insufficient funds.

<table>
<thead>
<tr>
<th>Amount of Refund</th>
<th>Time-Frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>75% refund</td>
<td>15 working days or more before the event</td>
</tr>
<tr>
<td>50% refund</td>
<td>11-14 working days before the day of the event</td>
</tr>
<tr>
<td>No refund</td>
<td>10 working days or less before the day of the event</td>
</tr>
<tr>
<td>No refund</td>
<td>High Adventure Backpacking or Horse Packing activities</td>
</tr>
</tbody>
</table>
Exceptions to this refund policy will be based on personal or family illness or death in the immediate family. Participants must notify the county Extension office of cancellation in writing (regardless of date), who will in turn notify the state 4-H Youth Development Office so that alternates can be considered. The county Extension office is responsible for notifying, in writing (letter or e-mail), the appropriate faculty or support staff member with state 4-H Youth Development Office of cancellation(s).

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.

Check the 4-H website for District and State O-Rama activity eligibility requirements – http://www.uaex.edu/4h-youth/.

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, and Shooting Sports.

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.

Participation in National or Regional 4-H Events/Competitions is contingent upon available funding.
Judging Events

The 4-H program is targeted to elementary and secondary students; however, senior 4-H members attending college are eligible for state and national awards in project areas. Arkansas will abide by the rules regarding collegiate participation in national judging contests.

Livestock, dairy, poultry, and horses from the University of Arkansas – Fayetteville/Savoy Farm units may not be used for any training of 4-H judging teams 30 days prior to a State 4-H Judging Contest.

In the event that the State Judging Team in any judging event is comprised of only three (3) members, the specialist in charge has the prerogative to select, in rank order, the next highest scoring individual to complete a four-person team to enter the national event. The 4-H member who chooses to be the fourth person forfeits his/her eligibility to enter the state and national 4-H contests as a member of his/her county judging team in successive years. If the fourth person of a county team did not participate in the state contest due to illness or family emergency, they may participate in the national contest as a member of the state winning team, but they must have been registered to participate in the current year's state contest.

- **First priority for selection** -- 4-H member from state winning county team who missed contest as described above.
- **Second priority for selection** -- high-scoring individual agreeing to forfeit future eligibility.

Extension workers must be authorized by their District Director to make out-of-state trips with state winning individuals and judging teams. These faculty members may serve as coaches or chaperons for the trips.
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."
Dress Code

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

- Pants, shorts, skirts, and dresses which are not longer than the fingertips of hands held at sides (arm’s length); the tip of the waistband must be no lower than the top of the hipbone.
- Clothing with slits and/or cutout areas which are above the fingertips 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 (vulgarities or obscenities 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 dresses, blouses or shirts with slacks or pants including khakis. 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. Event leaders may ask individuals to modify their clothing selection if standards of decency in appearance are not met.
Section 10:
Civil Rights Information
4-H Civil Rights Information

**NON-DISCRIMINATION STATEMENT: C.E.S.P. 2-1**

Date Revised: 7-24-2014  
Supersedes: 3-24-2014

Summary: Comprehensive statement of Extension policies of non-discrimination and inclusiveness in employment opportunities and in program accessibility and participation.

The University of Arkansas System Division of Agriculture Cooperative Extension Service is committed to providing positive and discrimination-free working and learning environments where all individuals are treated fairly and with respect. The institution values inclusiveness and diversity and complies with all civil rights provisions of federal statutes and related authorities that prohibit discrimination in programs and activities receiving federal financial assistance.

The University of Arkansas System Division of Agriculture Cooperative Extension Service is committed to providing equal opportunity in employment and in educational programs, activities, and services on a non-discriminatory basis and without regard to race, color, sex, gender identity, sexual orientation, national origin, religion, age, disability, marital or veteran status, genetic information, or any other legally protected status. Moreover, the institution pledges to detect and eliminate any elements of discrimination which may be found to exist.

Employees will be trained to understand policies, procedures and regulations pertaining to non-discrimination. Administrative and supervisory staff will be held accountable for insuring that all actions within their assigned areas of responsibility are conducted in a non-discriminatory manner.

The University of Arkansas System Division of Agriculture Cooperative Extension Service is committed to assuring that programs are accessible to all participants and that alternative means of communication is available to individuals with disabilities and those with limited English proficiency to the extent required to provide meaningful access to programs and services.
SEXUAL HARASSMENT POLICY: C.E.S.P 2-7

Date Revised: 10-9-2009
Supersedes: 11-11-2004

1. Policy

It is the policy of the University of Arkansas Cooperative Extension Service that sexual harassment in any form is inappropriate and unacceptable conduct and will not be tolerated. Sexual harassment is illegal, undermines the employee/employer relationship, interferes with productivity, and threatens the mental, emotional, and physical well-being of employees.

Any employee engaging in sexual harassment is subject to disciplinary action.

Supervisors are subject to disciplinary action if they tolerate sexual harassment, fail to take appropriate action on allegations or findings of sexual harassment, or retaliate against employees who report or file complaints of sexual harassment.

2. Definitions

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964 (as amended) which prohibits discrimination on the basis of sex. Sexual harassment is a prohibited personnel practice when it results in personnel decisions for or against an employee made on the basis of gender rather than job performance. The Equal Employment Opportunity Commission (E.E.O.) has defined sexual harassment as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct is used as a basis for employment decisions affecting an individual; or
- Such conduct interferes with an individual’s work performance or creates an intimidating, hostile, or offensive work environment.

Sexual harassment is also defined as:

Participating in coercive or repeated unsolicited and unwelcome verbal comments, gestures, or physical contacts of a sexual nature or by using implicit or explicit coercive
sexual behavior in the process of conducting agency business or to control, influence or affect the career, salary, or job of an employee.

Virtually any sexually-oriented language, conduct or behavior can be viewed as sexual harassment if it is unwelcome. It is the impact of the conduct or behavior on the recipient (or on observers), not the intent of the harasser, which determines findings of sexual harassment.

Sexual harassment takes many forms and includes any or all of the following:

- **Verbal** – Unwelcome teasing, insults, innuendos, jokes, remarks, comments, questions or stories of a sexual nature; pressure for dates or sexual favors; promises of career advancement in return for sexual favors; turning work discussions to sexual topics; whistling at someone; kissing sounds; referring to an adult as "baby," "honey," "doll," or "hunk"; or asking about another person’s sexual history or preferences.
- **Physical** – Unwelcome touching, leaning over, cornering, pinching, patting, rubbing against, stroking, neck massages, or other physical contact of a sexual nature.
- **Visual** – Posters, calendars, e-mail, cartoons, or other material of a sexual nature.
- **Other behavior or conduct** – Sexually suggestive looks and staring; gesturing; letters, e-mail, telephone calls, or giving of gifts or other material of a sexual nature; communicating in any manner that an employee will be adversely affected if sexual demands are not met.
- **Sexual harassment may extend beyond the target of the harassment to other employees.** Sexual harassment of one employee may create an intimidating, hostile, or offensive working environment for others or deny another employee a promotion or other career-related benefits.

3. Responsibility

Any employee, supervisor, or administrator who has experienced or witnessed sexual harassment is strongly urged to report it immediately to Extension Administration or the Human Resources Office. Extension Administration must know about incidents of sexual harassment in order to stop them, protect victims, and prevent future incidents. Individuals who make complaints of sexual harassment and those who are accused of sexual harassment are entitled to due process and to a fair and prompt resolution of the complaint.
A. Supervisors

Each supervisor must:

- Know and enforce the University of Arkansas Cooperative Extension Service’s policy on sexual harassment;
- Set a clear example of appropriate workplace behavior and communicate zero tolerance for sexual harassment;
- Be aware of what is going on in the workplace and actively monitor for signs of sexual harassment;
- Ensure that employees know Extension’s policy on the prohibition against sexual harassment and the proper reporting procedures;
- Take seriously all allegations of sexual harassment and be aware that claims of sexual harassment are not limited to women;
- Report the alleged incident to Extension Administration immediately so that an investigation may be initiated within five working days after the complaint is made;
- Follow up with employees who have reported sexual harassment to advise them of actions taken;
- Ensure confidentiality by limiting disclosure of sexual harassment complaints and resolutions to the immediate parties and appropriate administrative officials; and
- Ensure that an employee reporting sexual harassment is protected from any form of reprisal.

B. Employees

Every employee of the University of Arkansas Cooperative Extension Service must share the responsibility for preventing sexual harassment. Employees are responsible for their own conduct and must know and support the organization’s policy on sexual harassment.

4. Consequences

The consequences to individuals accused of sexual harassment are significant. An employee or supervisor can be disciplined up to and including removal from employment and may be found personally liable. Additionally, the Civil Rights Act of 1991 provides further remedies for intentional discrimination such as sexual harassment, including compensatory damages up to $300,000 and jury trials. Traditional remedies such as back-pay and reinstatement are also available.
5. Procedures

Employees of the University of Arkansas Cooperative Extension Service have a legal and ethical right to work in a work environment free from any form of sexual harassment or unwelcome sexual attention. Employees who have been sexually harassed may take any of the following actions:

- Confront the harasser directly. (This is not required. Review the presentation "Tips for Preventing Sexual Harassment in the Workplace" at http://www.uaex.edu/support-units/affirmative-action/preventing_sexual_harassment.ppt for assistance).
- Discuss the matter informally with an E.E.O. counselor. (See C.E.S.P. 2-8.)
- Utilize the informal and/or formal E.E.O. complaint procedures. (See C.E.S.P. 2-8.)

6. Training

The presentation "Tips for Preventing Sexual Harassment in the Workplace" is available to all employees online at http://www.uaex.edu/support-units/affirmative-action/preventing_sexual_harassment.ppt and provided to new employees at the time of hire.

Supervisors will be provided with periodic training on the subject of sexual harassment prevention.

Civil Rights Compliance, Complaint Procedures - E.E.O.: C.E.S.P. 2-8

Date Revised: 8-21-2014
Supersedes: 7-25-2012

It is the policy of the University of Arkansas Cooperative Extension Service to protect all employees and prospective employees from discrimination on the basis of race, color, sex, gender identity, sexual orientation, national origin, religion, age, disability, marital or veteran status, genetic information, or any other legally protected status. A complaint may be filed by an employee, a former employee, or by an applicant for employment who believes that discrimination in employment has been practiced against him or her or that an employment practice of the University of Arkansas Cooperative Extension Service has resulted or will result in discrimination in employment against him or her. Both informal and formal complaint procedures are available. Either or both may be used.
Employment Complaint

A. Informal Procedure

1. Most complaints, grievances, and misunderstandings can be resolved satisfactorily in an informal conference between the employee and his or her immediate supervisor.

2. If, however, the employee does not wish to discuss the concern with the immediate supervisor, the employee may talk to an E.E.O. counselor. The role of the E.E.O. counselor is to serve as a bridge between employees and management and to resolve E.E.O. problems on an informal basis.

3. If a matter is not resolved through consultation with an E.E.O. counselor, an employee may request a conference with the supervisor of the employee's immediate supervisor.

E.E.O. Counselors are listed at the Little Rock State Office and each County Office

B. Formal Procedure

If a matter is not resolved through the informal procedure, or if the complainant does not wish to use the informal procedure, a formal complaint may be filed.

A formal complaint must be made in writing and must give the name and address of the complainant, state the basis of the complaint, and indicate whether the alleged discrimination was based on race, color, national origin, religion, gender, age, disability, marital or veteran status or any other legally protected status. The complaint must be submitted within 180 days of the conduct giving rise to the complaint. A complainant will at all times be free from reprisal. A formal complaint may be directed to any of the following:

1. Office of Affirmative Action- Division of Agriculture
   2301 South University Avenue
   Little Rock, AR 72204

2. Associate Vice President for Agriculture - Extension
   Cooperative Extension Service
   2301 South University Avenue
   Little Rock, AR 72204
Programmatic Complaint
Anyone who believes that he or she or any specific class of individuals has been denied program resources or services or subjected to discrimination with any Extension program because of race, color national origin, religion, gender, age, disability, marital or veteran status, or any other legally protected status may file a complaint in writing no later than 180 days from the date of the alleged discrimination unless the time for filing is waived by the Cooperative Extension or the Director of the Office of Adjudication and Compliance, U.S.D.A. Complaints may be directed to any of the following:

1. County Extension Agent Staff Chair
   Local County Office

2. Associate Vice President for Agriculture - Extension
   Cooperative Extension Service
   2301 South University Avenue
   Little Rock, AR 72204

3. Office of Affirmative Action- Division of Agriculture
   2301 South University Avenue
   Little Rock, AR 72204

4. U.S.D.A., Director, Office of Civil Rights
   Room 326-W, Whitten Building
   14th and Independence Avenue, SW
   Washington, DC 20250-9410
   (202)-720-5964
Civil Rights Compliance
Major Civil Rights Legislation

It is the policy of the University of Arkansas Cooperative Extension Services that personnel having program compliance and supervisory duties will be knowledgeable of major Civil Rights legislation.

**Title VI, Civil Rights Act of 1964, as amended in 1972**
No person shall be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance on the basis of their race, color, religion, sex, or national origin.
http://www.justice.gov/crt/about/cor/COORD/ti6vistat.php

**Title VII of the Civil Right Act of 1964, as amended in 1972**
Provides equal opportunity for all persons and prohibits discrimination in employment practices because of race, color, national origin, religion, or sex, pregnancy, (including childbirth or related conditions). http://www.eeoc.gov/policy/laws.html

**Title IX, Education Amendments of 1972:**
Prohibits discrimination on the basis of gender in federally funded programs or activities, and in every aspect of employment.
http://www.justice.gov/crt/about/cor/COORD/ti9xistat.php

**Americans with Disabilities Act 1990 (A.D.A.)**
Title I of the Act prohibits discrimination in terms, conditions, and privileges of employment against qualified individuals with disabilities

Title II of the Act states no qualified individual with a disability, shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs or activities of a public entity.

