



CSU Extension 4-H in Boulder County Policies for Success 2017-2018

The current Colorado State 4-H Youth Development Policies supersede these policies. They can be found on the [Colorado 4-H website](#). Counties may set stricter policies than the State Policies. We expect all 4-H members and their families to be familiar with both our local Boulder County 4-H Policies, as well as the Colorado State 4-H Policies.

This policy document is intended to cover the non-competition related policies of 4-H in Boulder County.

GENERAL

Organization and Administration

Colorado State University is the land-grant institution responsible for the administration of the Extension program in Colorado. At the local level, the CSU Extension 4-H Agents in Boulder County is responsible for administering the Boulder County 4-H Program.

4-H Membership/Age

4-H age is the age of the individual on December 31 of the current 4-H year. The 4-H year runs from October 1 to September 30.

- Cloverbud: 5-7 years old
- Junior Member: 8-10 years old
- Intermediate Member: 11-13 years old
- Senior Member: 14-18 years old

Enrollment Policies and Procedures

Annual Member Enrollment Fees:

- \$40 per member, \$25 per Cloverbud, \$120 family cap

This fee includes the cost of insurance, publications, Colorado 4-H Foundation, intern, outreach support, educational programs and materials for up to four projects.

Enrollment fee scholarships are available upon request ([see Form](#)) and acceptance by a Boulder County 4-H Agent. Individual members will be responsible for \$15 of the annual enrollment fee. Families with 4 or more members participating will be responsible for \$45 of the annual family enrollment fee. This scholarship does not cover the project and club fees listed below.

- \$5 additional per project for more than four projects (if ordering manuals)
- \$20 if enrolled in a Shooting Sports Project

Some projects have additional annual fees to cover expenses (i.e. practice facility rental, equipment, and supplies) specific to that project.

NOTE: Other additional fees, such as club dues, may apply and must be handled at the club level.

Leader Enrollment Fee:

- \$5 for new leaders only (cost of background check)

No fee for leaders re-enrolling annually

Member Enrollment:

1. [Members who are enrolling \(new or returning\)](#) must complete the [4-H Online enrollment](#) (pending), and turn in fees to their club leader.
 - Deadlines for re-enrolling members are the second Friday in January
 - \$20 late fee for re-enrollment of returning member Second Friday in January through the last Friday in April. (Same as add/drop deadline)
2. First year members may enroll at any time throughout the year with limited participation according to project deadlines.

Leader Enrollment:

1. **New leaders** must complete the 4-H Online enrollment (pending), complete the online 4-H training (4 modules), provide three references, complete a background check. Further details on this process can be found at [Boulder4H.org](#), click on *Becoming a Volunteer*.
2. Leaders who are re-enrolling must complete the 4-H Online enrollment (pending) each 4-H year. Failure to re-enroll during each 4-H year (Oct-Sept) will result in needing to complete the new leader enrollment.
3. **All adults (18 years or older and non-4-H members) must be authorized 4-H Leaders before driving or working directly with 4-H youth other than their own children. To become an authorized 4-H Leader, the adult must have completed the new leader process, have passed the CSU volunteer background check, have re-enrolled each 4-H year, and be currently "active" as a 4-H leader on 4-H Online.**

Refunds:

1. If a member chooses to drop 4-H within 45 days of payment of the enrollment fee, a refund can be requested. Refunds are only granted when extenuating circumstances such as an unforeseen move or extreme family illness occurs. Refunds will be deducted any fees or manual expenses incurred. After the last Friday in April, no refunds will be given.
2. There will be no refunds on 4-H materials or curriculum purchased. If manuals are lost, members must purchase a second copy.

Project Add/Drop:

1. All project changes must be completed on or before the **last Friday in April** of the current 4-H year. 4-H members are accountable for each project they are enrolled in on 4-H Online after the Add/Drop deadline.
2. Project changes can be done electronically through the 4-H Online system until the last Friday in April. It is the member's responsibility to communicate with their organizational leader on their changes made to enrollment, project adds, and curriculum needed.

