

SAUK COUNTY 4-H POLICIES – Adopted 8-23-2016 – Updated 6-11-2019

Established by the Sauk County 4-H Senior Leaders Association;

Includes Wisconsin 4-H Youth Development Policies and National 4-H Headquarters 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 from 3rd grade through one year beyond high school graduation and not to extend beyond the age of 19 as of December 31 of the enrollment year.

Examples:

- Emma is a high school senior and will turn 20 in April. Can she reenroll in 4-H next fall? No, she will be 20 years old on December 31 of the enrollment year. Though Emma meets the grade criterion, she does not meet the age criterion for reenrolling.
 - Sophia graduates from high school at age 17. She goes on to college and turns 18 on December 31. Can she enroll in 4-H the enrollment year following her graduation from high school? Yes. Sophia is able to join one year following high school. This will be her last year she is eligible to be in 4-H. She will not be able to enroll next year when she is 19. She will not meet the grade criterion. Wisconsin 4-H Youth Development Policies Page 2
 - Noah graduated from high school this year. His 20th birthday is January 15. Can he enroll in 4-H in the fall following his high school graduation? Yes. Noah meets both the age and grade criteria.
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 - SAUK COUNTY:

1. Enrollment must be completed annually online by these deadlines:
 - a. December 1 - Enrollment deadline for all re-enrolling members (see #2 below.)
 - b. March 1 - New members enrolling by this date MAY be a member in good standing. Therefore they may be eligible to participate in county wide events and contests such as Performance Arts Festival, Judging Teams and County Fair, and may be eligible to represent Sauk County at Regional and State 4-H events or contests. **Member in good standing status will also be dependent on club guidelines.**
 - c. After March 1 - New members may enroll but will NOT be a member in good standing. Therefore they will NOT be eligible to participate in county wide events and contests such as Performance Arts Festival, Judging Teams and County Fair, and will NOT be eligible to represent Sauk County at Regional and State 4-H events or contests.

2. Requests for late re-enrollments, and late member in good standing status must be made to the 4-H Senior Leaders Association in writing from the 4-H member and will be handled on a case-by-case basis.
3. The annual membership fee is \$5 per 4-H member.
4. All Sauk County 4-H members and a parent or guardian MUST agree to the Wisconsin 4-H Code of Conduct. Violations will be handled through the Sauk County 4-H Disciplinary Review Procedure. (Please see appendix of this document for specifics.)
5. Member in Good Standing Committee – recommended for each club to have a Member in Good Standing Committee to review club members “In Good Standing” status.
6. No project changes are allowed after the enrollment deadlines: December 1st for re-enrolling members and March 1st for new members to exhibit at the county fair.

ADULT VOLUNTEERS - WISCONSIN:

1. Adult volunteers serve in a variety of educational and leadership roles that provide quality positive 4-H youth development programs for youth such as:
 - Supporting 4-H educational youth programs, activities and experiences
 - Leadership roles for club, county or state level groups
 - Voting members of county/state level groups
 - Chaperones for 4-H youth development experiences
2. Volunteers serve at the request of UW-Extension and that request can be withdrawn at any time.
3. Parent/guardian(s) are encouraged to actively participate in 4-H youth development activities and experiences in supportive roles with their children. Parent/guardian(s) must complete the Youth Protection Process and be actively enrolled to serve as a 4-H Youth Development volunteer.
4. Parents and guardians are expected to behave in ways that promote positive role modeling for all youth. If 4-H youth development staff have reason to believe a youth or a parent/guardian has engaged in reckless or disruptive behavior at a 4-H meeting or event sponsored by UW-Extension or engaged in behavior at any time that constitutes criminal child abuse or neglect, that educator will inform that youth or parent/guardian of his/her reasons for that belief and direct that individual not to attend 4-H meetings or events sponsored by UW-Extension. Such a youth or a parent/guardian may not attend 4-H meetings or events
5. 4-H Youth Development programs and activities must be supervised by an adult, 18 years of age or older, who has completed the Youth Protection program and is currently an enrolled 4-H volunteer leader. Adults who are chaperoning overnight experiences must be 21. Chaperones must also be currently enrolled 4-H volunteer who has completed Youth Protection program.
6. In order to initially be recognized as a 4-H volunteer leader in the Wisconsin 4-H Youth Development program, all adults age 18 years and over must participate in the Youth Protection Program. The Wisconsin 4-H Youth Development Youth Protection process includes completed:
 - a. Volunteer Application Form, which includes Signed Volunteer Behavior Expectation Form and Assumption of Risk.

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- b. Online Mandatory Report Training for Volunteers
 - c. UW-Extension Volunteer in Preparation (VIP) Training
 - d. Successful Background Check for arrest and conviction records through the approved channel.
 - e. Volunteer applicants may have references checked.
 - f. 4-H members who serve as youth leaders do not need to complete the Youth Protection program process. If they enroll as an adult volunteer leader instead of serving as a youth leader, they need to complete the Youth Protection program process.
7. Volunteers must annually complete the following to maintain their volunteer status. • Volunteer Behavior Expectations and Assumption of Risk on the 4-H Enrollment Form Note: A background records check for arrest and conviction records will be completed every four years for continuing 4-H volunteer leaders. Youth that are over 18 years of age and are still active 4-H members do not require background checks. These youth are expected to participate as members and not in a chaperone or adult volunteer leader role.
 8. Background checks and attendance at volunteer orientation are required for all host parents/guardians who aren't currently recognized 4-H Youth Development volunteers. • Background checks are required for all other adults 18 years of age and older, living in host families who are not currently enrolled as 4-H members.
 9. Returning volunteers who have been absent one to four years need the background records check and signed Volunteer Behavior Expectation and Assumption of Risk Form, but are not required to attend the orientation to be reinstated as a volunteer. Returning volunteers who have been absent five or more years need to repeat the entire Youth Protection process.
 10. 4-H volunteers who have already had background checks and child abuse training as part of their employment or other volunteer experience will still need to complete the 4-H Youth Development process.
 11. A guest speaker or guest presenter doesn't need to complete the process if working under the visual supervision of an enrolled volunteer or UW-Extension staff member.
 12. A record causes concern when there is evidence of a conviction related to safety or fiduciary responsibilities. If the background check causes question with an individual, that individual will be contacted for additional information before a decision on volunteer status is made. To enhance statewide uniformity of implementation, decisions on questionable backgrounds may involve additional information review with both state and county staff.
 13. The driving record for applicants reporting loss or suspension of a driver's license will be checked using UW-Fleet policies. In the event driving restrictions are placed on the volunteer regarding transportation of youth or their animals, the individual will be contacted regarding the driving record to verify the accuracy of the record. Restriction of volunteer driving privileges will be communicated in writing by either state or county staff.
 14. Volunteer applicants may have references checked.

15. Parents and guardians are expected to behave in ways that promote positive role modeling for all youth. If 4-H youth development staff have reason to believe a youth or a parent/guardian has engaged in reckless or disruptive behavior at a 4-H meeting or event sponsored by UW-Extension or engaged in behavior at any time that constitutes criminal child abuse or neglect, that educator will inform that youth or parent/guardian of his/her reasons for that belief and direct that individual not to attend 4-H meetings or events sponsored by UW-Extension. Such a youth or a parent/guardian may not attend 4-H meetings or events sponsored by UW-Extension until such time as the youth or parent/guardian provides reliable evidence that he/she did not engage in such conduct.
16. 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.
17. Definitions of different volunteer roles.
 - A. Organizational/Club Leader – provides overall leadership for a 4-H club. This person is an organizer, not someone who does everything for the club. A club can have more than one organizational/club leader, and tips on how to divide up responsibilities are available upon request.
 - B. Project Leader – works with a small group of 4-H members to help them reach their learning goals in a specific project. Members set their own project goals and need the support and encouragement of project leaders. Project leaders should establish a regular schedule of project experiences/meetings where members can gather to work on their projects. This schedule could be once a month for six months, or twice a week in the month of April, etc.
 - C. Activity Leaders – help members carry out specific activities the club or county has included in its program for the year. These may be field trips, community service projects, fundraisers or social events.
 - D. Resource/Key Leader – help out a club or the county for one specific event or meeting. This may be a guest speaker, or may help with a website. Something that is short term and very specific.

ADULT VOLUNTEERS - SAUK COUNTY:

1. 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.
2. It is recommended that all project leaders 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.
3. All 4-H leaders are accountable to the Sauk County 4-H Senior Leaders Association.
4. Leader Certification Renewal to be done every 5 years. Certification Renewal Training will include policy changes, updates in research and/or best practices.

