

## CARROLL COUNTY 4-H POLICIES

### IMPORTANT DATES

- JANUARY 15..... Enroll on-line or turn in a hard-copy enrollment form to the Extension Office.
- FEBRUARY 16.....** Beef, dairy steer and commercial heifer ID and weigh-in day.
- APRIL 1..... Beef, dairy steer and commercial heifer project ID on-line.
- MAY 15..... All other beef, goat, horse & pony, llama & alpaca, sheep and swine animal ID are due on-line. Note: All animals must be enrolled by May 15<sup>th</sup> in order to be shown at the county or state fair.
- MAY 15..... ADD and/or DROP Date - Last day to switch project books.

The proper compliance with established, stated and published final dates and deadlines is considered an appropriate expectation of 4-H membership. Submitting things on time and following the rules is part of the 4-H learning experience and is considered a reasonable thing to do. Individuals not complying with these expectations may lose awards and privileges. This is especially true in animal projects where animal ownership, raising and identification have a specific time line as part of the project requirements. Members not complying with established and published dates for exhibition may be denied all premiums or awards for that project.

### MEMBERSHIP

1. Youth may become 4-H Members when they enter the third grade and continue their membership through the completion of grade 12. Each individual may continue membership for a maximum of ten (10) consecutive years.
2. Opportunities in the 4-H program are available to all Indiana youth as defined regardless of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability or status as a veteran. 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 rules and/or guidelines as unmarried participants.
3. Each member should enroll in a project based on their grade as of Jan. 15. 4-H'ers enrolled in a project, which has a different exhibit requirement per year (such as foods), will advance each year regardless of whether a school grade is repeated. For all other projects, 4-H'ers will be enrolled by their grade.
4. The 4-H Club year extends from September through August. Enrollment must be reinstated annually by completing an appropriate Carroll County 4-H Enrollment Form.
5. Individuals living in one county may be a 4-H member in another county as determined by county policy. However, a member may enroll in any given project in only one county at any given time and an exhibit may be shown in that same county only in a given year. This policy is to assist those youth who live in proximity of another county, go to school in another county and have friends in another county where joining a club in the adjacent county is in the member's best interest educationally and socially. This policy is not to provide an escape mechanism for troubled 4-H members not willing to follow the rules in their resident county. Questions regarding member acceptance in the adjacent county rests with the Carroll County 4-H Exhibit Association.
6. All 4-H members will pay a \$15.00 State 4-H Program fee. **This is to be paid when enrolling either on-line with a credit card or by check – made payable to: Purdue CES – Carroll Co.** and mailed to: Purdue CES – Carroll Co., 102 N. 4<sup>th</sup> St., Suite B, Flora, IN 46929. The State 4-H Program fee is \$15 per member (with a max of \$45 per family) and is due on-line or to the Extension Office before your enrollment can be "accepted". NOTE: Mini 4-H members will not pay the State 4-H program fee. Additionally, many 4-H clubs also have club dues. Please check with your club leader.

### 4-H CLUB

1. 4-H Club Definition: A 4-H Club is an organized group of at least five youth from three different families who meet regularly with adult volunteers or staff for a long-term, progressive series of educational experiences.
2. 4-H Club Purpose: The purpose of a 4-H club is to provide positive youth development opportunities to meet the needs of young people to experience belonging, mastery, independence, and generosity – the Essential Elements – and to foster educational opportunities tied to the Land Grant University knowledge base.

3. Structure of 4-H Club:
  - Enrolls at least 5 youth members from at least 3 families.
  - Conducts a minimum of 6 regular club meetings per year, with many holding 9 – 12 regular meetings throughout most or all of the year, and often supplemented by project meetings, camps, fairs, and other 4-H learning activities.
  - Selects youth officers or youth leaders to provide leadership to the club.
  - Meets in any location – a home, community center, military installation, library, public housing site, school, afterschool program, and / or many other places.
  - Adapts to and supports mobility of youth and parents – linking them to 4-H programs in other counties and states.
  - Meets interests and needs of youth in same-age or cross-age groupings and using single project or multiple project formats.
  - Is advised by adult staff or volunteers who have been screened and trained.
4. Program Management and Implementation for a 4-H Club. A 4-H Club:
  - Selects its' own club name. Club names must (for additional information please see the Fact Sheet on Naming 4-H Clubs / Units at <http://www.national4-hheadquarters.gov/>):
    - Be specific to the 4-H club or organization either through a unique name or by identifying the county or location.
    - Not be overtly religious or represent the beliefs of one denomination over another;
    - Not imply that membership is limited or exclusive; and
    - Not be offensive or generally seen as demeaning to any group protected by equal opportunity regulations.
  - Develops a set of by-laws or rules approved by the members to govern the club.
  - Develops an annual educational plan.
  - Keeps records of their meetings and finances.
  - Complies with applicable state, Land Grant University and National 4-H Headquarters' policies.

