

# The Indiana 4-H Program General Terms and Conditions

## 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 Marion County 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 Advisory 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. **To exhibit at the Marion County Fair, enrollments must be received by the enrollment deadline defined by the 4-H Extension Educators. Those participating in Animal and Shooting sports projects please see respective project deadlines.**

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 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 enter 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. Example: A 3<sup>rd</sup> grade 4-H member does not advance in 4th grade participation 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, 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. Enrollment is an annual process attained by completing the appropriate county 4-H enrollment form. Each county establishes its own enrollment deadline.

## 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.

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 county 4-H policy-making or governing board (i.e. 4-H Advisory Council) and/or the Extension Board of the receiving county. 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 County 4-H Council and/or the Extension Board 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 penalties and/or dismissal from the program:

- Dishonesty in connection with any 4-H activity by cheating or knowingly furnishing false information.
- Alteration or unauthorized use of 4-H records.
- Obstruction or disruption of any 4-H activity or aiding and encouraging other persons to engage in such conduct.
- Failure to comply or aiding or encouraging other persons not to comply with specific terms and conditions of a given project, contest or activity.
- Failure to comply with directions of 4-H officials acting in the proper performance of their duties.
- 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:

- Possession or use of firecrackers, **gunpowder**, firearms, chemicals or other materials that can be used to create an explosive mixture.
- Misuse of fire equipment or sounding a false fire alarm.
- Having a guest of the opposite sex in your sleeping quarters.
- Physical or verbal abuse of any person or conduct which threatens or endangers the health or safety of any person.
- Theft of or malicious damage to property.
- Possession, use, or distribution of alcohol, illegal drugs, tobacco and tobacco-like products, or other dangerous substances.
- Lewd, indecent, or obscene conduct.
- Unauthorized entry, use or occupancy of any facility.
- Any conduct which threatens or interferes with maintenance of appropriate order and discipline or invades the rights of others.

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

- The parents/legal guardians will be contacted to arrange transportation home for the violator(s) and
- The local Extension Educator will be notified.

## Project Completion and Exhibition

Doing a project from beginning to end is a very important educational experience. By completing their projects, youth learn how to establish goals, manage time, and show their completed work to others. Several projects will require the completion of a level to be able to enroll in a more advanced level. In addition, many opportunities, such as 4-H trip sponsorships and scholarships, are awarded based on the number of completed projects recorded in the 4-H Indiana database; therefore it is very important for 4-Hers to make sure that their projects receive completion status by the county office.

Project Completion status can be attained in two ways: by leader or educator recognition *or* by participating in the township, county or state fair. Below are the policies that govern leader or educator recognition and exhibition of 4-H Projects.

**Completion by leader or educator recognition:** 4-H members have completed their project work for a year when they turn in to their 4-H leader or an Extension Educator a completed 4-H project record sheet, and have their 4-H leader or Extension Educator verify the existence of the completed project or activity by signing this record sheet. 4-H leaders have the responsibility to inform the 4-H county office that they have recognized the completion of a project.

Exhibiting in local, county, and state exhibits or fairs is not required for project completion; however exhibition is encouraged as an enrichment of the project educational experience.

**Exhibition:** Exhibition of 4-H projects in local, county, or state exhibits/fairs is voluntary for 4-Hers. The exhibition of 4-H projects provides members with the opportunity to display their projects, enter into competition, attain completion status for the project and participate in an educational and 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. To be eligible for **Marion County** exhibition the 4-H member must:

- Complete and submit the 4-H enrollment form by the 4-H enrollment date deadline (contact the county office for specific date).
- **Exhibit must have been made by the 4-H member since the previous 4-H Fair.** Purchased items are not eligible for exhibition.
- All craft items are to be clean and ready to use. Knitting, crocheting, embroidery, and other easily soiled projects are best exhibited in a clear plastic bag.
- Exhibit tags must be securely attached to the project in the lower right-hand corner. If your exhibit is a set indicate on the exhibit tag the number of pieces in the set.
- If a member has enrolled in more than one (1) division of a project, he/she may exhibit at the county level only in the higher division. Livestock is the exception to the preceding rule. Each craft area is considered a separate project. A 4-H member may enter **one** exhibit in any one of the designated crafts areas. For example, you can enter **only one** leather craft item. **Exceptions:** needlecraft, you may exhibit five (5 different) needlework category articles and three (**3 different**) articles in Miscellaneous Crafts (**using different techniques**).
- Internet and other publication can be great resources; however directly copying from these informational sources is considered plagiarism and not acceptable.