REQUIREMENTS FOR A 4-H CLUB/UNIT/GROUP/COMMITTEE - WISCONSIN:

1. The University of Wisconsin-Extension grants 4-H Charters to clubs/units/groups/committees 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. All clubs/units/groups/committees that handle finances and have a checkbook must be chartered. Each 4-H club/unit/group/committee must complete the Charter Application and 4-H Charters must be renewed annually. To be a Chartered 4-H club/unit/group/committee in Wisconsin, the following requirements must be met and maintained:
 - A. Club name
 - B. Five or more youth from at least 3 families
 - C. Adult leadership that has been approved through the Youth Protection process
 - D. Educational plan which meets the purposes of the 4-H program
 - E. Youth involvement in leadership and decision making
 - F. Meet on a continuing basis
 - G. 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.
 - H. "Youth participation in leadership and decision making" 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.
 - I. Completion of Annual 4-H Charter paperwork
2. Failure of a 4-H club/unit/group/committee to meet the above requirements may result in the loss of the club charter and the use of the 4-H name and emblem.
3. 4-H club/unit/group/committee written operating guidelines or by-laws need to include at minimum the following: the group's purpose/mission; a statement of compliance with state and national 4-H policies and laws; the approved civil rights statements; information on how the group is organized and makes decisions; the required dissolution clause; and procedures of how finances are handled and audited.
4. 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.

REQUIREMENTS FOR A 4-H CLUB – SAUK COUNTY:

1. 4-H Clubs in Sauk County will hold a minimum of 6 business meetings per year.

EXPECTATIONS FOR A 4-H CLUB – SAUK COUNTY

1. Club Expectations:
 - A. Clubs will have a new family mentoring program or welcoming committee in place.
 - B. Club officers will participate in club officer training annually, or participate in a self-study program offered online through the Extension office.
 - C. Clubs will participate in at least one county fundraiser (for example calendar sales or work in the food stand at the fair) or make a donation to the county to help support the 4-H program.
 - D. Clubs will organize and participate in at least one community service project per year.
 - E. Clubs will have new leaders mentoring program.
 - F. Clubs will have project leaders.
 - G. Clubs will have a member in Good Standing Review Committee.

DEFINITIONS OF ITEMS UNDER EXPECTATIONS FOR A 4-H CLUB – SAUK COUNTY

1. **New Family Mentoring Program or Welcoming Committee:** The purpose of this guideline is to promote a sense of belonging in new 4-H families, help ease the transition for new families into 4-H, and ensure that new 4-H families don't get "lost" in the land of Sauk County 4-H. Depending on the size of your club, there is a variety of ways to meet this guideline. Possibilities include:
 - a. Assign a "mentor" family to each new family that joins your club. The mentor family welcomes the new family, answer any questions, and contacts the new family on a monthly basis to make sure they understand what is going on. The mentor family is the new family's first contact when they have questions.
 - b. A club "Welcoming Committee" can be formed. This committee can organize a new family orientation (perhaps 30 minutes prior to a monthly club meeting), serve as a contact for new families, and welcome new families into the club.

2. **Officer Training Self-Study/Online:** A Club Officer workshop will be hosted annually in conjunction with Super Saturday. Material for officer training self-study programs is available on the Sauk County UWEX website. There is an online quiz youth must participate in after completing the online training.

3. **New Leader Mentoring Program**

The purpose of this program is to increase the number of certified volunteer adult leaders on the club and county level. Your club can decide how formal or informal this program is structured. Ideas for implementing this guideline include:

 - a. Pairing up an experienced leader and a potential new leader. The experienced leader will meet with the new leader on a regular basis to answer questions and provide support to the new leader. The mentor leader will be the new leader's first line of information in the club.
 - b. Organizing a parent meeting to encourage participation of the parents as leaders in the club. Regularly scheduled parent/adult meetings can serve as a mentoring program because they will provide the new/potential leaders an opportunity to ask questions and learn new ideas for helping out as a 4-H leader in the club.

7. **Member in Good Standing Review Committee**

Each club will have a committee made up of youth and adults who review the club membership Monthly or every other month to ensure 4-H members are maintaining Member in Good Standing status. If a 4-H member is not maintaining their member in Good Standing Status, the Committee will communicate with the 4-H member through phone calls, emails and letters, to help the member move towards being a Member in Good Standing.

8. **Club Seal Recognition program – Clubs will have an opportunity to apply for Club Seals. These seals will be able to be placed on Clubs Charters. Seals will recognize clubs for their attainment of Club Expectations as well as measure their involvement in the Sauk County 4-H program.**

9. **Club Leadership Models**
 - A. **Definition of Club Leadership responsibilities**
 - i. **Membership Coordination – Working with new families, helping current 4-H families with enrolling online, helping answer questions about projects, serving as a resource for registering for events or entering exhibits for the fair.**
 - ii. **Project Coordination – Encouraging parents to become project leaders, coordinating with project leaders to make sure project meetings are indeed happening.**

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- iii. Meeting Leadership – Supporting and mentoring the youth officer team, securing a meeting location, helping officer team create and follow the agenda, coordinating educational programs at the club meetings, helping make sure the club program calendar is followed.
- iv. Activities and Committees Leader – Encouraging youth and adults to set up and take the lead on activities and committees. Supporting work to accomplish activities and committee meetings.

B. Three Different Shared Leadership Models

- i. Co-Leaders – Membership/Project Coordination and Meeting Leadership/Activities/Committees Coordination
- ii. Tri-Leaders – Membership & Activities/Committees Coordination, Meeting Leadership, Project Coordinator
- iii. Quad Leaders – Membership, Meeting Leadership, Project Coordinator, Activities/Committee Coordination

C. Succession plans – think about how new leadership will be introduced...

10. Sample 4-H Club Year - October 1 – September 30

October:

- Welcome new families
- Distribute 4-H Project Selection materials
- Online Enrollment Open
- Ask parents to sign up as 4-H volunteers, complete 4-H enrollment online and attend volunteer orientation sessions
- Plan the upcoming yearly club calendar
- Elect Officers
- Ask parents who have enrolled as volunteers what projects they can lead.
- Set Club Goals

November:

- Begin implementing club calendar
- New officers take office

December:

- 1 - Re-enrollment deadline
- Start project meetings

January-August:

- Continue project meetings and club activities/programs
- Work on meeting club goals

September:

- Club End-of-year banquet
- Discuss new member recruitment
- Elect new officers
- Complete end of year club forms, Charters, awards forms and applications.

REQUIREMENTS FOR A 4-H MEMBER – SAUK COUNTY

1. 4-H member in Sauk County is required to attend a minimum of 3 Club Business Meetings.
 - a. Exceptions will be made with communication with the Club Leader for (but not limited to) severe illness, family emergencies, conflicts with college coursework, etc.
 - b. Documentation in addition to communication with the club leader may be required.
 - c. Alternate requirements may be negotiated to accommodate for exceptions. For example – an additional community service project, leading a project, etc.

EXPECTATIONS FOR A 4-H MEMBER – SAUK COUNTY

1. 4-H member will annually present a demonstration/project talk at a club meeting, project meeting or countywide event
2. Sauk County 4-H member will participate in at least one Community Service Activity.
3. Sauk County 4-H member will participate in a least one Fundraiser.

FUNDRAISING – NATIONAL 4-H HEADQUARTERS:

1. In seeking private support for 4-H programs, through fundraising, State and local Extension officials must insure that the funds are given and used in accordance with Title 7 of the Code of Federal Regulations section 8 and USDA Guidelines pertaining to the 4-H program. Critical elements of these regulations and guidelines include:
 - A. Fundraising programs using the 4-H Name and Emblem may be carried out for specific educational purposes. Such fundraising programs and use of the 4-H Name and Emblem on or associated with, products, and services for such purposes must have the approval of [the] appropriate Cooperative Extension office (local, county, state or national level).
 - B. All moneys received from 4-H fundraising programs, except those necessary to pay reasonable expenses, must be expended to further the 4-H educational programs.
 - C. Private support moneys should be:
 - Given and used for priority educational purposes.
 - Accounted for efficiently and fully
 - D. Fundraising groups properly authorized to use the 4-H Name and Emblem are to be held accountable to the 4-H program granting authorization. **There must be a definite plan to account for funds raised prior to authorization.** Such a plan should be within the policy guidelines of the State for handling funds.
 - E. Any use of the 4-H Name and Emblem is forbidden if it exploits the 4-H programs, its volunteer leaders or 4 –H youth participants or USDA, Cooperative Extension, land-grant institutions, or their employees.
 - F. The 4-H Name and Emblem shall not be used to imply endorsement of commercial firms, products or services.
 - G. In connection with 4-H fundraising purposes, the following disclaimer statement must be used on products or services offered for sale:
 - a. “A portion of the sales price of this product or service will be used to promote 4-H educational programs. No endorsement of the product or service by 4-H is implied or intended.”

