



WAUSHARA COUNTY 4-H LEADERS ASSOCIATION, INC. POLICIES

I. Youth Participation in 4-H

Waushara County 4-H is open to any youth within the grade parameter regardless of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, marital or parental status, pregnancy, veteran's status, non-job related conviction record or qualified disability.

II. Grade Requirements

A. Entry level grade: Five year old Kindergarten at the beginning of the school year. Kindergartners (five year old), first and second graders are limited to enrolling in the Cloverbud project. This project is an exploratory project, led by a club Cloverbud leader, to introduce them to a variety of 4-H projects.

B. Upper level grade: Members may enroll in 4-H one year after the year in which they graduate from high school. Members may graduate from 4-H the year they graduate from high school or one year following high school graduation.

III. Membership

A. 4-H club members - Youth may join 4-H clubs by contacting the 4-H club organizational leader and completing an enrollment form by November 1 for reenrolling members and March 1 for new members. 4-H club members must abide by the club's constitution, bylaws and/or rules. Members may not hold membership in more than one county or state. Members who reside with parents/guardians in multiple counties for extended amounts of time should contact the 4-H Youth Development Agent to determine membership status.

B. Members wishing to change clubs after the annual enrollment deadline are to contact the 4-H Youth Development Agent. The agent and/or Executive Board will consider each situation independently and make a decision about the request considering the best interests of all parties.

C. Members must abide by the Waushara County 4-H Policies.

IV. Enrollment Deadlines and Membership Categories

A new or re-enrolling member who submits an enrollment form by the enrollment deadline is eligible to participate in all county and club sponsored educational programs, awards and trips provided the deadline has not passed for an opportunity when their enrollment form is received. They have the right to enter in the junior division of the county fair as a Waushara County 4-H member.

Re-enrolling members missing the enrollment deadline and wishing to have the full rights, responsibilities and privileges of a 4-H member must meet with or share in writing to the Executive Board of the Waushara County 4-H Leaders Association at a scheduled meeting to indicate their reason for late enrollment. The Executive Board will accept or deny membership at this time. The final date by which this can occur is the November Leaders Association meeting which is scheduled for the fourth Monday of November. Club organizational leaders can participate in this meeting with the member seeking an enrollment deadline extension. This type of request can only be made one time during a 4-H member's career. Non-compliance with this will result in enrollment as a social member for the year.

Members may not hold 4-H membership in more than one county or state at one time. Youth must qualify for participation in district, state or national 4-H competitions through their county of membership.

B. Social Member - Youth who join 4-H after the enrollment deadline have the right to join 4-H as a social member and participate in all club activities and county educational programs that are not awarded to members. Social members are not eligible to participate in the Waushara County Fair Junior Division as a 4-H member or in fair events such as the clothing and foods review, dog show and demonstration and speaking contest. These members are not eligible for record book, project or special awards. Social members can participate in 4-H camp and Festival of the Arts. This membership status can also be applied to an individual member by the 4-H Leaders Association Executive Board for just cause.

C. Transfer members - Individuals can transfer membership from another county or state at anytime with all rights, responsibilities and privileges of a regular member. A letter from the county they are transferring from is required to accept their membership as a regular member.

D. Project Additions or Drops - Enrolled members may add or drop projects until March 1. The UW-Extension office must be notified of the change by this date.

V. Project Requirements

A. Third and fourth grade members are encouraged to take the Exploring project.

B. In selecting projects, except Cloverbuds, members should use their number of years in 4-H as a guidance in deciding how many projects to sign up for. For example, a member in their third year should consider taking three projects; a member in their seventh year should consider taking seven projects.

C. Records are required to be kept in each project and entered in the

member's 4-H record book.

D. To exhibit in the county fair, all members must follow the guidelines stated for the junior division of the fair as well as the rules for the departments they are entering items in.

VI. Club Requirements

The University of Wisconsin-Extension grants 4-H Club Charters, which formally recognizes a club's affiliation with 4-H and grants that club permission to use the 4-H Club name and emblem. To be a Chartered 4-H Club in Wisconsin, the following requirements must be met.

