

INDIANA 4-H POLICIES & PROCEDURES

The Indiana 4-H Program Philosophy and Expectations:

The Indiana 4-H program serves the youth of Indiana by providing a strong educational youth development program. This program delivers educational experiences in a variety of settings. Caring, capable and contributing adults assist in the 4-H program as models for youth. The rich heritage of the 4-H Program is one to be valued and passed along to future generations. The Indiana 4-H Youth Policy and Procedures Book sets out certain standards and guidelines to be used to assure that 4-H is a positive youth development program. County 4-H policy is guided by the county 4-H policy making or governing board (i.e., 4-H Council) as provided by the County Extension Board. Legal authority for the 4-H Program rests with the Director of the Cooperative Extension Service at Purdue University. No county 4-H policy may conflict with state 4-H policy or with federal guidelines and requirements. Deadlines for county and state participation should be carefully constructed so as to encourage rather than to discourage participation. Such deadlines should be well published. Members not complying with established and published dates and deadlines for exhibition may be denied the opportunity to exhibit. It is the policy of 4-H to be an inclusive organization. No county policy or practice should be used to arbitrarily exclude youth from either membership or participation. Youth should participate in 4-H Youth Development opportunities at levels and times that best suit the youth's development and support family involvement.

4-H Mission and Vision

4-H Mission: *The Indiana 4-H Youth Development mission is to provide real-life educational opportunities that develop young people who positively impact their community and world.*

4-H Vision: *Indiana 4-H Youth Development strives to be the premier, community-based program empowering young people to reach their full potential.*

4-H Club Membership:

Youth may become 4-H members when they enter the third grade and may continue their membership through the completion of grade 12. Each individual may continue membership for a maximum of ten (10) consecutive years. Exceptions: (1) Youth who enroll in grade three and are advanced academically (thus graduating early) may continue for a total of 10 years ONLY if the enrollment occurs in consecutive years. (2) Those youth who are academically advanced and "skip" 3rd grade, may begin the program as a 4th grader and may continue for a total of 10 years ONLY if the enrollment occurs in consecutive years. (3) Those youth who enroll in grade three and are retained a grade in school may continue to progress through the 4-H Program by adding subsequent years of participation, but MAY NOT exceed 10 years of participation. For example, if a member is retained one year in school (public, private or home school), their final year of 4-H membership would conclude the summer following their junior year of high school. (4) Those youth who entered the program in 3rd grade and for one reason or another leave formal education prior to the completion of 12th grade may continue for a total of 10 years ONLY if the enrollment occurs in consecutive years. NOTE: 10 years of membership in the 4-H Youth Development is an opportunity — not an entitlement. Those youth who do not enroll as 3rd grade students or meet the exceptions above, conclude their involvement with the program during the summer immediately following the completion of their senior year in high school. An individual's 4-H grade is determined by the school grade in which he or she is classified regardless of the time of year he or she enrolls in 4-H. A member does not advance in 4-H grade until he or she enrolls in 4-H for the subsequent school year. Each member should enroll in the division of a project that would best suit his/her interest and potential for personal growth and would enhance their family involvement. Opportunities in the 4-H program are available to all Indiana youth as defined regardless of race, religion, color, sex, national origin, **or ancestry**, marital status, parental status, sexual orientation or disability. Married young men and women of 4-H age may participate in any of the 4-H projects and activities. However, married persons must participate by the same terms and conditions and/or guidelines as unmarried participants. Membership in 4-H is gained by annually enrolling through a Purdue University Cooperative Extension Service Office located in each of Indiana's 92 counties. The 4-H club year usually extends from one annual 4-H exhibit to the next. 4-H Online member enrollment will be open October 1 to January 15 of current year.

Mini 4-H Non-Competitive Policy:

Mini 4-H is a program designed to encourage positive development of children, Kindergarten through second grade. The goal of Mini 4-H is to help young children explore friendships outside the family; explore the way in which things work; practice both small and large muscle control; and think about the ways people work together on projects. The NON-COMPETITIVE learning environment for Mini 4-H includes:

1. Planned learning activities in which children are invited to be active and explore materials and ideas without the pressure of completing a specific product or exhibit.
2. Low adult/leader to child ratio that allows time for adults/leaders to provide individual, positive encouragement and assistance.
3. Simple, interesting activities that are fun.
4. Encouragement of children to participate in a group activity by sharing and or displaying their activity projects.
5. Rewards that are identical and/or ribbons of the same color for everyone.
DO NOT JUDGE projects, but instead discuss them with the child.