FINANCIAL ACCOUNTABILITY - WISCONSIN:

1. Regardless of the source, all 4-H funds must be used for 4-H Youth Development educational programs. All 4-H funds are public funds and must be publicly accountable. Federal regulations governing the use of the 4-H Name and Emblem require annual financial reporting/accountability of all organized 4-H clubs/units/groups. Failure to annually submit the financial report could result in loss of the 4-H club/unit/group charter.
2. The Wisconsin 4-H fiscal year is defined as July 1 – June 30.
3. For the purposes of this policy, “excess 4-H funds” are assets in excess of a chartered 4-H Club/Unit/Group’s projected expenditures for two years, or \$1,000, whichever is greater. Chartered 4-H Clubs/Units/Groups shall hold no excess 4-H funds, unless that money is being saved for a specific programmatic objective that must be accomplished within five years and has been approved by the 4-H Youth Development Educator.
4. As with all public funds, there are specific rules and regulations that must be followed to ensure proper use and minimal risk. With the oversight from the 4-H Youth Development Educator, 4-H Clubs/Units/Groups have the following options for depositing or investing funds. These are listed in the order of preference.
 - a. FDIC or NCUA Institution: Funds may be deposited or invested in a FDIC (Federal Deposit Insurance Corporation) or NCUA (National Credit Union Administration) insured institution. This option includes the use of savings accounts, checking accounts, money market accounts, and certificates of deposit.
 - b. The Wisconsin 4-H Foundation: Funds may be invested in an endowment fund made available according to the Wisconsin 4-H Foundation policies to produce long-term stable support for a 4-H group, club or program.
 - c. County UW-Extension Account: Funds may be deposited in an authorized county UW-Extension account. This must be done pursuant to a written agreement with county government and with written approval from UW-Extension. These funds may eventually be transferred to a 4-H Foundation fund, pursuant to a written agreement with county government and with written approval from UW-Extension. UW-Extension approval comes from the 4-H Youth Development Program Director and UW-Extension Director of Budget and Fiscal Operations.
 - d. State UW-Extension Account: Funds may be deposited in an authorized state UW-Extension account. At no point in the future can these funds be deposited to a 4-H foundation fund.
 - e. Other 4-H foundation or endowment fund: Under the circumstances described below, chartered 4-H Clubs and Groups may place excess 4-H funds, as defined in section A.3 of this policy, in an approved 4-H foundation or endowment fund other than the Wisconsin 4-H Foundation. To exercise this option, 4-H Clubs/Units/Groups must do all of the following:
 - i. Demonstrate that there are serious obstacles and concerns with creating: a. A plan to spend excess 4-H funds in five years AND b. An endowment managed by the Wisconsin 4-H Foundation, Wisconsin 4-H Youth Development Policies Page 8.
 - ii. Demonstrate that the proposed 4-H foundation or endowment fund will be able to meet any fiduciary responsibilities and tax obligations for such a fund, AND
 - iii. Receive written approval from:
 1. The 4-H Youth Development Program Director AND
 2. The UW-Extension Director of Budget and Fiscal Operations.

5. Any non-chartered organization that raises and/or manages funds under the 4-H Name or Emblem, must have a written MOU in place with UW-Extension which will be regularly reviewed to ensure that 4-H funds raised are being spent on 4-H Youth Development activities and that the outside organization is capable of meeting any fiduciary responsibilities and tax obligations.
6. 4-H Clubs:
 - a. All 4-H Clubs are required to submit a financial record and audit report to the county UW-Extension Office once each year. This report is included in the annual charter renewal documentation.
 - b. 4-H Clubs/units/groups must include a statement of dissolution in their written operating guidelines or by-laws similar to the following: Upon dissolution of the 4-H Club, any assets must be turned over to a recognized 4-H club/unit/group, such as the county 4-H Leaders Association, with the approval of county 4-H Youth Development staff.
7. 4-H Leaders Council and County 4-H Committees:
 - a. Reporting Requirement: The county 4-H Leaders Association and county 4-H committees/units/groups must be chartered and are required to submit a financial record and an audit of this record to the County UW-Extension Office once each year. Additional reports required by law must also be submitted to the respective agencies with a copy or verification of submission filed with the 4-H Youth Development staff.
 - b. Dissolution Clause: The county 4-H Leaders Association must include a statement of dissolution in its bylaws similar to the following: Upon dissolution of the association, any assets remaining shall be conveyed to a 4-H Youth Development program or 4-H Youth Development Foundation as selected by the affirmative vote of the majority of association members entitled to vote.
 - c. County 4-H Units/Groups or Committees that have a check book or assets must be chartered and must include a statement of dissolution in their written operating guidelines and bylaws similar to the following: Upon dissolution of the committee, any assets remaining shall be conveyed to the county 4-H Leaders Association if one exists. If one does not exist, any remaining assets shall be conveyed to a 4-H Youth Development program or Wisconsin 4-H Youth Development Foundation as selected by the affirmative vote of the majority of committee members entitled to vote.
8. 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

FINANCIAL ACCOUNTABILITY - SAUK COUNTY:

1. Any 4-H group (clubs, project groups, councils, committees) that has annual receipts or expenditures of over \$50 must establish a checking or savings account in the 4-H Group's name at a public financial institution. This account must be set up so that all checks require the signatures of two non-related individuals. Whenever the treasurer is younger than age 21, the co-signer must be a non-related adult.

2. All bills paid by the club must be approved by the 4-H Club membership in advance or approved for payment after the fact, before a check can be written to pay the expense. This approval must be documented in the 4-H Club minutes in the form of a passed motion. Before writing checks to pay bills or make purchases, the treasurer must have a written bill or invoice. Expenses approved in advanced are to be included in the monthly Treasurer's report as having been either paid or as yet unpaid; thus the Treasurer's report should reflect more than balances. Income and expenses since the last meeting are to be reported.
3. The Treasurer's report is to be reflected in the minutes. A written report is easier for the Secretary to record in the minutes. A receipt for any money received by the club or on behalf of the club is to be written. A copy of the receipt is to remain with the Club Treasurer's documentation. The dated receipt should show a). the amount received, b). who it is received from and c).the reason the money was paid to the club.
4. Deposit of all funds received by or on behalf of the 4-H Club are to be made within three days. The processed deposit slip must be turned over to the 4-H Club Treasurer in advance of the upcoming 4-H Club meeting. The deposit slip should clearly show the a). reason money was received, and b).who paid money to the club.
5. The 4-H club must have an Employee Identification Number. You may be asked to give an individual's social security number initially to verify who is setting up the 4-H Group's Account. Once an EIN is awarded, the individual's social security is to be eliminated from the account. Do NOT use an individual's social security number for the 4-H Club
6. Contributions made to 4-H Clubs for exclusively public purposes are deductible by the donors for Federal income tax purposes in the manner and to the extent provided in section 170 of the Internal Revenue Code.
7. The treasurer of any 4-H group (club, council, and committee) must use the record book, a check register, as its standard for record keeping. It is acceptable for the club to use commercial software or other means to keep 4-H financial records as long as the information required to be kept according to IRS standards.
8. A 4-H group that handles funds must conduct an annual audit by an auditing committee. Financial records to give to the auditing committee include a) all receipts for money received, b). all bills/invoices for club expenditures and c)all cancelled checks. Many banks no longer return cancelled checks, but often print them on the monthly statement. If not provided automatically, images of the cancelled checks are available upon request from the bank; c) all monthly bank statements and d) all deposit slips for deposits made during the year.
9. 4-H groups planning a fund-raising activity should inform and receive approval prior to any fundraising activity from the 4-H Youth Development Agent prior to beginning the project. This is to protect the 4-H name and emblem and to insure that the name of 4-H is used only to benefit 4-H.

REQUIREMENT FOR REPRESENTING SAUK COUNTY AT STATE FAIR FOR PERFORMANCE EXHIBITS

1. In order to be eligible to represent Sauk County at the State Fair in any of the Performance Arts Classes (Mini Dramas, Dramas, Music, Dance, Demonstrations, Interpretive Readings, Interactive Readings, etc.) members MUST qualify by participating in the Sauk County 4-H Performance Arts event the same year as State Fair.