#### **ATTENDANCE & PARTICIPATION**

1. All 4-H members are encouraged to attend at least 50% of their club meetings.
2. Attendance and participation at 4-H Meetings is highly encouraged as part of the overall educational experience. However, attendance or participation cannot be required as a criterion for project completion. 4-H club meetings should be of the quality that 4-H members should want to attend, participate and learn something beneficial. The rewards for participation in 4-H meetings, activities, tours should be significant enough to cause the member to see the advantage of reacting positively. 4-H Club Leaders and members of local clubs may establish goals for attendance, exhibits, and completion to meet criteria established for awards recognition for their clubs as long as they do not conflict with stated county, area or state policies.
3. Attendance at county project meetings or area or state activities will be substituted for local 4-H meetings when held at the same time.

**EXHIBITION GUIDELINES:** Exhibition of 4-H projects in local, county, or state exhibits / fairs 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.

**GENERAL FAIR GUIDELINES:** Everyone (4-H'ers, parents, and volunteers) should exhibit good character traits. This includes:

1. Respect – Pick-up trash and throw it in the trash dumpster. Be respectful of others property. Place only manure in the manure dumpster.
2. Responsibility – Make sure your animal is fed, watered and is in a clean pen. If you see an animal that needs attention contact someone on the livestock committee for that barn.
3. Teamwork – Older 4-H'ers should assist younger 4-H'ers with their projects such as getting animals to the scale and learning about showmanship.

4. Overall good behavior - Reminder – 4-H'ers sign this **4-H Member Statement**: I agree to follow the rules, policies and expectations of the 4-H program and will conduct myself in a courteous and respectful manner by exhibiting good sportsmanship and good behavior. I understand that failing to do so will result in sanctions, discipline, and / or dismissal from the program.

Parents sign this **Parent Statement**: I (we) understand, agree to abide by, follow, and comply with the rules, policies and expectations of the 4-H program and will conduct myself (ourselves) in a courteous and respectful manner by exhibiting good sportsmanship and being a positive role model for youth. I (we) also understand that failing to do so will constitute grounds for sanctions and / or dismissal of the member from the program.

**NOTE:**

- One parent signature commits the entire family to agree to the above statement.
- Any individual who displays inappropriate behavior, which may include anger, rage, foul language, will be asked to leave the premises and will not be allowed to return until they can conduct themselves in a courteous and respectful manner. Failure to do so will result in being escorted off of the grounds. Law enforcement may be contacted.

### **COMPLETION REQUIREMENTS**

1. 4-H members are considered complete in their project work for that year when they have (a) completed an "official" 4-H member enrollment form prior to the established and published date for enrolling; (b) turned in a completed 4-H project record sheet / project book prior to the established and published date; and (c) had an officially recognized 4-H Leader / Extension Educator verify the existence of the completed project or the member's participation in a 4-H education experience. NOTE: 4-H'ers have until Aug. 31<sup>st</sup> to show the Extension Educator a project to be complete for the year.
2. All 4-H'ers MUST turn in a completed record sheet at the time of project check-in. If you choose not to exhibit, you MUST show your Club Leader or Extension Educator your completed project and record sheet prior to the fair check-in time. NOTE: For the dog, horse, shooting sports, rabbit and tractor projects, you need to show your Project Leader your record sheet prior to the fair check-in time.
3. Club Leaders must sign member's records and see that they are completing them as they go along through the year. Each project has a specific record sheet to use (see table called Exhibit By in each project section).
4. Record sheets will be graded by:
  - a. Project Leader for all non-livestock projects, or
  - b. Project Leader or designated livestock committee for livestock projects. NOTE: 4-H'ers must complete 3 activities each year and record these on the record sheet to show or sell at the auction.

### **GENERAL INFORMATION**

1. Your grade is the grade you are in at the time of enrollment (Jan. 15). Our 4-H year is September 1 through August 31.
2. All members will receive their project records and manuals from their Club Leader. If the member misplaces his/her book(s) they will be charged for the second one.
3. Each member must do his/her own work with advice from parents, adult leaders and other resources.
4. For information regarding Action Demonstrations contact the Extension Office.
5. The 4-H Exhibit Association and Extension Office will not be responsible for any accident, injury or loss that may occur from any cause.
6. No alcoholic beverages will be allowed during any 4-H activity or on the fairgrounds.
7. Rules stated here are applicable and honored for State Fair competition unless stated otherwise.
8. The 4-H Exhibit Association and its designees, Grievance and Policy Committee and Extension Educators, retain the right to reject any display or exhibit which is patently offensive to prevailing standards in the community as a whole with respect to what is suitable matter for displays.