Prohibits age discrimination in employment, including benefits, for employees 40 or over.
http://www.eeoc.gov/policy/laws.html

**Equal Pay Act of 1963 (E.P.A.)**
Prohibits pay differentials on basis of gender in substantially equal work requiring equal skill, effort and responsibility under similar working conditions.
http://www.eeoc.gov/policy/laws.html

**Rehabilitation Act of 1973, Section 504**
Prohibits discrimination against, denying benefits to, or exclusion from participation, including employment, of any qualified individual with a disability by any program receiving federal funds. http://www.dol.gov/oasam/regs/statutes/sec504.htm
Section 11:

Other Rules & Guidelines
Other Rules and Guidelines

Project Records

All 4-H records submitted for district or state honors, must be in a standard green 4-H record book cover. Each year's work should be reported on a calendar basis beginning on January 1 and ending on December 31. Contact the local county Extension office for due dates.

- 4-H members will be allowed to report 4-H work conducted one year prior to their ninth birthday in 4-H Record Books submitted for district and state honors. However, a 4-H member must be 9 years old as of January 1 the year the Record Books are judged.

- There is no limit to the number of times that a senior 4-H member may be named a county or district 4-H Record Book winner in the same project before the 4-H member has been named a state Record Book winner. However, after having been named a state Record Book winner, a 4-H member becomes ineligible to compete for honors at the county or district level in the same project area in which he or she was named a state winner.

- To be named a state Record Book winner in any category which provides a trip to National 4-H Congress, a 4-H member must agree to attend Congress as a member of the Arkansas delegation. Anyone not willing to accept these conditions should not submit a Record Book for state judging. If the 4-H member does not attend, he/she will be expected to reimburse the state 4-H Youth Development Office for any cost incurred.

- A senior 4-H member may be named a state advanced Record Book winner (age 16-19) only once; therefore they may attend National 4-H Congress only once as a state Record Book winner. All 4-H members must have completed at least one calendar year (January 1-December 31) of 4-H work before being named a state Record Book winner.

- The Record Book judging committee, state faculty, and Associate Director - 4-H Youth Development, may exercise the right to set minimum standards for naming state winners in a project area. If it is determined that minimum standards are not met, no winner will be named in that project for the year.

- 4-H Record Books will be judged according to the following age categories:
Beginners 9 – 12, Intermediates 13 – 15; and Advanced 16 – 19.
**Note:**

**Beginners:** A 4-H member must be 9 years old as of January 1 the year in which the Record Books are judged.

**Intermediates:** A 4-H member must be 13 years old as of January 1 the year in which the Record Books are judged.

**Advanced:** A 4-H member must be 16 years old as of January 1 the year in which the Record Books are judged. A 4-H member may not submit a Record Book for judging if they are not eligible to be a 4-H member the year in which the Record Books are judged. (4-H members who turn 19 in one calendar year are not eligible to submit a 4-H Record Book the following calendar year.)

- If 4-H project Record Book does not meet the guidelines for submission, they will be ineligible and returned without being judged. County Extension Agents are responsible for making sure all Record Books meet eligibility guidelines.

Advanced Record Book winners will be eligible to apply for Category B scholarships (available to former state advanced Record Book winners only) the year they are a graduating high school senior. To be eligible for these scholarships, graduating high school senior 4-H members or those who are already in college should submit a completed scholarship application and must have been accepted to the college or institution of higher learning of their choice.
Scholarships

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 former state advanced Record Book winners only; and Category C: Governor's Award. Details concerning these scholarships are on our web site at: http://www.uaex.edu/4h-youth/about/awards/scholarships.aspx.

A state scholarship must be used within one year of the date of the award. In the event the scholarship is not used within the year of limitation, the winner must submit a request for a time extension through the county Extension office where they resided at the time they became eligible for the award. This should be submitted to the State 4-H Youth Development Office. Failure to do so will result in forfeiture of the scholarship.

4-H scholarship recipients must complete the following in order to receive payment:

First semester payment

1. Request the first half of payment in writing (using the FY4-H-638 – Request for 4-H Scholarship) through the county Extension office. The request will be forwarded to the State 4-H Youth Development Office.

2. Submit proof of enrollment or a copy of current class schedule from the college or other institution of higher learning where scholarship is to be used.

3. Enclose a Thank You note to the scholarship donor with your request.

To Receive the Second Half of the Scholarship

1. Request the second half payment in writing (using the FY4-H-638 – Request for 4-H Scholarship form) through the county Extension office. The request will be forwarded to the State 4-H Youth Development Office.

2. Submit proof that the 4-H member has maintained a 2.5 out of 4.0 GPA (either a copy of your college transcript showing your last semester's grades or your last semester's report card) and proof of enrollment or a copy of a current class schedule from the college or other institution of higher learning where scholarship is to be used.

Scholarship Checks will be made payable jointly to the institution and to the 4-H member and will be mailed to the institution.
4-H Center Policies for 4-H Groups

The C. A. Vines 4-H Center is an educational facility dedicated first to the Arkansas 4-H program.

Lodging at the 4-H Center is available for groups (not individuals). However, county Extension agents may call and reserve rooms, if available, for 4-H members and their families attending 4-H events in the area.

Groups are responsible for inspecting their rooms prior to their use and reporting any damage or maintenance needs; groups will be held responsible for any damage or missing items.

Check in time is 4:00 p.m. Check out time is 8:00 a.m. Alternate times must be approved by Center management.

Groups must confirm and guarantee meal counts at least 48 hours prior to their meeting. Groups not meeting their guarantee will still be charged for the full number guaranteed. Any number above the guarantee will be charged at the rate for that meal.

Any 4-H member staying at the 4-H Center must adhere to and is subject to disciplinary procedures outlined in the 4-H Code of Conduct.

All youth lodging at the 4-H Center must have an adult chaperone for every eight (8) youth ages 13 and under and one adult for every fifteen (15) youth ages 14 to 19 years old.

Adults chaperoning an individual or group at the 4-H Center must be at least 21 years of age.

As stated in the Youth Protection Policy, faculty, staff, and volunteers should avoid being alone with a single youth. Faculty, staff, and volunteers cannot share sleeping quarters in a one-on-one situation with non-related youth.

Boys may not go in girls’ rooms and girls may not go in boys’ rooms. Exception: Rooms reserved for families.

Unauthorized possession or use of firearms is prohibited.
The consumption of alcoholic beverages is not allowed on 4-H Center property while youth groups are present.

The 4-H Center buildings are a smoke-free environment; therefore tobacco products should not be used.

For more information on the C.A. Vines Arkansas 4-H Center, visit the Center's homepage.

The following may qualify for Extension youth rates:

- 4-H member coming with a community or school 4-H club or group
- Parent of 4-H member accompanying 4-H member to the event
- 4-H volunteer leader participating in a 4-H related event
4-H and FFA Members to Receive Excused Absences from School
Act 245 of 1981

"An act to provide that school districts which excuse absences of FFA member students who attend officially sanctioned FFA activities shall afford equal treatment to 4-H member students who attend the same or similar officially sanctioned activities; and for other purposes"

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF ARKANSAS:
SECTION 1. The General Assembly hereby finds and declares that both the FFA program and the 4-H program in the State involve an education and learning process that is not otherwise available in the regular curriculum of secondary education in Arkansas; that the principles and practices to such students and that participation in such programs should be encouraged; and that one method of encouraging participation in such programs is to excuse the absences of students from regular classes when such students are participating in officially sanctioned activities of such organizations. Therefore, it is the purpose and intent of the Act to assure that class absences of students who are participating in sanctioned FFA and 4-H activities are excused to such extent as may be determined by the Board of Directors of the respective districts, with the participants in the two programs being treated equally with respect to such absences.

SECTION 2. Any school district which excuses absences of FFA member students who attend officially sanctioned FFA activities shall afford equal treatment to 4-H member students who attend the same or similar officially sanctioned activities.

SECTION 3. All laws and parts of laws in conflict with this Act are hereby repealed.

State of Arkansas
73rd General Assembly
Approved 2/27/81 by Governor Frank White.
School Credit for Community Service - Act 648
ACT 648 1993
A Bill For An Act To Be Entitled
"AN ACT TO REQUIRE THAT BEGINNING WITH THE 1996-97 SCHOOL YEAR A
STUDENT WHO HAS COMPLETED COMMUNITY SERVICE APPROVED BY THE
STATE BOARD OF EDUCATION AND THE LOCAL SCHOOL BOARD SHALL BE
ELIGIBLE TO RECEIVE ONE ACADEMIC CREDIT THAT MAY BE APPLIED TOWARD
GRADUATION; AND FOR OTHER PURPOSES."
Subtitle
"TO REQUIRE BY THE 1996-97 SCHOOL YEAR THE IMPLEMENTATION OF A
COMMUNITY SERVICE PROGRAM FOR SECONDARY STUDENTS

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF ARKANSAS:
SECTION 1. (a) Beginning with the 1996-97 school year, a student who has completed a
minimum of seventy five (75) clock hours of documented community service in grades
nine (9) through twelve (12), as certified by the service agency or organization to the school,
shall be eligible to receive one (1) academic credit that may be applied toward graduation.
(b) The community service shall be in programs or activities approved by the State
Board of Education and the local school board and shall include preparation, action,
and reflection components.
(c) A local school board may grant a waiver of this requirement with notice to the State
Board of Education.
(d) The State Board of Education is hereby authorized to promulgate rules and
regulations necessary for the implementation of this act.
SECTION 2. All provisions of this act of a general and permanent nature are
amendatory to the Arkansas Code of 1987 Annotated and the Arkansas Code Revision
Commission shall incorporate the same in the Code.
SECTION 3. If any provision of this act or the application thereof to any person or
circumstance is held invalid, such invalidity shall not affect other provisions or
applications of the act which can be given effect without the invalid provision or
application, and to this end the provisions of this act are declared to be severable.
SECTION 4. All laws and parts of laws in conflict with this act are hereby repealed.
Approved by Jim Guy Tucker, Governor
March 24, 1993
County File Retention of 4-H Materials

1. EHIRE-164 – Child Maltreatment – Counties should destroy the original as soon as it has been submitted to the Human Resources office for processing. The Human Resources office keeps a hard copy of the approved forms for five years.

2. Certificates Certifying Mandated Reporter Training – these should be kept on file indefinitely or until the volunteer is no longer active. If the volunteer moves to another county in Arkansas, the certificate should be transferred to the new county if that information is made available to them. NOTE: Counties can scan these into a .pdf file and upload to 4HOnline – this is a new option.

3. Volunteer Training Certificates – There are two classifications. NOTE: Counties can scan these into a .pdf file and upload to 4HOnline – this is a new option.
   A. Mandatory Trainings – some trainings are mandatory for all volunteers. Certificates certifying completion of these trainings should be kept on file indefinitely or until the volunteer is no longer active. If the volunteer moves to another county in Arkansas, the certificates should be transferred to the new county if that information is made available to them.
   B. Other trainings fulfilling the required credits per year requirement – Certificates certifying completion of these trainings should be kept on file for at least five years or until the volunteer is no longer active.

4. Club By-Laws – Should be kept as long as the club is in active status – uploaded in .pdf format to 4HOnline.

5. Also, each enrolled 4-H’er, volunteer of parent participant is prompted in 4HOnline to complete or sign the following three items:
   - Code of Conduct
   - Health Form
   - Media Release Form
   However, in some cases, these forms/agreements are bypassed during 4HOnline enrollment. IF this is the case, then signed copies of these forms must be kept in the county office until the next year’s enrollment when new forms are signed OR until the person is no longer active in 4-H or transfers to another county.


7. History – It is not required, but is recommended that each county keep a record of 4-H’ers from that county who participate or excel at the state level – Record Book Winners, Scholarship Recipients, Citizenship..Washington Focus Delegates, etc. While much of this information will remain available in 4HOnline, it is sometimes handy to maintain a consolidated file. This can be hardcopy or electronic.
Section 12:
Staff Guidance
Agent Coordination

A county Extension Agent from the county of the State 4-H President, the State Leaders Association President, and the Alumni Association President will work with their respective officers and the state 4-H specialist/coordinators as advisors during their 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 Cooperative Extension Service are not responsible for nor should they arrange transportation for youth. (Example: 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. Vehicles owned and operated by the Cooperative Extension Service or county 4-H program may be used to transport youth if the driver has a valid Arkansas driver’s license and proof of liability insurance photocopied and on file in the county Extension office.
Appendices
Section 2: Mission Mandates
Using the 4-H Name & Emblem
Authorization Responsibilities of the 4-H Name & Emblem

Section 3: 4-H Youth Group Enrollment Summary (FY4H-603)
Certification of All Reasonable Efforts (AFFACT-343)
Gender and Racial-Ethnic Composition of Potential Audience
(AFFACT-05)
Interview Record (AFFACT-504)

Section 4: Annual Request for Official Approval of a 4-H Unit, Certification of Nondiscrimination,
and Permission to use 4-H Name and Emblem (AFFACT-662)
4-H Charter Club Application
Sample Club Bylaws

Section 6: 4-H Volunteer Job Listings
County Council Officer
Special Event Coordinator
Organizational Leader
Local Project Leader
UACES Youth Protection Policy
Code of Conduct and Volunteer Agreement (MISC-120)
Authorization for Release of Confidential Information Contained Within the Arkansas
Child Maltreatment Central Registry (EHIRE-164)

Section 8: Arkansas 4-H Code of Conduct (FY4-H-686)
4-H Incident Report (FY4-H-142)
4-H Review Board Proceedings Report (FY4-H-143)

Section 9: Health Statement (FY4-H-633)
Publications, Video, Internet Consent and Release Agreement for Youth (FY4-H-703)
American Income Life Claim Form
The mission of 4-H is to provide meaningful opportunities for youth and adults to work together to create sustainable community change. This is accomplished within three primary content areas, or mission mandates, - citizenship, healthy living, and science. The educational foundation of 4-H lies in these three mission mandates. These mandates reiterate the founding purposes of Extension (e.g., community leadership, quality of life, and technology transfer) in the context of 21st century challenges and opportunities.

