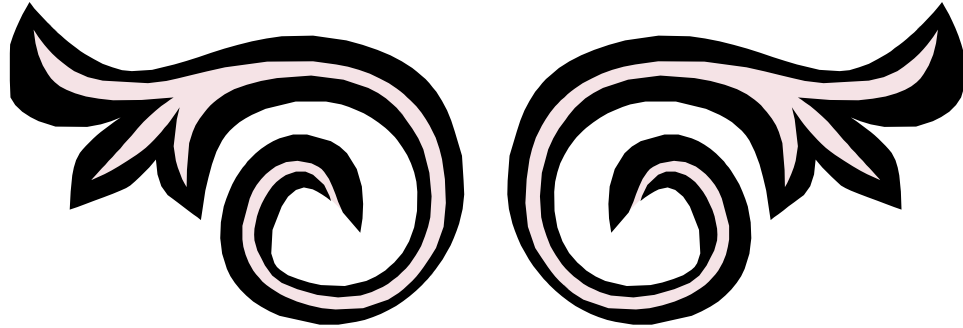


**CORNELL COOPERATIVE EXTENSION
CHAUTAUQUA COUNTY**



4-H YOUTH DEVELOPMENT PROGRAM



PROGRAM GUIDE

AND

POLICY HANDBOOK

Revised September 2017

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For more information, contact the 4-H Office at 664-9502, ext. 212

4-H is the Youth Development Division of
Cornell Cooperative Extension, Chautauqua County
3542 Turner Road, Suite 1
Jamestown, NY 14701-

PROGRAM GUIDE

THE 4-H VISION, MISSION AND VALUES

4-H Youth Development in New York State is a leader in enabling youth to develop knowledge, skills, attitudes and abilities to become productive citizens, and is a catalyst for positive change to meet the needs of a diverse and changing society.

VISION

A world in which youth and adults learn, grow, and work together as catalysts for positive change.

Through 4-H Youth Development, youth will:

- Practice effective problem-solving and decision-making skills.
- Possess positive work attitudes and skills.
- Value diversity.
- Accept community and social responsibility.
- Contribute to positive relationships with families, peers, 4-H Volunteers and community members.
- Demonstrate communication and leadership skills.
- Value lifelong learning.

MISSION

4-H connects youth to hands-on learning opportunities that help them grow into competent, caring, contributing members of society.

VALUES

Cornell Cooperative Extension Values:

- 4-H reflects the principles of positive youth development, experiential learning, and the importance of having fun
- 4-H encourages family involvement and support by connecting families to their communities and to one another
- 4-H promotes the development of skill that help young people succeed in higher education, their chosen career path, and as members of their families and communities
- 4-H is committed to achieving a community of staff, volunteers, and program participants that reflects the diversity of New York State
- 4-H creates opportunities for youth to have a voice in the development and evaluation of the program at the local, state, and national level
- 4-H experiences reflect local needs and culture while also preparing youth for success in a rapidly changing world
- 4-H makes science come alive by connecting youth to Cornell University and the research-based resources of the land grant college system.

4-H INFORMATION

HISTORY OF 4-H

The Smith Lever Act of 1914 established the Cooperative Extension Service jointly among the U.S. Department of Agriculture, the state and land-grant universities and counties. The establishment of 4-H was made as an informal educational program for young men and women.

4-H was established as a program open to all youth 9 to 19 years of age regardless of race, creed or national origin. Chautauqua County has also established a Cloverbud Program. This program is especially geared for 5 to 8 year olds with projects designed for this audience.

4-H NAME

During the early years, what is now 4-H was called various names. The first use of the term "4-H Club" was used in 1919 and by 1924, club work had acquired the name 4-H by which it would thereafter be known throughout the world.

4-H EMBLEM

The four leaf clover design with H's appeared around 1908 by O.H. Benson. Originally the four H's stood for "head, heart, hands and hustle." In 1911, the present emblem was adopted and it was O.B. Martin that suggested that the four H's stand for head, heart, hands and health. In 1939, Congress passed a law protecting the use of the 4-H name and emblem.