SAUK COUNTY 4-H SENIOR LEADERS ASSOCIATION - SAUK COUNTY

1. The purpose of this Association shall be:
 - A. to assist the Sauk County UW Extension Office in planning the year's 4-H program.
 - B. to discuss issues relating to clubs and leaders.
 - C. to support the 4-H Youth Development Agent in the development of new programs, as well as the maintenance and improvement of existing programs.
 - D. to cooperate with other youth agencies to provide leadership in the development of youth programming.
 - E. to promote the 4-H program and 4-H Clubs in Sauk County.
2. Membership
 - A. Youth membership in Sauk County 4-H Senior Leaders Association is open to all 4-H members enrolled in Sauk County 4-H for the current year and are in grades 7 through one year past high school.
 - B. Adult membership in Sauk County 4-H Senior Leaders Association is open to all 4-H adult leaders who are enrolled with Sauk County 4-H for the current year and have completed the 4-H Youth Protection Program.
 - C. Membership in the Sauk County 4-H Senior Leaders Association will be terminated immediately upon separation as a 4-H leader or member within Sauk County, whether separated voluntarily or involuntarily. Note: Only UW-Extension staff can terminate volunteer or member status.
3. The Executive Board of the Sauk County 4-H Senior Leaders Association, shall consist of the President, Past President, President-Elect, Secretary, Treasurer, the four district representatives, two youth representatives, and an at large representative. The 4-H Youth Development Agent acts as the advisor to the Senior Leaders Executive Board and does not have voting privileges.
4. Terms of Office
 - A. Elected officers of the Executive Board may serve a maximum of two consecutive terms, but can be re-elected after being off the Executive Board for one year with the exception of the Treasurer who may be elected for more than two consecutive terms.
 - B. The NW and SW representatives will be elected in even years and SE and NE representatives in odd years. Please see the Bylaws for the definition of the Districts. The treasurer is elected on odd numbered years and the secretary and the At Large Representative on even numbered years.

- C. Officers of the association shall be elected at the Annual Meeting. There shall be an Annual Meeting of the membership of the Sauk County 4-H Senior Leader Association to be held not more than sixty (60) days prior to the end of the 4-H year which is September 30.

SUPERVISION AND ADULT CHAPERONE GUIDELINES - WISCONSIN:

1. Overnight Chaperone Requirements:
 - a. Adults who are chaperoning overnight experiences must be 21.
 - b. A ratio of 1 adult volunteer for every 10 youth is required for overnight events.

SUPERVISION AND ADULT CHAPERONE GUIDELINES - SAUK COUNTY:

1. Adequate adult supervision shall be provided for all activities sponsored or sanctioned by the Sauk County 4-H Senior Leaders Association.
 - a. 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.
2. Supervision for an overnight activity or an event will be considered chaperoning. The following chaperoning rules must be used.
 - A. 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.
 - B. Follow any additional guidelines specified for the activity.
 - C. All effort should be made to have gender specific chaperones.
3. The Sauk County 4-H Senior Leaders Association will cancel a 4-H sponsored activity or deny participation by Sauk County 4-H members in a 4-H sanctioned activity if adequate adult supervision is not provided.

4-H TRIP SCHOLARSHIPS – SAUK COUNTY:

1. The Sauk County 4-H Senior Leaders Association will support 4-H awards and trips awarded through the Sauk County awards process as determined by their budget at the beginning of the year.
2. Youth must have been enrolled in Sauk County 4-H for at least one full year before applying for any of the Trip Scholarships or the Key Award.
3. Review the Wisconsin State and National 4-H Programs Brochure about the specific trips you can apply for through this process. Note the age requirements for each trip. The Sauk County Senior Leaders Association will pay for 50% of the total fee for every Sauk County youth selected to participate on these trips, except for the 4-H and Youth Conference – this event is covered 100%. The Senior Leaders will support one trip per youth per year, with the exception of being a Space Camp Counselor and National 4-H Conference. If youth are applying to be a Space Camp Counselor or to attend National 4-H Conference, they may also be awarded an additional trip scholarship. Check with your general leader; your club may also help pay for your participation in these trips.
4. Priority for each of the trip scholarships will be given to first time applicants.
 - a. If youth would like to attend a trip the 2nd year and IF there are funds available from the Senior Leaders, youth may apply to attend a 2nd time. For a 2nd time attending 4-H and Youth Conference, youth will pay for ½ and Senior Leaders will pay for ½. If it is any of the other trips youth are interested in attending a 2nd year and there are funds available youth will pay for ¾ of the trip fee and Senior Leaders will pay for ¼. Please remember attending a trip a second time is not guaranteed, this option is only available if there are funds in the trip scholarship account that were not utilized by 1st time applicants.

- b. If youth would like to attend a trip a 3rd year, they still meet the trip requirements, and IF there are funds available from the Senior Leaders, youth may apply to attend the same trip a 3rd time. For a 3rd time attending 4-H and Youth Conference, youth will pay for $\frac{3}{4}$ and Senior Leaders will pay for $\frac{1}{4}$. If it is any of the other trips youth are interested in attending a 3rd year youth will pay for the entire trip fee themselves.
5. Once the trip scholarships and awards have been announced, 4-H members are required to complete a Sauk County 4-H Trips Acceptance Form, and submit a \$100 deposit check. This deposit will be applied toward the total cost of the trip. 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 or serious illness with a written statement from a doctor.
6. Members are required to participate in the entire trip experience for all Senior Leader Association sponsored award trips.

4-H AWARDS – SAUK COUNTY:

1. Project Completion
 - a. Completion of the Sauk County 4-H Project Record signifies the completion of each project for the year.
 - b. Along with completion of the Sauk County 4-H Project Record for EACH project, youth are also asked to complete a project story for each project area. The project story should include project goals, interesting experiences that you have had this year in that project, why you chose that project, lessons learned for the year and any other information you would like to add. Please limit your story to one page per project area.
 - c. There are some introductory and summary pages to complete for your overall 4-H year, to round out your Record Book. Record Book pages can be found on the Sauk County 4-H website, or from your Club Leader.
 - d. Members will receive a Project Plaque for your first year of completing project records, and are eligible to receive year plates for each year they complete a project record.
 - e. **Check with your Club Leader to see if your club has any additional requirements for record book complete and the Club Deadline.**
2. Clover Awards –
 - a. All Sauk County 4-H members- third grade and older are eligible and encouraged to participate in this countywide recognition program. The Clover Award is designed to recognize 4-H members for their active participation in Club, County, State, Regional, National and International activities and events. By participating in activities and events, members can earn points towards the different recognition levels.
 - b. 4-H members may take more than one year to earn a Clover Award, but may only earn one (1) per year. An exception is made for older 4-H members who may not have enough years left in the 4-H program to earn all levels of achievement. Any 4-H member who was in 9th grade or above during the current school year is eligible to earn more than one (1) Clover Award per year if necessary.
 - i. Completion of current paper certificate Clover Award - If you have already in process of getting medallions for your paper Clover, you are welcome to continue on with this process until you reach the Emerald level. Once you have completed the Paper Clover program, you can move onto the Metal Clover Award program.
 - ii. Start NEW metal Clover Award – If you have not yet started the Paper Clover program, then we encourage you to start the Metal Clover Award program and skip the Paper Clover