Requirements to Join 4-H and be a Member in Good Standing

1. Be of the appropriate age as listed previously
2. Complete 4-H member enrollment on 4-H Online
3. Enroll in at least one 4-H project per year on 4-H Online

4. Pay state and local 4-H fees (scholarships may be available based on need)
5. Be a 4-H Member in Good Standing: Participation in certain county, state, regional and national events is limited to those members who are in "good standing" with their local 4-H club and county. This includes abiding by the 4-H Code of Conduct, Show Ring Code of Ethics, and following any and all Club, County and State 4-H Rules and Policies as well as County Fair Rules of Exhibition.

Project Completion Policies

Five Requirements:

1. Present a demonstration on a topic of choice by the youth
2. Participate in community service
3. Complete a judging activity (evaluating four set objects)
4. Complete a record book for each project the member is enrolled in
5. Exhibit (show what you have learned) each project the member is enrolled in

Project completion is encouraged and necessary to reach club completion awards, but not required.

NOTE: Clubs may have participation requirements for continued participation in their club and to maintain active status within the club. This is different and separate from project completion requirements and may vary from club to club. Refer to the club's by-laws for club participation requirements.

County, Club and Project Expectations

Newsletters

1. All 4-H members and their families are expected to review the Clover Gazette newsletter each month the newsletter is issued and all 4-H email blasts.
2. Newsletters will be posted at Boulder4H.org monthly (except for August).
3. Newsletters will only be mailed by request. Notify the Extension office to be placed on a mailing list. Limited hard copies are available in the Extension Office.
4. Articles are welcomed and encouraged from members, leaders and clubs and are due to the Extension office by the 20th of the preceding month (exception: by the 10th for the July Fair issue).

Club Meetings

1. Regular attendance at club meetings is expected of all 4-H members and their parents.
2. If you do not meet your club's requirements, it may affect your eligibility to join the same club in subsequent years. See club by-laws.
3. Leaders, members and parents are expected to make 4-H club meetings be of the quality that 4-H members should want to attend, participate and learn something beneficial.

Project Meetings

1. 4-H members shall attend the project meetings, workshops and clinics as necessary to complete their project.
2. If your club does not offer opportunities in a specific project, members may attend open project meetings of a different club or seek out educational opportunities provided by other counties or entities to supplement your project work.

Deadlines

1. The proper compliance with established, stated and published deadlines is considered an appropriate expectation of 4-H membership. Submitting things on time and following deadlines is part of the 4-H learning experience.
2. Individuals not complying with these expectations may lose awards and privileges. Members not complying with established and published dates for ownership, inspection, registration, entry or exhibition may be ineligible to participate in the relevant event.
3. Deadlines will be announced in the Clover Gazette newsletter or by email in a timely manner.

Exhibition/Contests

1. Exhibition of 4-H projects in local, county or state fairs is considered a privilege and is voluntary on the part of the exhibitor.
2. If members choose to exhibit in a venue outside of the Boulder County Fair, it is the responsibility of the member to inform their organizational leader of their exhibition of their projects.
3. The exhibition of 4-H projects provides the 4-H member an opportunity to have his or her project(s) evaluated, displayed for public appreciation, enjoy an educational and social environment with their peers, and may involve wholesome competition.
4. With the privilege of exhibition also comes the responsibility for abiding by all rules applicable to the respective 4-H project, exhibition and fair. Not following the established rules of the projects may result in ineligibility for that competition/exhibition.
5. See the appropriate Exhibit Requirement and Fair Rules for your project area to insure you meet any additional requirements in conjunction with 4-H Rules.

Requirements for 4-H Clubs

1. At least five members from two different families
2. At least two approved 4-H volunteers enrolled in the club
3. Apply for and hold a club USDA charter
4. Have a local authorized 4-H Leader to guide the club
5. Elect officers and review bylaws annually
6. Have a written plan of activities
7. Hold regular meetings
8. Conduct or participate in a community service project
9. Complete all requested end of year reporting documentation including but not limited to: end of year club report, annual review, affirmative action report, inventory, financial report, charter application, bylaws, budget, and annual plan.

Additional Requirements for 4-H Clubs and Associated Organizations

1. All 4-H groups will apply for and receive an Employee Identification Number (EIN). This EIN must be associated with any and all club bank accounts. The EIN number must be reported to the local Colorado State University Extension Office so that it is in compliance with IRS reporting.
2. All 4-H clubs, councils, advisory committees, associations, foundations, etc. that file under the Colorado 4-H Foundation GIN number will complete all chartering documents annually including a 4-H Financial Report and submit it to the CSU Extension Office in Boulder County by the August deadline.
3. Failure to complete annual chartering documentation by the deadline will result in loss of charter and closure of organization.