4-H MOTTO

The 4-H Motto "To Make the Best Better," was originally adopted in 1927 and has remained the same throughout the years.

4-H SLOGAN

The 4-H Slogan is "Learning by Doing."

4-H COLORS

Green and white are the 4-H colors. The white background of the 4-H flag symbolizes purity; the green 4-H emblem is the nature's most common color in the great outdoors and is the color of springtime, life and youth.

4-H PLEDGE

The pledge was officially approved in 1973.

"I Pledge

my head to clearer thinking, (hands touching the head)

my heart to greater loyalty, (hand on heart)

my hands to larger service, and (palms up in front)

my health to better living, (hands down by sides)

for my club, my community, my country and my world."

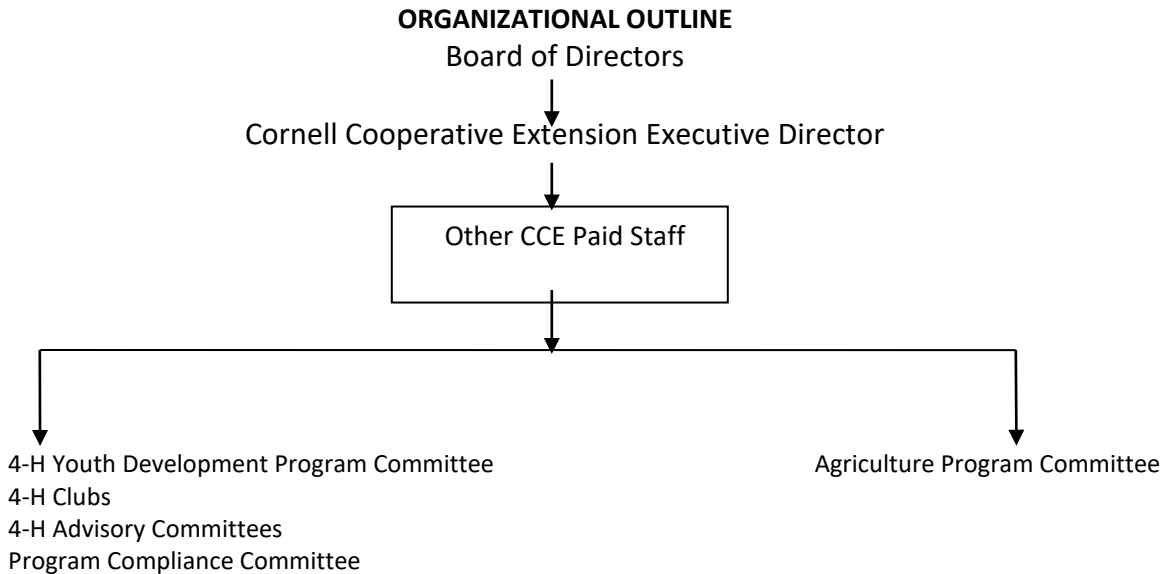
4-H PROGRAM YEAR

The 4-H program year begins October 1st and ends on September 30.

CORNELL COOPERATIVE EXTENSION OF CHAUTAUQUA COUNTY

Cooperative Extension works by helping people to help themselves. The needs of local residents are identified and channeled through program committees which establish priorities for Extension to respond with practical educational programs.

Programs are carried out by a local professional and volunteer staff that is backed by educators, researchers, and specialists at Cornell. Staff are kept up-to-date by a constant flow of information from Cornell, the Statewide Extension Network, and other land grant Universities. CCE - Chautauqua County carries out educational efforts in three major program areas: 4-H, Healthy Lifestyles, and Agriculture and Natural Resources.



BOARD OF DIRECTORS

The Board of Directors is composed of two representatives of each of the Program Committees, seven elected at-large members, and two legislators.

PROGRAM DEVELOPMENT COMMITTEES (Ag, 4-H)

The Program Development Committees are composed of program participants and/or interested individuals elected to a three-year term. Members may only serve two consecutive terms for a maximum of six years.

