

# CLARK COUNTY 4-H LEADERS FEDERATION

## STANDING RULES

### I. Youth Participation in 4-H

- A. The University of Wisconsin Extension provides affirmative action and equal opportunity in education, programming and employment for all qualified persons regardless of race, color, gender/sex, creed, disability, religion, national origin, ancestry, age, sexual orientation, pregnancy, marital or parental status, arrest or conviction record or veteran status be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any aspect of the Clark County 4-H Leaders Federation, including, but not limited to, all programs and activities.
- B. Persons with disabilities who require alternative means for communication of program information (braille, large print, audiotape, etc.) should contact the UW-Extension Office (715-743-5121). Requests for reasonable accommodations for disabilities or limitations should be made prior to the date of the program or activity for which it is needed so that proper arrangements can be made. Requests are kept confidential.

### II. Age Requirements

When re-enrolling in 4-HOnline in September and October use your age as of January 1 of the following year.

- A. Entry grade level - Kindergarten as October 1<sup>st</sup> (current school year).
- B. Age 19 as of January 1 of current year
- C. Youth in Kindergarten – 2<sup>nd</sup> grade may join the Cloverbud program and enroll in the Cloverbud project. Cloverbuds are prohibited from exhibiting any live animal **other than what is stated in the fairbook.**

The years in the Cloverbud program in Clark County count towards years in 4-H.

- D. Youth in 3<sup>rd</sup> – 4<sup>th</sup> grade enroll as Explorers. For the Clark County Fair Explorers can enter any project area including Department J17 Cloverbuds and Explorers. Within this specific department Explorers are only able to take 5 projects from the Lot Numbers posted under Department J17, Class B. Explorers are still eligible to sign up in other project areas (AKA Departments) of interest.

### III. Membership

- A. Youth may participate in the Wisconsin 4-H Youth Development program through:
  - 1. Membership in a 4-H club
  - 2. Participation in a special interest/activity/group/program sponsored by UW-Extension
- B. Additional participation options may be offered at county discretion:
  - 1. Affiliation with an organized 4-H project
  - 2. School enrichment
- C. All members must abide by all Wisconsin 4-H Youth Development Policies and Clark County 4-H policies.
- D. All members must abide by their clubs operating procedures bylaws or constitution.

#### IV. Enrollment Guidelines

Enrollments, changes of membership and/or projects are not official until entered and accepted on 4HOnline.

- A. **October 31<sup>st</sup>** – is the deadline for re-enrollments.
- B. April 1<sup>st</sup> - Deadline for new members to join 4-H and still be able to exhibit at the county fair (Junior Division), and to participate in the 4-H softball tournament.
- C. After April 1<sup>st</sup> – new participants are able to join 4-H but will not be allowed to exhibit at the county fair (Junior Division) or participate in the 4-H softball tournament.
- D. **APRIL 1<sup>st</sup>** - Last date to change (add or drop) a project.
- E. No one may switch enrollment status (change clubs) once fair entries are submitted to the UW-Extension office.

#### V. Project Requirements

- A. All members, excluding Cloverbuds, may take the number of projects they can complete for the fair.
- B. Records should be kept for each project and entered in member's record book.
- C. To exhibit at the county fair, members must follow the guidelines stated for each individual department in the fair premium book.
- D. **All members enrolled in animal projects must follow the guidelines for educational session requirements, animal health requirements, and any other rules that guide the project.**

#### VI. Refund Policy

Registration fees will not be refunded unless the event has been canceled by the Leaders Federation or UW-Extension Office. When extenuating circumstances occur the situation will be reviewed by the Leaders Federation Executive Board render an appropriate consequence.

#### VII. Recommendations for a Rewarding 4-H Year

- A. Be an active 4-H member. Active 4-H members participate in club/county activities and events along with exhibiting at the fair.
- B. Enroll in and successfully complete 4-H projects. Exhibit projects at the Clark County Fair.  
  