1. Club name
2. Five or more youth from three families
3. Adult leadership that has been approved through the Youth Protection (Volunteer Orientation) Process
4. An educational plan which meets the purposes of the 4-H program
5. Youth involvement in leadership and decision making
6. Meet on a continuing basis
7. Open to any youth eligible for 4-H membership regardless of race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital or parental status.
8. Submit a financial and audit report to the County UW-Extension office annually.
9. 4-H clubs must include a statement of dissolution in their by-laws or club guidelines similar to the following: Upon dissolution of the 4-H Club, any assets must be turned over to a recognized 4-H club or group, with the approval of the 4-H Leaders Association and the county 4-H Youth Development Agent.

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

Clubs should pay their annual bills to the 4-H Leaders Association by the due date on the bill which will be 60 days from the anticipated receipt date. A \$5 per month penalty fee could be charged for late payments.

VII. Project Association Requirements (2/10)

The University of Wisconsin-Extension grants 4-H Groups and Committees Charters, which formally recognizes a group or committee's affiliation with 4-H and grants that group or committee permission to use the 4-H Club name and emblem. To be a Chartered 4-H Project Association in Waushara County, the following requirements must be met in addition to the requirements listed in the Wisconsin 4-H Charter application or renewal for groups and committees.

1. Project association name
2. Five or more youth
3. Adult leadership that has been approved through the Youth Protection (Volunteer Orientation) Process
4. An educational plan which meets the purposes of the 4-H program

5. Youth involvement in leadership and decision making
6. Meet on a continuing basis
7. Open to any youth eligible for 4-H membership regardless of race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital or parental status.
8. Submit a financial and audit report to the County UW-Extension office annually.
9. 4-H Project Associations must include a statement of dissolution in their by-laws or club guidelines similar to the following: Upon dissolution of the 4-H Club, any assets must be turned over to a recognized 4-H club or group, with the approval of the 4-H Leaders Association and the county 4-H Youth Development Agent.

VIII. Awards and Recognition

A. Achieving members: Members who complete a 4-H Cloverbud or Member Record Book and publicly display their project(s) during the 4-H year.

B. Each achieving member will receive an award plaque upon their completion of their first year of membership and a disc award for each year of membership.

C. Cloverbud Awards: Cloverbuds or club organizational leaders submit a list of achieving Cloverbuds to the UW-Extension office by the Monday following Labor Day. Achieving members will receive a recognition item at Achievement Day.

D. County Award Selection:

Members in third grade and older submit their record books to their club organizational leader or designee. The club establishes a committee to review the record books and submits approximately 1/3 of the books to the county for award consideration.

1. Younger Member Awards (third -sixth grade at enrollment time): The Waushara County Association for Home and Community Education 4-H Awards Committee reviews record books of members in grades three through six and presents deserving members with an award disc and 4-H recognition item.

2. Older member awards (seventh through twelfth graders at enrollment time): Volunteer leaders will review the older member books in consideration for project and special awards indicated on the current listing of those awards.

E. Older Member Awards and Trips:

Older members have the opportunity to apply for the following trips and awards: Explore Wisconsin, Leadership Washington Focus, Citizenship Washington Focus, Wisconsin 4-H Youth Conference, Older Youth Cultural Trip and Key Award. Members may only participate in one of the following four trips in a given year: State 4-H Youth Conference, Leadership Washington

Focus, Citizenship Washington Focus and National Congress (year of application). The exception to this is individuals serving as 4-H Ambassadors can apply to attend State 4-H Youth Conference to gain additional training for this role in addition to attending as a delegate in a different year and participating in another trip. Ambassadors can receive a scholarship equivalent to other State 4-H Youth Conference delegates in addition to a scholarship to one of the other trips identified above in a given year.

Members may participate in a given trip/award during the years they are eligible for the number of times listed below:

One year: Leadership Washington Focus, Citizenship Washington Focus, Key Award

Two years: State 4-H Youth Conference

All years eligible: Explore Wisconsin, Older Youth Cultural Trip

Additional rules may be specified for any of these.

Families who have a difficult time making payments for trips, (i.e. State Congress, Washington Focus), could seek funding from local community organizations such as Wautoma Kiwanis or Wild Rose Kiwanis. Members who are taking the trips would have the responsibility of obtaining funding from the organizations themselves. It teaches maturity and financial skills.