3. Rookie of the Year - Must be a first year member (two categories 3-6 grade and 7-13 grade, but could have been a previous clover kid) who did an outstanding job in ALL 4-H project work. For this award applicants should complete the General Award Application, and write a one page supplemental essay addressing what you have accomplished in your first year in 4-H.
4. Do-It-Yourself Kid - There will be two categories for this award. Grades 3-6th or 7-12th, and must be a member in good standing. This member was ready and willing to complete all activities on their own without prompting for the current year. For this award applicants should complete the General Award Application, and write a one page supplemental essay addressing what you have accomplished this year all by yourself.
5. Make Your Best Better Award – Most Improved 4-H Member - There will be two categories for this award. Grades 3-6th or 7-12th, and must be a member in good standing. Applicants for this award should have shown increase of participation and growth in all qualities of 4-H with their Club, community and at home. For this award applicants should complete the General Award Application, and write a one page supplemental essay addressing why you believe you are this year's most improved 4-H member.
6. Community Servant Award Youth - There will be two categories for this award. Grades 3-6th or 7-12th, and must be a member in good standing. Applicants for this award should have demonstrated community service skills in 4-H with their Club, community and at home. For this award applicants should complete the General Award Application, and write a one page supplemental essay addressing why you believe you should receive the Community Servant Award.
7. Master Junior Leader Certification - Junior Leaders are older 4-H members who develop skills in working with others. These teens assist the club leaders and members with project work, club programs and activities, and county events. The Master Junior Leader Certification Award recognizes youth who have stepped up into those Junior Leader roles. There are four different levels to achieve. Members may only achieve one level per year, unless they are within the last 2 years of their 4-H career, then they may apply for more than one per year. *Only complete the section for the level you are applying for.*
8. The “Outstanding 4-H Youth Leader” awards are yearly awards designed to recognize 4-H youth leaders who have gone above and beyond their 4-H responsibilities and really “given it all” to Sauk County 4-H in the past year; -OR- done an outstanding job as a 4-H project youth leader on the club or county level; -OR- done an outstanding job helping out at 4-H programs and events on the club or county level; -OR- provided outstanding support, guidance, or leadership to any 4-H member(s) in Sauk County. 4-H Youth Leaders can self-nominate for this award or be nominated by any Sauk County 4-H member, youth leader, adult leader, parent, or group of 4-H participants.
9. Officer Awards – Club officers, Junior Leader officers and others are encouraged to apply for officer awards. Officer awards are available for President; Vice-President; Secretary; Treasurer; Reporter; Historian; Photographer; Song and Game Leader.
10. Sauk County can select up to two people each year to receive the distinguished Key Award. Its purpose is to provide special recognition to 4-H members who have shown consistent growth in their 4-H program, who have developed their leadership ability and who have been helpful members in their club and community. Older youth considered for this award must be 14 years old as of January 1, of current year and must have completed at least three years of club work and one year of the youth leadership project.

11. The “4-H Adult Leader” awards are yearly awards designed to recognize 4-H adult leaders who have: gone above and beyond their 4-H responsibilities and really “given it all” to Sauk County 4-H in the past year; -OR- done an outstanding job as a 4-H project youth leader on the club or county level; -OR- done an outstanding job helping out at 4-H programs and events on the club or county level; -OR- Provided outstanding support, guidance, or leadership to any 4-H member(s) in Sauk County.
 - a. 4-H Adult Leaders can self-nominate for this award or be nominated by any Sauk County 4-H member, youth leader, adult leader, parent, or group of 4-H participants (Example: project group, 4-H club, etc.). There are NOW three different categories of 4-H Adult Leader Awards.
 - b. New Leader Award – For Leaders serving Sauk County 4-H for 1 years-5 years.
 - c. Outstanding Leader Award - For Leaders serving Sauk County 4-H for 6-15 years.
 - d. Lifetime Leader Award - For Leaders serving Sauk County 4-H for 16+ years.

12. The “Friend of 4-H” awards are yearly awards designed to recognize organizations, businesses, and individuals outside of the 4-H community which have: supported the efforts of Sauk County 4-H in the past year; -OR- donated funds or material to help Sauk County 4-H programs; -OR- donated time and energy to help Sauk County 4-H programs. Any organization, business, and/or individual who are currently associated with 4-H as a leader or parent are not eligible for this award. Any organization, business, or individual can be nominated by any Sauk County 4-H member, youth leader, adult leader, parent, or group of 4-H participants (i.e. a project group, 4-H club, etc.).

SAFETY REGULATIONS - WISCONSIN:

1. Adults and youth participating in all high risk programs, including horses, ATV, bicycle, rock climbing/rappelling, rollerblading, and ropes adventure courses must wear protective clothing, head and foot gear. Minimum requirements for these programs:
 - a. Protective head gear (SEI approved for the specific activity) which properly fits the participant.
 - b. Shoes or boots which provide protection from the hazards of said program.
 - c. Clothing appropriate for the activity which will protect the participants from the elements surrounding the event.
 - d. The policy means that all 4-H members and leaders (adult or youth) participating in the mentioned projects and/or activities need to use protective or safety equipment while participating. Approved safety helmets need to be worn while mounted or driving a horse, operating a bicycle or ATV, on roller blades, rock climbing or doing a challenge course.

2. If a 4-H club is listed as a sponsor or co-sponsor of an activity, which includes the above listed projects, grade exhibit policies (youth must be in 3rd grade) and the helmet and safety equipment requirements apply for all participants. This includes adults as they need to be positive role models.
 - a. The goal of this policy is educational. We need to work for a safe environment for our youth. In the volunteer orientation program, the need for a safe environment is discussed. Therefore, if safety equipment which significantly reduces serious injuries is available, why would we not use it?
 - b. These 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 UW-Extension program.
 - c. Should people decide not to comply, they need to be disqualified from the competition or asked to at least dismount, if during a non-competitive activity. When adults are serving in a leadership role, they are expected to meet the same safety requirements as the youth. If leaders fail to comply with the safety policy and individuals are participating without proper safety

equipment and an injury occurs, the leader may be found negligent and application of liability insurance coverage would be questionable. This is a consequence which needs serious consideration.

- d. Any classes which require 4-H membership to enter, or serves as a qualifying event for regional or state competition must adhere to these safety policies.
 - e. It is strongly encouraged that 4-H groups set an example of using proper safety equipment and maintaining the highest standards of injury prevention.
3. Water Safety:
 - a. Lifeguards are required when youth are swimming or participating in water-related activities, including canoeing, kayaking and boating. This includes at camp, club program, or hotel.
 - b. Personal Floatation Devices (PFDs) are required to be worn for all canoeing, kayaking and boating Wisconsin 4-H Youth Development Policies Page 6
 4. Fishing Safety: Youth are required to wear PFD for following:
 - a. When on a boat
 - b. When wading in water
 - c. When fishing at sites with swift current, steep banks, other hazardous conditions
 5. Transportation:
 - a. Drivers must be at least 21 years of age and comply with all state laws
 - b. Use of 12/15 passenger vans is prohibited
 6. Pointing any type of firearm including air guns, paintball guns, laser guns or laser sighting devices at any person or any humanoid or tombstone target is inappropriate and dangerous. This includes both shooting sports programs and any type of 4-H activity.
 7. To exhibit animals at any public event as a 4-H member, youth must be in at least 3rd grade during the current 4-H year.
 - a. This policy is for the safety of the 4-H member and the public at the public exhibition. The developmental ability and maturity level of the exhibitor and the unpredictable behavior of animals should be considered prior to involving a 4-H member in the exhibition of animals.
 8. Requirements for all 4-H sponsored or co-sponsored horse activities and events:
 - a. A saddle (mounted) and bridle (mounted/cart) are required when riding or driving a horse.
 - b. No intact male horses can be shown.

SAFETY REGULATIONS - WISCONSIN – SHOOTING SPORTS POLICIES

1. 4-H Shooting Sports programs are available to youth from 3rd grade and eight years old through the year following high school. Shooting Sports projects include archery, air pistol, .22 pistol, muzzleloading, air rifle (.177 pellet, .177 BB), .22 rifle, .22 pistol and shotgun. 4-H youth must be 12 years of age to operate any powderburning firearm. This includes .22 handgun or rifle, muzzleloading handgun or rifle, or shotgun.
2. Youth may participate in an organized 4-H Shooting Sports activity only if a certified 4-H Shooting Sports volunteer leader is present and providing direct supervision. The 4-H Shooting Sports certified volunteer leader must have certification in the shooting discipline in which the youth is participating.