Participate in speaking and demonstration opportunities with your 4-H club. Then participate in the County wide Speaking and Demonstration contest. Check out the Foods and Clothing revues. Partake in Day Camp, Overnight Camp, or Extended Camp experiences. Don't limit your possibilities.
- C. Record books - 4-H club members submit record books to their 4-H club leader. Received record books allow youth to be eligible for 4-H Excursions, Scholarships, County and State award considerations.
- D. Members 12 years and older are encouraged to complete a 4-H Excursion Application Form and apply for state and national trips. *A 4-H member who is 11 years old in the fall could apply if they were going to be 12 years of age by January 1<sup>st</sup>.*

- E. Do work according to the best information available.
- F. Serve on committees to which you are appointed or volunteer.
- G. Read the 4-H newsletter *CloverLeaf* and be aware of upcoming events.
- H. Complete what you have started.
- I. Honor cords awarded to 4-H members graduating from high school if they have adequately accomplished A through H in their efforts to have a rewarding 4-H experience.

### VIII. Awards and Trips

- A. 4-H Excursion Application formerly known as the Member Evaluation (M.E.) Awards and Trips:
  - 1. Members must be at least 12 years of age as of January 1 of the year receiving an award.
  - 2. Members may only receive the same award or trip once (with the exception of In-State/Inter-State trips).
  - 3. Additional rules may be specified for each award or trip.
  - 4. **Financial support for award trips will be reviewed on an annual basis by the 4-H Leaders Federation.**
  - 5. Outstanding balances for previous trips must be paid in full prior to being accepted for the next years trip(s) (e.g. Youth Leadership conference portion of trip is due by October 1 prior to interviewing for upcoming year excursions).
  - 6. When an individual commits to attend an excursion, they are fiscally responsible for 50% of the cost of the trip if they back out after reservations have been made with the state office for reserving a specific number spots (e.g. Citizenship Washington Focus \$1250, youth backs out and does NOT find a replacement will pay \$645 of the trip). Leader Federation is out the remaining \$645. Each case will be reviewed independently in the event of a medical emergency, family situation, etc.

### IX. Expectations of Youth Participants – Code of Conduct Standards

- A. Participants are expected to be responsive to the reasonable requests of the adults in charge.
  - 1. Participants will be respectful of their need for personal safety and the safety of others.
  - 2. The possession or use of alcoholic beverages, drugs, narcotics, firearms and/or weapons, and tobacco products, is strictly prohibited at all times.
  - 3. The malicious destruction or theft of personal or 4-H property is unacceptable behavior.
  - 4. Participants will remain on the premises of programs and events at all times, unless they have been granted permission to leave by the adults in charge.
  - 5. Visitation by non-registered persons is discouraged. Adults in charge should be notified if guests are expected.
- B. 4-H members in violation of the following while participating in a club, county, state or national 4-H related activity **will be required to appear before the 4-H Leaders Federation appointed Review Committee:**
  - 1. Possession or use of illegal drugs or alcoholic beverages
  - 2. Theft, misuse or abuse of public or personal property
  - 3. Sexual misconduct
  - 4. Possession of weapons or firearms
  - 5. Unauthorized absence from the premises of an event
  - 6. Physical assault
  - 7. Breaking curfew or disturbing the peace
  - 8. Unauthorized use of vehicles during an event
  - 9. Use of abusive language

- C. Notification Procedures:
1. If a 4-H member is found in violation of the Code of Conduct and is sent home, the event leader/agent will notify the parents. In the event the parents cannot be contacted, the person(s) listed as emergency contacts will be notified.
  2. The 4-H member will be sent home immediately, at the parent's expense.
  3. It will be required that all county 4-H trip funds be reimbursed by the individual.
- D. Realizing these guidelines are not "all inclusive" the 4-H Leaders Federation reserves the right to make adjustments to these policies.
- E. Review Committee:
1. Will be chaired by an individual of the 4-H Leaders Federation Executive Board and will be comprised of one adult and one youth of the Leaders Federation from each of the districts not involved in the case. The Review Committee will be chosen either voluntary or appointed as situations arise. The 4-H Youth Development Agent will be responsible for notifying the Review Committee of the need to meet and will serve in an advisory position at the meeting of the Review Committee.
  2. All individuals involved with the situation should submit a written statement of the situation to the best of their recollection within 1 to 3 days of the actual occurrence.
  3. Review of the situation should take place within 2 to 5 days of the actual occurrence.
    - a. The Review Committee will identify a location and meeting time where the alleged individual will be requested to appear to discuss the situation.
    - b. Other relevant parties may appear with the individual.
    - c. Each individual will be spoken too separately during the review.
- F. Failure of the alleged individual to appear in front of the Review Committee will result in a review of all the information available to the Review Committee on stated review date. A decision will be made and a certified letter sent to the individual stating the decision with an appeal date of the decision.
- G. If the alleged 4-H member is found in violation of the offenses listed above in number two. They will be suspended from participation in all or selected club, county, district, state, national, and/or international 4-H activities for a period up to 12 months.