Each community and state faces diverse needs in these initiative areas. Each 4-H program brings unique resources and priorities to this work. In the cooperative spirit of the Extension Service, collaboration among state 4-H programs on curriculum, training, and evaluation will strengthen each program and enhance the outcomes of each initiative.

**Citizenship**

Since its inception, 4-H has placed emphasis on the importance of young people being engaged, well-informed citizens. By connecting to their communities and community leaders, youth understand their role in civic affairs and expand their role in decision making processes. It’s clear that civic engagement provides the foundation that helps youth understand the “big picture” of life and find purpose and meaning. The core areas of Citizenship are:

- Civic Engagement (voice, advocacy, activism)
- Service (community service, service learning, community youth development)
- Civic Education (government principles, processes and structure; personal roles & responsibilities, history & cultural heritage)
- Leadership (leadership, respect, understanding, character development)

Citizenship is interwoven into learning experiences through opportunities to engage with the community and through building relationships with both youth and adults from diverse backgrounds.

**Healthy Living**

Healthy food and nutrition has been addressed by the program since its inception in 1902. Having a long history of promoting healthy living among youth and their families, 4-H has become a national leader in health-related education. The 4-H Healthy Living Mission Mandate engages youth and families through access and opportunities to achieve optimal physical, social, and emotional well-being. The core areas of Healthy living are:

- Nutrition
- Fitness
- Social-Emotional Health
- Prevention of Injuries
- Prevention of Tobacco, Alcohol, and other Drug Use

Healthy living is interwoven into learning experiences through opportunities to make decisions that lead to positive well-being for the individual and the community in which they live.
Science
The need for science, engineering, and technology education is essential for today’s young people. 4-H programs prepare youth for the challenges of the 21st century by engaging them in a process of discovery and exploration. The core areas of Science are:

- Animal Science & Agriculture
- Applied Mathematics
- Consumer Science
- Engineering
- Environmental Science & Natural Resources
- Life Science
- Technology

Science is interwoven into learning experiences through inquiry based opportunities that connect knowledge, skills, and resources to practical application across multiple settings.

These three mission mandates — citizenship, healthy living, and science — all intertwine and can be integrated across project areas and activities. The content development of the mission mandates is closely tied to the research and teaching of the land grant university system, and provides the educational foundation of 4-H.
The 4-H Youth Development Program is the youth outreach program from the Land Grant Universities, Cooperative Extension Services, and the United States Department of Agriculture. The 4-H Name & Emblem is intended to represent the ideals of the program with its focus on **Head, Heart, Hands, and Health**. Today, it is one of the best-known and most valued images emblematic of a century of 4-H achievement. The 4-H Name & Emblem is very important to us as an organization because it represents who we are.

**What is the 4-H Name & Emblem?**
The official 4-H Emblem is a clover with four leaves and an “H” on each leaf. The clover’s stem must point to the right as you look at the image. The 4-H Emblem is not a plain four-leaf clover. The 4-H Emblem should appear in specific colors and in its entirety. The 4-H Name & Emblem belongs to the 4-H Youth Development Program, under the authority of USDA and anyone wishing to use it must obtain permission to use it ahead of time.

**How Do I Get Permission to Use the 4-H Name and Emblem?**
It depends on who you are and for what reason you wish to use the 4-H Name & Emblem: 4-H Club or Program member or volunteer leader? Commercial vendor? Event, activity or program affiliated with 4-H? Private, non-profit organization?

If you are a 4-H member or volunteer, you are permitted to use the 4-H Name & Emblem once your program is chartered with the official 4-H Charter from 4-H National Headquarters at the Institute of Food and Agriculture (NIFA), within the United States Department of Agriculture (USDA). If you are a commercial vendor, private organization or any other entity, you need to contact either the local Cooperative Extension Service office or the State 4-H Office to determine what steps you need to take for your use of the 4-H Name & Emblem. Anyone wishing to use the 4-H Name & Emblem in a way that does not specify a local or state program, should seek authorization to use the 4-H Name & Emblem from 4-H National Headquarters at USDA.

In all private and commercial use of the 4-H Emblem, the statement “18 USC 707” must legibly appear either to the right of the base of the stem or below the lower right leaf of the clover. In use internal to the Cooperative Extension System (all 4-H Youth Development programs and clubs duly given authorization to use the 4-H Name & Emblem) use of the statement is at the discretion of the State 4-H Program Leader, or for those uses that are multi-state, regional, or national in scope, at the discretion of 4-H National Headquarters.

Whoever uses such emblem or any sign, insignia, or symbol in colorable imitation thereof, or the words “4-H Club” or “4-H Clubs” or any combination of these or other words or characters in colorable imitation thereof, without being duly authorized, shall be fined not more than $5,000 for individuals and $10,000 for groups, or imprisoned not more than six months, or both.

**Did You Know?** The 4-H Name & Emblem is a highly valued mark within our country’s history. As such, it was granted a very unique and special status; it is in a category similar to the Presidential Seal and the Olympic Emblem. This federal protection makes it a mark into and of itself with protection that supercedes the limited authorities of both a trademark and a copyright. As a result, responsibility and stewardship for the 4-H Name & Emblem were not given to the U.S. Patent Office but were given to a higher level of the federal government, a member of the Cabinet, the Secretary of Agriculture. The Secretary has responsibility for the 4-H Name and Emblem, at the direct request of Congress. The “18 USC 707” is the statement in the United States Code that outlines the protection of the 4-H Name & Emblem.
Using the 4-H Name & Emblem: Graphics Basics

The Official 4-H Emblem
The Official 4-H Emblem is a 4-leaf clover with an H in each leaf, with the stem turned to the right. The Emblem may be two-dimensional (flat) or three dimensional (with shadows that show depth and perspective). Authorized users of the 4-H Emblem should take care to ensure that when they use the Emblem, they have done the following:
1. They have obtained the Official 4-H Emblem and are using it in its entirety.
2. They do not “flip” the image to create a framed look. The stem on the 4-H Emblem must point to the right as you look at the image. Under no circumstances should the stem be changed to point to the left.
3. They are familiar with resizing graphics through the software application being used, and do not distort or warp the dimensions of the Emblem.
4. The 4-H Emblem is never used to imply endorsement of any product or material.
5. They follow the graphic use guidelines outlined in this document, or for additional information, contact 4-H National Headquarters.

Use the Whole Emblem
The 4-H Emblem should always appear in its entirety - meaning it should always appear as a whole and complete image - the image recognized by millions of people. This means: don’t remove any leaves. If you are using a clover image that has an “H” on each leaf, the leaves cannot be removed or have another image superimposed over the top of one of the leaves. Other images should be moved and appear completely separate from the 4-H Emblem. This also means you shouldn’t “cut off” a leaf by running it off the edge of the paper in print media or other designs.

Don’t place text or other images over or on top of the 4-H Emblem. The 4-H Emblem should not appear screened under words or graphics. No photo, drawing, symbol, word or other figure or object may be placed on or obscure the 4-H Emblem. This includes on web pages, where it should not appear as a “watermark” behind other information.

Keep it Upright
In general, the 4-H Emblem should not be rotated or turned on its side. There are some exceptions, such as on fabric where the emblem is scattered randomly across the fabric or in other random designs. If you are considering an exception, please contact the 4-H National Headquarters.

Color
The 4-H Emblem should never be screened, shaded, gradated, or appear in a multi-colored hue. The official and preferred color of the 4-H Emblem is 100 percent PMS 347 green, (The H’s reversed out to the color of the paper on which the emblem is printed). The clover can also be white, black, or metallic gold. The H’s on the clover can be white, metallic gold (only on a green clover), green (only on a white clover), or black. The clover can be outlined in green (for white clover) or white (for green clover) to add prominence to the image and make the emblem stand out from the background.

One-color printing requires either PMS 347 green or black. For commercial applications, the “18 USC 707” notice should be the same color as the clover leaves. Black is the only acceptable alternative to green for one-color printing and should be used only when cost prohibits green ink or color photocopies.

Two-color printing—Only PMS 347 green may be used for the leaves and “18 USC 707” notice—the H’s will be reversed out of the PMS 347 to be white or the color of the paper on which the emblem is printed. The H’s may also be printed in metallic gold (PMS 873) on a green background.

Four-color process (full color printing)—In four-color process printing, PMS colors are approximated using a particular combination of the standard four-color process printing inks. The four-color process percentages required to match 4-H’s PMS 347 green are: cyan 100%, magenta 0%, yellow 90%, and black 0%. There is no CMYK equivalent to PMS 873.
Video and Computer Screen Colors (Electronic Media) The colors transmitted by electronic media are created using precise combinations of RGB (red, green, blue). The correct RGB values for the 4-H green are: R=51, G=153, B=102. No other colors are acceptable.

For exceptions to the guidance provided regarding color, especially in non-print or corollary materials, please contact 4-H National Headquarters.

Distortion and Proportion
The appearance, shape, and proportion of the 4-H Emblem should never be distorted to fit in an imprint space. Do not make the 4-H Emblem longer, taller, wider or angled. Do not alter the shape in any way. The overall size of the 4-H Emblem may be changed, but the proportions must remain intact. All standard word processing software applications allow you to scale an image while maintaining its original proportions. Before rescaling the 4-H Emblem, please consult your software manual for proper instructions. Do not make the 4-H Emblem so small that the H’s are no longer clearly legible.

Using the 4-H Name
The official 4-H Name includes 4-H, 4-H Youth Development, or 4-H Youth Development Program. When using the term “4-H” it must conform as follows:

- Numeral “4” separated from a capital “H” with a hyphen (not a dash, slash or space).
- It is well documented in English usage, as well as in the most familiar style manuals, that you should never begin a sentence with a numeral. To comply with this rule, you would need to begin a sentence using “Four-H.” This language rule, however, is contrary to the regulations set down for use of the 4-H Name & Emblem; if such a situation arises in writings, it is far better to re-word the sentence slightly to avoid the language rule. An exception to this would be in writing news headlines where the 4-H name would be better served by using the familiar numeral-hyphen-letter combination to provide instant recognition.
- Do not use the 4-H Emblem in place of the word “4-H” in a title or text.
- Avoid separation of any of the elements of the 4-H Name at the end of sentences. This can sometimes be difficult because some software programs override user commands. Often, these overrides do not become visible until after printing or posting to a web page: careful scrutiny of text after trial printing or posting is advised. If such overrides occur, try rewording your sentence to keep the entire name on the same line or add a small word or space between words to force the separated portions together on the next line.

Using the 4-H Emblem on Collateral Items
The 4-H Emblem can be used for collateral materials such as jewelry or fine art and may be made of metal (e.g. copper, bronze, gold or silver), glass, leather, or wood without conflicting with the color specifications for the 4-H Emblem. Ceramic, plaster, paper, fabric or any materials that are colored or painted must comply with the color specifications and all other guidelines.

Use of the emblem on fabric, whether painted, screen printed, embroidered, appliqué’d, or some other technique, must accurately represent the 4-H Emblem in authorized colors and adhere to all other use guidelines.

The 4-H Emblem is not open to reinterpretation or reconfiguration, regardless of its intended use, including the development of materials such as jewelry, sculpture, furniture, signage, crafts, or other fine art.

Using the 4-H Name and Emblem in Animation
Animation of the 4-H Name & Emblem is allowable provided that the animation is in keeping with the guidelines, and that at the end point of the animation (where the animated loop begins to repeat, if in an ongoing loop), the 4-H Name & Emblem appear in a manner that meets all guidelines for its use. Effects that may be used as part of an animation loop include: swivel and rotate, transition and dissolve, fly-by, layer, and posterization.
Animation may also show the 4-H Emblem on a waving flag, on a float that is partially hidden by crowds watching a parade, being placed in a box or behind a curtain, twirling as it “dances,” “separating” as it forms the doors opening to welcome you to the 4-H Program, be partially hidden as it forms the backdrop for a youth speaking about 4-H, slowly come into focus or formation as the 4-H Emblem from an amorphous or other background, or completing itself as the clover leaves are added one by one to form the 4-H Emblem and each “H” is explained. In each of these cases, the 4-H Emblem may be temporarily blocked, in whole or in part, or have its shape altered. The end point of the animation must still comply with the guidelines.

For additional information or guidance related to animation applications for the 4-H Name & Emblem, contact 4-H National Headquarters.

Using the 4-H Name and Emblem in Partnership with Others
The 4-H Name & Emblem may be used in conjunction with the names, emblems, and word marks of other organizations and programs when 4-H is a partner, co-author, sponsor, or supporter or in some other official relationship. When feasible, the nature of the relationship among the organizations or programs should be clearly defined (e.g., in partnership with, sponsored by, etc.), and the 4-H Emblem should be given prominence consistent with its role in the relationship.

