

ROCK COUNTY 4-H POLICY

Established by the Rock County 4-H Leaders Council;
includes Wisconsin 4-H Youth Development Policies

4-H MEMBERSHIP - WISCONSIN:

1. Wisconsin 4-H Youth Development complies with federal and state nondiscrimination laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Americans with Disabilities Act. Categories of prohibited discrimination include race, color, gender, creed, disability, religion, national origin, ancestry, sexual orientation, pregnancy, marital or parental status.
2. The Wisconsin 4-H year is defined as October 1 - September 30. New 4-H enrollments will be accepted at any time during the year.
3. Youth in Kindergarten (5K) as of October 1 are eligible to enroll in the Wisconsin 4-H Youth Development program. Youth in 5K, first grade and second grade will participate in 4-H as Cloverbuds, and they will be recognized as 4-H members.
4. Youth will continue to be eligible for 4-H membership through the next 4-H year following their graduation from high school. Members may graduate from 4-H upon graduation from high school. High school seniors and those participating as members in the year following high school graduation will be eligible to participate through the entire 4-H year.
5. Youth may not hold 4-H membership in more than one county or state at the same time, and must qualify for participation in district, state or national 4-H competitions through their county of membership.

4-H MEMBERSHIP - ROCK COUNTY:

6. Enrollment forms are to be submitted to the UW-Extension Office by these deadlines:
 - December 1 - Enrollment deadline for all re-enrolling members (see #7.)
 - March 1 - New members enrolling by this date may exhibit at the county fair.
 - After March 1 - New members may enroll but cannot exhibit at the county fair.
7. Requests for late re-enrollments must be made to the 4-H Leaders Council Executive Board in writing and will be handled on a case-by-case basis.
8. The annual membership fee for members in 3rd grade and older will be determined each year based on the Rock County 4-H Leaders Council budget. The membership fee includes enrollment and the county fundraising assessment. The membership fee for Cloverbuds and WSVH 4-H club members will be 25% of the membership fee for members in 3rd grade and older, rounded to the nearest whole dollar.
9. The membership fee must be reduced or waived for individuals who make it known they are unable to pay the fee.

10. All Rock County 4-H members and a parent or guardian MUST sign the Rock County 4-H Behavior Agreement Form. Violations will be handled through the Rock County 4-H Disciplinary Review Procedure.
11. The Behavior Agreement Forms and the membership fees MUST be submitted to the UW-Extension Office with the enrollment forms.
12. First year 4-H members in grades 3 through 5 who have not been Cloverbuds may enroll in up to two (2) 4-H projects. The maximum number of projects for all other members is seven (7) only if one of the projects is Youth Leadership. Otherwise the maximum number of projects for all other members is six (6). Members on probation may enroll in only one (1) project (see #19.)
13. No project changes are allowed after the enrollment forms have been submitted to the UW-Extension Office.

4-H ACHIEVEMENT REQUIREMENTS - ROCK COUNTY:

14. 4-H members MUST exhibit publicly (Rock County 4-H Fair, 4-H club meeting) in each project enrolled. Clubs may determine their own guidelines for special situations that may arise.
15. 4-H members MUST turn in a completed record book, including forms for each project enrolled, in order to achieve. Members in grades 12 and 13 will be permitted to write an essay of no less than 300 words describing their personal growth throughout their years in 4-H and how they anticipate their 4-H experience helping them in the future. The essay will replace the record book, but either an essay OR a record book MUST be submitted by all members in grade 12 and 13 in order to achieve.
16. The deadline for members to submit completed record books in order to achieve will be September 30. It is acceptable for clubs to set earlier deadlines.
17. Each 4-H member in grades K-12 must attend a minimum of three (3) regularly scheduled meetings of their club in order to achieve. The attendance requirement will be waived for members in grade 13 (the year following high school graduation.) Excused absences will not count toward the meeting requirement.
18. 4-H clubs may NOT set any additional requirements for achievement.
19. 4-H members that do not achieve will be able to re-join for one year on a probationary basis, meaning they may enroll in only one project. If a probationary member does not achieve for the year he/she is on probation, he/she will be ineligible to re-join 4-H in Rock County for one year.

ADULT VOLUNTEERS - WISCONSIN:

20. All adult volunteers, age 18 and over, must complete the Wisconsin 4-H Youth Protection process. The process includes a background records check with the Wisconsin Department of Justice, participation in the volunteer orientation program, and completion of the volunteer

behavior expectation guidelines.