4-H YOUTH DEVELOPMENT PROGRAM COMMITTEE

The 4-H Youth Development Program Committee provides leadership and programming direction to and sets policies for the following: 4-H Clubs, 4-H Foundation, and 4-H Advisory Committees. All policies must be approved by the Board of Directors.

The 4-H Youth Development Program Committee will aid the 4-H Issue Leader with disciplinary decisions.

4-H MEMBER AWARDS & INCENTIVES

County-Wide Events

Recognition is a tool that can be used to help each 4-H member have a satisfying experience in the 4-H Program. There are a variety of County-wide activities that allow 4-H members to display the skills that they have learned and compete against other county 4-H members:

- National 4-H Week Window Display Contest
- 4-H Presentation Contest
- 4-H Fashion Revue
- Tractor Safety Certification
- Conservation Field Days
- County Fair 4-H Contests and Events

In addition, there are opportunities for 4-H Staff and Leaders to recognize 4-H members with county ribbons and medals for outstanding accomplishments in project areas. Advisory Committees select 4-H members to be recognized for Herdsmanship and Outstanding Project Completion. Advisory Committees also recognize 4-H'ers for outstanding project accomplishments. (Contact the 4-H Office for current standards on these awards.)

- 4-H Herdsman Award Ceremony
- 4-H Awards Night

COUNTY FAIR AWARD CEREMONY at COUNTY FAIR

Herdsmanship awards will be given by 4-H Project Advisory Committees during the AWARD CEREMONY at the County Fair. Herdsmanship awards include Outstanding Junior Superintendent Herdsman, Outstanding Senior Herdsman (ages 14 and up as of January 1 of current project year), and Outstanding Junior Herdsman (ages 8 – 13 as of January 1 of current project year). Each 4-H animal project area may award the previously described Herdsmanship Awards plus three other awards. Each 4-H project area has a maximum of 6 awards that can be given at the Herdsman Award Ceremony.

In addition, Adult 4-H Barn Superintendents will nominate and vote for four 4-H members from all areas of 4-H to receive outstanding awards:

Outstanding Junior Superintendent – awarded to the Junior Superintendent who displays outstanding leadership, motivation, and ability.

BEST ALL AROUND 4-H MEMBER in memory of Kazan Mosher – awarded to the “best-all-around” 4-H member for the project year and over time.

SPIRIT OF 4-H AWARD in memory of Kris Tewinkle Award - Awarded to any Chautauqua County 4-H member, who is a graduating high school senior. Award recipients must embody the spirit of 4-H and make 4-H fun and enjoyable. Award recipients do not have to be college bound.

MOST IMPROVED 4-H'er AWARD in memory of Robert Spinler- This award is presented annually at the County Fair Herdsman Award Ceremony and is given to the person chosen as the MOST IMPROVED 4-H MEMBER from last year to this year.

4-H AWARDS Ceremony

4-H Awards ceremony is the official awards ceremony for the County 4-H Program. This event, held in early November, is a recognition event for youth who have completed and/or have had outstanding achievement in a 4-H project area. This ceremony will be held pending available funding.

CERTIFICATE OF ACHIEVEMENT

Certificates of Achievement are awarded to every Chautauqua County 4-H member who has completed a 4-H Project and have turned in their records. 4-H Club Leaders, 4-H Advisory Committees and parents of Lone Members must submit a list of eligible members who have completed at least one 4-H Project by October 15.

MEMBERSHIP PINS

4-H Membership Pins are available, but clubs, committees or members must purchase them.

STEPPING STONE AWARDS, MILESTONE AWARDS**

Stepping stone awards, and milestone awards are awarded to 4-H members who have been nominated by their 4-H Leader or 4-H Advisory Committee for significant effort or achievement in a 4-H project area.

COUNTY MEDALS**

County Medals are presented to 4-H members who have demonstrated outstanding accomplishments in a specific project (minimum of 3 years) over their 4-H career.