3. 4-H Shooting Sports certified volunteer leaders must be at least 21 years old and must have successfully completed at least one 12-hour state-level 4-H leader training Shooting Sports certification workshop. 4-H Shooting Sports leaders must be certified in the discipline in which they are providing supervision. If an adult volunteer leader is not certified, he/she cannot provide hands-on or safety instruction without a certified volunteer leader present. A volunteer leader may obtain certification in an additional discipline (archery, air pistol [air and .22], coordinator, hunting/wildlife ecology, muzzleloading, rifle [.177 pellet, .177 BB, and .22], and shotgun) by completing a state certification workshop provided by 4-H certified state training team members. 4-H volunteer leaders are encouraged to upgrade skills via training with such organizations as the NRA, USA Archery, NASP and DNR. All leaders should incorporate Wildlife Ecology/Conservation into their projects via the shooting sports program. Wisconsin 4-H adult certifications follow the National 4-H Shooting Sports requirements.
4. 4-H Shooting Sports certified leaders acquiring an additional certification may be eligible to add a discipline through an eight-hour certification option. If three years have not elapsed since attending a state-level 4-H certification workshop, volunteer shooting sports leaders are eligible for the eight-hour option.
5. 4-H adult assistant volunteer leaders do not need to be 4-H Shooting Sports certified, but they must be in the presence of a 4-H Shooting Sports certified volunteer leader who has certification in the shooting discipline in which the youth is participating.
6. Youth assistants do not need to be 4-H Shooting Sports certified, but must be in the presence and under the supervision of a 4-H Shooting Sports certified volunteer leader who has certification in the shooting discipline in which the youth is participating.
7. 4-H volunteer leaders must be currently enrolled as a 4-H volunteer in a county. Completion of the Wisconsin 4-H Youth Development Youth Protection program is required for all 4-H Shooting Sports volunteer leaders. 4-H volunteer leader and member participation will be consistent with state and county guidelines.
8. If a 4-H volunteer leader is acting in an unsafe manner or is in noncompliance with 4-H volunteer leader standards, he or she is subject to removal.
9. Regarding UW System firearms and weapons policy changes, the following authorization on February 9, 2012, allows staff and 4-H Shooting Sports volunteer leaders to conduct 4-H Shooting Sports programming:
 - a. “As authorized by the Dean of Cooperative Extension, the carrying of firearms, air guns, bows and arrows is allowed by University of Wisconsin-Extension, Cooperative Extension Employees and 4-H Youth Development Shooting Sports Volunteers while acting in the scope of their duties and Wisconsin 4-H Youth Development Policy. We expect all guns for 4-H Shooting Sports to be carried openly in designated areas.”
10. Paintball Policy -- 9/28/10 “The purpose of the 4-H Shooting Sports Program is to promote youth development through the safe and responsible use of archery equipment and firearms. Pointing any type of firearm including air guns, paintball guns, laser guns or laser sighting devices at any person or any humanoid or tombstone target is inappropriate and dangerous. Therefore, the Wisconsin 4-H Shooting Sports Committee is unequivocally opposed to such use in the 4-H Shooting Sports program”.

PROJECT ACTIVITY and RESOURCE BOOKS – SAUK COUNTY:

1. Project activity and resource books will be available in a limited amount each year, based on the available budget.
 - a. Priority will be first provide project leaders who are enrolled 4-H volunteers and attend project leader training. These leaders will receive a complete set (typically 4 books) of the materials to support one project area.
 - a. Second priority will be to provide ONE project book per 4-H member per year. 4-H members will utilize one project book for about 2-3 years. 4-H members will request the book they wish to receive with their club leader by December 1 of each year.

COUNTYWIDE PROJECTS – to be defined following Countywide Project Leader Committee meeting

REVISIONS - SAUK COUNTY:

1. Revisions to the Sauk County 4-H Policy must be approved by a majority vote at a joint meeting of the Sauk County 4-H Junior Leader Council and Senior Leaders Association.

Adopted on: 8-23-2016 _____

By: Annalisa Lemelin _____ (President)

Paige Nolden _____ (President-Elect)

Dorothy Harms _____ (Secretary)

- b. Portions adapted from Rock County 4-H Policy document, Rock County, Wisconsin.
- c. Portions adapted from Risk Management for 4-H Youth Development Work, Wisconsin 4-H Youth Development
- d. Portions adapted from Wisconsin 4-H Youth Development Policies document
- e. Portions adapted from National 4-H Headquarters Fact Sheets: Fundraising, Sponsorship, Promotions; and Fundraising: Private Support for the 4-H Program.
- f. Portions adapted from Missouri 4-H Youth Development Financial Policies for 4-H Clubs

APPENDIX

- Appendix A – Disciplinary Policy
- Appendix B – Care to Share Form
- Appendix C – Officer Training Assessment/quiz
- Appendix D – Club Seal Recognition program
- Appendix E – Club member pre-enrollment contact
- Appendix F – Club member after enrollment contact
- Appendix G – Club member non-member in good standing contact
- Appendix H – Constitution and bylaws template for Sauk County 4-H Clubs and Groups

Appendix A: Disciplinary Policy

The Sauk County 4-H Behavioral Guidelines sets the behavior expectation for all 4-H youth, their parents, and volunteers. Sauk County 4-H staff is responsible to enforce the behavioral guidelines to ensure the safety and wellbeing of all participants and preserve the integrity of the 4-H Youth Development Program.

Whenever any unacceptable behavior is observed or reported, staff will conduct the recommended disciplinary procedure. Since the nature of offensive behavior may range from minor infractions to serious violations, the disciplinary action should reflect an appropriate consequence. All actions taken by staff are intended to serve a restorative purpose rather than a punitive measure.

Definition of Misconduct:

- i. Major Offenses: If found to have committed a major offense- the parent/guardian will be contacted and the member will be immediately sent home at their own expense.
 1. Immediate action shall be taken if:
 - a. Their behavior constitutes a health, safety, liability risk to myself or others, bullying/harassment, or may jeopardize the integrity of 4-H.
 - b. Severe disruption of the event
 - c. Possess, consume, &/or be in the presence of alcoholic beverages or any illegal or unsafe chemical substances (drugs & tobacco products)
 - d. Damages to public or personal property
 - e. Any violation of Federal, State, or municipal laws
 2. Local law enforcement will be contacted (if applicable)
- ii. Minor Offenses: If found to have committed a minor offense- the parent/guardian will be contacted and the member may be sent home at their own expense. A Care to Share Form should be completed and sent to the UWEX office.
 1. Examples include:
 - a. Defiant behavior
 - b. Disrespectful
 - c. Inappropriate language
 - d. Breaking Curfew

Disciplinary Procedure:

In the event of an alleged violation of a major or minor misconduct, the 4-H staff member with overall responsibility for the program or event shall:

- A. Unless immediate action is required:
 - i. The accused participant shall be told the charge (which of the prohibited behaviors listed he or she is accused of violating)
 - ii. The accused participant is told what factual evidence supports the charge
 - iii. The accused participant has been given a chance to tell his/her side of the story
 - iv. Review the possible consequences of misconduct with the accused participant
- B. Obtain all the relevant facts and complete the Care To Share Form within 72 hours of the occurrence.
- C. If immediate action shall be taken:
 - i. 4-H member will be dismissed immediately from the 4-H program or event
 - ii. Their parent/guardian will be contacted and will be responsible for their immediate transportation home.
 1. The 4-H Staff member responsible for the program or event is permitted, at his/her discretion, to permit the 4-H member to remain at the program or event if there is extenuating circumstances.
 - iii. Contact local law enforcement (if applicable)

1. A report shall be filed with the local law enforcement
 2. A copy of that report will be sent to the parent/guardian and the Sauk County 4-H Educator
- D. Care to Share Form is sent to the parent/guardian, Sauk County 4-H Educator (also serving as the chair of the Disciplinary Review Board), and the member's club leader.
- i. Disciplinary Review Board Chairperson will begin the process for a Review Board meeting

Disciplinary Review Board: shall be used if no immediate action was taken

- A. The Disciplinary Review Board shall consist of the following:
 1. Chairperson - Sauk County 4-H Educator
 2. One Sauk County Senior Leader
 3. The person in charge of the program or event where the offense occurred
 4. Member's Club Leader
 5. Two Sauk County 4-H members
 1. 4-H Members must be:
 - a. At least 13 yrs of age
 - b. Currently enrolled in Sauk County 4-H
 - c. Each club nominates 1 older youth
 - d. Names are collected and a drawing is done of 2 names to participate on the board
- B. Note: All efforts should be made when convening a Review Board, none of the members of the Board are related to the accused 4-H member.
- C. The purpose of the Review Board:
 1. To determine whether the offense charged actually occurred
 2. If occurred, what disciplinary action should be taken
- D. The Review Board Chairperson shall:
 1. Schedule a Review Board meeting
 2. Inform the Board members the need to meet, the purpose of the Review Board being called, and the suspected infraction
 3. Notify any persons involved the request to attend the scheduled meeting
 4. Direct everyone on the Board to treat the matter as confidential
 5. Disciplinary action should only be discussed with the members of the Review Board, the 4-H member, and the member's parent/guardians.
 6. Appoint a recorder to document the Board proceedings and the discussion of the Board following the proceedings
 7. Provide opportunity for each person involved to present his/her recollection of the events and allow for additional individuals to be included to the process as needed
 8. Permit the Board members to ask questions and call for additional information
 9. Insure that person not essential are excluded from the review. Ie: Witnesses may only be present during their own testimony
 10. Complete any necessary paperwork relative to the conclusion of the Board
- E. When all parties have provided their recollection of the events and the Review Board has no further questions, the Review Board will work together to determine whether the 4-H member is in violation of the Behavioral Guidelines and whether the disciplinary action is appropriate or what disciplinary action should be taken. The decision of the Board should be a simple majority vote.
- F. Once determination has been reached, the review board will:
 1. Present the findings and the disciplinary action to be taken to the 4-H member accused and their parent/guardian
 2. Discuss their appeal procedures

3. Provide the 4-H member/leader with a letter with this information will be mailed to them within 7 days
- G. Following the review, the chairman will make a written record of the event prior to the proceeding, the proceedings, and the consequences recommended. The record should be sent to the Sauk County 4-H Agent where will be kept on file.
- H. The Disciplinary Review Boards decision shall constitute the final decision. There is no option of an Appeal.