NOTE: Purdue University and the Indiana 4-H Youth Development Program do not support, endorse, or encourage 4-H programming for children prior to Kindergarten. 4-H Youth Development Extension staff members and

4-H Volunteers may not offer, or encourage others to offer, programming for children prior to Kindergarten.

Safety Policy for Mini 4-H Members:

The safety and well being of our 4-H youth is of the utmost importance. Although kindergarten is specified as the time when a child may begin participation in some 4-H events and activities, parents are encouraged to take into consideration their child's physical and mental development before agreeing to let the child begin to show, work with, or care for animals. Each child matures at a different rate, and children in grades K-2 may still be too young to begin showing, working with, or caring for animals.

The State 4-H Youth Program at Purdue University has agreed to allow Mini 4-H members in grades K2, to participate in some animal projects subject to certain conditions. These conditions are specified below.

Each county may determine its own NON-COMPETITIVE programs, classes, and participation requirements subject to the following safety guidelines:

"Mini 4-H members, in grades K through 2, will be allowed to show, work with, or care for animal projects after their parent or legal guardian has signed a liability release. Mini 4-H members may independently show, work with, or care for animals that weigh 300 pounds or less. Mini 4-H members may only show, work with, or care for animals over 300 pounds when they are assisted by a parent, legal guardian, or another adult designated in writing by parent or legal guardian." (The word assisted means that the adult has control of the animal at all times.) **Mini 4-H members are not required to own the animals they participate with in Mini 4-H. All animals on exhibit should meet the regulations of the Indiana Board of Animal Health Requirements for Exhibition of Domestic Animals in Indiana and meet the vaccination requirements set by Indiana 4-H.**

Mini 4-H members exhibiting horses must wear ASTM or SEI standard F1163 (or above) certified helmets whenever mounted. The parent/guardian is responsible to see that this specified headgear is properly fitted with the approved harness in place and fastened whenever a rider is mounted.

If the guidelines stated in this policy are not followed for a particular event or activity, then such event or activity shall not be considered to be a 4-H event or activity and shall not be under the auspices of Extension 4-H Educators or covered by Purdue University.

NOTE: Purdue University and the Indiana 4-H Youth Development Program do not support, endorse, or encourage 4-H programming for children prior to Kindergarten. 4-H Youth Development Extension staff members and 4-H Volunteers may not offer, or encourage others to offer, programming for children prior to Kindergarten.

Residence:

Indiana youth typically enroll in 4-H Youth Development programs in the county or state in which they reside. However, individuals living in one county may join 4-H in another county. There may be educational or social reasons for an individual joining 4-H in a different county than that of their primary residence. During a single calendar year, a 4-H member enrolled in a given project is expected to enroll and exhibit that project only in one county of enrollment. In the event that a project is not offered in the county of primary 4-H enrollment, a 4-H member may enroll in that specific project in a different county. Approval of this special exception rests with the 4-H Extension Educator. Participation in 4-H related activities and events (i.e., judging; share-the-fun) must be in the county of primary 4-H enrollment. The above policy is not intended to provide an escape mechanism for 4-H members and families who are unwilling to follow the terms and/or conditions in their current county of 4-H membership. Decisions regarding 4-H membership in a non-resident county (a county you do not live in), rest with the 4-H Extension Educator in the receiving county. Note: In a statement from our federal partner in Washington, DC, the following statement appears: "*Anytime there are procedures for exclusion of individuals from events which use the 4-H name there are potential challenges to enforcement of the exclusions. The challenges have a substantial potential to prevail and they frequently result in negative publicity for the organization. Therefore, before choosing a policy of exclusion it is wise to evaluate the exclusion being considered, to be sure there is an overwhelming educationally based need for the exclusion*". Extension employees and volunteers are obligated to eliminate (and should not create) any practices that limit, deprive, or tend to deprive any youth of opportunities for membership and/or participation in the Indiana 4-H program.

Behavioral Criteria for 4-H Events and Activities: (Recommend distributing with health forms for trips/activities.)

To 4-H members, volunteers, parents and the public: When attending, participating or acting on behalf of the 4-H program, all persons are expected to conduct themselves in accordance with accepted standards of social behavior, to respect rights of others, and to refrain from any conduct which may be injurious to the 4-H program. The following actions constitute misconduct for which persons may be subject to disciplinary **consequences** and/or dismissal from the program:

(a) Dishonesty in connection with any 4-H activity by cheating or knowingly furnishing false information.