The 4-H Emblem should not be used or integrated into a larger design in such a manner that it becomes difficult to recognize or distinguish, or that is not consistent with the graphic guidelines for use of the 4-H Emblem.

To avoid the appearance of endorsement of a program, product, or service, the 4-H Emblem may not be incorporated into a larger design of a program, product, or service that is protected by trademark, service mark, copyright, or other similar laws. It is not acceptable to incorporate the 4-H Emblem into any other organization’s logo or emblem. The authority for determining the proper display and use of the 4-H Emblem rests with 4-H National Headquarters.

Permission to use the 4-H Name & Emblem is not required when the 4-H Name & Emblem is used to link to an official 4-H website in keeping with the policies and guidelines of 4-H National Headquarters.

Downloadable Graphics
The official 4-H Emblem and versions for print and the web are available for download at:

Each of the download files contains both black and white, and two-color and three-color versions of the 4-H Emblem in EPS, TIFF and GIF formats, for Mac and PC. The EPS files are especially suited for “Postscript” printers and Mac-based units. In general, TIFF files may be used with any printer type. Test both formats with your software and printer to find which yields the best results.

Making 4-H Name and Emblem Decisions
This document is meant to be a quick reference for using the 4-H Name & Emblem. The 4-H National Headquarters at NIFA, USDA provides further documentation on the official headquarters web site: http://www.national4-hheadquarters.gov.

If your questions are not answered here, please go to the URL above and click on the 4-H Name & Emblem link. Carefully researching the 4-H Name & Emblem section of the 4-H National Headquarters website should answer your questions. If you need more information or clarification contact National 4-H Headquarters for help at 4HNE@nifa.usda.gov.

Portions of the content and graphics used in this document were taken from “4-H Emblem Use and Graphic Standards,” http://4h.ifas.ufl.edu/newsandinfo/ClipArt/4hemblem.htm, Ami Nieberger-Miller, University of Florida, Gainesville, FL. Special thanks: Laura Stone and Dallas Woodrum, N4-HYTLT, for publication design, and to the 4-H Name & Emblem Working Group.

The 4-H Name & Emblem is protected under “18 USC 707.”
National Responsibilities

The 4-H Name and Emblem is a Federal mark, protected by 18 U.S.C. 707, and is entrusted by Congress to the Secretary of Agriculture. The Secretary has delegated responsibility for the proper use of the 4-H Name and Emblem to 4-H National Headquarters, which resides in the National Institute of Food and Agriculture (NIFA) within the United States Department of Agriculture.

The 4-H Name and Emblem is intended to represent the ideals of the 4-H Youth Development Program. 4-H National Headquarters is responsible for providing authorization for the use of the 4-H Name and Emblem whenever that use crosses state lines. This includes the authorization of multi-state 4-H events.

4-H National Headquarters delegates state level authorization to the State Extension Director at each Land Grant University. 4-H National Headquarters provides standards and support to the state and local 4-H offices responsible for using and authorizing the 4-H Name and Emblem.

State and Local Responsibilities

State* 4-H offices (through their State Extension Director) are responsible for any 4-H Name and Emblem authorizations that cross local jurisdictions but are contained within the state. Local** 4-H offices (through their State 4-H office) are responsible for any 4-H Name and Emblem authorization restricted to their local area of jurisdiction.

Chartered 4-H Clubs and Affiliates are authorized to use the 4-H Name and Emblem:
- For their own educational and or informational purposes
- On materials which are originated, requested, purchased, distributed or sold by them within their local area (cannot cross state borders without National authorization)

Specific authorization is not required to use the 4-H Name and Emblem in media such as newspapers, periodicals, and radio and television programs when such use is primarily for educational or informational purposes.

April 2011
Specific authorization is not required to use the 4-H Name and Emblem in those exhibits, displays, etc., which are designed primarily to pay tribute to the 4-H Program.

Local fund raising programs using the 4-H Name and Emblem may be carried out for educational purposes but must have the approval of the local 4-H Extension office. Statewide fund raising programs using the 4-H Name and Emblem may be carried out for educational purposes but must have the approval of the state 4-H Extension office.

Responsibilities

4-H offices are to ensure that all uses of the 4-H Name and Emblem adhere to the Federal guidelines. 4-H offices are to notify 4-H National Headquarters of any improper use that falls outside of their local and state jurisdiction.

*The term state can be interchanged with U.S. Territories or the District of Columbia.
**Local may refer to a county, parish, regional or district depending upon the structure of the 4-H program with an individual state.

General Standards for Authorizing the Use of the 4-H Name and Emblem

Primary basis for approvals include:
- Usage is for the educational and character building purposes of the 4-H Program
- The educational or informational uses are in the best interest of the 4-H Program
- Usage is consistent with the dignity of the 4-H Program
- Usage can be properly controlled by the extension office

Authorizations, when issued, will be valid only for specific purposes and for specified periods of time. Any use of the 4-H Name and Emblem is forbidden if it exploits the 4-H Program. The 4-H Name and Emblem cannot be used to imply endorsement of commercial firms, products or services. Granting authorization to an individual or organization for a specific use does not preclude granting similar authorization to another individual or organization for the same or similar purpose.

Any questions as to the interpretation of the criteria are to be determined by 4-H National Headquarters. Questions regarding the use of the 4-H Name and Emblem may be directed to 4HNE@nifa.usda.gov. Further information about the use of the 4-H Name and Emblem can be found at: http://www.national4hheadquarters.gov/emblem/4h_name.htm.

It is USDA/NIFA’s policy to promote positive youth development in the United States, and to draw upon that deep experience to assist with positive youth development activities around the world. For more than a century, USDA/NIFA has used legislative authority to authorize the 4-H program within the United States in close collaboration with the Cooperative Extension Systems of the Land Grant Universities. While the 4-H program- its name, emblem, and brand - is authorized for, and limited to enriching the lives of America’s youth, much of the experience gained over the years by Land Grant youth development leaders is relevant to all around the world who want to organize programs for the development of their young citizens.

Although USDA/NIFA and the land grant university cooperative extension program reaffirms its interest in collaborating with other countries in promoting positive youth development, we cannot authorize nor will we endorse the use of the 4-H Name and Emblem internationally. As resources permit, we do stand ready to provide relevant American experience and expertise for positive youth development programs. In so doing, we anticipate that as much will be learned from overseas experts as is provided.
# 4-H Youth Group Enrollment Summary

Name of Program: ____________________________  Act/Proj Code (opt.) ____________________

Location: ________________________________  Club ID (opt.) ________________________

Presenter: ________________________________  Date: ____________________________

No. of Hours ____________________________

Leader/Teacher*: __________________________  Phone: _____________________________

- [ ] Male  - [ ] Female  Race: ____________________________

Resources/Support Volunteers*: __________________________

- [ ] Male  - [ ] Female  Race: ____________________________

*These persons should be reported as group volunteers on the Blue Ribbon Youth Enrollment System.

<table>
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<th>DELIVERY MODE</th>
<th>UNITS</th>
<th>MALE (TOTAL)</th>
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<th>FEMALE 4-H'ERS</th>
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<td>5. Individual Study</td>
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<td>6. School Age Child Care</td>
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<td>7. Instructional TV/Video</td>
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<td>Duplicates</td>
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Has this group been reached & recorded with 4-H/Extension programming earlier this year?  - [ ] Yes  - [ ] No

(County Use: Be sure to subtract the duplicates listed above from each of the following.)

Where do the participants live?

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Grade(s) – (no duplicates)

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</tbody>
</table>

- [ ] Post High School  - [ ] Not in School

Accepted set by LWooten  2009-01-12 15:45:58
4-H Youth Group Enrollment Summary

Please estimate the ethnic and racial distribution of the participants.

<table>
<thead>
<tr>
<th>Hispanic (no duplicates)</th>
<th>Not Hispanic (no duplicates)</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td>White</td>
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<tr>
<td>Black</td>
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<tr>
<td>American Native</td>
<td>American Native</td>
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<tr>
<td>Asian</td>
<td>Asian</td>
</tr>
<tr>
<td>Hawaiian/Pacific Islander</td>
<td>Hawaiian/Pacific Islander</td>
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<tr>
<td>White &amp; Black</td>
<td>White &amp; Black</td>
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<tr>
<td>White &amp; American Native</td>
<td>White &amp; American Native</td>
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<tr>
<td>Black &amp; American Native</td>
<td>Black &amp; American Native</td>
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<tr>
<td>White &amp; Asian</td>
<td>White &amp; Asian</td>
</tr>
<tr>
<td>Balance</td>
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</tbody>
</table>

| Hispanic Total | Hispanic Total | TOTAL: |

Is this group in a racially mixed community?  □ Yes  □ No

Is this group integrated?  □ Yes  □ No
# List of all 4-H and EH Clubs and Certification of All Reasonable Efforts

<table>
<thead>
<tr>
<th>(1) Club or Unit Name (List all Clubs in the County)</th>
<th>(2) Type</th>
<th>(3) Racial/Ethnic Composition Club/Unit</th>
<th>(4) Racial/Ethnic Composition of Membership Area</th>
<th>(5) Area # of Contacts Required</th>
<th>(6) Personal Contacts</th>
<th>(7) Direct Mail Contacts</th>
<th>(8) Mass Media Releases</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>White</td>
<td>Black</td>
<td>Other</td>
<td>Total # Members</td>
<td># Minority/Underepresented</td>
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</tbody>
</table>

The above list of is an accurate summary of the clubs and members of each club in the county. I hereby certify that if "all reasonable efforts" were needed to achieve balanced membership in any club, such efforts have been made and are documented in the county's civil rights files.

County Staff Chair: _____________________________  Date: _______________________

County Arkansas  Program Year 2015
INSTRUCTIONS (Certification of All Reasonable Efforts)
Submit the AFFACT-343 with one copy of attachments to the District Director.

1. Name of Club or Unit. List EH clubs and 4-H clubs located in interracial membership areas only.

2. Select from drop down list if club is EH or 4-H.

3. Racial-Ethnic Composition: Enter number of current members in the club by race-ethnicity.
   "Other" includes American Indian/Alaskan Native, Native Hawaiian/Other Pacific Islander, Two or More Races, Hispanic

4. Racial-Ethnic Composition of Membership Area: Enter number of individuals in the membership area.
   4-H: Number of youth, ages 5-19, by race/ethnicity, (if county wide membership, use 4-H potential audience numbers)
   EH: Number of individuals, by race/ethnicity, (if county wide membership, use FCS potential audience numbers)
   "Other" includes American Indian/Alaskan Native, Native Hawaiian/Other Pacific Islander, Two or More Races, Hispanic

5. Number of Contacts Required: (Sheet automatically calculates this number)
   The number of contact required is determined by the minority or underrepresented population in the membership area.
   Contact the number necessary to achieve a balanced membership. A balanced membership is when the number of members of the underrepresented race reaches 75% of the number of underrepresented members of the club would have if its racial composition were exactly proportional to that of the membership area.

   NOTE:
   If the tenth place of the number is less than .5, then round down to the next whole number, i.e., if 1.3 then contact 1 person.
   If the tenth place of the number is greater than .5, then round up to the next whole number, i.e., if 1.6 then contact 2 people.

6. Personal Contacts:
   Enter the number of personal contacts actually made with persons of the racial/ethnic group not sufficiently represented in the club/unit.
   Attach one copy of Form AFFACT-504, Interview Record for each individual contacted.

7. Direct Mail Contacts:
   Enter the number of different individuals receiving one or more personal or circular letters inviting them to join a club/unit.
   Attach one copy of each letter and a list of those who received the letter identified by race/ethnicity.
   (Letters must include the club/unit by name and contain the nondiscrimination statement.)

8. Mass Media Releases:
   Enter number of releases through newspapers, radio, television, and other mass media outlets. Submit clippings from newspapers and copies of radio/television scripts or other documentation. (Releases must refer to clubs/units by name and contain the nondiscrimination statement.) Describe any use made of posters, displays, exhibits, etc.
Gender and Racial-Ethnic Composition of Potential Audience

County: Arkansas  District: __________________________
Program Area: __________________________  Date: __________________________

<table>
<thead>
<tr>
<th>Hispanic/Latino (of any race)</th>
<th>American Indian or Alaska Native</th>
<th>Asian</th>
<th>Black or African American</th>
<th>Native Hawaiian or Pacific Islander</th>
<th>White</th>
<th>Two or More Races</th>
<th>Total Race/Ethnic</th>
<th>Total Data by Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

Potential Recipients

<table>
<thead>
<tr>
<th>Nr.</th>
<th>%</th>
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</tbody>
</table>

Source of Data


- **Agriculture & Natural Resources - Other**: For race/ethnicity, use U.S. Census [http://quickfacts.census.gov/qfd/index.html](http://quickfacts.census.gov/qfd/index.html) Select, Arkansas, then county. Subtract “Persons under 18 years percentage” from total population number. Multiply that number by each appropriate race %. (For White, use “White alone” category.) For gender, use the “Female persons %” and multiply by “Total Race/Ethnic” number on this form.

- **Community Development**: No national data source. Audience consists of county elected officials, council members, and officials of community organizations.