## GREEN RECORD BOOKS

1. A 4-H member will receive one Green 4-H Record Book the first year they join. They are to keep all 4-H Record Sheets and brief description of activities in this folder.
2. "My Record of 4-H Achievement" is to be updated each year by the member. Be sure to complete both sides. Don't forget to include:
  - a. County club meetings if you are in a county project like Shooting Sports or Horses or Junior Leaders;
  - b. Club demonstrations;
  - c. Trips - 4-H Camp, State 4-H Round-Up, Science Workshop, Club Trip to the Vet., etc.;
  - d. Committee work - refreshments;
  - e. Workshops attended; and
  - f. Promotion - participating in the 4-H parade, barrel contest, Super Saturday or 4-H school recruiting.Additional sheets are available at the 4-H office.
3. **All record sheets from previous years should be kept in the Green Record Book. 4-H'ers should always place their most recent year's records (record sheet or project book that was starred in the project section of the handbook) at beginning of the Green Record Book.** NOTE: "My Record of Achievement" should also have current year on top of previous years.
4. To be eligible for Project Achievement Awards, a member must turn in his/her Green Record Book with an updated and complete "My Record of Achievement" and all of the project record sheets by Saturday 10:00 a.m. at the Fair or by August 15 at 4:30 p.m. at the Extension Office.

## JUDGING

1. All 4-H exhibits must meet requirements as stated in this handbook and 4-H project manuals. In case of discrepancies, the handbook will be followed.
2. All projects will be judged using the open judging method.
3. All projects must be checked in by Project Leaders at designated check-in time at the fair. All project record sheets will be turned in with the project at the time the projects are checked in before judging.
3. Late entry projects received after the check-in time or projects not following exhibit/division guidelines will be judged, but they will not receive any placing higher than a blue ribbon. If judging has been completed the project will receive a participation ribbon. **Check handbook and newsletter for times to check-in projects.** The day that projects are to be entered all clocks will be set according to the radio station.
5. Awards of Grand, Reserve Grand, Champion and Reserve Champion will not be awarded if merit is unsatisfactory.
6. The decision of the judge is final.
7. A Grand Champion for the project is selected from the Champions in that project. A Reserve Grand Champion is selected from the remaining Champions and the Reserve Champion from the category that received the Grand Champion. No other Reserve Champions may be considered for the Reserve Grand Champion. NOTE: All animal poster projects will be grouped together to select a Grand and a Reserve Grand of Animal Posters. Individual species will only receive Champion and Reserve Champion ribbons.
8. Projects can't be modified after judging begins.

## BEHAVIORAL CRITERIA

4-H members, Volunteers, Parents and the Public: When attending, participating or acting in behalf of the 4-H program, all persons are expected to conduct themselves in accordance with accepted standards of social behavior, to respect the 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:**

- a) Dishonesty in connection with any 4-H activity by cheating or knowingly furnishing false information.
- b) Alteration or the 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 performances of their duties.
- f) Inhumane treatment of 4-H animal projects.
- g) The 4-H Policy Grievance Committee recommends that 4-H members participating in 4-H events and at the fair do not wear clothing that features advertisements for alcohol, tobacco products or distasteful slogans. In accordance with 4-H ethics appropriate dress is encouraged and expected at ALL 4-H events.

4-H members, volunteers, parents, friends, and family of the aforementioned who do not follow the Purdue Cooperative Extension Service and 4-H/Youth Development behavioral expectations and/or who are a *continuing disruptive* force, despite appropriate and sincere efforts to resolve their concerns, may be barred from participating and/or volunteering for youth development programs sponsored by the Purdue Cooperative Extension Service.

There are many opportunities for 4-H members, leaders, 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 constitutes a violation of behavior expectations:

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

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

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

**Penalties:** If, in the opinion of the State 4-H Department Head or designee, evidence of alteration and/or excessive outside help and/or unethical preparation and/or misconduct is noted, the exhibit and/or 4-H'er may be disqualified and/or all premiums and/or awards forfeited and/or the 4-H'er may be subject to up to a three year disbarment from participation in that project and/or other related 4-H projects and/or events and/or activities and/or person(s) subject to removal from the grounds. Further, enforcement may be selective which does not waive the State 4-H Youth Department Head's right to enforce collectively at a future date and appropriate circumstances.