****Criteria for 4-H Awards are available at the 4-H Office, 664-9502, ext. 214.**

4-H TRIPS

4-H Trips are available at cost to 4-H members throughout the year at the District, State and National Levels. Trip opportunities, cost and details will be advertised in the Extension Connection Newsletter

The following criteria and expectations apply to all trips.

1. Enrolled in 4-H during the trip year.
2. Active participation in 4-H Club and/or county programs.
3. Exhibited leadership and/or participated in 4-H Presentations during the current 4-H year.
4. Willingness to share experience in a 4-H club or county program.

Description of Possible 4-H Teen Award Trips (13 AND OLDER)		
Trip	Age	Description
Albany Capital Days (early May), 3 days	14 +	4-H Capital Days gives youth an opportunity to meet and interact with legislators and tell their 4-H story, create an awareness of career opportunities in New York State government, better understand state government, and network with delegates from other counties. Delegates are chosen by their county 4-H program. 4-H Capital Days is a NYSACCE4-HE sponsored event.
Cornell Career Explorations/Focus for Teens at Cornell (late June), 3 days	13 +	Career Explorations is a three-day event for youth on the Cornell University campus. The purpose of this program is to provide youth with exposure to academic fields and career exploration, to develop leadership skills, to provide hands-on experience in a college setting and to introduce you to Cornell University. The event is made up of two grade specific tracts: University U for youth entering grades 8 - 9 and Focus for Teens for youth entering grades 10-12.
Agri-Business Career Conference at SUNY Cobleskill (Mid-October), 2 days	14 +	Participants become more aware of opportunities with agriculture and academic requirements for professional positions available in agri-business. This trip features mini-tours to farms and operations in the Cobleskill area as well as seminars, guest speakers and guided tours of the SUNY Cobleskill agriculture facilities.
Cornell Animal Crackers (May) 1 day	9-12	The annual Animal Crackers program provides New York youth with fun hands-on science-oriented learning experiences on Animal Science topics which feature the unique facilities and staff of Cornell university.
Dairy Discovery Workshop (Late March) 2 days	14-19	The annual Dairy Discovery program provides New York youth with fun, hands-on science-oriented learning experiences on dairy production and management topics which feature the unique facilities, industry professionals, and staff of Cornell University.
March Dog Madness (March) 1 day	14+	March Dog Madness is an annual conference for adult and teenage 4-H volunteer leaders. Workshops engage participants in science based information training. Current animal health, animal behavior, industry trends and youth development issues are addressed. Since 2002, guest presenters have included stakeholders, extension professionals, community and youth experts.
STARR (April) 3 days	13-19	The State Teen Action Representative Retreat (STARR) is a three-day, fun-filled event where 4-H teens participate in a variety of workshops and activities meant to challenge, excite and further develop life skills. The event is planned by teens and adults serving on the youth/adult STARR planning committee. STARR is open to all NYS 4-H Teens.

POLICY GUIDE

4-H MEMBERSHIP AND 4-H CLUBS

1. 4-H Club Definition

An official 4-H Club meets the following criteria: There are five or more youth, and an adult leader over the age of 21. The club has a name and its members complete one or more projects during the club year.

4-H Club Year - The official 4-H Club year is October 1 through September 30.

2. Age Policy

4-H is for youth 8-19.

- A member must turn 8 years old by January 1 of the current club year and be in 3rd grade or higher. If a member is 8 years of age and wishes to remain and participate as a Cloverbud that is acceptable.

- A member may not turn 19 prior to January 1st of the current club year.

- **Cloverbuds:** Cloverbuds are a special category of 4-H members. The program is for youth who are 5 years old **AND** are in kindergarten through regular 4-H age. Cloverbuds cannot do regular 4-H member activities. Cloverbud 4-H curriculum and activities must be used for this age group.

- Where it may apply: Youth ages 9-13 are considered a junior participant and youth ages 14-19 are considered a senior participant

3. Starting a Club

4-H clubs can be started anytime, and members joining before May 1 can exhibit projects in the 4-H Building at the County Fair. Members joining after May 1 will be considered members for the next club year.