- **Family & Consumer Sciences**: For race/ethnicity, use U.S. Census [http://quickfacts.census.gov/qfd/index.html](http://quickfacts.census.gov/qfd/index.html) Select, Arkansas, then county. Subtract "Persons under 18 years percentage" from total population number. Multiply that number by each appropriate race %. (For White, use "White alone" category.) For gender, use "Total Race/Ethnic" number on this form and multiply by 25% for Male audience.

- **4-H Youth**: Use school enrollment records located on Arkansas Dept. of Higher Education website [https://adedata.arkansas.gov/statewide/Counties/EnrollmentByRaceGender.aspx](https://adedata.arkansas.gov/statewide/Counties/EnrollmentByRaceGender.aspx) Click on "For Data" on left-side menu, then click on "Statewide Information System Reports" icon. Click on "Counties" under Report Categories menu on left-side of page. Then select "Enrollment by Race and Gender" and search for specific county information.

- **EFNEP-Family**: Use local resources and/or agencies as data sources to determine the potential audience figures, i.e. DHS.

- **EFNEP-Youth**: Use local resources and/or agencies as data sources to determine the potential audience figures, i.e. DHS.

- **Other Sources**

I certify that the above data reflects the gender and racial-ethnic composition of the potential audience in the program area indicated to the best of my knowledge using appropriate resources as available.

Submitted by: __________________________  County Extension Agent - Staff Chair  Date: __________________________

Approved by: __________________________  District Director  Date: __________________________

Civil Rights Compliance Officer, U.A. Division of Agriculture  Date: __________________________
To determine interest in being a member of an Extension Homemaker Club or a 4-H Unit. (For use in an interracial membership area.)

1. Name
2. Mailing Address
3. Telephone
4. Membership Area
5. Date of interview
6. Method of interview
7. Race/Ethnicity of Person Interviewed:
   Select one
8. Number of prospective 4-H members in the household
9. Were the benefits of being a member of EHC / 4-H explained?
10. Is this person or his / her child interested in becoming a member of EHC / 4-H?
11. Meeting time preference
12. If not desiring to become a member, why? (Check reason given)
13. Type of Unit discussed
14. Remarks

NOTE: Submit one copy with AFFACT – 343 to District director. Retain one copy in county files.
Official Approval for 4-H Unit

On the basis of the above purpose(s), the

Is authorized to use the 4-H name and emblem in connection with its program and activities
and is considered an official 4-H unit of the Cooperative Extension Service.

County Extension Agent – Staff chair
(Print name)

County Extension Agent – Staff chair
(Signature)

Date __________________________ Enter
________________________ County __________________________

The Arkansas Cooperative Extension Service offers its programs to all eligible persons regardless of race, color, sex, gender identity, sexual orientation, national origin, religion, age, disability, marital or veteran status, genetic information, or any other legally protected status, and is an Affirmative Action/Equal Opportunity Employer.
ARKANSAS 4-H & YOUTH DEVELOPMENT PROGRAM

4-H CLUB CHARTER FORM

4-H Year 20___ - 20___

Directions:
• Form will be completed electronically, using this form in the pdf format.
• Once completed, form will be e-mailed to county Extension Office as an e-mail attachment.
• In addition to charter form all other required attachments will need to be scanned for submission with charter form.

CLUB/GROUP INFORMATION

Club Name ______________________________ Type of Club: __________________

Primary Club Contact: ______________________________

Club Address Line 1: ______________________________

Club Address Line 2: ______________________________

City: __________________ State: _________ Zip: _________

Contact Phone Number: ______________________________ E-mail: ______________________________

Website: ______________________________

Affiliation: ______________________________

CLUB/GROUP MEETING INFORMATION

Meeting Day (Ex: 2nd Tuesday): ______________________________

Regular Meeting Location: ______________________________

Regular Meeting Time: ______________________________

Is this club in a racial mixed community: (i.e. all ethnicities live in the area served by the club)?: [ ] YES [ ] NO

Is this club integrated as to the racial and ethnicity of the membership?: [ ] YES [ ] NO

CLUB/GROUP OFFICERS (list all officers for current year)

President: ______________________________

1st Vice-President: ______________________________

2nd Vice-President: ______________________________

3rd Vice-President: ______________________________

Secretary: ______________________________

Treasurer: ______________________________

Reporter/Public Information: ______________________________

Other: ______________________________

Other: ______________________________

Club Leader (Adult): ______________________________

Club Leader (Adult): ______________________________
CluB/Group Financial Information

Does this club/group have a bank account(s):  

[ ] YES  [ ] NO

If YES, complete the following table

<table>
<thead>
<tr>
<th>Name of Financial Institution</th>
<th>City, State</th>
<th>Phone Number</th>
<th>Type</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Employee Identification Number (EIN):   -   (Format: XX - XXXXXXX)

If club/group DOES NOT have an EIN why?

[ ] YES  [ ] NO

Date of Last Financial Review of Account(s):

Does Club/Group have a current operating budget approved by membership?:  

[ ] YES  [ ] NO

Club/Group General Information (answer each question by placing ‘X’ in appropriate area)

4-H Club: Does this club have six or more members from at least two different families?:  

[ ] YES  [ ] NO

4-H Club: Is every 4-H member enrolled into at least one project?:  

[ ] YES  [ ] NO
Sample 4-H Club Bylaws

ARTICLE I: Name and Objectives

Section 1. The name of this organization shall be the 4-H Club.

Section 2. This shall be a nonprofit organization for the purpose of promoting education through 4-H club work.

Section 3. The objectives of this organization shall be

i. to provide learning situations for the development of leadership, responsibility and effective citizenship.

ii. to provide educational and challenging experiences that will enable young people to become knowledgeable and skilled in their selected project areas.

iii. to provide information and training in other 4-H activities as members’ interests dictate.

iv. to help each member experience personal growth and achievement, as well as be of service to others.

ARTICLE II: Membership

Section 1. Membership in this organization shall be open to all youth who have reached 5 years of age. Members may participate until December 31 of the year they celebrate their 19th birthday and who reside in County regardless of socioeconomic level, race, color, sex, national origin or disability.

Section 2. New members must be enrolled annually through Arkansas 4Honoline and be approved as an active member. All members must re-enroll annually.

Section 3. All members should conduct at least one project, and then complete and turn in a project record form or appropriate paperwork.

ARTICLE III: Officers and Elections

Section 1. The officers of the club shall be a president, first vice-president, second vice-president, third vice-president, secretary, treasurer, reporter, parliamentarian, and song leader.

Section 2. Officers shall be elected annually. Officers shall serve for a term of one year beginning whenever installation is held (September or October). Any person appointed to fill an unexpired term may be eligible for the same office the following year. The outgoing president shall automatically be the club parliamentarian.

Section 3. The officers of the club shall constitute an executive committee.

Section 4. Any office position that becomes vacant shall be filled by someone appointed by the executive committee.

Section 5. The president, with the approval of the executive committee, may appoint up to four members to official leadership roles as the need arises. Those appointed become members of the executive committee.

ARTICLE IV: Duties of Officers

Section 1. Duties of the president shall be

(a) to preside at all meetings of the club, enforce the bylaws and exercise supervision over the affairs of the club.

(b) to appoint standing and special committees.

(c) to serve as an ex-officio member of each committee, except the nominating committee.

(d) to serve as delegate of the club to the County 4-H Council.
Section 2. Duties of the first vice-president shall be
(a) to assist the president.
(b) to perform the duties of the president in the absence of that officer.
(c) to serve as chairman of the program committee.
(d) to help plan all club educational programs one year in advance.

Section 3. Duties of the second vice-president shall be
(a) to assist the president.
(b) to perform the duties of the president in the absence of the president and first vice-president.
(c) to serve as chairman of the recreation/social committee.
(d) to help plan recreation and refreshments for each club meeting and plan special social events of the club.

Section 4. Duties of the third vice-president shall be
(a) to assist the president.
(b) to perform the duties of the president in the absence of that officer, the first vice-president and the second vice-president.
(c) to serve as chairman of the membership committee.
(d) to help enroll members into the club and be in charge of promotion and recruitment of new members.

Section 5. Duties of the secretary shall be
(a) to keep a full and correct record of all proceedings of the club.
(b) to have charge of club correspondence.
(c) to keep the roll and read the minutes at each meeting.

Section 6. Duties of the treasurer shall be
(a) to help prepare a budget for approval by the club.
(b) to receive, hold and pay out all monies of the club as designated by the adopted budget. Any expenditures not included in the budget must be approved by the executive committee.
(c) to keep an accurate record of the receipt and expenditures of all funds.
(d) to present a financial statement when requested to do so.
(e) to serve as chairman of the finance committee.

Section 7. Duties of the reporter shall be
(a) to report activities of the club to local news media.
(b) to report activities to the county Extension agent and/or in the county 4-H newsletter.

Section 8. Duties of the parliamentarian shall be
(a) to provide advice to the presiding officer on parliamentary procedure.
(b) to instruct members in correct parliamentary procedure.

ARTICLE V: Leaders and Duties

Section 1. Adult leaders of the club shall be
(a) the club leader and the assistant club leader recruited by a special committee, or nominated by the nominating committee during April or May of each year. Subject to the approval of the county Extension agent and the 4-H & Youth Development Committee.
(b) leaders in specific project or activity areas such as judging, clothing, swine, poultry, demonstrations, records, etc., who shall be appointed by the club leaders and the executive committee.
(c) committee advisors or leaders who shall be appointed by the executive committee and club leaders.

Section 2. Duties of the club leaders shall be
(a) to be responsible for the overall year’s program of the club.
(b) to work as close advisors and leaders along with the executive committee, other committees and adult and junior leaders to see that the club’s program and activities are well-planned and executed.
(c) to work closely with county Extension agents and other adult volunteers to coordinate local and county activities.
(d) to keep the best interests of each member foremost in the plans of the club.

Section 3. Duties of the project and activity leaders shall be
(a) to be responsible for planning and directing activities and programs in their specific area.
(b) to work closely with club leaders to coordinate their projects with other club activities.
(c) to use junior leaders to assist them in their areas.
Section 4. Duties of the committee advisors or leaders shall be
(a) to provide leadership and guidance to individual committees.
(b) to help committee members assume as much responsibility as they are capable of and to have successful
experiences in carrying out responsibilities.

Section 5. Junior Leaders of the club shall be members who are 10 years of age or older who have been members for at least
one year. Their duties shall include
(a) assisting adult leaders in all phases of the 4-H program.
(b) providing leadership, knowledge, skills and enthusiasm to club and county 4-H activities as the
opportunities and needs arise.
(c) helping individual club members.

Section 6. Teen Leaders of the club shall be members who are at least 13 years of age with 1 year of project experience. Their duties
shall include.
(a) lead a club or a project group with an adult present.
(b) providing leadership, knowledge, skills and enthusiasm to club and county 4-H activities as the
opportunities and needs arise.
(c) helping individual club members.

ARTICLE VI: Committees and Duties

Section 1. The standing committees of the organization shall be finance, membership, program, social and community service.
These committees shall be appointed by the executive committee, club leader and assistant club leader at the beginning
of the year for a one-year term.

Section 2. Duties of the standing committees shall be
(a) Finance -The finance committee shall have the responsibility of presenting a proposed budget to the club and
arranging for an audit of the books when necessary. The committee shall also review the financial status of the
club and make recommendations for fund-raising projects during the year.
(b) Membership -The membership committee shall encourage every eligible boy or girl in the neighborhood or
community to become a 4-H member. The committee will also be responsible for securing and enrolling new
members for the club, welcoming visitors and prospective members at club meetings, and providing new
members with 4-H club information.
(c) Program -The program committee shall be responsible for all of the programs at the regular meetings. This
includes planning the year's programs at the beginning of the club year and being responsible for each
program during the year.
(d) Social -The social committee shall be responsible for providing recreation at each club meeting, for all special
social activities during the year, and for appointing families to provide refreshments and be hosts and
hostesses for each regular meeting.
(e) Community Service -The community service committee shall be responsible for planning community service
activities to involve all members of the club. Those activities should help the members develop personally as
well as benefitting the community and county.

Section 3. The nominating committee shall be appointed by the president at least 30 days before the election of officers. It
shall consist of three to seven members and one to two advisors. This committee shall secure the consent of each
nominee before placing his or her name on the proposed slate of officers.

Section 4. Other committees may be named as the need arises.

ARTICLES VII: Meetings

Section 1. Regular meetings of this organization shall be held on the________________________of each month.
Section 2. Special meetings may be called by the president.

ARTICLE VIII: Procedure

Section 1. Robert's Rules of Order, Revised shall be the accepted authority in all matters pertaining to parliamentary
procedure that are not specifically covered in the club's bylaws.

Section 2. The order of business for regular meetings is:
- Call to order
- Inspirational
- Roll call
• Reception of new members and recognition of guests
• Reading and approval of minutes
• Reports - officers, committees, project groups, special activities, leaders
• Unfinished business
• New business
• Program
• Adjournment
• Recreation

This order of business may be altered for the convenience of a speaker giving the program.

**ARTICLE IX: Club Dissolution**

Upon the dissolution of the club, all real property, including money, equipment and land, shall become the property of the County 4-H Program for care and disposition. The last official duty of the club's leader shall be to effect the transfer of club property and to turn over club records to the county Extension agent.

**ARTICLE X: Amendments**

Section 1. These bylaws may be amended at any regular meeting of the club by a two-thirds vote of the members present, provided that the proposed amendments have been presented to the club in writing and filed with the secretary at the previous meeting of the club. Amendments must not conflict with the basic 4-H philosophy.

______________________________
Club President

______________________________
Club Secretary

______________________________
Date Adopted

______________________________
Organizational Leader
4-H Job Description - County Council Officer

Purpose:
Provide organizational leadership for the County 4-H Council.