- (b) Alteration or unauthorized use of 4-H records.
- (c) Obstruction or disruption of any 4-H activity or aiding and encouraging other persons to engage in such conduct.
- (d) Failure to comply or aiding or encouraging other persons not to comply with specific terms and conditions of a given project, contest, or activity.
- (e) Failure to comply with directions of 4-H officials acting in the proper performance of their duties.
- (f) Inhumane treatment of 4-H animal projects.

There are many opportunities for 4-H members, volunteers, parents and the public to participate in 4-H events and activities. When involved in such experiences, members, volunteers, parents and the public are expected to follow all rules and regulations as outlined by those responsible for the specific program or activity. In all such 4-H activities, the following constitute a violation of behavioral expectations:

1. Possession or use of fire crackers, gun powder, firearms, chemicals or other materials that can be used to create an explosive mixture.
2. Misuse of fire equipment or sounding a false fire alarm.
3. Having a guest of a **different gender** in your sleeping quarters, **or inappropriate sexual behavior.**
4. Physical or verbal abuse of any person or conduct which threatens or endangers the health or safety of any person.
5. Theft of or malicious damage to property.
6. Possession, use, or distribution of alcohol, illegal drugs, tobacco and tobacco-like products, or other dangerous substances.
7. Inappropriate displays of affection towards another person(s).
8. **Distribution, misuse, or abuse of over-the-counter, homeopathic (including supplements and vitamins), or prescription medications.**
9. Inappropriate clothing or lack of clothing during the event or activity.
10. Lewd, indecent, obscene conduct **or language.**
11. Unauthorized entry, use or occupancy of any facility.
12. Any conduct which threatens or interferes with maintenance of appropriate order and discipline or invades the rights of others.
13. **Unwillingness to follow appropriate health and safety procedures.**
14. **Reckless or inappropriate behavior.**

When violations occur at out-of-county, district, area, and/or state and/or national 4-H events, the following procedures will be followed.

- (a) The parents/legal guardians **may** be contacted to arrange transportation home for the violator(s) and
- (b) The local extension educator **may** be notified.

Guidelines for Exhibition and Completion:

Following are policies that govern exhibition and completion of 4-H Projects:

Exhibition: Exhibition of 4-H projects in local, county, or state exhibits/fairs, **in person or virtually** is voluntary on the part of the exhibitor. The exhibition of 4-H projects provides 4-H members an opportunity to display their 4-H projects, enter into competition and participate in an educational/social environment with peers. With exhibition also comes the responsibility for abiding by all the terms and conditions pertaining to the respective 4-H project.

Completion: The completion of a 4-H project must not be misinterpreted as exhibition of said project at a local, county, or state fair. 4-H members are considered complete in their project work for that year when they have

- (1) completed an "official" 4-H member enrollment process prior to the established and published date for enrolling;
- (2) turned in a completed 4-H project record sheet prior to the established and published date; and
- (3) had an officially recognized 4-H leader/extension educator verify the existence of the completed project or activity.

Though exhibiting in local, county, and state exhibits/fairs is not required for project completion, as it does not necessarily relate directly to content and skills learned in the development of the 4-H project, project exhibition is encouraged as a continuation of the educational experience.

Note: In a statement from our federal partner in Washington, DC, the following statement appears: *"Anytime there are procedures for exclusion of individuals from events which use the 4-H name there are potential challenges to enforcement of the exclusions. The challenges have a substantial potential to prevail and they frequently result in negative publicity for the organization. Therefore, before choosing a policy of exclusion it is wise to evaluate the exclusion being considered, to be sure there is an overwhelming educationally based need for the exclusion."* Extension employees and volunteers are obligated to eliminate (and should not create) any practices that limit, deprive, or tend to deprive any youth of opportunities for membership and/or participation in the Indiana 4-H program.

Guidelines for Animal Exhibits: Each 4-H member shall own his/her 4-H exhibit. Ownership, personal possession, and regular care of the animal must be in effect on or before the county and state enrollment deadlines and continuously until after the 4-H show at the county and/or state fair.

1. For 4-H breeding animals: family corporations and/or partnerships of 4-H members with one or more parents, siblings, grandparents, aunts, uncles, or legal guardians are acceptable.