**Special Note:** When infractions in regulations and/or policies take place in the animal projects, special penalties will be enacted. In addition to the above stated penalties, animals unethically fitted or altered for show and sold at 4-H auctions will have all premiums associated as a 4-H reward removed from the sale price of the animal. The animal sale price provided to the 4-H'er will be that of the day's going market value with anything above said market value retained by 4-H organization as a penalty for the action. **\*\*Any 4-H situation not covered by these policies shall be handled by the State 4-H/Youth Department Head or designee as appropriate.**

#### **ADULT BEHAVIORAL EXPECTATIONS**

These Adult Behavioral Expectations give faculty, educators, staff and volunteers the opportunity to reaffirm their commitment and dedication to the well-being of young people. When all faculty, educators, staff and volunteers sign a copy of this document, individuals are making a collective statement that youth in the 4-H Youth Development Program are being treated with respect, dignity, and attention to individual needs. The faculty, educators, staff and volunteers who work with the 4-H Youth Development Program in Indiana are proud of the quality educational programs provided to youth of this state and to their personal commitment to nurture the positive growth and development of youth.

In my role as a 4-H Youth Development Program faculty, educator, staff, or volunteer I will:

- Respect, adhere to, and enforce the rules, policies, and guidelines established by the Purdue University Cooperative Extension Service including all laws related to child abuse and substance abuse.
- Conduct myself in a courteous, respectful manner, exhibit good sportsmanship, and demonstrate reasonable conflict management skills.
- Be truthful and forthright when representing the 4-H Youth Development Program.
- Under no circumstances allow, consume, or be under the influence of alcohol or illegal drugs at 4-H Youth Development Program events or activities.
- Recognize that verbal or physical abuse, failure to comply with equal opportunity and anti-discrimination laws, or committing criminal acts are not acceptable practices in 4-H Youth Development Programs.
- Accept my responsibility to represent 4-H Youth Development Programs with dignity and pride by being a positive role model for youth.
- Accept supervision and support from salaried Extension staff or designated management volunteers.
- Participate in orientation and training, which includes youth protection standards, sponsored by the Purdue Cooperative Extension Service.
- Operate machinery, vehicles, and other equipment in a safe and responsible manner when working with youth participating in 4-H Youth Development Programs.
- Treat animals in a humane manner and teach program participants appropriate animal care and management.
- Use technology in an appropriate manner that reflects the best practices in youth development.
- Accept my responsibility to promote and support the 4-H Youth Development Program in order to develop an effective county, state, and national program.

By signing, I acknowledge that I have read and agree to abide by the behavioral expectations in this document. I understand that my failure to comply with these expectations may result in disciplinary action or termination as a faculty member, educator, staff, or volunteer of the Indiana 4-H Youth Development Program.

#### **CARROLL COUNTY GRIEVANCE & POLICY PROCEDURE**

The grievance procedures outlined in this document are utilized as part of an internal process of the Indiana 4-H Youth Development program for use when grievances of 4-H members, their parents/guardians, or 4-H volunteers cannot be resolved via reasonable conversation. This policy affords the opportunity in those unique situations to allow voice or opinion to be heard when there is a dispute regarding 4-H participation, activities or programs. This is not a mechanism for complaints against individual 4-H members (or their families), 4-H volunteers, judging officials for competitive events, or Purdue Extension staff. All resulting decisions will be made in accordance with the Indiana 4-H Program's stated mission to be an inclusive organization designed to encourage and maximize youth participation. The rights of the individual filing the grievance are limited to those provided by Indiana 4-H Program policy.

Purdue University, as the Land Grant University in Indiana, is charged (by the United States Department of Agriculture) with implementing the 4-H Program in communities across the State of Indiana. Purdue Extension Educators in each Indiana county represent the university in local communities and have the responsibility of assuring all 4-H volunteers meet basic university criteria as they serve as representatives of the university. Purdue Extension Educators additionally provide oversight to 4-H volunteers including the assurance that Indiana 4-H Policies and Procedures are appropriately implemented in 4-H Program delivery.

Individual county 4-H policies and procedures should be created and reviewed to assure they do not contradict established statewide 4-H policies and procedures. If a contradiction is discovered during the grievance process, Indiana 4-H Program policy shall be followed in determining the grievance outcome.

1. Grievances are made by completing the Indiana 4-H Grievance/Appeal form with the burden of proof being the responsibility of the individual filing the grievance. The completed grievance/appeal form and supporting documentation shall be presented to the president of the 4-H policy-making body (e.g., 4-H Council) or the Purdue Extension Educator who works with the 4-H Program. (NOTE: concerns regarding staff or volunteers 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 or other individuals should be addressed directly with the Purdue 4-H Extension Educator.)