**X. Program Fee Payment**

Program fees for Volleyball, Softball, Horses, Dogs, Rabbit, etc. must be paid in full from the previous year prior to participating in current year programs.

**XI. Appropriate Attire for Youth and Adults**

All clothing must fit securely enough to be non-revealing; that is, enough to protect the modesty of the wearer when the wearer is engaged in any activity one might reasonably be expected to engage in while when participating in 4-H activities.

A. This includes, but is not limited to

1. Excessively low-cut shirts and/or blouses; "spaghetti straps" and camisole-style tank tops, T-shirts altered by removing sleeves, necklines, and sides of the shirt;
2. Inappropriately short dresses, skirts, or shorts;
3. Clothing that bares the shoulders, back, or midriff; going shirtless (except by male campers at the pool); and
4. Clothing that permits a view of undergarments at any time.

B. In gauging the length of shorts or skirts the following is a rule of thumb – If your arms are extended down by your side then your shorts/skirt must fall at or below the fingertips.

- C. In gauging the revealing nature of shirts, tops, blouses, etc. a rule of thumb – When you place your index finger on your collar bone slide your middle, ring, and pinky finger so they are tight together. All necklines should be above the placement of the pinky.
- D. Sporting event attire should be modest and comfortable for men and women. Attire follows schools sports uniform with minor modest alterations.
- E. Review of negligence will follow VIII. Expectations Youth Participants – Code of Conduct Standards VIII.3 through VIII.7.

**XII. Appeals Procedure for Violations of Code of Conduct or Standing Rules**

If an individual wishes to appeal the decision of the Leaders Federation and/or Review Committee, the member must appeal in writing to the President of the 4-H Leaders Federation and the 4-H Youth Development Agent through his/her county Extension Office within ten (10) days following notification of the disciplinary action to be taken.

**XIII. Expectations of Adult Participants**

- A. Volunteers are **required** to successfully complete the Adult Volunteer Orientation. The program includes:
  - Participation in a 2 hour volunteer orientation session,
  - A volunteer application form which authorizes a records check for convictions related to child safety (received and returned at volunteer orientation session).
  - Volunteer behavior guidelines (has been signed electronically through 4HOnline).
- B. Volunteers accused of violating the behavior guidelines may be requested to appear before the Leaders Federation Executive Board. Failure to comply with any of these behavior guidelines may be reason for termination of a volunteer.

**XIV. Member/Leader Death/Illness**

- A. The Leaders Federation may provide memorials for members and leaders or assistance for life compromising hospitalizations and surgeries. Individuals should inform the 4-H Agent who will share information with the Leaders Federation. The Leaders Federation will identify next steps in offering a memorial or gift to the family.

**XV. Amendments**

- A. The Leaders Federation of the Clark County may make amendments or additions to the Clark County 4-H Policies. Membership will be notified of the changes and the date they will be discussed through the *CloverLeaf* or in an email or letter sent to organizational leader(s).

**XVI. Dissolution of 4-H Club**

- A. Upon dissolution, any 4-H Club with assets must turn over those funds to a recognized 4-H club or group with the approval of the Clark County 4-H Leaders Federation and the County 4-H Youth Development Agent.

Approved and adopted by Clark County 4-H Leaders Federation Executive Board 9/14/98  
 Revised and adopted 1/28/03  
 Revised and Adopted 11/03  
 Revised and Adopted 01/10  
 Revised and Adopted 10/12/2015  
 Revised and Adopted 7/2016  
 Revised and Adopted 10/2017

A handwritten signature in black ink, followed by the date '10/2017' written in a similar style.