A trip commitment form will be sent to selected participants. After a member is chosen for a trip, the member has two weeks to commit from that date. A form with the member's signature and his/her parent's signature are turned in. Members will have 6 weeks from the time they are notified of the cost to make total payment for the trip. If the member defaults on the trip, after turning in the commitment form, and chooses not to attend, the member is responsible for the entire cost of the trip. If the Leader's Association has paid a scholarship portion of the trip and the member defaults on the trip, after turning in the commitment form, and chooses not to attend, the member is responsible to pay that portion back to the Leader's Association. If a member defaults on a trip due to an emergency, for example: death in family, critical illness, divorce, or any other reasonable cause, the Leaders Association Board has the right to allow default of the trip and no repayment made. If a member needs a disciplined plan in making payments, a payment plan may be set up with the Leaders Association Treasurer on an individual case-by-case basis.

F. Scholarship/Reimbursement Protocol (2/10)

Opportunities that are paid directly by the leaders association, members sign a commitment form and members are billed for their portion. Percent of fee/costs paid by leaders association is in (). Individuals are responsible for meals not in the registration fee or purchased as a group. Expenses of adult chaperones will be included in the fees charged to the youth participants.

State Conference (67% of registration fee except sessions with a fee are billed to participant; cost of parking and transportation is split among

participants)

Leadership Washington Focus (67% of registration fee)

Citizenship Washington Focus (67% of registration fee)

Older Youth Cultural Trip (67% of expenses except individually purchased meals up to the equivalent amount of the scholarship awarded to Citizenship Washington Focus delegates the previous year)

Explore Wisconsin (67% of total expenses except individually purchased meals)

National 4-H Congress (67% of registration fee after Wisconsin 4-H Foundation Scholarship is credited)

National 4-H Conference (67% of registration fee)

US Space Camp (33% registration fee)

Opportunities that members pay for initially, can request scholarship money towards registration/participation costs, receive money after participation is completed:

State Teams – Showcase Singers, Press Team, Drama Team, Art Team (\$100 for 1st year 4-H members; \$250 for members with 2 or more years of 4-H membership)

Opportunities that members pay part of the cost and the leaders association provides a scholarship with payment by members being made with registration.

Four County 4-H Summer Camp (50% of registration fee) with costs of counselors and adult staff being evenly paid for by the four counties leaders associations

Opportunities that members/leaders can request reimbursement for part or all of the registration fee. Reimbursement will be sent after participation in the event and verification of attendance.

Art Beat (50% registration fee)

Arts Camp (50% registration fee)

Arts Leadership Lab (50% registration fee)

Fall Forum (50% of registration fee)

North Central Regional Leaders Forum

State Youth and Adult Leader Conference

Other opportunities members/leaders chose to attend

IX. Adult Volunteer Enrollment and Orientation Process

Adults wishing to serve as 4-H volunteers must complete the enrollment process and volunteer application. Prior to interacting with 4-H members, the volunteer must complete the volunteer orientation and allow UW-Extension to complete a criminal records background check on them.

X. Financial Policies

Financial Scholarships for Families with Limited Resources/Financial Hardship
Waushara County 4-H members from limited resource families or families experiencing a financial hardship can request grant funds to support further

support their involvement in county, state or national 4-H programs or events. The 4-H family must complete and submit an application requesting sponsorship prior to participation in the program or event. The club organizational leader or a designee and the president and the treasurer of the 4- H leaders Association will review the request in a confidential manner and will determine if the request is approved or denied. The family is to pay for 10% of the registration fee.

Outstanding Checks - The payee of a check which has not cleared the bank three (3) months after the date of issue will be notified that said check will be void four (4) months after the date of issue if not cashed prior to said date.

Project Discovery Day - The Association will reimburse volunteer teachers for reasonable supplies purchased for their session

Project Workshop Day/Quilt Camp - Members will be responsible for all costs associated with the projects.

Funds Received From Dissolved/Non-renewed Clubs, Groups, Associations_- Monies received from any club, group or association that has cease to exist will be placed into the 4-H Leaders Association account but designated for the group for a period of three (3) years. If after the three (3) year period, the club, group or association does not reorganize to claim back the funds, said funds will be transferred to the general fund of the 4-H Leaders Association. No interest will be earned on these monies.

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