

Kewaunee County 4-H Leaders Association Policy Statement

The Kewaunee County 4-H Leaders Association will function in compliance with the Wisconsin 4-H Youth Development policies. This document sets policies for the Kewaunee County 4-H Leaders Association, but not for the Kewaunee County 4-H program. Policies related to 4-H membership and Educator led program are under the Educator while policies related to Leader Association activities are under their direction as long as they do not conflict with any state policies.

Financial Policies

Budget

An annual budget shall be prepared by a committee of the 4-H Leaders Association and approved by two-thirds majority of the 4-H Leaders Association members present at the Annual Meeting each year.

Financial Year

The fiscal year for this organization shall run from July 1 through June 30.

Audit

An annual audit of the financial records will be made by a committee comprised of the 4-H Leaders Association President and Treasurer along with an outside source at the end of the fiscal year. An audit will also occur when a new Treasurer takes office. An audit report will be presented to the Adult Leaders Association for approval.

Deposit of Funds

A checking account shall be maintained in a FDIC or NCUA insured financial institution approved by the 4-H Leaders Association for deposit of monies and for payment of current obligations.

All financial accounts need to have two signatures on the signatory card.

The treasurer shall transfer excess funds not needed to satisfy current obligations to a savings account including but not limited to a traditional savings account, money market account, certificate of deposit and/or endowment.

Dues and Fees

- **4-H County Member Dues**

Per Wisconsin 4-H Policy, the Leaders Association cannot collect 4-H membership dues as the amount of dues and how the funds will be used is set by the Educator.

- **4-H Member Donations**

The Leaders Association can request an annual donation from 4-H members. This optional donation should be discussed as part of the annual budget process.

- **Participation Fees**

Money collected from individual participating in specific program or activity. Participation fees are charged directly to participants who choose to participate in the program or activity. These fees are separate from membership dues.

Fundraising

All funds raised in the name of 4-H must be deposited and distributed through an approved 4-H account.

Insurance

Liability insurance will be provided by University of Wisconsin-Madison to all approved leaders and volunteers that function in their scope and role. This does not include parents or the Leaders Association as an entity.

Procedures for Reimbursement

No one will be empowered to spend 4-H Leaders Association monies without approval from the 4-H Leaders Association and/or 4-H Executive Committee.

- Normally expected to request expenditures are:
 - 4-H Program Educator
 - Authorized Trip Chaperones
 - Adult Leader Board Officers
 - Committee Chairpersons
 - Food Stand Manager(s)
 - County Resource Leaders
- Expenditures shall not exceed the amount budgeted for the activity or purpose without specific permission from the Board.
- Request for funds not previously budgeted shall come before the Leaders Association for review and approval must be received prior to the expenditure. A detailed budget must accompany all requests for funding along how these expenditures will benefit youth.
- Requests for funds above the amount budgeted (i.e. financial hardship), will be considered on case-by-case basis. Requests must be in writing and will remain confidential.
- The Board will not donate money to other non-profit organizations.
- Reimbursement requests shall be submitted for approval at regular Leaders Association meetings.
- The treasurer shall collect receipts and make disbursements in accordance with the approved budget as authorized by the Leaders Association.

Reporting Requirements

All 4-H Clubs and Groups with a checking and/or savings account must submit an Annual Financial Report and supporting documents to the 4-H Program Educator by September 1st or the date set by the 4-H Program Educator. The Annual Financial Report and supporting documents include:

1. Wisconsin 4-H Clubs & Groups Annual Financial Report
2. 4-H Club or 4-H Group Audit Checklist
3. Copy of the checkbook and/or savings registry, covering July 1 – June 30
4. Copy of the bank statement ending June 30 or July 1 for each account. Any differences between the bank statement(s) and the ending balance reported must be reconciled. Upload the reconciliation with the Annual Financial Report.
5. Current inventory of land, buildings, property, or project equipment with individual values of \$2,000 or more.
6. Monthly Treasurer's reports for 4-H Clubs or Groups with annual income greater or equal to \$20,000

The Annual Financial Report allows the 4-H Club or Group to qualify for federal tax-exempt status under the University of Wisconsin Board of Regents General Exemption Number (GEN) for Wisconsin 4-H Clubs and Groups.