4. Cost to 4-H Member

A yearly membership charge (determined by the 4-H Youth Development Program Committee prior to the start of a new 4-H year) to be a 4-H or Cloverbud member is \$50.00 per member, not to exceed \$150.00 per family. This money is used to cover the cost of medical insurance, "Extension Connection" newsletter, and other program expenses. Additional dues may be charged by individual 4-H Clubs. No young person will be turned away from 4-H membership because he/she is unable to pay. Arrangements can be worked out with the 4-H Office and/or by the club organizational leader.

4-H educational materials are available at the 4-H Office. Any materials can be borrowed and returned free of charge providing they are returned in a timely manner and in good condition.

5. Multi-County Membership

4-H members may only be enrolled in one county and exhibit 4-H projects at that county fair only. Members may not take some 4-H projects in one county and others in a different county.

6. Equal Program Opportunity

4-H clubs **will not** discriminate against sex, race, creed, color, disabilities, residence or economic background.

4-H clubs may limit membership, but it must be written in the club bylaws and the club must keep an up-to-date waiting list.

7. American with Disability Act

4-H will provide reasonable accommodations for disabled individuals. Contact the 4-H Office for additional information.

8. 4-H Club Monies

4-H club treasuries are the property of the 4-H Club to be used as current members see fit within boundaries and guidelines set by the 4-H Youth Development Program Committee. The money does not belong to individual members of the club and may not be split between members if a club disbands. Likewise, former members of the club have no say as to how the club treasury is spent after they leave the club. Due to the above statements, it is strongly recommended that **money earned during the club year should be spent during that year**. 4-H Clubs and Advisory Committees must get permission from 4-H Youth Development Program Committee to carry funds over into the new year. The money should be utilized by the members who earned it in support of their current 4-H projects and activities.

4-H clubs, special projects and advisory committees must submit an annual financial form, distributed at the Fall Organizational Leader's Meeting, to the 4-H Office by **November 1st** of each year. Failure to do so may result in disciplinary action from Program Committee. In severe cases, fundraising activities could be suspended.

9. 4-H Club Accounts

- Two signatures are required for checks and savings withdrawals.
- No 4-H club can have over \$500.00 at the year end (Sept 30) in assets without prior permission from the 4-H Youth Development Program Committee.
- Fund raising may be denied to any club by the 4-H Program Committee.
- 4-H clubs must apply for their own Tax Identification Number for bank accounts. Procedure information can be obtained at the 4-H Office or your local bank.
- 4-H clubs are not exempt from sales tax on their purchases.

10. Fund Raising by 4-H Groups

Chautauqua County 4-H will have an annual county-wide fundraiser for groups to raise funds. Participation in this sale is not mandatory, however, a 4-H Club cannot do any other type of fundraiser unless they have also participated in the county-wide fundraiser in that 4-H year. 4-H groups may not conduct any other fund raising events without prior permission from the 4-H Program Committee. Failure to abide by this rule may have strong disciplinary action such as loss of club charter, members ineligible for Achievement Night Awards, etc.

Raffles, Lotteries and Games of Chance are not an appropriate form of fund raising for CCE 4-H Youth Development Programs.

A minimum of 2% from all Fundraising Activities must be submitted to the 4-H Office to be used for 4-H Administrative Costs.

Fundraising involving preparation and service of food is discouraged due to health codes and safety issues. Any consumable items sold in the name of Chautauqua County 4-H MUST have approval from the 4-H Program Leader, the 4-H Program Committee and the Chautauqua County Health Department.

11. Disbanding a 4-H Club - What happens to the treasury?

- a. Disbanded clubs must notify the 4-H Office in writing.
- b. If a club drops to less than 5 members, the club is encouraged to disband, and have remaining members merge with another club.
- c. Club Treasury - Monies remaining from a disbanded club must be turned over to Chautauqua County 4-H since support for 4-H was the intention of your club fundraisers. If desired, a party for the members at a reasonable cost is acceptable. Under no circumstances should any remaining monies be divided between 4-H members or leaders. Your club may wish to donate to another community non-profit group. Such an action may be done with prior permission from the 4-H Issue Leader and 4-H Youth Development Program Committee.