Benefits to Volunteers:
- Develop leadership skills
- Recognition for service to 4-H program
- Experience in officer roles

Responsibilities:
1. The **President** shall be the chief executive officer of the Council. S/he shall preside at all meetings of the Council, and shall chair and preside at the meetings of the executive committee. The president shall appoint the members of all committees of the Council. S/he shall sign all documents requiring the president's signature and shall perform all other duties incidental to the office.
   a. Leads the Executive Committee in planning for each Council meeting.
   b. Follows up on the work of committees.
   c. Represents the interest of the Council whenever needed.
   d. May serve as a delegate to other groups.

2. The **Vice-President** shall perform the duties of the president in the absence of the president. The vice-president shall automatically become president of the Council upon the resignation or death of the president. The vice-president will represent the Council when asked by the President.
   a. Helps plan Council meetings.
   b. May serve as a delegate to District/State/Regional 4-H Leaders' groups or meetings.
   c. Provide orientation for new officers.

3. The **Secretary** shall keep an accurate record of the activities of the Council and its executive committee, shall issue all notices of the Council meetings, shall be responsible for the correspondence of the Council, shall prepare and keep a listing of all chairs and members of special and standing committees for the current and two previous years, and shall provide the county Extension staff a copy of all records of the Council.
   a. Provide orientation for new officers
   b. Records the minutes of 4-H Council meetings.
   c. Helps plan Council meetings.
   d. Maintains the roll and other records for the group as directed by the Chairman or the standing rules.
   e. Attends all Council meetings.

4. The **Treasurer** shall keep an accurate record of all monies allocated to the Council, shall supervise the disbursement of the funds subject to the direction and approval of the executive committee, and shall serve as chair of the finance committee.
   a. Handles cash or checks and other documents needed in transacting financial affairs.
   b. Presents bills and a justification for the payment.
   c. Helps plan Council meetings.
   d. Develops Council budget based on planned expenses and expected income.
e. Attends all Council meetings.
f. Provides orientation for new officers.

**Contact Person:**
Extension staff

**Resources & Support Available:**
1. County 4-H Council Handbook
2. County Orientation for new Council members
3. Arkansas 4-H Policy Handbook
4. Arkansas 4-H Web site – [www.uaex.edu](http://www.uaex.edu)

**Time Required:**
Length of term identified in County 4-H Council by-laws.
Approximately 4-6 meetings of County Council annually.
Additional time to complete office responsibilities.
½ day to provide orientation for new officers.

**Skills/Knowledge Required:**
1. Ability to understand and communicate 4-H program concerns.
2. Current with the concerns of youth.
3. Ability to participate in group decision making.
4. Good communication skills.
5. Secretary - Computer skills for writing minutes and correspondence.
6. Treasurer - Knowledge of bookkeeping and accounting.

Date reviewed

Agent______________
Volunteer______________
4-H Job Description - Special Event Coordinator

**Purpose:**
To aid in developing, planning, and implementing special 4-H programs in the county.

**Length of Term:**
May vary each year depending on events planned.

**Responsibilities:**
1. Work with 4-H staff, adult leaders and youth in developing, planning, and implementing special events.
2. Set dates, prepare materials, present activities.
3. Promote, recruit, and public relations.
4. Evaluate program with Extension staff, adult leaders and youth.

**Contact Person:**
Extension Staff

**Resource People:**
1. 4-H volunteers, parents, Extension staff
2. 4-H Councils, Clubs, and Independent Members
3. Community businesses and other youth organizational leaders

**Resource Materials:**
1. 4-H project manuals and leader's guide
2. Volunteer Research, Knowledge & Competency Taxonomy Lessons
3. Workshops and conferences
4. Printed materials/visuals from the Extension Office
5. State 4-H Website – www.uaex.edu
6. Community resources

**Time Commitment:**
May vary for each special event planned.

**Remunerations:**
The volunteer will have access to the Extension Office including equipment, secretarial assistance, supplies, and liability insurance.
Committee members may receive a scholarship to workshops and training sessions as needed.

**Qualifications:**
1. Completion of volunteer application process.
2. Knowledge of Extension and 4-H programs and ability to work and communicate effectively.
3. Able to work flexible hours.
4. Time management, marketing, promotional, and recruitment skills.
5. Able to work with minimal supervision.
6. Enjoy working with all ages.
7. Ability to inspire youth.
8. Ability to assume leadership positions.

Date reviewed _____________
Agent _________________
Volunteer ________________
4-H Volunteer Job Description – Organizational Leader

**Purpose:**
Provides the basic overall leadership for 4-H clubs or groups. They coordinate the clubs' programs and activities and give general guidance and direction.

**Responsibilities:**
1. Reorganize the 4-H club.
2. Inform potential members of organizational plans.
3. Coordinate with officers on the operation of the 4-H club's general meeting.
4. Coordinate project group meetings, activities, and events with other leaders.
5. Recruit new 4-H project and activity leaders when needed.
6. Help plan, execute, and evaluate the local club program.
7. Make necessary reports and order supplies when needed by members and 4-H leaders.
8. Serve as a liaison between the Extension office and the club. Keep other leaders, members and parents informed.
10. Attend relevant leader training meetings min. of 4 hours per year
11. Give recognition to other adult leaders and junior leaders for their accomplishments.

**Contact Person:**
1. County Extension Staff.
2. 4-H Council President.

**Resource People:**
1. County Extension and State 4-H Staff
2. Project leaders, teen leaders, and other adult volunteers
3. Members and parents.

**Resource Materials:**
1. 4-H Volunteer Leaders’ Series Fact Sheets
2. “This is 4-H” Core Competencies.
3. Volunteer Research, Knowledge & Competency Taxonomy Lessons
4. Arkansas 4-H Policy Handbook
5. State 4-H Website – www.uaex.edu
6. National 4-H supply catalog
7. Ages and Stages of Child and Youth Development
8. County, District & State leader training meetings

**Time Commitment:**
Approximately 8-12 club meetings per year; 4-6 hours per month to plan/conduct meetings; 2-4 leader training meetings per year that will benefit your club. Participation in as many activities as you and your members can schedule.

**Qualifications:**
1. Completion of volunteer application process.
2. Have knowledge of and interest in boys and girls.
3. Be knowledgeable about county 4-H programs.
4. Know community resources and availability.
5. Be knowledgeable about 4-H club organization.
6. Be a supportive person.

Date reviewed ____________
Agent ________________
Volunteer ________________
4-H Volunteer Job Description - Local Project Leader

**Purpose:**
Be responsible for guiding 4-H'ers in learning experiences in a project area.

**Responsibilities:**
1. Organize the 4-H project group as part of the 4-H club.
2. Assist 4-H members and parents in project selection.
3. Assist 4-H members in planning their goals and carrying out their project.
4. Help 4-H members learn project subject matter.
5. Encourage members to participate in 4-H project events.
6. Schedule 4-H project meetings and events with the 4-H club organizational leader.
7. Encourage 4-H members to use the appropriate 4-H materials.
8. Be aware of and utilize special resources in making meetings more interesting.
9. Help 4-H project members plan demonstrations and other educational programs for the 4-H club's general meeting.
10. Keep up to date in project subject matter.
11. Assist in area and county project events when possible.

**Contact Person:**
1. Organizational Leader

**Resource People:**
1. County Extension and State 4-H Staff
2. Retired 4-H Leaders
3. Parents, Community and Business people

**Resource Materials:**
1. 4-H project manuals and leader's guides
2. Volunteer Research, Knowledge & Competency Taxonomy Lessons
3. 4-H visual aid catalog
4. Ages and Stages of Child and Youth Development
5. Project leader training meetings
6. State 4-H Website - [www.uaex.edu](http://www.uaex.edu)

**Time Commitment:**
Generally 4 to 6 meetings with members, but will vary depending upon project area.

**Qualifications:**
1. Completion of volunteer application process.
2. Understand development of boys and girls.
3. Capable of helping youth learn skills in project.
4. Ability to work cooperatively with youth and adults.

Date reviewed __________
Agent __________________
Volunteer ________________
UNIVERSITY OF ARKANSAS COOPERATIVE EXTENSION SERVICE
YOUTH PROTECTION POLICY

Establishes policy and procedures regarding child maltreatment prevention, recognition and reporting.

Purpose

The University of Arkansas Systems Division of Agriculture Cooperative Extension Service is committed to maintain a safe and secure environment for children and youth. This policy summarizes the important steps to protect minors participating in Extension programs, as well as safeguarding employees and volunteers.

Arkansas Code §12-18-103(6) defines child maltreatment as “abuse, sexual abuse, neglect, sexual exploitation, or abandonment.” Legally, "child" means any person under 18 years of age. "Abuse" means any physical injury, mental injury, or sexual mistreatment inflicted on a child other than by accidental means or an injury which is at variance with the history given. Child abuse includes non-accidental physical injury, neglect, sexual molestation, and emotional abuse. "Neglect" means failure to provide, by those legally responsible for the care and maintenance of the child, the proper or necessary support; education, as required by law; or medical, surgical, or any other care necessary for his/her well-being; or any maltreatment of the child.

Arkansas Code § 12-18-402(a) requires school officials, broadly interpreted as including those in institutions of higher education, to report instances of suspected child maltreatment. The Arkansas Department of Human Services indicates that “school officials” required to report maltreatment include “any person authorized by a school to exercise administrative or supervisory authority over employees, students or agents of the school,” and also includes “a volunteer exercising administrative or supervisory authority in a program conducted by a school.”

The Division of Agriculture has determined that employees and volunteers that work with children in the 4-H program are “school officials” and therefore, are mandated reporters under Arkansas law and are required to report instances of suspected child maltreatment.

Reporting Suspected Child Maltreatment

If any Extension employee or volunteer reasonably suspects or observes child maltreatment, he or she should immediately do the following, (and must immediately do the following if a mandated reporter):

1. Report the suspected maltreatment to the Arkansas Child Abuse Hotline at 1-800-482-5964. The hotline is toll-free and is staffed 24 hours per day. If it is an emergency, you are advised to call local law enforcement. In a nonemergency situation, a report form available at http://www.arkansas.gov/reportARchildabuse/report_child_abuse.html may be faxed to 1-501-618-8952.

2. Immediately after the Hotline report is made, report the suspected maltreatment to local law enforcement, the University of Arkansas Campus Police at 476-575-2222, or the University of Arkansas at Little Rock Campus Police at 501-569-3400, as appropriate for the program, location or employee involved in the allegations.

3. Finally, report the suspected maltreatment to the Associate Vice President-Extension and the Associate Director – 4-H Youth Development immediately.

Recruitment and Training

A. As part of the hiring process, the Division requires new employees who will be involved to any degree in Extension youth programs to undergo certain background checks. In addition, employees newly hired shall complete the E.H.I.R.E.-164 form, Authorization for Release of Confidential Information, to authorize the Cooperative Extension Service to contact the Arkansas Department of Human Services to determine if an employee is listed as an offender on the Arkansas Child Maltreatment Central Registry.

B. All employees designated as child mandated reporters will receive training and are required to take a web-based training course; http://ar.mandatedreporter.org. Such training will provide the employee with information about identifying and recognizing signs of possible child maltreatment and the procedures for reporting. After completion of the training, each employee will be tested and receive by e-mail a “Certificate of Completion”. They will need to print the “Certificate of Completion” and send it in to Human Resources to be placed in their Personnel files.

Recruitment and Training of Program Volunteers

A. All 4-H volunteers working directly with youth in Extension programs must be enrolled in 4HOnline.
B. Background checks on all prospective program volunteers will be conducted to properly evaluate the individual's suitability to perform in a leadership capacity. Requests for record checks will be submitted through 4HOnline. Also, prospective volunteers shall complete the E.H.I.R.E. – 164 Form, Authorization for Release of Confidential Information and submit a notarized copy to the responsible Extension agent. This authorization is to allow the Cooperative Extension Service to contact the Arkansas Department of Human Services to determine if the potential volunteer leader is listed as an offender on the Arkansas Child Maltreatment Central Registry. Youth volunteer leaders in programs such as child care and camping are included in this screening process.

C. All volunteers who work directly with youth will be provided with orientation training including written materials explaining Extension policies and procedures relating to child abuse. Volunteers working directly with youth are designated as child mandated reporters under this Division policy, as well as state law. As such, volunteers will receive training and are strongly encouraged to take a web-based training course available at http://ar.mandatedreporter.org. Such training will provide the volunteer with information about identifying and recognizing signs of possible child maltreatment and the procedures for reporting.

**Relationships with Youth**

A. Faculty, staff, and volunteers are to avoid being alone with a single youth, including sharing sleeping quarters with non-related youth.

B. Extension faculty, staff, and volunteers are encouraged not to socialize with program participants under the age of 18 outside of Extension program activities.

C. Extension faculty, staff, and volunteers will not, under any circumstances, discipline program participants by use of physical punishment or by failing to provide the necessities of care, such as food or shelter.

D. Faculty, staff, and volunteers should be alert to the physical and emotional state of all program participants. They should be alert for indicators of child maltreatment and report suspected abuse according to prescribed procedures.
QUESTIONS AND ANSWERS ABOUT CHILD ABUSE
(FOR EXTENSION EMPLOYEES AND VOLUNTEERS)

1. What is child abuse and neglect?

Arkansas Act 397 of 1975 defines who is considered a child and what is considered to be abuse and neglect:

(a) "Child" means any person under eighteen (18) years of age;

(b) "Abuse" means any physical injury mental injury, or sexual mistreatment inflicted on a child other than by accidental means, or an injury which is at variance with the history of it;

(c) "Neglect" means a failure to provide, by those legally responsible for the care and maintenance of the child, the proper or necessary support; education, as required by law; or medical, surgical, or any other care necessary for his/her well-being; or any maltreatment of the child.