Failure to submit a completed Wisconsin 4-H Clubs & Groups Annual Financial Report and supporting documents by the due date could result in loss of tax-exempt status and forfeiture of all financial assets.

Awards

The following awards are available to on an annual basis.

- **Key Award:** The Wisconsin 4-H Key Award is the highest state 4-H award earned by members who have shown consistent growth in their 4-H involvement, developed and applied their leadership skills, actively participated in their 4-H club and community.
- **Friend of 4-H**
- **Outstanding New Teen Leader (Grades 7-9)**
- **Outstanding Teen Leader (Grades 10-13)**
- **Outstanding Leader Award**
- **Volunteer of the Year Award**
- **Outstanding Club or Project Member**

Individuals must be nominated by someone other than themselves.

Award applications must be received by designated deadline or will not be considered. Applications must be received 4:30 p.m. day of deadline or postmarked day of deadline.

Criteria form will be used to evaluate each application received.

Two non-4-H volunteers and two 4-H volunteers to be determined by the Leaders Association will review and score applications which need to be completed and submitted to the Extension Office by designated date.

Disposal of Property

The 4-H Leaders Association shall dispose of used, antiquated or unwanted property at its own discretion. Disposal of assets valued over \$1,000 need to be approved by the Leaders Association.

4-H Food Stand

All receipts related to the 4-H Food Stand need to be submitted to the Leaders Association within one month of the event.

All revenue generated from the 4-H Food Stand goes into the Leaders Association treasury.

Distribution of food at end of fair will be sold. Proceeds will be deposited in a Kewaunee County 4-H Leaders Association account.

Scholarships

Up to two \$500 scholarships are given by the 4-H Leaders Association. Two scholarships of \$500 each will be awarded to 4-H members who plan to further their education. Scholarship applications must be received by deadline or will not be considered. There is no negotiation about extending dates. Deadline is 4:30 p.m. day of deadline or postmarked day of deadline.

Any identifying information will be redacted

Each application will be reviewed utilizing standard criteria.

Outside reviewers agreed upon by the Executive Committee will review applications using criteria. Then the Leaders Association will review applications.

Trips

The Kewaunee County 4-H Leaders Association will pay a portion of the member's fees if awarded a trip to anything identified in the Trips/Experiences and Awards Application. The portion to be paid will be determined each year by the Board of Directors. Members must report back to the Leaders Association within two months of returning from experience either by submitting a 200 word written report or verbal presentation at a 4-H Leaders Association meeting within two months of returning from trip. Once report is given, reimbursement will be made.

Driver must be an approved driver through UW-Madison Division of Extension Positive Youth Development Institute.

Out-of-County Travel (within the continental U.S.)

- Actual cost for gas will be reimbursed when authorized by the Adult Leaders Board.
- Alternate transportation to events may also be reimbursed subject to the same approval (i.e. van rental for teams, exchanges, etc.) at 80% of total cost.
- Lodging
 - Chaperones: 80% of the chaperone cost per the State guideline of 1 to 10 per gender will be covered.
 - Youth participants: 80% of lodging will be reimbursed.
- Meals
 - Up to \$30/day is reimbursable for chaperones and youth.
- Registration Fees
 - Chaperones: 100% of the chaperone cost per the State guideline of 1 to 10 per gender will be covered.
 - Youth and adult participants: 100% of registration fees will be reimbursed after attending the event.

Misc.

Cost for food purchased for county-wide 4-H events, with prior approval from the Board of Directors - i.e. Wildlife Day and Project Day will be reimbursed by the 4-H Leaders Association. Reimbursement rate will \$5.00 per person for snack and \$7.00 per person for a meal. If amount spent is greater than what is listed in policy statement, written explanation will need to be provided or difference will not be reimbursed. Since the Leaders Association is paying for the food, this group will distribute any remaining food not consumed to participants present at the event or deliver to a local food pantry.

Policy Review

This policy shall be reviewed annually by the 4-H Leaders Association at their October annual meeting.

Reviewed & Approved on February 19, 2024