21. Wisconsin 4-H Shooting Sports adult leaders must be at least 18 years old and must have participated in at least one state-level leader training. Adult leaders who are not certified cannot provide instruction without a certified leader present. Youth leaders do not need to be certified, but must be in the presence of AND under the supervision of a certified leader. Completion of the 4-H Youth Protection process is required for all 4-H Shooting Sports adult leaders.

ADULT VOLUNTEERS - ROCK COUNTY:

22. 4-H members, regardless of age, cannot be enrolled as adult leaders until they have graduated from 4-H. Until that time, they can be enrolled as junior leaders in the project or activity.
23. All 4-H adult volunteers must sign the "Volunteer Behavior Expectations for Wisconsin 4-H Youth Development" each 4-H year. Violations will be handled through the Rock County 4-H Disciplinary Review Procedure.
24. In order for an adult volunteer to be recognized as a project leader, he/she must schedule and complete a minimum of three educational, face-to-face project meetings with members in the club. A telephone call does not count as a project meeting. A meeting limited to the preparation of entry forms alone does not count as a project meeting.
25. All 4-H leaders are accountable to the Rock County 4-H Senior Council. Leaders must submit the required documentation before being eligible to receive a leader's fair pass. 4-H clubs may NOT set any additional requirements for leaders beyond those stated in this policy.

REQUIREMENTS FOR A 4-H CLUB - WISCONSIN:

26. The University of Wisconsin-Extension grants 4-H Club Charters, which formally recognize a club's affiliation with 4-H, and grants that club the permission to use the 4-H Club name and emblem. To be a Chartered 4-H Club in Wisconsin, the following requirements must be met and maintained:
 - Club name
 - Five or more youth
 - Adult leadership that has been approved through the Youth Protection process
 - Educational plan which meets the purposes of the 4-H program
 - Youth involvement in leadership and decision making (see #27)
 - Meet on a continuing basis
 - Open to any youth eligible for 4-H membership, regardless of race, color, creed, religion, gender, national origin, disability, ancestry, sexual orientation, pregnancy, marital or parental status.

Failure of a 4-H Club to meet these requirements may result in the loss of the club charter and the use of the 4-H name and emblem.

27. "Youth participation in leadership and decision making" (see #26) emphasizes that 4-H clubs belong to the membership, and that the youth members should make the decisions. Adult leaders

should not be making the decisions for the members.

28. All 4-H clubs must comply with federal and state nondiscrimination laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Americans with Disabilities Act.

FINANCIAL ACCOUNTABILITY - WISCONSIN:

29. Federal regulations governing the use of the 4-H name and emblem require annual financial reporting/accountability of all organized 4-H units. Funds raised in the name of 4-H must be publicly accountable, and must be used for 4-H purposes. Failure to annually submit the financial report may result in loss of approval to use the 4-H name and emblem.
30. 4-H Clubs: All 4-H Clubs are required to submit a financial record and audit report to the county UW-Extension Office once each year. Upon dissolution of a 4-H Club any assets must be turned over to a recognized 4-H club or group, with the approval of the 4-H Leaders Council and the county 4-H Youth Development Agent.
31. 4-H Leaders Council and County 4-H Committees: The county 4-H Leaders Council and county 4-H committees are required to submit a financial record and an audit of this record to the county UW-Extension Office once each year. Upon dissolution of a committee, any assets remaining shall be conveyed to the county 4-H Leaders Council.
32. Individual members or volunteers may not use the 4-H name and emblem to solicit funds or donations for any 4-H club, group or committee without proper authorization. Authorization for club level solicitation must be obtained from the officers of the club. Authorization for county level solicitation must be obtained from the county 4-H Leaders Council. Failure to obtain authorization may result in the loss of permission to use the 4-H name and emblem.

4-H LEADERS COUNCIL - ROCK COUNTY:

33. The Rock County 4-H Leaders Council consists of Junior and Senior Council. Council meetings are usually held the 4th Monday of each month. There are no meetings in July or December.
34. At least one adult from each 4-H club should attend Senior Council meetings. This person is usually the club chairperson or co-chairperson, but can be any representative. All Senior Council meetings are open meetings and all 4-H leaders are invited to attend.
35. Each 4-H club is asked to select two (2) youth to represent their club at Junior Council meetings. All Rock County 4-H members in grade 7 or above as of October 1st of the current 4-H year are invited to attend Jr. Council meetings and participate in Jr. Council activities.
36. 4-H clubs will have one or two adult or youth representatives on the Leaders Council Standing Committees, according to the committee rotation: Younger/Older Member Awards Committee, Project Awards Committee, Achievement Program Committee, Royalty Committee. Adult members on the Younger/Older Member Awards Committee and Royalty Committee should not be parents of youth who are competing for the awards.