2. Am I required to report known or suspected instances of child neglect or abuse?

If you have been designated as a mandated reporter under Division policy, you are required to report if you: (1) have reasonable cause to suspect that a child has been subjected to child maltreatment or has died as a result of child maltreatment or (2) observe a child being subjected to conditions or circumstances that would reasonably result in child maltreatment.

3. If I report, am I liable?

Arkansas law prohibits any person from prohibiting or requiring prior permission for a mandated reporter to make a report of suspected maltreatment. A person, acting in good faith, who makes a report of suspected maltreatment, is immune to suit and to civil or criminal liability for making the report. Likewise, University of Arkansas policy prohibits retaliation against any person who makes a good-faith report of child maltreatment.
4. To whom do I report?

1. Report the suspected maltreatment to the Arkansas Child Abuse Hotline at 1-800-482-5964. The hotline is toll-free and is staffed 24 hours per day. If it is an emergency, you are advised to call local law enforcement. In a nonemergency situation, a report form available at http://www.arkansas.gov/reportARchildabuse/report_child_abuse.html may be faxed to 1- 501-618-8952.

2. Immediately after the Hotline report is made, report the suspected maltreatment to local law enforcement, the University of Arkansas Campus Police at 476-575-2222, or the University of Arkansas at Little Rock Campus Police at 501-569-3400, as appropriate for the program, location or employee involved in the allegations.

3. Finally, report the suspected maltreatment to the Associate Vice President-Extension and the Associate Director – 4-H Youth Development.

5. What do I do if an abuse situation occurs at an Extension activity?

a. Stay calm.

b. Handle the matter as discreetly as possible.

c. Remove the child from danger.


e. Follow reporting procedures, which include notifying Associate Director - 4H Youth Development either directly or through channels.

6. How do I handle questions from the media?

Refer all questions to the Associate Director - 4H Youth Development who is designated as the official state contact and spokesperson on all child maltreatment matters related to the Arkansas Cooperative Extension Service.

7. How will parents be notified?

A decision will be made by the responsible Extension staff member regarding how a child’s parent(s) or legal guardian will be notified of a report of maltreatment. When possible, informing will be done by the responsible administrators.

8. How can I protect myself from unfounded allegations of child abuse?

You are encouraged to avoid, where possible, being alone with a single youth. You are encouraged not to socialize with Extension program participants under the age of 18 outside of Extension program activities.

You are forbidden, under any circumstances, to discipline Extension program participants by the use of physical punishment or by failing to provide the necessities of
care, such as food or shelter. You should respect the privacy of youth participants in situations such as changing into swimming suits or taking showers and intrude only to the extent that health and safety requires.

Encourage parental participation in youth activities when practical.
Arkansas 4-H Volunteer Agreement and Expectations
Volunteers and Volunteer Groups

Volunteers are persons who choose freely to do or offer to do something with no compensation. Volunteers are essential to the programs of the University of Arkansas Division of Agriculture Cooperative Extension Service. Volunteers help extend the programs to audience members that could not be reached with only Cooperative Extension Service employees. When a person chooses to become a volunteer with the Cooperative Extension Service, that person will have the opportunity for a very rewarding experience. The Cooperative Extension Service and its employees recognize that volunteers have a more rewarding experience when expectations are defined. Expectations and responsibilities should be outlined and communicated to the volunteer at the beginning of their service.

Volunteer and Cooperative Extension Service Agreement and Expectations

Volunteer agrees to:

- Enroll as a volunteer for a defined time period.
- Actively seek volunteers from a variety of racial, gender, ethnic, religious, and socio-economic groups in your community.
- Recruit and involve other volunteers in programming efforts.
- Provide a positive educational environment which will enable other volunteers and program participants to grow, learn, and develop friendships through Extension programs.
- Be supportive of all Extension programs.
- Participate in volunteer meetings and/or volunteer training sessions.
- Inform County Extension Agent of needs and changes necessary for the continued growth of the program.
- Maintain sound working relationships with County Extension Agent and fellow volunteers.
- Review and agree to abide by the Guidelines for County Financial Operations for 4-H (DIST-03).
- Abide by the UA Cooperative Extension Service Volunteer Code of Conduct.

U of A Division of Agriculture Cooperative Extension Service agrees to:

- Actively seek volunteers from a variety of racial, gender, ethnic, religious, and socio-economic groups.
- Educate volunteers to the program’s mission, purpose, and goals.
- Set educational tone and direction for Extension programs.
- Provide instructional materials and resources to be used for educational programs.
- Provide educational programs and materials to develop an individual’s understanding and management of volunteer assignments.
- Provide role descriptions for county volunteer leadership roles and committees.
- Provide assistance, support, and encouragement to all volunteers.
- Give recognition for time and energy devoted by volunteers at all levels of the program.
Volunteerism is crucial to many Cooperative Extension Service programs. While volunteerism is crucial, volunteerism is a privilege and not a right. Volunteers are expected to be positive role models for the youth and adults they contact. Volunteers serve at the pleasure of the Cooperative Extension Service. Volunteers may be dismissed from serving in any program at any time.

**Volunteer Expectations**

1. Work cooperatively with youth, adults, families, volunteers, Cooperative Extension Service faculty and staff, and others in a courteous, respectful manner demonstrating behaviors appropriate for a positive role model.
2. Represent the Cooperative Extension Service and its programs with pride and dignity, behave appropriately, exhibit good sportsmanship, and demonstrate reasonable conflict management skills.
3. Respect, adhere to, and enforce the rules, policies, and guidelines established by the Cooperative Extension Service including all state laws related to child abuse and substance abuse.
4. Refrain from and do not tolerate verbal or physical abuse.
5. Avoid any criminal activities.
6. Comply with equal opportunity and anti-discrimination laws.
7. Under no circumstances, allow or consume alcohol or be under the influence of alcohol when youth are present at an Extension program or activity. Under no circumstances, possess, use, or be under the influence of illegal drugs at any Extension program, event or activity.
8. The use of tobacco products in the presence of 4-H members and/or during 4-H events and activities is strongly discouraged.
9. Operate machinery, vehicles, and other equipment in a safe and responsible manner when working with participants in Cooperative Extension programs, events or activities.
10. Accept responsibility to promote, conduct, and support Cooperative Extension programs in order to develop an effective county, district, state, and national program.

It is important that all volunteers comply with the Code of Conduct. Failure to comply with any component of this code or participation in other inappropriate conduct as determined by the UA Division of Agriculture Cooperative Extension Service may lead to dismissal as a Volunteer.

By my signature below, I acknowledge that I have reviewed and understand this agreement and am willing to serve as a Volunteer. I acknowledge that I have reviewed and agree to comply with the UA Division of Agriculture Cooperative Extension Service Volunteer Code of Conduct. I understand that my service as a Volunteer is a privilege. I also understand that my term is for one year and that my term may be renewed if the Extension Agent agrees.

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>UA Division of Agriculture Cooperative Extension Service Volunteer Name</td>
<td>Signature</td>
<td>Date</td>
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<tr>
<th>Name</th>
<th>Signature</th>
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<tbody>
<tr>
<td>UA Division of Agriculture Cooperative Extension Service Designee</td>
<td>Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>
Authorization for Release of Confidential Information Contained Within the Arkansas Child Maltreatment Central Registry

I hereby request that the Arkansas Child Maltreatment Central Registry release any information their files may contain including the undersigned individual as an alleged perpetrator of suspected child abuse/neglect. This information should be addressed to: Human Resources, Arkansas Cooperative Extension Service, 2301 S. University Ave., Little Rock, AR 72204. I understand that the name of any confidential informants, or other information which does not pertain to the individual as alleged perpetrator, will not be released.

Please scan and send completed and notarized forms to humanresources@uaex.edu or mail to the address above.

PLEASE TYPE OR PRINT

Last Name ____________________________ First Name ___________ Middle Name ____________

Maiden Name, Aliases, and any other name(s) you have used ____________________________________________________________

Date of Birth _______________ Race ________________ ☐ Female ☐ Male

SSN# ________________________________ County of Residence: ________________________________

☐ Volunteer in _______________ County OR ☐ Extension Employee Work Location: ________________________________

Addresses for last 10 years. From To Present

1. ___________________________________________________________ ___________________ ___________________

2. ___________________________________________________________ ___________________ ___________________

3. ___________________________________________________________ ___________________ ___________________

4. ___________________________________________________________ ___________________ ___________________

5. ___________________________________________________________ ___________________ ___________________

Names and Birth Dates (DOB) of Children

Last Name __________________ First Name ____________________ DOB __________

Last Name __________________ First Name ____________________ DOB __________

Last Name __________________ First Name ____________________ DOB __________

Last Name __________________ First Name ____________________ DOB __________

Last Name __________________ First Name ____________________ DOB __________

Signature _________________________________________________

County Of _______________________________________________ State of Arkansas

Acknowledged before me this __________________________ Day of ____________ 20 ______

Notary Public ______________________________

My Commission Expires ________________________________

The University of Arkansas System Division of Agriculture offers all its Extension and Research programs and services to all eligible persons without regard to race, color, sex, gender identity, sexual orientation, national origin, religion, age, disability, marital or veteran status, genetic information, or any other legally protected status, and is an Affirmative Action/Equal Opportunity Employer.
Arkansas 4-H Code of Conduct
MEMBER DISCIPLINE POLICY FOR COUNTY, DISTRICT, STATE, and NATIONAL EVENTS

Name______________________________ County______________________________

In seeking uniformity in the conduct expected at each county, district, regional, state, and national events, the following guidelines have been developed to become effective on September 1, 2014.

IEvent Coordinators or designees are encouraged to discuss all rules and regulations governing an event or activity, including the Code of Conduct, with leaders and 4-H members prior to, or at the beginning of, each event or activity.

II All 4-H members are expected to be responsive to the reasonable requests of the adults in charge.

III Extension personnel may take immediate action to remove a 4-H member from an activity or event and other action as needed, where there is an emergency situation, significant risk of continuing misconduct, or the gross misconduct warrants immediate removal of the 4-H member. "Immediate action" may include the assistance of law enforcement if necessary.

When the 4-H member is sent home or removed, parents or legal guardians will be notified immediately. Sending the 4-H member home or removal from the event will be at the parent or legal guardian’s expense and without refund. Immediate removal from the activity or event will be considered temporary discipline. Further disciplinary action will be determined by a Review Board or an annually appointed Administrative Review Committee.

Major Offenses

IV The following acts of misconduct are considered major offenses that may result in immediate removal from an activity or event pursuant to Section III above.

- Possession or use of illegal drugs or alcoholic beverages.
- Theft, misuse or abuse or destruction of public or personal property.
- Sexual misconduct.
- Possession of unauthorized weapons or fireworks.
- Unauthorized absence from the premises of the event.
- Assault or threatening a person with a weapon or bodily harm.
- Smoking or using tobacco products.
- Possession or use of e-cigarettes, hookah pens, smokeless water vapor devices, etc
- Bullying – Unwanted, aggressive behavior that involves a real or perceived power imbalance. Includes such actions as making threats, spreading rumors, attacking someone physically, verbally, or electronic means and excluding someone from a group on purpose.
- Violating the International Association of Fairs and Expositions National Code of Show Ring Ethics

V When a 4-H member is found to have committed a major offense, he or she will be suspended from participation in county, district, state, regional, and national 4-H activities for a period of 12 months or greater. The disciplinary action will be determined and issued by a Review Board or the annually appointed Administrative Review Committee.

Minor Offenses

VI The following acts of misconduct are considered minor offenses that may require the 4-H member to appear before a Review Board.

- Breaking curfew hours or disturbing others. “Curfew” means in own room and not disturbing others. Males and females may not be in the same sleeping room at any time except in rooms reserved for families.
- Unexcused absence from the activities of the event.
- Unauthorized use of vehicle during the event.
- Use of foul, offensive, or abusive language.
- Reckless behavior.
- Visitation by non-registered persons.
VII When a 4-H member is found to have committed a minor offense, disciplinary action may range from verbal reprimands to suspension from participating in county, district, state, regional, and national, 4-H activities for up to six (6) months or greater. The disciplinary action may be issued by the Event Coordinator, a Review Board or the annually appointed Administrative Review Committee. If the Event Coordinator issues the disciplinary action, the 4-H member may request review of the disciplinary action by a Review Board by making a written request to the County Staff Chair within thirty (30) days from the date of the disciplinary action. Upon notification, the County Staff Chair must notify the Event Coordinator within 5 days of the notification that a review board needs to be convened when all members can be present at a central location.

VIII Parental/Guardian Responsibility: Parents/Guardians should discuss and review the Code of Conduct with their child. They understand that failure to abide by this Code of Conduct may result in the consequences listed above which include no refund. In the event that this code is violated, agree to come to the 4-H program/event to pick up child at the request of the adult in charge of the 4-H program/event. They further understand that if they refuse to pick up the child, are unavailable, or if they fail to make timely arrangement to retrieve the child, the 4-H program event staff may contact law enforcement or social services to provide necessary protection for a child in need of services. They acknowledge responsibility for all fees/charges that may result from said services.

IX Realizing these guidelines are not “all inclusive” the University of Arkansas Cooperative Extension Service reserves the right to make adjustments to these policies.