2. Grievances pertaining to 4-H activities, programs or projects shall be filed within 14 days of an incident or occurrence. Grievances pertaining to county fair related issues are often time-sensitive and must be filed within 24 hours of the incident.
3. The grievance process occurs in the county where the issue or concern arises and offers three opportunities for a concern to be heard and reviewed.
  - A. The grievance is initially heard by an unbiased, representative grievance subcommittee. It is the Purdue Extension Educator assigned to 4-H Programming who shall annually work with the chair of the county 4-H Council to determine this committee's membership to include the following individuals: one representative of the 4-H Council; two 4-H volunteers serving as a 4-H club organizational leader; one member of the County Extension Board; and one 4-H volunteer knowledgeable in the subject matter (project) of concern (this individual will vary dependent on issue raised with the grievance). The Purdue Extension Educator assigned to 4-H shall convene the group.
  - B. The person filing the grievance may appeal the decision of the grievance subcommittee to the 4-H policy-making body, which will then review the facts in evidence and render a decision.
  - C. The person filing a grievance may appeal a decision of the 4-H policy-making body 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.

\*\* While there is no doubt some overlap in who serves on these committees, the intent of a three level process is to assure different individuals have the opportunity to hear and act on the grievance. ALL individuals involved at any level of the grievance procedure are reminded of the importance of keeping discussions regarding grievances confidential.

To maintain the confidentiality of the parties involved, the grievance hearings at each level will be closed to the public. Only the individuals who have filed the grievance, the members of the grievance committee, and the Purdue Extension Educators will be present during each level of the grievance process, \*\*\*The grievance process is internal to the Indiana 4-H Youth Development Program and meetings of the grievance committees are not subject to Indiana's Open Door Policy.

The Purdue Extension Educator assigned to work with the 4-H Program has the obligation to inform all parties that there is a grievance procedure if there are disagreements with policies.

The practice of charging fees from those filing grievances shall be eliminated and all counties will utilize the Indiana 4-H Grievance/Appeal Form as part of the grievance process.

#### **JUDGE SELECTION POLICY**

Judges for all county projects will be secured by the 4-H/Youth Development Educator for all 4-H projects. The livestock committees will submit a list of 5 judging candidates from which a judge can be secured if available. Additional candidates will be submitted as needed.

## 4-H FINANCIAL POLICIES

1. Youth learn important life skills (e.g. budgeting, record keeping, etc) through experiences in managing financial resources. Youth therefore should be involved in the collection, accounting and distribution of funds.
2. 4-H is a public organization therefore, monies received from dues, fundraising and other sources are 4-H property intended for the benefit of all members. No single member, volunteer, or committee owns these monies.
3. Any fundraising program using the 4-H name or emblem must be in compliance with federal policies. (The 4-H name or emblem cannot be used for fundraising purposes in any games of chance including bingo.)
4. Every 4-H unit (council, club, committee, project group, etc) shall maintain a record of its activities, and the contributions it has received, prepare and keep on file a record of its financial transactions, file all necessary state and federal forms and submit an annual report to the Extension Educator responsible for the county 4-H program.
5. Annually, a financial review / audit shall be conducted of 1/5 of the county's 4-H units resulting in an audit being conducted for each unit at least once every five years. A review shall also be conducted at any time that there is a change in the primary adult volunteer working with the unit. A 4-H Unit / Club Financial Review / Audit form should be completed, signed and maintained for each club / unit (as conducted) in a file in the Extension Office. The Extension Educator will establish the schedule for reviews and notify the clubs of the review / audit data. Reviews may be conducted by an individual or committee selected by the local 4-H policy group (i.e. 4-H Council). Under no circumstances should the auditor be related to the adult volunteer who is a signatory on the account.

## INDIANA 4-H FOUNDATION, INC.

The Indiana 4-H Foundation, Inc. chartered in 1961, is a not-for-profit statewide organization that obtains contributions to support Indiana 4-H programs. The 4-H Foundation is financially supported in its work through:

- **Purchased Indiana 4-H License Plates** by individuals, families or corporations.
- **Annual Fund contributions** from individuals and families, 4-H clubs and Extension groups, 4-H alumni and others.
- **Corporate and individual contributions** from larger corporate and individual donors of \$1000 or more.
- **Planned or deferred contributions** of life insurance policies, property, stocks, bonds, estate bequests, or charitable trusts.

For more information on the Foundation, to inquire about forms of gifts or ways to pledge, or to obtain a contribution form: contact your county Extension staff or:

The Indiana 4-H Foundation, Inc.  
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Phone: 765-494-8483  
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