# 4-H Record Keeping

Record keeping is an important skill. The 4-H record keeping process encourages members to develop skills in observation, gathering data, collecting and manipulating data, and general bookkeeping skills. All members are encouraged to keep a record book. The record book is a tool for members to help learn these skills. The 4-H record allows 4-H members the opportunity to set goals and keep records on the progress made toward reaching those goals. The record book also allows the 4-H member to record losses, profits and other helpful information about their 4-H project work.

Your 4-H records present a picture of your growth and development as a 4-H member. Accurate record keeping will provide you with personal satisfaction as you record your accomplishments and see improvement in yourself and in your project work.

Maintaining your records can assist in the completion of resumes that can be submitted for special trips, awards, and scholarships. Several 4-H projects require the completion and attachment of the 4-H record sheet to the project exhibit. While this is not a requirement of all projects, the 4-H Youth Development Program strongly encourages the use and completion of Project Record Sheets and the "My Record of Achievement" pages throughout their 4-H tenure.

Each new 4-H member will receive the Indiana 4-H Club Member's Record Book in their project packets. Continuing 4-H members who would like an Indiana 4-H Club Member's Record Book can stop by the Extension Office and pick one up.

Below are examples of how to complete a record sheet and achievement record:

4-H 528-W

## Indiana 4-H Club General Record

Project Fine Arts  
(Fill in name and division of project)

Note: Use this record sheet for projects that do not have record sheets, to replace lost or damaged record sheets, or as your county designates.

Name Jackie 4-H Member Grade (as of Jan 1 of current year) 6 Year 2008

Name of Club Marion County Great Achievers 4-H Club

County Marion Year in Club Work 3

Date Project Started January 5, 2008 Date Project Completed June 20, 2008

I have reviewed this record and believe it to be correct:

Signature of 4-H Leader *Leader 1* Date 6/21/08

Signature of 4-H Leader \_\_\_\_\_ Date \_\_\_\_\_

Signature of 4-H Leader \_\_\_\_\_ Date \_\_\_\_\_

I. Tell about what activities you did to complete your project. List any articles you made.

I started my project while attending a 4-H community art day. The 4-H leader explained the project requirements. Since I had taken the project for three years, I already had some experience. I did a rough draft of my drawing several times, then I purchased the canvas and sketched the final drawing. I have complete several variation of this drawing using different colors.

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II. Tell about what you learned while you were working on this project.

I learned how to plan the drawing  
I learned how to choose the best canvas type for a particular drawing.

III. Time spent, cost, profit/loss, etc.

I spent approximately 2 hours at the 4-H community Day  
I spent approximately another 25 hours from start to finish this time also includes my draft pages

The cost of the canvas -	\$25.00
Cost of coloring pencils	\$12.00
Framing supplies	\$15.00
Total cost	\$52.00
-	
-	
-	
-	

IV. Give any additional information your leader asks for.

I have attended 3 addition drawing workshops.

It is the policy of the Purdue University Cooperative Extension Service, David C. Penick, Director, that all persons shall have equal opportunity and access to its programs and facilities without regard to race, color, sex, religion, national origin, age, marital status, personal status, sexual orientation, or disability. Purdue University is an affirmative action institution. This record may be available to determine farm tax. 1-888-627-6842  
<http://www.agcom.purdue.edu/AgComPublications.htm>

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## 4-H Project Judging

### Philosophy

Participation in a 4-H project allows youth to have the necessary developmental experiences important for their adult well being. Children in grades K-12 also need to develop a sense of identity. They are not only faced with the task of discovering who they are, but also with discovering who they can become. The creating, sharing, exhibiting, and judging of the 4-H projects is therefore one of the most meaningful parts of 4-H. Projects can provide many of the necessary experiences needed by children and adolescents to develop in positive and healthy ways.

It is through relationships and dialog with adults and older youth that 4-H members have the best opportunity to understand the value of 4-H and the role of 4-H projects and related judging activities. Adults help young people interpret the judging experience in relevant and meaningful ways. Evaluation of work should be a positive experience, designed to help the 4-H member improve and grow. Interpretation and dialog help 4-H members realize that the 4-H exhibit is not an end in and of itself and that it does not represent all that the 4-H member learned. The 4-H project exhibit is one part of the total learning experience 4-H offers. The exhibit is only one measure of success and achievement.