12. Parent Expectations

4-H strongly encourages parent participation, but it is not a requirement for membership.

13. Project Curriculum

4-H projects must be completed from approved curriculum. A variety of project curricula—can be viewed on the 4-H Mall: <http://www.4-hmall.org/Category/educationresources.aspx>. Current approved projects can also be found in the Chautauqua County Fairbook. New projects must be submitted to the appropriate committee on the Project Approval Request Form (FORM 200903) Project curriculum will be reviewed and approved by the respective Committee, the 4-H Issue Leader and the 4-H Program Committee.

All animal science committees must submit their updated project rules to the 4-H Program Committee for approval by September 15th.

14. Project Records

4-H Club Leaders are responsible for deciding when a member has completed a non-animal project. They are then to report a member's completion to the 4-H Office so that the member's yearly certificate can reflect that he/she completed projects. All project records will be due **September 15th** of each year. Parents and leaders are asked to help members fill out project records but should not do all of the young person's work. 4-H Club Leaders should submit any 4-H project records to the 4-H Office that they feel are "outstanding" for review and awards consideration. 4-H Leaders and Committee Members must provide explanations of excellent, good or worthy stickers on records.

All 4-H animal records must be submitted to the 4-H Office by September 15th and will be reviewed by the corresponding 4-H Advisory Committee to determine completion and awards. 4-H Leaders and Committee Members must provide explanations of excellent, good or worthy stickers on records. **After September 15th and until September 30th, the project record will be accepted with the following penalties; member will lose eligibility for: any award higher than red, for year-end awards and project specific awards. Any records received after September 30th are considered late and will NOT be accepted. Final date for record submission is September 30th to be eligible for next year's project.**

15. Program/Project Compliance

A 4-H project is a planned series of learning experiences through which a youth develops knowledge and skills.

The proper compliance with established, stated and published final dates and deadlines is considered an appropriate expectation of 4-H membership.

When an enrolled 4-H member fails to meet requirements for participation in a project/club activity and is in danger of disciplinary action for any reason, a written report from the committee/club must be made to the 4-H Program Committee.

The 4-H Program Committee and 4-H Community Educator will review the issue and send their recommendation to the 4-H Issue Leader regarding action to be taken. A letter to the parents of the participant will be sent in a timely manner. The opportunity to attend a face-to-face meeting will be made to the 4-H youth member and their family.

16. 4-H Community Service

4-H members are strongly encouraged to do community service work. Club Community Service Reports or Lone Member record sheets stating their community service project activity should be turned in no later than one month after each community service activity with a final annual due date of **September 30th**. It is very important that clubs report their community service as this information is used for reporting purposes. Community Service Report Sheets are available from the 4-H Office.

17. Secretary Reports

Each club is requested to send in a monthly secretary report. It is due **by the 10th of each month**, so for the October business meeting, the secretary should send in a report by November 10th.

18. Mandatory Meetings

Each club is responsible for sending a club leader or representative to the Fall and Spring Organizational Leaders Meetings. Parents of lone members should also attend these meetings. The Fall Organizational Leaders Meeting, usually in early September, reviews club requirements, project completions, enrollment and fundraisers. The Spring Organizational Leaders, usually in early May, reviews county fair requirements, policies and primarily submission of fair vouchers. If there is no representative attending from a new club, that club will not be allowed to start.

19. Other Meetings

Individual club meetings will be scheduled at the discretion of club leaders. Committees and Project leaders are welcome to schedule meetings at the Frank Bratt Ag Center when space is available. Anyone wishing to schedule meetings at the Ag Center should contact the 4-H Office to ensure availability of rooms. The rooms should be kept clean, orderly and left in the same manner in which they were received.