2. For 4-H dairy cattle: family corporations and/or partnerships of the 4-H member with unrelated persons or dairy operations are also acceptable. General Terms and Conditions Revised 9/20 Page 13
3. Dairy heifers, horses, ponies, alpacas and llamas may be leased subject to approval of both the county 4-H dairy, horse and pony, or llama committee and the respective County Extension Educator. 4-H animals (horse and pony, dairy, alpacas and llamas) are only eligible to be leased by a single 4-H member in a 4-H program year.
4. 4-H animals are expected to be in the possession and regular care of the 4-H member who owns/leases them (unless other arrangements have been agreed upon by the **County 4-H Extension Educator**) from the animal ID deadline until the conclusion of the county and/or state fair.
5. 4-H animals purchased, sold or offered for sale after the ID deadline and prior to the Indiana State Fair (including animals that have gone through a "Premium Only Auction"), shall not be eligible to show in the 4-H show at the Indiana State Fair. Sale of products of animals (milk, cheese, wool, etc.) in lieu of the animal, are considered equivalent to a "Premium Only Auction."
6. 4-H animals exhibited after the **May 15 State 4-H** animal ID deadline at any show by anyone other than the individual whose 4-H enrollment record is connected to the ID of the animal in Indiana 4-H Online will not be eligible to be shown in the 4-H show at the Indiana State Fair. This term/condition does not apply to siblings and parents, who may show each other's animals at any show during the year without jeopardizing State Fair eligibility. 4-H animals that are selected by 4-H Extension Staff or 4-H Adult Volunteers for use in supreme showmanship contests (Master Showmanship, Round Robin, etc.) may be used in those county events without jeopardizing State Fair eligibility. This policy applies to all 4-H animal projects. For animal projects without **state** ID deadlines, the person who enters them in the Indiana State Fair 4-H show is the equivalent of the owner of the animals.
7. Temporary guardianships established for the intent of animal exhibition or grooming purposes are not permitted and shall result in immediate disqualification

See **State Fair Terms and Conditions** section of this handbook for the Indiana State Fair ownership guidelines.

State Fair: Exhibit; Animal Ownership/Possession and Exhibition; Determination of Violations, Terms and Conditions; and Grievance Procedure:

State Fair Exhibits:

1. An exhibit may not be entered in more than one State Fair 4-H class except in some animal classes where designated. In a State Fair class requiring more than one item, all items must be exhibited by the same 4-H member. All parts of an exhibit made in one class must belong to one 4-H member.
2. All 4-H exhibits at the State Fair must be prepared during the current 4-H year. Eligibility rests solely with the State 4-H Youth Program Leader on entries in all 4-H classes.
3. Any 4-H exhibit removed from display prior to the official release will be disqualified. Any 4-H placings/prizes (including ribbons, money, medals, trophies, etc.) awarded that exhibit will be forfeited.
4. 4-H exhibitors having an entry in animal classes at State Fair are expected to show their own animals. In cases where this cannot be done, the owner may request another Indiana 4-H member to serve as a substitute showman. Substitute showmen must be approved in writing by the 4-H show manager, 24 hours prior to showing of the animal(s) needing a substitute showman. Requests will only be granted for medical emergencies, conflicts with showing other animals, or circumstances deemed unavoidable by the 4-H show manager. Failure to be excused from a job and/or participation in **a non 4-H related creative arts or** sporting event or practice will not result in a substitute showman being granted.

State Fair Animal Ownership/Possession and Exhibition:

1. For 4-H breeding animals: family corporations and/or partnerships of 4-H members with one or more parents, siblings, grandparents, aunts, uncles, or legal guardians are acceptable.
2. For 4-H dairy cattle: family corporations and/or partnerships of the 4-H member with unrelated persons or dairy operations are also acceptable.
3. Dairy heifers, horses, ponies, alpacas and llamas may be leased subject to approval of both the county 4-H dairy, horse and pony, or llama committee and the respective County Extension Educator. 4-H animals (horse and pony, dairy, alpacas and llamas) are only eligible to be leased by an individual 4-H member in a 4-H program year.
4. 4-H animals are expected to be in the possession and regular care of the 4-H member who owns/leases them (unless other arrangements have been agreed upon by the **County 4-H Extension Educator**) from the animal ID deadline until the conclusion of the county and/or state fair.
5. 4-H animals purchased, sold or offered for sale after the enrollment deadline and prior to the Indiana State Fair (including animals that have gone through a "Premium Only Auction"), shall not be eligible to show in the 4-H show at the Indiana State Fair. Sale of products of animals (milk, cheese, wool, etc.) in lieu of the animal, are considered equivalent to a "Premium Only Auction".
6. 4-H animals exhibited after the **May 15 State 4-H** animal ID deadline at any show by anyone other than the individual whose 4-H enrollment record is connected to the ID of the animal in Indiana 4-H Online will not be eligible to be shown in the 4-H show at the Indiana State Fair. This term/condition does not apply to siblings, who may show each other's animals at any show during the year without jeopardizing State Fair eligi-