X NOTIFICATION PROCEDURES: When a 4-H member commits an offense that results in the 4-H member being sent home or being removed from the event/activity, the person in charge of the event will notify the appropriate County Agent, District Director and Associate Director – 4-H Youth Development. The Associate Director – 4-H Youth Development will then notify the Associate Vice President of Extension when appropriate.

XI REVIEW BOARD: The person in charge of the event or delegation will appoint the board at the beginning of the event and will serve as chair. County staff chairs should annually appoint a review board to handle acts of misconduct at the club and county level. The Review Board will consist of one Extension employee, a minimum of one / maximum of two adult volunteers, and three youth 4-H members. The review board may be convened by the person in charge of the event or delegation, or at the request of an Extension faculty or staff member. A county staff member will chair all county level review boards. The Review Board will make a decision and issue discipline, if any. The Review Board will then notify the Associate Director – 4-H Youth Development who will affirm or reverse the decision of the Review Board.

XII APPEAL PROCEDURES: Appeals of a decision of the Associate Director – 4-H Youth Development will be directed to the Associate Vice-President of Extension whose decision will be final. The written appeal must be filed within thirty (30) days from the decision of the Associate Director – 4-H Youth Development. The Associate Vice-President will issue a final decision within ten (10) days of receiving the appeal.

************************************************************************************************************
Signatures (Both signatures are required for participants under 18 years old)

I have read and understand the above “Code of Conduct” and will abide by the expectations described in the Code of Conduct. I understand that if I act inappropriately I will have to accept responsibility for my actions that may result in the consequences listed above.

4-H Member Signature ___________________________ Date ______________

Parent/Guardian’s Signature ___________________________ Date ______________
4-H Incident Report

Section I: Youth Information

Youth Name: ____________________________
Youth County: ___________________________
Youth Address: __________________________

Section II: Violation

Date, Time, Location of Violation: ____________________________

Relevant Section of the Code of Conduct: _______________________

Findings of Facts Made by Activity/Event Coordinator: __________

Witnesses Interviewed: (if any)

_________________________________________________________________

_________________________________________________________________
Witnesses Interviewed: (if any)


Section III: Disciplinary Action
(Use this section only if a Review Board is not convened.)

The Activity/Event Coordinator has found the above-named youth in violation of the Arkansas 4-H Code of Conduct. The following disciplinary measures will be taken:


Signature: Activity/Event Coordinator Date

When any violation of the 4-H Code of Conduct is reported, the Activity/Event Coordinator must complete this 4-H Incident Report Form. Complete Section III if the violation of the Code of Conduct does not require the convening of a Review Board. If a Review Board is required, do not complete Section III.

Send Original to: Appropriate County Staff Chair
Send Copies to: Appropriate District Director
Assistant Director – 4-H Youth Development
Parent(s) of the 4-H member
Activity/Event Coordinator File
Review Board (if convened)
4-H Review Board Proceedings Report

Section I: Youth Information
Youth Name: ________________________________
Youth County: ______________________________
Youth Address: ______________________________

Section II: Review Board Information
Members: (List Names)
______________________________
______________________________
______________________________
______________________________
______________________________
Review Board Coordinator: ________________________________

Section III: Violation
Date of Violation: ________________________________
Activity/Event Where Violation Occurred: ________________________________
Findings of Facts Made by Review Board: ________________________________

Witnesses Interviewed: (if any)
______________________________
______________________________
______________________________
______________________________
Section IV: Disciplinary Action

The Review Board has found the above-named youth in violation of the Arkansas 4-H Code of Conduct. The following disciplinary measures will be taken:

Review Board Coordinator  Date

Extension Employee  Extension Employee

Volunteer  Volunteer

4-H Youth Member  4-H Youth Member

Section V: Review

I have reviewed the 4-H Review Board Proceedings Report, along with all other documentation prepared in connection with the Review Board proceedings. I concur with the decision of the Review Board.

Assistant Director – 4-H Youth Development  Date

I have reviewed the 4-H Review Board Proceedings Report, along with all other documentation prepared in connection with the Review Board proceedings. I am reversing the decision of the Review Board for the following reasons and implementing other disciplinary measures, if any:

Assistant Director – 4-H Youth Development  Date
HEALTH STATEMENT and Parents’ Release
Arkansas 4-H

<table>
<thead>
<tr>
<th>Members Name</th>
<th>Last</th>
<th>First</th>
<th>M.I.</th>
<th>Age</th>
<th>Sex</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Street or Box</td>
<td>City</td>
<td>Zip</td>
<td></td>
<td></td>
</tr>
<tr>
<td>In case of emergency notify: Name</td>
<td>Address</td>
<td>Phone</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relationship to above member (mark one):</td>
<td>Parent</td>
<td>Guardian</td>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alternate contact in Emergency: Name</td>
<td>Address</td>
<td>Phone</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family Physician or Clinic</td>
<td>Street or Box</td>
<td>City</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Health History**

Member has or is subject to: (check if yes)
- Asthma
- Bronchitis
- Other (list)
- Convulsion
- Diabetes
- Fainting Spells
- Heart Trouble

Allergies or reactions to: (Check those appropriate)
- Drugs: Penicillin
- Aspirin
- Other (list)
- Foods (what foods)
- Hay fever
- Insect bites or stings
- Ivy, oak and/or sumac poisoning

Date of last Tetanus Immunization: .........................................................
- Tetanus antitoxin
- Tetanus toxoid

Member has difficulty with: (check if yes)
- Eyes, ears, nose, throat
- Lungs
- Bed wetting
- Other (list)
- Digestion
- Bed wetting
- Sleep walking

Member has a condition now requiring medication: Yes No
- If yes, please indicate condition
- Is medication in possession of member? Yes No
- Name of medication

List any specific activities to be restricted

When water sports are a part of the activity, my child may participate in:
- Swimming: Yes No
- Diving: Yes No
- Canoeing or Boating: Yes No

When necessary, Extension personnel may give my child over-the-counter medications (examples: aspirin, Benadryl, Tylenol, etc.) Yes No

**Parent Authorization**

(Must be signed below by either Parent or Guardian.)

I understand that health services will be available and that adult supervision will be provided. If an illness or injury develops, medical and/or hospital care will be provided and I will be notified as soon as possible. I will not hold liable the University of Arkansas, the Arkansas 4-H Foundation, the Arkansas Cooperative Extension Service, or its employees for any injury or damage received by my child while he/she is being transported or is engaged in this activity.

I understand and accept the above statement and further authorize each of the following.

A. The health history listed above is correct and the above named member has my permission to engage in all program activities except as noted.
B. I grant permission to the attending physician and/or the attendant health service staff to employ such diagnostic procedures and medical treatment as deemed necessary.
C. I authorize medical care units to release medical record information to the health insurance carrier for the 4-H events and/or the Cooperative Extension Service in order to process claims.
D. I understand that I am financially responsible for charges not covered or paid by the 4-H event insurance and hereby guarantee full payment to the attending physician(s) and/or health care unit(s).

Signature of Parent or Guardian Date

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, and is an Equal Opportunity Employer.
Publications, Video, Internet Consent and Release Agreement For Youth

Youth who attend or participate in programs or events conducted by the University of Arkansas Cooperative Extension Service are occasionally asked to be part of the county and/or statewide publicity, promotion, marketing efforts and/or public relations activities or projects, and/or to appear in educational and curriculum material developed by the Cooperative Extension Service. In order to guarantee your child’s privacy and ensure your agreement for your child to participate, the University of Arkansas Cooperative Extension Service asks that you sign and return this form for each of your participating children to your county Cooperative Extension Service office.

By your signature on this form, you approve the University of Arkansas Cooperative Extension Service, should it choose, to use your child’s name, picture, art, written work, voice, verbal statements or portraits (video or still) in any educational and/or promotional printed or electronic piece that furthers Extension’s educational and/or public relations efforts during this and subsequent years. This includes but is not limited to external news media outlets, printed and/or broadcast, Cooperative Extension web site, brochures, displays, newsletters, curriculum guides, purchased advertisements or other means of communicating with the public about Cooperative Extension Service programs and services. The pictures, recordings, articles, copy or other means of communications may or may not personally identify your child.

**AGREEMENT**

Youth and Parent/Guardian release to the University of Arkansas Cooperative Extension Service by indicating below, consent to their use by the University of Arkansas Cooperative Extension Service. Please mark the following options:

- [ ] Child’s name
- [ ] Art
- [ ] Voice
- [ ] Picture, Portrait (video or still)
- [ ] Written work
- [ ] Verbal statement
- [ ] All of the above

The University of Arkansas Cooperative Extension Service agrees that the youth’s name, picture, art, written work, voice, verbal statements, portraits (video or still) will only be used for Extension’s public relations, public information, promotion, publicity and marketing efforts and/or to support its educational program.

Youth and Parent/Guardian understand and agree that:
- No monetary consideration shall be paid;
- Consent and release have been given without coercion or duress;
- This agreement is binding upon heirs and/or future legal representatives;
- The photographs, video or student statements may be used in subsequent years;
- If the Youth and Parent/Guardian wish to rescind this agreement, they may do so at any time with written notice.

| Effective Date of Agreement | ____________________________ |
| Youth’s Name |
| Youth’s Signature if at least 18 years old |
| Parent/Guardian: (Print name) |
| Signature |
# Incident Report Form

**Policy #** 

**Serial #**

**Dates Person Was Insured**

**Name of Policy Holder/Group**

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### Part 1

**Name of Patient**

**Patient Date of Birth**

**Age**

**Sex** M F

**Home Address of Patient**

**City**

**State**

**Zip**

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### Part 2

**Date of Injury/ Illness:**

**Time:**

**Group Activity:**

**Nature of Injury or Illness:**

**Was this condition already present before this person became insured?** Yes No

**Describe How and Where Injury Occurred (explain fully):**

If yes, please explain

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### Part 3

**If there was no medical treatment during insured period, was injury or illness reported to staff member?** Yes No

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### Part 4

**Verification Signature**

This form is to be completed by the Camp Director, Chaperone, or Group Leader of the Event - UNRELATED to patient

I hereby certify that this was a supervised group activity sponsored by the organization covered under this policy.

I was the: 

- Camp Director
- Chaperone
- Group Leader
- Extension Personnel
- Other (define)

**Contact (Print Name)______________________________**

**Title:______________________________**

**Signed:______________________________**

**Name of Camp/Org.______________________________**

**Day Time Phone:______________________________**

*For prompt service please attach all itemized bills for services rendered (doctor, hospital and prescriptions).*

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

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### Assignment Form – Receipts must be enclosed

**ONLY COMPLETE IF MEDICAL BILLS HAVE BEEN PAID BY PATIENT/GUARDIAN**

I hereby authorize the American Income Life Insurance Company to reimburse eligible medical benefits on the above claim to:

**Payee Name**

**Address**

**City**

**State**

**Zip**

**Phone #:**

**Email:**

**Date: __________________________**

**Signed: __________________________**

*FOR MEDICAL RELEASE AUTHORIZATION: COMPLETE REVERSE SIDE*
**Release of Medical Information Authorization**

I hereby authorize any licensed physician, medical practitioner, hospital, clinic or other medical or medically related facility, insurance company, the Medical Information Bureau or other organization, that has any records of me or my health, to give to the American Income Life Insurance Company or its reinsurers any such information with respect to illness, injury, medical history, consultation, or treatments which include alcohol, drug or chemical dependency treatment. Information received is for the purpose of evaluating this claim and determining our liability under your existing coverage with American Income Life Insurance Company. This authorization shall remain valid for one year. You have the right to receive a copy of this authorization upon request. A photographic copy of this authorization shall be as valid as the original.

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**How to File a Claim**

1. Written notice of claim or Claim Report must be given to the company within twenty days of commencement of any loss covered by this policy or as soon as is reasonably possible.

2. All claim reports must be completed and signed by the camp director, chaperone, or group leader who is UNRELATED TO THE PATIENT. Report the following:
   1. Name of the injured/ill person (patient).
   2. Patient’s Date of Birth
   3. Date of the incident (for either an injury or an illness).
   4. How injury/illness was sustained.
   5. Signature for Medical Information Authorization

3. Please provide:
   A. Complete medical diagnosis by the attending physician.
   B. Itemized statements for services rendered by physician or hospital.
   C. Prescription receipts complete with patients name, Rx number, name of prescription, and price.
   D. Proof of payment with an itemized bill if payment has been made.

Payment is made directly to the medical provider unless otherwise indicated on Part 5.

Mail or Fax this Claim Report directly to company. DO NOT rely on medical providers to forward this Claim Report.

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American Income Life Insurance Company  
Special Risk Division  
P.O. Box 50158  
Indianapolis, IN 46250  
Ph: 800-849-4820  
Fax: 317-849-2793  
Web: www.americanincomelife.com

All correspondence will be directed to the policyholder.
Revision History of the 4-H Policy Guide

November 2013  Major Revision

April 2014  MOA-CES: Completely Replaced
Section 6: Completely Replaced

May 2014  FY4-H-686: 4-H Code of Conduct Updated to Latest Version

April 2016  Updates throughout
4-H Member definition updated  4-H Club Member definition updated
Youth protection screening updated to reflect every five years instead of every three
Section on 4-H Club Financial Management removed
Age restrictions on volunteers added
Requirement of Mandated Reporter training added
Winter sports insurance policy statement updated
Tax-Exempt Status for Clubs & Foundation removed
MOA between CES & County Foundations removed
Section of File Retention added
Appendices on Club Financials Removed