

SCIOTO COUNTY 4-H POLICIES

1. **MEMBERSHIP** - 4-H is the youth development initiative of Ohio State University Extension and is open to all boys and girls in Ohio. Youth involved in Extension based programs are enrolled as either 4-H members or 4-H participants.

Eligibility for 4-H membership beings at age 5 or in kindergarten as of January 1 and ends December 31 of the year in which an individual attains the age of 19. 4-H membership starts once an eligible individual enrolls in a 4-H group providing a planned series of educational experiences, under the direction of a trained adult, and within the scope and supervision of Ohio State University Extension. The following is a set of definitions related to the types of groups in which an individual can enroll.

COMMUNITY CLUB - Collection of two or more youth who meet regularly under the direction of a club advisor to conduct business, plan the club program, and enroll in a variety of 4-H projects. Project learning is conducted on a self study basis or in project groups where instruction is provided to either direct or supplement the project experience.

PROJECT CLUB - Collection of two or more youth who meet regularly under the direction of a club advisor to conduct club business, plan the club program, and enroll in the same or similar 4-H projects. Project learning is conducted on a self study basis or in project groups where instruction is provided to either direct or supplement the project experience.

SPECIAL EMPHASIS GROUP - Series of experiential learning activities that are delivered in a group setting, not tied to any school curriculum, and focus on a topic of particular need, issue, or interest. This includes youth involved in 4-H camping programs, after school programs, etc., along with programs for 5 to 8 year olds meeting as part of or separate from a 4-H club.

SCHOOL ENRICHMENT GROUP - Series of experiential learning activities that are delivered in a classroom or other educational setting, and provided to achieve selected 4-H learning outcomes as well as enrich the classroom curriculum.

Any youth enrolled in one time Extension based programs like a workshop, clinic, or seminar, are considered "4-H participants." This is particularly true for youth participating in one time programs that are organized and resourced by Extension personnel.

2. **COMMUNITY CLUB ORGANIZATION** - It is suggested that the club participants and advisors decide their own club name, meeting times, meeting place(s), club size, projects taken within the club, meeting agendas and programs. It is recommended that club advisors schedule meetings in advance and give a written list of those meetings to each member and their family. Advisors should also outline club expectations and requirements (i.e. minimum meetings, required participation, etc.) with the 4-H'er and their parent or guardian early in the enrollment process. 4-H clubs can be organized at any time throughout the year, however, a club enrollment must be completed by **April 15** of the current year, with any changes complete by May 1, in order for a club's members to be eligible to compete in the Scioto County Fair. Members or clubs organized after May 1 may participate in club and county activities, but not county judging or fair displays.

3. **NONDISCRIMINATION POLICY** - 4-H is part of the Ohio State University Extension Program and maintains a strict nondiscrimination policy. Club advisors may limit the number of youth, project areas and programs offered (i.e. traditional members and/or cloverbuds). However, they cannot pick and choose members, based upon personal preference. If they are limiting their club membership, they must take members on a first come first enrolled basis. If a member contacts a club, and their membership is full, or the advisor does not offer the project the member is interested in, the advisor should refer them to the Extension Office. The Extension Office will then locate an appropriate club for the prospective member in their area.

4. **4-H MEMBERSHIP ACROSS COUNTY LINES**- Ohio State University Extension administers the 4-H youth development education program whose mission is to develop youth to reach their fullest potential as capable, competent, caring, and contributing citizens. Each county in Ohio conducts the 4-H youth development program to accomplish this goal. In order to affirm Ohio Extension's position concerning cross county (and/or cross state line) 4-H membership and to establish guidelines in this area to fulfill the above mission, the following philosophy and process statements are provided.
 - a) Youth are expected to affiliate with the program in their county of residence.
 - b) 4-H membership in two counties simultaneously is not possible.
 - c) Cross state line membership will be considered the same as for cross county participation.
 - d) It is recognized that limited situations may occur where membership in a county other than the county of residence might be positive. The agents in both counties must be in agreement that the change should occur. This agreement should be based on their professional judgement in accord with the opening paragraph of this policy.
 - e) Consideration for membership in a county other than the county of residence should be given only in situations where a positive educational experience will result. **Any change motivated by perceived competitive or sale advantage, any change due to controversial issues, or other similar motivations will not be seen as justified reasons for consideration for membership in a county other than the county of residence, and will be automatically rejected by the agents involved.**
 - f) Any consideration for membership in a county other than the county of residence, within the limits of this policy and not addressed by the above statements should be brought to the attention of the county chair, district 4-H specialist and/or district director by county 4-H agent. This support team will then provide leadership for decisions in these special situations.

