

# GRIEVANCE POLICIES AND PROCEDURES

**BOONE COUNTY 4-H GRIEVANCE POLICY  
AND PROCEDURE FOR 4-H COUNCIL POLICY RELATED MATTERS**

Filing Procedure:

1. A grievance must be presented in writing and notarized using the Indiana 4-H Grievance Form to the Boone County 4-H Council President or the 4-H Extension Educator.
2. A grievance must be presented in writing, accompanied by a \$50 (fifty dollar) deposit. The 4-H Council Executive Committee may, at its discretion, waive this fee in case of hardship. The grievance must state the name of the person(s); the specific reason for the grievance, the rules that govern the case, and in cases of exhibits, the exhibit name and/or animal number. The burden of proof shall reside with the party filing the grievance. The \$50 deposit shall be returned if the grievance is upheld. The \$50 deposit shall be forfeited to Boone County 4-H Club, Inc. if the grievance is not upheld.

NOTE: concerns regarding **staff, volunteers, members, or other individuals** are not issues for which a grievance may be filed. 4-H volunteers are assigned by the 4-H Extension Educator. Concerns regarding 4-H volunteers, **members**, or other individuals should be addressed directly with the Purdue 4-H Extension Educator.

4. The 4-H Council President shall appoint a five (5) person non-biased grievance committee and will present the grievance to this committee within 15 days.
5. The 4-H Council President shall notify the person(s) verbally as soon as is practical, and in writing within seven (7) days of the grievance committee's decision.

Appeals:

1. A person may appeal the decision of this grievance committee to the Boone County 4-H Council by providing written notification to the 4-H Council President within 15 days of this grievance committee's decision.
2. A person may appeal the decision of the Boone County 4-H Council to the Boone County Extension Board by providing written notification to the Extension Board President within 15 days of the 4-H Council's decision. The decision of the Extension Board will be final.

Rev. 01/21

**BOONE COUNTY 4-H GRIEVANCE POLICY  
AND PROCEDURE FOR 4-H FAIR RELATED MATTERS**

**Filing Procedure:**

1. A grievance must be presented in writing and notarized using the Indiana 4-H Grievance Form to the Boone County 4-H Fair Board President, the superintendent of the project or the 4-H Extension Educator within 24 hours of the alleged violation. In the event a grievance is presented after a judging has begun on the item or activity in question, the judge will proceed and the grievance will be handled as if the grievance was presented after the judging.
2. A grievance must be presented in writing, accompanied by a \$50 (fifty dollar) deposit. The Fair Board Executive Committee may, at its discretion, waive this fee in case of hardship. The grievance must state the name of the person(s); the specific reason for the grievance, the rules that govern the case, and in cases of exhibits, the exhibit name and/or animal number. The burden of proof shall reside with the party filing the grievance. The \$50 deposit shall be returned if the grievance is upheld. The \$50 deposit shall be forfeited to Boone County 4-H Club, Inc. if the grievance is not upheld.
3. Concerns regarding **staff, volunteers, members, or other individuals** are not issues for which a grievance may be filed. 4-H volunteers are assigned by the 4-H Extension Educator. Concerns regarding 4-H volunteers, **members**, or other individuals should be addressed directly with the Purdue 4-H Extension Educator.
4. The Fair Board President will present the grievance to the Fair Board at his/her earliest opportunity. The President will notify the person(s) that a grievance has been filed against him/her, and inform him/her of the meeting date, time and location when the grievance will be presented, and invite him/her to be present.

**Penalties:**

1. The Boone County 4-H Fair Board will impose appropriate penalties as are deemed necessary. In the case of 4-H project violations, any penalty imposed will be limited only to the 4-H member in question and only to the project in which the 4-H member was found to be in violation.
2. The Fair Board President shall notify the person(s) verbally as soon as is practical, and in writing within seven (7) days of the violation and the penalty imposed.

**Decisions of Judges at the Boone County 4-H Fair:**

All decisions made by the 4-H judges are final and are not subject to grievance or appeal unless it is charged that an exhibit has been altered or the 4-H member did not prepare the exhibit.

**Appeals:**

1. A person(s) may appeal the decision of the Boone County 4-H Fair Board to the Council at the Council's next regularly scheduled meeting or at a special called meeting. The person(s) making the appeal must give written notice to the 4-H Council President within 15 days of the Fair Board's decision.
2. A person may appeal the decision of the Boone County 4-H Council to the Boone County Extension Board by providing written notification to the Extension Board President within 15 days of the 4-H Council's decision. The decision of the Extension Board will be final.

Rev. 01/21

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Appeals:

1. A person(s) may appeal the decision of the Boone County 4-H Fair Board to the Council at the Council's next regularly scheduled meeting or at a special called meeting. The person(s) making the appeal must give written notice to the 4-H Council President within 15 days of the Fair Board's decision.

2. A person may appeal the decision of the Boone County 4-H Council to the Boone County Extension Board by providing written notification to the Extension Board President within 15 days of the 4-H Council's decision. The decision of the Extension Board will be final.

Rev. 11/15

**Indiana 4-H Grievance/Appeal Form**

**WARNING: You must read and initial this section before proceeding to complete this document.**

- \_\_\_ 1. I understand and agree that filing a grievance that alleges
  - A. facts that are not true, or
  - B. facts that I know are not true, or
  - C. facts I should know are not true:  
will be considered a violation of the 4-H behavioral expectations.
- \_\_\_ 2. I understand and agree that all statements made herein by me are subject to the pains and penalties of perjury and I hereby affirm that my statements herein are true.
- \_\_\_ 3. I understand that perjury is a crime in Indiana.

I, the undersigned, allege that the following term(s) and condition(s) have been violated:

The facts which support this allegation are set out as follows:  
(If needed, additional sheets may be attached.)

I swear or affirm under the penalties of perjury <sup>(1)(2)</sup> that I have read, understand, and accept the above statements to be true, accurate, and complete.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Time submitted: \_\_\_\_\_

Print your name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Oath <sup>(3)</sup>**

Before me, \_\_\_\_\_ A Notary Public in and for \_\_\_\_\_ County, State of Indiana, personally appeared \_\_\_\_\_ and he/she being first duly sworn by me upon his/her oath, says that the facts alleged in the foregoing instrument are true.

(signed) \_\_\_\_\_ My commission expires: \_\_\_\_\_

(SEAL)

- 1. Perjury – knowingly making a false material statement under oath or affirmation. In Indiana, a person who commits perjury commits a Class D felony (4), which may be punishable by imprisonment, fine, or restitution (Indiana Code 35-44-2-1 and 35-50-2-7)
- 2. Prosecution for violations of Indiana law will be referred to the proper authorities.
- 3. Oath – An affirmation of truth of a statement before an authorized person.
- 4. Felony – A crime of graver or more serious nature than those designated as misdemeanors.