4. Will comply with federal, state, and local requirements for non-profit, educational program status.
5. All 4-H groups are required by law open to all youth of eligible age regardless of race, color, gender, national origin or disability.
6. All 4-H groups which dissolve will transfer remaining funds and inventory to the Boulder County Extension office. Dissolution of 4-H clubs or groups must follow the state 4-H provided dissolution procedures.

Social Media Policy

Please check with the CSU Extension Agent for policies regarding the use and application of social media. What you post on social media should remain appropriate as you are always a representative of our 4-H Program.

Logos, Names and Emblems

Only 4-H clubs, enrolled 4-H members, and leaders may use the 4-H name and emblem (the 4-H Clover.) with approval of the 4-H Extension Agents. If you plan to use the 4-H Name and emblem please contact the extension office with your plan prior to printing or use.

Printing Request Policies

1. Printing is free to groups serving all members of Boulder County 4-H program (i.e. county competitive teams, advisory committees, open project events, etc.).
2. Printing requests for clubs and fundraising events will be charged for the cost of printing. Cost for printing in the Extension Office is \$0.10 per black/white copy and \$0.25 for color copy. Large printing requests can be submitted to Boulder County Printing for a print cost quote. See requirements for Boulder County Printing below.
3. Printing requests require a minimum of 24 hours' notice and may take up to 2 weeks depending on the size and complexity of request and availability of staff.
4. Printing requests over 100 pages will be submitted to Boulder County Printing.
5. *Boulder County Printing* requires two weeks lead time, a minimum of 100 pages, and the request to be sent in a digital format.
6. In order to reduce paper use per Boulder County standards, contest results will not be copied but may be scanned and emailed to requesting leader.

Natural Resource Building and Extension Office Meeting room

1. Use is limited to non-profit organizations only.
2. Groups must utilize the Clover building rooms first before seeking availability of these rooms.
3. Only special events or those meetings grandfathered in (i.e. Horse Leaders Council) are eligible to use these rooms.

Independent Membership

Boulder County 4-H does not permit independent membership. The 4-H Youth Development program is an opportunity for CSU Extension to provide an educational environment for the positive development of diverse youth to enable them to realize their full potential. The 4-H club is the foundation of this environment. Therefore, all 4-H members are required to enroll in an official 4-H club.

Cloverbuds

It is neither the intent nor the objective of the 4-H Cloverbuds program to duplicate the 4-H member experiences that are designed for older 4-H youth, nor to create a “mini-4-H” concept. While the 4-H Cloverbuds program is a component of the overall 4-H Youth Development Program and 4-H Cloverbud members are recognized as 4-H members for the purposes of enrollment, they are considered to be in a special membership category with regard to program and policy. As a result, the 4-H Cloverbuds Program is fundamentally different than general membership in 4-H.

1. 4-H Cloverbuds members participate in occasional, non-competitive, sampler-type, age-appropriate, properly supervised events or activities sponsored by 4-H groups.
2. 4-H Cloverbuds members should not have ongoing projects of any kind. Cloverbuds only enroll in the Cloverbud Project.
3. 4-H Cloverbuds may not handle animals, firearms or equipment of any kind.
4. 4-H Cloverbuds do not conduct formal business meetings, elect officers, or handle finances.

Volunteers

The volunteer leader is the heart of the 4-H program. A leader serves in a multitude of roles. These range from working at the club level to supervising other volunteers at the county, regional or state level.

All 4-H volunteers will: (check volunteer agreement with state.)