5. **ADVISORS** - Individuals cannot be both a member and an advisor or volunteer in the same year. Any one interested in becoming a 4-H advisor, who has never been a 4-H advisor, or who was not an advisor the previous year, must complete an application, be interviewed by an Extension staff member, and submit to fingerprinting and a criminal background check. Clubs carrying cloverbud projects and regular members (8-18 year olds) must have a separate advisor designated specifically for cloverbuds. Subject to approval by 4-H agent, acceptable reference and background checks, orientation and training, individuals may be approved as a 4-H volunteer. **All advisor/volunteers must complete a Volunteer Application Information Sheet and Code of Ethics Form to be returned with enrollment sheets and attend mandatory trainings.** An advisor should be mature and responsible in order to help members learn by doing, appreciate and respect their fellow man, and help them mature into responsible young adults. All volunteers should conduct themselves in an appropriate manner at all times and exhibit behavior fitting a role model. Volunteers should encourage learning, and lead members by example. Sportsmanship should be cultivated, encouraged and rewarded. Volunteers may be dismissed for inappropriate behavior.

6. **ADVISOR FAIR PASSES** - 4-H clubs may have as many 4-H advisors as necessary to successfully teach 4-H members in their respective project areas. However, **only two advisors for the first five (5) 4-H club members and one (1) advisor per the next five (5) members and so forth will receive fair passes.** Advisors should actively participate in all club functions and attend all meetings. All new advisors, including those who were not advisors in the previous 4-H year, must attend a new advisors' training meeting.
7. **MEETINGS** - 4-H clubs must have a **minimum of six (6) meetings** from time of enrollment until fair, conducting business meetings which include some type of program and recreation. These six meetings **DO NOT** include weigh-ins, clinics, workshops, etc. **UNLESS** an advisor holds a short business meeting and takes attendance at the event. **Members must attend a minimum of five (5) meetings. Advisors can set their own meeting attendance requirements provided they meet the minimum requirements.** Passes may be withheld from those individuals not meeting these requirements. It is up to advisors if they wish to have any "make up" dates for meetings.
8. **ENROLLMENT REGISTRATION** - Each 4-H member must complete a *4-H Enrollment Form* which must be signed by the 4-H member and his/her parent or guardian. Enrollment Forms **must be turned in to the Extension Office.**
9. **ENROLLMENT DEADLINE** - The enrollment deadline is **April 15**. All **completed** enrollment sheets and registrations must be turned into the Extension Office by **April 15**. If mailed, they must be postmarked by **April 30**. Any changes or additions must be made by **May 1**. Clubs and members who do not turn in enrollment forms by **May 1** will not be permitted to participate in fair judging activities for the current year. **ALL** projects taken by the 4-H members must be listed by **May 1**. In regards to fair competition, no projects can be switched or added after **May 1**, however they can be dropped. Members may join 4-H or change projects after **May 1**, but are ineligible for fair competition for that project year.
10. **PROJECT BOOKS** - 4-H project books range in price but average around \$5.00 each. They can be ordered from the Extension Office using the 4-H publication order form. Please fax, mail or call in your order so it may be processed prior to your pick-up. Due to time and staff constraints, books cannot always be pulled immediately or while you wait. Although an inventory of books are kept at the Scioto County Extension Office, some items in demand, or needed in large quantities, may need to be ordered. Scioto County's order day is Wednesday of each week, therefore orders placed by Tuesday at 4:30 p.m., will be ordered on Wednesday. Most orders are processed within a week, and you will be notified when your order is available. **The Extension Office strongly encourages 4-H members and volunteers to utilize project books. Members taking market livestock must complete their appropriate record books. Project records and books should be reviewed periodically by the club advisors.** Clubs may require their members to have their own project books. Some project books will be required to be completed and brought to judging or count for points at the skillathon. In this case, the members must have their own books. Project requirements for each specific project will be attached to that project book so members will be aware of the requirements for the project they are taking. It is left up to the individual club advisor how to handle the purchase and usage of project books. Please note any changes or revisions of project books and use the most recent edition.
11. **CLUB FINANCES** - Clubs may collect dues or fund their club through county and club fund raisers. It is recommended that very little money be carried by a club from one year to the next. The club treasury is intended for use by the entire club, not certain individuals, and should be spent according to the majority's wishes. Excess club monies, or funds remaining after a club has dissolved, may be donated to the Scioto County 4-H Committee, Scioto County 4-H Endowment, Canter's Cave 4-H Camp Endowment, or a selected charity. Each club is required to review their treasury records annually and complete a treasury report (found in your project requirements) to be returned to the Extension Office by January of each year.