Appeal Procedure: Appeal process is completed if immediate action was taken and the Review Board was not involved.

- A. If a 4-H member wishes to appeal the decision of the review board, he/she must appeal in writing to the Sauk County 4-H Educator.
 - i. Right to appeal with no guarantee of reinstatement
 - ii. Appeals must be filed within 10 days of notification of the disciplinary action from the Review Board.
 - iii. The Appeal Board should consist of the following:
 1. Sauk County 4-H Educator
 2. Two 4-H Leaders
 3. Three Sauk County 4-H members maybe included based on situation- members must be at least 16 yrs of age and currently enrolled in Sauk County 4-H
 4. Leaders and members must not have attended the Disciplinary Review Board and none of the members are related to the accused 4-H member.
- B. The appeal board should meet no later than 15 business days following the date of the 4-H members request.
- C. The Sauk County 4-H Educator shall:
 - i. Prepare the appeal form and may include any other relevant information for the Appeal Board meeting
 - ii. Schedule an Appeal Board meeting
 - iii. Inform the Board members the need to meet and the purpose of the Appeal Board being called
 - iv. Direct everyone on the Board to treat the matter as confidential
 - v. Appoint a recorder to document the Board proceedings and the discussion of the Board following the proceedings
 - vi. The 4-H member and their parent/guardian will be notified in writing of the decision of the Appeal Board.
 - vii. A copy of the letter will be included in the Sauk County 4-H Educator's files.
- D. The Appeal Board's decision shall constitute the final decision.

SECTION #3: Give your suggestions for a possible solution if one is needed.
Commend someone or a program/group.

Please Print:

Name of person completing form: _____

Address of person completing form: _____

Phone number of person completing form: _____

E-mail address of person completing form: _____

SIGNATURE: _____

DATE: _____

Please return completed forms to your local UW-Extension Office.

Appendix C – Officer Training Assessment/quiz

This quiz along with the study materials are available on the Sauk County 4-H website.

1. Youths and adults should be partners in leading the 4-H club meeting. Adults coach and guide youths of all ages to become leaders.
 True False
2. Whose responsibility is it to make sure that officer duties are covered in case an officer cannot attend? Example: the secretary of the club cannot make a meeting.
 Secretary President Vice President
3. Adults should take charge of the club when activities are not going as planned.
 True False
4. It is an officers responsibility to help every member find a place in the club.
 True False
5. The financial section of the club charter only needs to be signed by the treasurer, but the adults can supply all the needed information.
 True False
6. The reporter's duties do not include writing articles for the local paper about the club's activities.
 True False
7. It is only the president and vice president that need to meet with adult leaders about committees and updates.
 True False
8. The business portion of a club meeting should only last _____ minutes
 15-20 20-30 30-40
9. Members of a group tend to participate more when they feel involved.
 True False
10. Seating arrangements do not affect group dynamics as long as everyone can see and hear.
 True False

Appendix D – Club Seal Recognition program

Sauk County 4-H

Standards of Excellence for 4-H Groups

The Standards of Excellence Program is to encourage:

- A quality educational program for all members.
- A safe environment where all youth feel like they belong
- An environment where youth have opportunities to connect with caring adults.
- An environment where youth are actively engaged in exploring and learning about their interests.
- Opportunities for youth to strive for mastery in subject matter/project area interests.
- Opportunities for youth to set goals and be actively involved in the planning, implementation and evaluating the group’s programs.
- Opportunities to experience and value service to others and the community.
- A vibrant environment where youth want to participate.

There are three different levels that can be achieved for the Standards of Excellence. Completing this form at the end of each year will qualify clubs for Bronze, Silver or Gold Seals, which can be placed on their Club Charters.

Bronze Level

Standard of Excellence Requirement	Qualifying Information (ex: number of new families, number of project meetings and youth attending)
1. Recruited and welcomed new members and their families or other caring adults	
2. Necessary youth leadership (example: President/Chair, Vice President/ Vice Chair, Secretary/Recorder, Treasurer, Recreation Leader) who are prepared to fulfill their leadership Roles through face to face or online officer training.	
3. Supportive adult leadership for officers to succeed, learning through projects and activities, recreation and community service	
4. Group held a minimum of six business meetings and a minimum of six hours of teaching time.	
5. At least one project group with a minimum of six hours of hands-on project learning per project.	
6. Enrollment records completed for each member and leader in 4-H Online.	
7. All enrolled volunteer leaders have completed Volunteer Orientation. (VIP Training)	
8. The group planned, implemented and evaluated a community service project.	
9. Participated in at least one County Fundraiser.	
10. Club has a Member in Good Standing Committee.	

Silver Level - Must complete all of Bronze level and:

Standard of Excellence
Requirement

Qualifying Information (ex: number
of new families, number of project meetings
and youth attending)

11. Group meetings should include recreation, education and a business meeting. A group should meet eight times during the year for meetings, group activities or community service projects.	
12. At least TWO project groups with a minimum of six hours of hands-on project learning per project.	
13. An annual program planned by the youths that includes skill performance (for example: demonstrations, judging or exhibition) and community service	
14. Participation of group leadership (youths and adults – Senior Leaders or Junior Leader Council) in advisory groups, program planning committees (local or county – Animal Science, Performance Arts, Fair, Club Guidelines, Awards, etc.) or training opportunities	
15. Sixty percent or more of members complete at least one project	
16. Sixty percent of your membership, participated in at least multiple County Fundraisers (Calendars, Food Stand).	

Gold Level - Must complete all of Bronze, Silver level and:

Standard of Excellence
Requirement

Qualifying Information (ex: number
of new families, number of project meetings
and youth attending)

17. Group meetings should include recreation, education and a business meeting. A group should meet 10 times during the year for meetings, group activities or community service projects.	
18. At least THREE project groups with a minimum of six hours of hands-on project learning per project.	
19. An annual program planned by the youths that includes skill performance (for example: demonstrations, judging or exhibition) and health/safety and recreation and community service	
20. Seventy-five percent or more of members complete at least one project.	
21. Seventy-five percent of your membership, participated in at least multiple County Fundraisers (Calendars, Food Stand).	

Appendix E – Club member pre-enrollment contact

To be emailed or mailed to all 4-H members from the previous year by October 1.

Hi!

Welcome to the _____ 4-H year. _____ will have _____ meetings this year on: _____. It is our expectation that you will _____ to be a member in good standing.

The enrollment deadline for Sauk County is December 1st. You must be enrolled by December 1 and be a member in good standing in order to be eligible to represent our club or Sauk County at any Countywide (such as Performance Arts Festival, County Fair, etc...) or Statewide event (Such as 4-H and Youth Conference, State Fair, etc...).

If you have any questions or concerns, feel free to contact _____, co-leader for our club at _____, _____ co-leader for our club _____ at _____ or the Sauk County 4-H Youth Development program at 608-355-3250.

Appendix F – Club member after enrollment contact

To be emailed or mailed to all 4-H members after December 1.

Hi!

We have missed seeing you at the _____ club meetings the past couple of months. We understand that schedules can be busy. However, we want to make sure you understand that there are some minimum expectations to be in 4-H in order to be a member in good standing. You should have received communication at the beginning of the 4-H year letting you know about those expectations for being a member in good standing. Please contact us by _____ and let us know you will be at the next couple of 4-H club meetings, fundraising events, activities, etc... If we haven't heard from you by _____, we will ask the 4-H Extension Office to remove you from the member in good standing list. This will make you ineligible to represent our club, Sauk County at any Countywide (Such as Performance Arts Festival, County Fair, etc...) or any Statewide event (Such as 4-H and Youth Conference, State Fair, etc...). You are still a 4-H member and we would be happy to work with you to be a member in good standing.