bility. 4-H animals that are selected by 4-H Extension Staff or 4-H Adult Volunteers for use in supreme showmanship contests (Master Showmanship, Round Robin, etc.) may be used in those county events without jeopardizing State Fair eligibility. This policy applies to all 4-H animal projects. For animal projects without **state** ID deadlines, the person who enters them in the Indiana State Fair 4-H show is the equivalent of the owner of the animals.

7. 4-H members showing registered beef, Boer goats, dairy, dairy goats, sheep and swine must present a registration certificate (no photocopies, carbons or fax copies, except a fax or email directly from the national breed association to the Indiana State Fair) to the 4-H show manager or designee before the specified time for each specie, showing that the exhibitor owns the animal being exhibited, as per ownership terms, on or before the May 15 ID deadline and continuously until 4-H show day at the Indiana State Fair.
8. 4-H breeding beef, Boer goats, dairy goats, sheep and swine must be registered in one of the following ownership methods:
 - a. In the 4-H members' name;
 - b. John Smith and Sons;
 - c. John Smith, Sons and Daughters;
 - d. John Smith and Family (family includes sons, daughters, and legal guardian youth only);
 - e. Mark Smith (brother) and Mary Smith (sister);
 - f. Family corporations, where the 4-H members' name appears as a holder of stock in the corporation, and proof of same must be supplied on or before the ID deadline; or
 - g. Family partnership where the 4-H member's father, mother, brother, sister, aunt, uncle, grand parent, and/or legal guardian is also in the family partnership and the 4-H member's name appears on the legal, notarized partnership. A copy of the written document must be on file with the Extension Office before the ID deadline. **A single animal can only be included in one 4-H Online family profile.**
9. 4-H breeding beef, Boer goats, dairy goats, sheep and swine will NOT be accepted in the State Fair 4-H Show if they are registered in a father's name only, farm name only, or partnerships with unrelated persons (such as "Smith View", "Smith Oak", "John Doe and William Smith (4-H member)", "Long Oak and William Smith (4-H Member)", etc.).
10. For 4-H dairy cattle, partnerships of the 4-H member with unrelated persons or dairy operations are acceptable (i.e. John Doe and William Smith (4-H member) or Long Oak and William Smith). Dairy cows and heifers, owned in a partnership, may not be exhibited by more than one person from May 15 until the conclusion of the State Fair 4-H Dairy Show. This person must be the exhibitor of the animal in the current State Fair 4-H Dairy Show, or the animal will be ineligible for this show. 4-H dairy cattle will not be accepted in 4-H classes at the State Fair if they are registered in the father's name only or in a farm name, such as "Smith View", "Smith Oak", etc., unless the 4-H member has a certified lease agreement for this animal.

- **READ THE STATE FAIR 4-H/FFA PREMIUM BOOK FOR SPECIFIC OWNERSHIP REQUIREMENTS OF A GIVEN PROJECT.**

11. The Dairy lease program is only for 4-H members who do not own their own dairy cows and/or heifers. Only dairy heifers that will be less than two years-of-age at the time of the Indiana State Fair 4-H dairy show, may be leased. Leasing a dairy heifer will be considered the equivalent of ownership. The 4-H member should be regularly involved in the care of the heifer, regardless of where the heifer is kept, and the 4-H member should have exclusive show rights to the heifer during the 4-H lease period from May 15th until the 4-H dairy show at the Indiana State Fair. Leased 4-H dairy heifers must be registered (although it is not necessary to have the registration paper transferred to the 4-H member's name) by May 15th and their registration number listed on the 4-H member's dairy enrollment form.
12. 4-H Exhibitors may receive clipping and grooming assistance from members of their immediate family (father, mother and siblings), from a current Indiana 4-H member, and from individuals in State Fair Terms and Conditions Revised 10/16 Page 3 the Approved Animal Grooming Assistance Program. Temporary guardianships are not permitted and shall result in immediate disqualification.

READ THE STATE FAIR 4-H/FFA PREMIUM BOOK FOR SPECIFIC OWNERSHIP REQUIREMENTS OF A GIVEN PROJECT.