1. Fill out a volunteer application form including references on 4-H Online
2. Undergo a national background check
3. Complete their enrollment on 4-H Online on an annual basis
4. Sign and turn in a paper 4-H leader enrollment form on an annual basis
5. Complete online trainings required by Boulder County 4-H
6. Comply with federal, state and local reporting and accountability requirements, including 501(c)3 non-profit, fiscal, EEO/Affirmative Action, etc.
7. Serve at the request of CSU Extension and that request can be withdrawn at anytime for any or no reason
8. All volunteers absent from 4-H for one year or longer will be required to re-apply and complete all new volunteer requirements
9. Comply with the 4-H Code of Conduct
10. Authorized volunteers are protected from liability under the Governmental Immunity Act (24-10-101CRS et seq). Liability protection is provided only for actions within the scope of responsibility and as long as such actions are not willful and wanton. The performance of any “job” or in any position must be for the benefit of, or at the request of, and under the supervision of the state.
11. Transfer of a volunteer leader from one county to another requires approval from both counties

Boulder 4-H has six formally organized groups of adult and youth volunteers who serve in advisory roles to the 4-H staff. Their counsel is sought in determining priorities and content for program development. They assist with the carrying out the 4-H mission. The CSU Extension 4-H Advisory Committees in Boulder County include:

- Dog Advisory Committee
- Horse Leaders Council
- Adult Advisory/Leaders Council
- Livestock Advisory Committee
- Shooting Sports Council

- Youth Council
- HEGAC Committee

Each of these committees maintains their own set of bylaws which include membership policies for voting and associate membership. Please review the bylaws of each specific committee if you are interested in joining

Chaperoning at 4-H Events

Please see separate [Chaperoning Policy Document](#). Chaperons must be at least 21 years old.

Alcohol

The Colorado 4-H Youth Development Program has no tolerance for the possession or use of alcohol or other illegal drugs at youth events. 4-H prohibits the unlawful distribution, dispensation, possession, or use of controlled substances, illegal drugs, and alcohol by youth or adults.

[\(refer to State Policy\)](#)

4-H Driving Policy

1. Youth may not drive passengers to out-of-county 4-H events without written permission from the parents of the driver and passengers. A specific form can be obtained from the Extension Office and must be completed and returned prior to the driving.
2. Youth who drive to an event must receive permission from the 4-H Agent or 4-H Leader in charge to continue use of the vehicle during the event.
3. All drivers must be in compliance with State of Colorado laws, including but not limited to: a valid driver's license, adequate insurance and seat belt use. Furthermore, it is expected that any vehicle used to transport 4-H members is maintained so that it is "safe and reliable" for the conditions, weather and distance in which it is to be driven.

Complaints:

Any complaint seeking restitution or compensation to a 4-H member must be presented in writing (on the appropriate form) and accompanied by a \$50 deposit made in cash or by cashier check to the Extension Office within 24 hours of the event. The complaint must state the name of the exhibitor, the exhibit or event in question, and the specific reason(s) for the complaint. The burden of proof resides with the party filing the complaint. The \$50 deposit will be returned if the complaint is upheld. The deposit will be forfeited to the CSU Extension 4-H Program in Boulder County if the complaint is not sustained. Complaints will be considered by the responsible 4-H Agent and/or the appropriate 4-H Advisory Committee. Decisions of the agent and/or program committee are final.

Steps and Procedures for a Challenge

1. A challenge must be filed within 24 hours (business days) of the incident.
2. The challenge must be filed in writing on the Challenge Form with the Extension Agent/ Extension representative responsible for the activity where the incident/situation occurred.
3. The challenge is accompanied by the required fee, (unless exempt) in cash.
4. A face to face dialogue will be conducted by the Extension staff in charge of the event where the alleged violation has occurred. Parties involved in this meeting may include but are not limited to:
 - a. All volunteers and 4-H members involved in the incident/situation
 - b. The County Extension Director
 - b. The Regional Extension Director

- c. Any witnesses to the incident/situation who are not directly involved in a Colorado Cooperative Extension program
 - d. A committee of three to five members of the counties' 4-H advisory committee who assisted in the development of said policy and or project area and two persons outside the project area; i.e., from another advisory committee.
5. A final decision will be made after consultation with appropriate parties outlined in #4 and the party or parties who have filed the Challenge will receive the result in writing not more than seven days after the decision has been made. The written documentation will be authored by the Extension Staff responsible for the activity where the incident/situation occurred with the approval of their immediate supervisor.

Fee

1. A cash fee must accompany the 4-H Challenge Form. Access to this procedure will not be denied to anyone who cannot afford the
2. fee.
3. The fee is refundable if the Challenge is resolved in favor of the complainant.

(complete information regarding Challenge to Procedures, visit the [Boulder County 4-H](#) home page and click on the ***Challenge to Policies and Procedures*** link under ***County Policies***)