Please contact _____, co-leader for our club at _____, _____ co-leader for our club at _____ or the Sauk County 4-H Youth Development program at 608-355-3250.

Appendix G – Club member non-member in good standing contact

To be emailed or mailed to all 4-H members in February.

Hi!

We are sorry that we haven't heard back from you about the communication that we sent on _____. At this time, since we still haven't heard from you and you haven't yet fulfilled the requirements of being a member in good standing, we will be contacting the 4-H Extension Office and asking them to remove you from the member in good standing list. This will make you ineligible to represent our club or Sauk County at any Countywide (Such as Performance Arts Festival, County Fair, etc...) or Statewide event (Such as 4-H and Youth Conference, State Fair, etc...). You are still a 4H member and we would be happy to work with you to become a member in good standing.

Feel free to contact _____, co-leader for our club at _____, _____ co-leader for our club at _____ or the Sauk County Extension Office 4-H Youth Development program at 608-355-3250 to discuss restoring your member in good standing status.

Cc: Sauk County 4-H Youth Development Agent or support staff

**Appendix H – Constitution and bylaws template for Sauk County
4-H Clubs and Groups**



**Wisconsin 4-H
Community
Clubs**

Sample Bylaws for Sauk County 4-H Clubs or Groups

[Bracketed texts in italics are intended to be instructions and should be removed from the final copy. This sample form may become the by-laws of the 4-H Club or Group by filling in the blank spaces, amending as necessary and final approval by the membership.]

Article I. Name

The name of this 4-H Club or Group shall be *[Insert Name Here]* 4-H Club or Group or Committee.

Article II. Purpose

The purposes of this 4-H Club or Group/Committee are:

Article III. Membership

Section 3.01 A 4-H club member must be in 5-year-old Kindergarten and may continue in the 4-H Club through the next 4-H year following their graduation from high school not to extend beyond the age of 19 as of December 31 of the enrollment year.

Section 3.02 Open to any youth within grade parameter – regardless of that person’s race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital or parental status.

Section 3.03 The following are requirements to hold a 4-H charter and be recognized as a 4-H Club or chartered Group/Committee in Sauk County, Wisconsin:

- (a)** Club or Group/Committee name

- (b)** Five or more youth from at least three families

- (c)** Adult leadership that has been approved through the Youth Protection Program

- (d)** Educational plan which meets the purposes of the 4-H program
- (e)** Youth involvement in leadership and decision-making
- (f)** Meet on a continuing basis – hold a minimum of six regular business meetings per year.
- (g)** Have written constitution/bylaws approved by members to govern the club or group/committee
- (h)** Successfully complete the 4-H Annual Charter Renewal Packet that includes critical communication, legal, financial and educational accountability requirements. All blanks must be completed and submitted to the county UW-Extension office annually no later than the due date set by the 4-H Youth Development Educator.
- (i)** Must comply with
 - all Wisconsin 4-H Youth Development Policies (<http://4h.uwex.edu/about-4-h/policies/>)
 - 4-H National Headquarters policies, (http://www.national4-hheadquarters.gov/library/4h_polregs.htm)
 - All federal and state laws

Section 3.04 – Enrollment

Enrollment must be completed annually online by these deadlines:

- (a)** December 1 - Enrollment deadline for all re-enrolling members and leaders.
- (b)** March 1 - New members enrolling by this date MAY be a member in good standing. Therefore they may be eligible to participate in county wide events and contests such as Performance Arts Festival, Judging Teams and County Fair, and may be eligible to represent Sauk County at Regional and State 4-H events or contests. Member in good standing status will also be dependent on club guidelines.
- (c)** After March 1 - New members may enroll but will NOT be a member in good standing. Therefore they will NOT be eligible to participate in county wide events and contests such as Performance Arts Festival, Judging Teams and County Fair, and will NOT be eligible to represent Sauk County at Regional and State 4-H events or contests.

- (d) Requests for late re-enrollments, and late member in good standing status must be made to the 4-H Senior Leaders Association in writing from the 4-H member and will be handled on a case-by-case basis.

Article IV. Parliamentary Authority

Robert's Rules of Order shall govern the meetings of the club.

Article V. Amendments

A simple majority of the total membership may amend the bylaws, provided previous notice is given to the membership -or- 2/3 majority vote of the total membership at any regular scheduled meeting.

Article VI. Youth Officers

Section 6.01 The officers of this 4-H Club or Group shall be:

- (a) President
- (b) Vice-president
- (c) Secretary
- (d) Treasurer
- (e) [Add additional offices, term of office, etc.]

Section 6.02 Qualification for officers include

- (a) Club Officers will participate in club officer training annually at the club or countywide basis. Or will participate in a self-study officer training program.
- (b) [Insert club qualifications for each office or officers in general]

Section 6.03 Election of Officers

- (a) [Describe club's nomination process]

- (b)** The officers shall be elected by ballot at a regular meeting designated for the purpose. [Add month, if known]
- (c)** All members are eligible to vote.
- (d)** Ties for election of office are to be broken by [insert method here]
- (e)** [Describe process for replacing officers who cannot fulfill their terms]

Section 6.04 Duties of Officers

- (a)** The president shall preside at all club meetings.
- (b)** In the absence of the president, the vice-president shall preside.
- (c)** The secretary shall keep a record of all proceedings of the club.
- (d)** The treasurer shall receive and take care of all money belonging to the club and shall pay it out upon order of the president and shall keep an accurate record of all money received and paid.
- (e)** The club reporter will serve as public relations officer and shall prepare news reports of the club's meeting and activities and send them to the local papers as occasion demands.
- (f)** [Adapt or add as needed]

Article VII. Club or Group/Committee Volunteer Leadership

Section 7.01 The 4-H Club or Group/Committee shall be under the direction of Youth Leadership working in partnership with local adult volunteer leader(s).

- (a)** Volunteer leadership is open to all adults regardless of that person's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital or parental status.
- (b)** All adult volunteers are required to participate in the Wisconsin 4-H Youth Protection Program prior to becoming a 4-H Volunteer.

- (c) There shall be such volunteer assistant leaders, volunteer project leaders and volunteer youth leaders as are needed to properly advise and assist in carrying on the various projects and in conducting the club program.

Article VIII. Dissolution Clause

Upon dissolution of the [*insert name of the 4-H club, Group or Committee*] any assets must be turned over to the Sauk County 4-H Senior Leaders Association, with the approval of the county 4-H Youth Development Educator consistent with Wisconsin 4-H Youth Development approved financial practices and policy.

Article IX. Meetings

Section 9.01 Regular Meetings

- (a) The regular meetings of this club or group/committee will be held monthly at a time and location determined by the club leadership team in consultation with the membership and communicated [include how and when club members will be informed about club calendar].
- (b) Clubs will hold a minimum of 6 regular business meetings each year.

Section 9.02 Quorum

A majority of the enrolled members of the club will constitute a quorum. A quorum must be present when business is transacted.

Article X. Club Organization

Section 10.01 Club Planning Year

- (a) The 4-H year is continuous and should be consistent with the county 4-H Leaders Association annual year.
- (b) The Wisconsin 4-H membership year is defined as October 1 – September 30 for the purpose of definition in Wisconsin 4-H Policies.

Section 10.02 Club Fiscal Year

(a) The Wisconsin 4-H fiscal year is defined as July 1 – June 30.

(b) The 4-H club financial books must be audited annually to meet Annual Charter Renewal Packet expectations.

Section 10.03 Membership Requirements

(a) 4-H member in Sauk County is required to attend a minimum of 3 Club/Group Regular Business Meetings to be a Member in Good Standing.

(b) Exceptions will be made with communication with the Club Leader for (but not limited to) severe illness, family emergencies, conflicts with college coursework, etc. Documentation in addition to communication with the club leader may be required. Alternate requirements may be negotiated to accommodate for exceptions. For example – an additional community service project, leading a project, etc.

Article XI. Additional Club Policies and Standing Rules

Section 11.01 The club policies and standing rules contained within this article are subject to amendment or suspension by a majority vote at any regularly scheduled meeting in which a quorum is present.

(a) [Include any additional club rules, guidelines, expectations or policies not listed above: dues, committees, achievement requirements, record books, project exhibition, fund raising, club trip, etc.]

Review and Approvals

Review by 4-H Youth Development Educator:

Signature

Date

Date Approved by Membership _____

Required Signatures:

Club President Signature

Date

Club Secretary Signature

Date