The successful 4-H judging experience creates a positive and exciting atmosphere for members. The experience creates an opportunity for self-recognition, self-satisfaction, and a feeling of success by learning and competing in the project.

Project judging provides constructive criticism and feedback based on experience, standards, and guidelines. Through this feedback 4-H members have the opportunity to have their work evaluated, to see their progress, and learn of ways to improve upon their work.

**The 4-H project exhibit is one part of the total learning experience 4-H offers.  
The exhibit is only one measure of success and achievement.**

### Animal Exhibits Guidelines

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 (**check with Extension Office for deadline dates**) and continuously until after the 4-H show at the county and/or state fair.

- 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.
- For 4-H dairy cattle: family corporations and/or partnerships of the 4-H member with unrelated persons or dairy operations are also acceptable.
- Dairy heifers, horses, ponies and llamas may be leased subject to approval of the county 4-H dairy, horse and pony, or llama committee and the respective County Extension Educator.
- 4-H animals exhibited after the animal enrollment deadline under a different name than the person listed on the Indiana 4-H animal enrollment form shall not be eligible to be shown in the 4-H show at the Indiana State Fair. This means that if the animal is exhibited at any show by anyone other than a person listed on the Indiana 4-H animal enrollment form, the animal 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 eligibility, regardless of whether or not the sibling is a 4-H member. 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 Council) from the animal enrollment deadline until the conclusion of the county and/or state fair. **NOTE:** This term/condition does not apply to the horse & pony program where a parent may also show the horse or pony after it has been enrolled in the 4-H Program.
- 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.

**See State Fair Terms and Conditions Handbook for the Indiana State Fair Ownership guidelines.**

## Marion County Special Livestock Terms and Conditions

These guidelines are for 4-H Exhibitors of Beef, Goats, Sheep, and Swine.

- Livestock exhibited by 4-H members must conform to all health regulations set down by the State Veterinarian's Office.
- All State Fair terms and conditions specifically dealing with exhibition of livestock will be adhered to unless exceptions to those rules are found herein. This determination will be the responsibility of the livestock superintendent.
- All steers, market lambs, non-registered heifers, and ewes must be individually identified under the supervision of the Extension staff at the start of the project.
- All species of Purebred animals must have registration papers from their breed association and be identified by registration number or dam registration number and birth date.
- Showmanship contestants must exhibit their own animals as part of the score is based on the condition of the animals exhibited.
- In case of illness of an exhibitor, class conflicts, two animals in one class or a death in the family, livestock belonging to that exhibitor may be shown by another 4-Her.
- Any 4-H member in any animal project may exhibit their animal(s) at the State Fair if they were properly enrolled in the project prior the deadline (**check with county Extension Office for specific deadline dates**) and the animal was not offered for sale at the County Fair.
- An individual may exhibit any number of animals per class and receive any number of placing per class, including both Reserve and Champion placing.
- A 4-H member may win Junior, Intermediate and Senior showmanship only once in any one project. 4-H members in grades 3 - 5 will compete in Junior Showmanship; members in grades 6 - 8 will compete in Intermediate Showmanship; and members in grade 9 and up will compete in Senior Showmanship as long as they are still enrolled in the 4-H project and have not won the Supreme Showmanship contest.

## Code of Ethics

All Marion County 4-H exhibitors are expected to exhibit the highest level of sportsmanship and ethical treatment of animals. Animal show participants need to always be aware of how their actions may affect the ability of peers to also exhibit in a fair manner. Failure to adhere to these guidelines must be reported to the Extension Educator(s) responsible for the specific animal show and the Educator will discuss the concern with the Livestock Superintendent to determine the appropriate action. Disqualification and expulsion is an option that will be exercised if necessary. Written documentation of any such incident will be noted on the 4-H member's permanent record and forwarded to the respective township 4-H advisory committee. To maintain a high degree of confidence in the animal projects, the Marion County 4-H Livestock Committee has adopted the following:

- No animal shall have been treated in an unethical manner. Unethical treatment shall include any injection by any method (oral, intramuscular or subcutaneous, etc.) of gas, solid, or liquid into the animal to alter the normal conformation or weight of the animal.
- It shall include also any cutting or tearing of the hide, or underneath the hide, or removal of tissue in an attempt to alter the shape of the animal.
- It shall also include attempts to disrupt or change normal dental development as well as the dyeing or coloring of animals, which alters their natural coloration; this also covers use of artificial tail heads or polls.
- Any attempts to change the degree of firmness of any individual animal shall also be considered unethical.
- Any substance (except for free choice feed + water) used internally in any animal is considered unethical. Any animal, which is suspected to have been given an unethical substance, will be disqualified from the show.
- Only hair that is growing naturally on the specific animal in that specific location is acceptable. No transplants, tail fins, etc. are to be added. If an animal is altered the exhibitor shall be barred from showing any additional animals in the 4-H show and all awards and any premiums received on behalf of the disqualified animal shall be forfeited.
- Any exhibitor making false or misleading statements, showing an animal or project out of class, substituting one animal or project for another, or for any other dishonorable practice, whether by their act or the act of another individual, shall be subject to penalties for fraud and deception.

## Penalty

Upon determination that fraud and /or deception has occurred prior to, during, or after judging, one or more of the following penalties shall be imposed:

- The exhibit in question will be immediately disqualified.
- The exhibitor's other animals in that project will be disqualified.
- The exhibit will not be allowed to be sold in the 4-H Auction. In the case of an exhibit that has already sold, the exhibitor will be required to refund/return all sale proceeds in excess of market value to the Marion County 4-H program. The proceeds will be returned to the buyer or otherwise donated to the Marion County 4-H Advisory Council at the discretion of the Marion County 4-H program.
- The 4-H exhibitor and /or his or her immediate family members will be barred from competition at the Marion County Fair 4-H Shows for up three years.

## Due Process

A governing body will act on all complaints at the show. The grievance committee will consist of officers and superintendents from the livestock committee. Extension personnel will serve in an advisory capacity. All complaints are to be submitted in written form with a \$25.00 fee to Extension personnel. If the 4-H member wins the appeal, the \$25.00 will be refunded.

The assessment of any or all penalty(s) for fraud and/or deception, immediate disqualification, shall follow the listed processes below:

- The Marion County 4-H Livestock Grievance Committee will determine which penalty(s) to imposed.
- The exhibitor will be notified in writing of the penalty(s) imposed.
- Within 15 days of receiving written notification, the exhibitor may appeal the decision in writing to the Marion County 4-H Youth Development Educator responsible for the project area.
- A date will be set for a hearing by the Marion County 4-H staff and the exhibitor will be notified in writing.

## Grievance/Appeal Guidelines for County 4-H Program Issues (Activities, Programs, Projects)

1. A grievance regarding a project or activity during the county 4-H Fair will first be processed by the local 4-H policy-making body (i.e., 4-H Advisory Council). The chair of that organization will appoint an unbiased subcommittee to conduct the initial investigation and render a decision.
2. The local 4-H policy-making body may establish a fee for filing grievances. The filing fee of \$25.00 will be waived in hardship situations.
3. A grievance may be lodged with the president of the 4-H Advisory Council or the superintendent of the project. The burden of proof shall reside with the party filing the grievance.
4. The person filing a grievance must complete the Grievance/Appeal Form (see following page).
5. A grievance shall be filed and a fee of \$25.00 paid within 24 hours of the incident. The 24-hour guideline pertains to fair related issues where timing is an issue. In all other grievances, there will be a 14-day limit in which the grievance must be filed.
6. A grievance sub-committee will be called together to act within 24 hours of a filed grievance, or in a more timely manner, if the situation warrants. (See note below for programmatic grievances.)
7. The sub-committee renders a decision.
8. The person filing the grievance may appeal the decision to the 4-H Advisory Council. The 4-H Advisory Council reviews the facts in evidence and renders a decision.
9. The 4-H member filing a grievance may appeal a decision to the County Extension Board. The Extension Board will review the facts in evidence and render a decision. This is the final level in the appeal process.

**Note:** The above procedure will also be followed for program issues. Time constraints of the above procedure are not as crucial in most instances for programmatic concerns. However, there will be a 14-day time limit for an individual to filing a grievance. The Extension Educator does have the obligation to inform all parties that there is a grievance procedure if there are disagreements with policies.

## 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 (sections 1 and 2 above) 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: (H) \_\_\_\_\_ (C) \_\_\_\_\_ Email: \_\_\_\_\_

Oath (3)

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.