ADULT CHAPERONE GUIDELINES - ROCK COUNTY:

37. Adequate adult supervision shall be provided for all activities sponsored or sanctioned by the Rock County 4-H Leaders Council.
38. When that supervision is provided by designated chaperones, those chaperones must:
 - Be at least 21 years of age
 - Complete the Wisconsin 4-H Youth Protection Program
 - Read, sign and follow the Volunteer Behavior Expectations for Wisconsin 4-H Youth Development
 - Follow the recommended ratio of one (1) adult chaperone per ten (10) 4-H members, with not less than two (2) adult chaperones for any activity
 - Follow any additional guidelines specified for the activity.
39. All Rock County 4-H Leaders Council sponsored overnight activities will include communication to orient 4-H members and parents to that activity.
40. The Rock County 4-H Leaders Council will cancel a 4-H sponsored activity or deny participation by Rock County 4-H members in a 4-H sanctioned activity if adequate adult supervision is not provided.

4-H AWARDS AND TRIPS - ROCK COUNTY:

41. The Rock County 4-H Leaders Council will support 4-H awards and trips awarded through the Rock County Younger/Older Member awards process as determined by their budget at the beginning of the year.
42. The dollar amount provided to any member for an opportunity not awarded through the Rock County Younger/Older Member awards process will be equal to the same proportion of the opportunity's total cost (e.g. one-third) as contributed toward trips awarded through the county awards process, not to exceed the total amount contributed toward the Citizenship Washington Focus Trip.
43. Members who cancel participation in an award trip after sending confirmation to the UWEX Office are required to pay the entire cost of the trip if the county is held financially liable for the trip and if an alternate is not able to participate. Exceptions can be granted only in the following cases: death in the family; serious illness, with a written statement from a doctor.
44. The Rock County 4-H Leaders Council will contribute toward one trip awarded through the Rock County Younger/Older Member awards process or one opportunity not awarded through the county awards process per 4-H member within a 4-H year. In the case of a member participating in more than one such trip or opportunity in the same year, the member will choose the one to which the Council will contribute.
45. Members are required to participate in the entire trip experience for all Council-sponsored award trips.

SAFETY REGULATIONS - WISCONSIN:

46. Adults and youth participating in high risk programs, including horses and bicycle, must wear protective clothing, head and foot gear while participating. Minimum requirements:
 - Protective head gear (SEI approved for the specific activity) which properly fits the participant
 - Shoes or boots which provide protection from the hazards of the program
 - Clothing appropriate for the activity which will protect the participant from the elements surrounding the event.
47. Approved safety helmets must be worn while mounted/driving a horse or operating a bicycle.
48. If a 4-H club or group is listed as the sole sponsor of an activity which includes the above listed projects, the helmet and safety equipment requirement applies for all participants. This includes adults as they need to be positive role models for youth.
49. These safety standards apply to all 4-H activities, regardless of location. Meeting these standards may require the selection of an alternative site, or requiring the use of additional safety equipment, even though it is not standard practice for the facility where the 4-H activity is to occur. If these safety requirements are not followed, then the particular event is not eligible to use the 4-H name and emblem, nor will it be recognized as a part of the Extension program.
50. To exhibit animals as a 4-H member, youth must be in at least 3rd grade as of October 1st of the current 4-H year.

ROCK COUNTY FAIR ROYALTY - ROCK COUNTY:

51. Fair Royalty candidates must be in grade 9 or above as of October 1st of the 4-H year that they are competing for the title of King or Queen.
52. Candidates who have previously been on the Rock County 4-H Fair Royalty (including the Court of Honor) are not eligible to compete again for the title.
53. Candidates who have been local club Royalty, but have not been selected as Rock County 4-H Fair Royalty (including Court of Honor) are eligible for consideration as local club Royalty in following years if the club wishes to consider them.

REVISIONS - ROCK COUNTY:

54. Revisions to the Rock County 4-H Policy must be approved by a majority vote at a joint meeting of the Rock County 4-H Junior and Senior Councils.

Revised 2/04; 4/05; 2/06; 4/08; 10/08