12. **FUND RAISING** - (1) Clubs are expected to participate in the county wide fund raising project or contribute toward the activities of the 4-H Committee in a meaningful way, such as a monetary donation or trophy sponsorship. (2) All individual club's fund raising projects MUST be approved by the Extension Office. If any project is controversial, the advisors will be asked to present their project ideas to the 4-H Advisory Committee for approval. (3) Ten percent (10%) of the profits from all individual club fund raisers must be turned into the Scioto County 4-H Advisory Committee. (4) Individual club raffles and lotteries are discouraged. **Clubs are expected to take part in the county wide fund raising project to earn money for their treasury and to help fund county programs and activities. The 4-H Committee utilizes monies collected through fund raising activities to fund county programs, activities, judging, awards, and camp scholarships.**
13. **TEEN LEADERS** - Older 4-H members in clubs are encouraged to assist the advisor in working with younger club members. Advisors are encouraged to give these Teen Leaders specific responsibilities. Advisors should check the T.L. column of the enrollment sheet after any member's name who is a Teen Leader in their club. All Teen Leaders, who are 14 years old as of January 1 of current year, or freshmen in high school and older, are invited to join the Scioto County Teen Leadership Club by contacting the Extension Office.
14. **PROJECT EVALUATION/JUDGING**- Members are encouraged, but not required, to go through project judging and evaluation. Still, Clothing, Nutrition, Dog, Gilt, Carcass Contests, Creative Writing and Reporting, Demonstrations, Small Animals and Safety Speaking projects and activities are evaluated prior to the Scioto County Fair. Judging is not done at the Scioto County Fair for these projects and activities due to limited space at the fair and, in some cases, so selected members can compete at the Ohio State Fair . **It is especially important for those individuals with projects evaluated prior to the fair to exhibit an appropriate display in the 4-H Building at the Scioto County Fair. Otherwise, they will not be eligible to receive any premiums or a fair pass.** All other projects (unless otherwise stated) will be evaluated and displayed at the Scioto County Fair. Members can complete projects without being judged.
15. **EXHIBITING AT THE FAIR: Member Passes & Premiums** - All 4-H members are encouraged to exhibit at the fair. They do not have to exhibit to complete their project, however, they **must exhibit their project(s) at the fair to receive any premiums and/or a fair pass.** Passes and premiums are paid by the Scioto County Agriculture Society for the display and maintenance of an exhibit at the fair. **4-H'ers must have at least one completed project on display at the fair, and meet the minimum number of meetings required (5), in order to receive a fair pass.** If a member's only project animal dies, their only project is unable to be exhibited, or it is judged prior to the fair (i.e. gilt, carcass, dog projects, etc.) the 4-H'er may display an educational poster or exhibit (featuring a topic related to their project i.e. , parts of the animal, learned techniques, etc.) in their club's booth or in a designated area in the 4-H Building. If these individuals complete an approved display or exhibit at the fair, they will then be eligible to receive their fair pass and a premium (\$1.50) for their exhibit. See the 4-H Secretary for specific instructions regarding premium cards and appropriate displays. **Exhibits must be displayed according to project guidelines and for the duration of the fair in order to receive premiums. Individuals not meeting these requirements, or removing their project display early, will forfeit their premiums.**
16. **BOOTH/PROJECT DISPLAYS** - All 4-H clubs, (only exception: those clubs having 100% livestock projects) **must display their club projects appropriately in a booth exhibit in an assigned space at the fair in the 4-H Building.** All clubs and/or members who do not exhibit appropriate project displays in their booths, or whose livestock is not on display at the fair, will not receive any project premiums or fair passes because they do not have an exhibit at the fair. 4-H booths will be assigned on a first come basis, and at the discretion of the staff member in charge. Booth reservation forms are located in the Advisor Project Requirements and are due in the Extension Office no later than July 1 of each year.