20. Meeting Cancellations

It is the discretion of the Executive Director of Cornell Cooperative Extension to at anytime cancel meetings at the Frank Bratt Ag Center for safety reasons. Every effort will be made to cancel meetings at least one hour prior to scheduled start time. The following radio stations will be notified: WJTN, WWSE, WHUG, WKSN, and WQFX. Please use your best judgment, if at anytime you feel conditions are not conducive to travel, please do not travel to the Ag Center for a 4-H meeting. In the event that the Office of CCE is closed during the day, all evening activities will be subsequently cancelled.

21. Club Program Planning Calendars

Each club is required to submit a Program Planning Calendar, distributed at the Fall Organizational Leaders Meeting, each year to the 4-H Office by December 15. Program Planning Calendars should display project and meeting projections for the current club year.

22. Club Charters

Each organized 4-H Club must be chartered with the State of New York. Applications for club charters are available in the club secretary handbook, available at the 4-H Office. Charter applications must be accompanied by bank account information including club EIN number, and Program Planning Calendar.

23. Independent (Lone) Members

4-H does recognize Lone Members (youth not enrolled in a formal 4-H Club) but we strongly suggest members gaining club experience for at least two years before electing Lone Member status.

24. Residence

Youth participants should be residents of Chautauqua County. Youth from adjoining counties to Chautauqua County and youth with special circumstances may join 4-H in Chautauqua County by submitting a written request to the 4-H Youth Development Program Committee. That committee will then approve or disapprove membership. Persons participating in 4-H short term projects interested in taking part in Chautauqua County 4-H activities must be enrolled as a 4-H member in Chautauqua County. Chautauqua County 4-H members can only participate in Chautauqua County 4-H Programs. They cannot be 4-H members in any other county or state (see #5, pg. 9).

25. 4-H Policy Book

The 4-H Program Committee agrees to review the policy book every three years and submit to the Cornell Cooperative Extension Board of Directors for approval. The 4-H Youth Development Program committee reserves the right to amend any policies as need with approval from the CCE Board of Directors. All amendments to the policies will be advertised in the Extension Connection.

4-H MEMBER CODE OF CONDUCT

Standards of expected behavior are established by the 4-H Youth Development Program Committee and will be shared by Cornell Cooperative Extension staff, volunteers, or chaperones with all youth participating in 4-H events. These behaviors are expected of all youth while participating in 4-H events and activities. Leaders and/or Chaperones at any 4-H event will be enforcing the code. All enrolled 4-H members will receive and sign-off on the 4-H Code of Conduct.

Expected Behavior:

1. All participants are to refrain from disruptive use of social media, email, text, or IM. It is acknowledged by the Chautauqua County 4-H that social media may be used to promote, encourage, and display county pride and club/program unity. It is also a good way to communicate club/program news and notes. Chautauqua County 4-H also acknowledges that social media can be used in disruptive and destructive ways such as, but not limited to, bullying, taunting, intimidation, and slander. Use of social media in these ways, including but not limited to posting or distributing literature or material containing a threat of violence, injury or harm, slanderous accusations or depicting violent actions against members, volunteers or staff is strictly prohibited.
2. All participants are expected to be responsive to the reasonable requests of the adult in charge at the time given.
3. All participants are expected to participate in all of the planned programs, to be on time and follow through on assigned tasks/responsibilities in a manner that ensures the safety, well-being, and quality of the educational experience for self and others.
4. All participants will act in a mature, responsible manner, recognizing they are role models for others and are representing themselves and the County 4-H Youth Development Program.
5. All participants will be dressed appropriately for the event. Dress will depend on the event. Information given prior to the event will state the type of clothing that is appropriate.
6. All participants will be considerate and courteous of all youth and adults and their property.
7. All participants will respect the rights and opinions of others realizing the strengths of diversity
8. All participants are to refrain from the possession and/or use of illegal drugs, tobacco products, or alcoholic beverages, firearms and/or other weapons at all times. These are prohibited.
9. All participants are to refrain from excessive romantic displays, sexual activities, harassment and hazing either in public or private situations. These actions will not be tolerated.

**Regarding disciplinary action, a witness must submit a written and signed statement of the incident to the 4-H Issue Leader within 10 days of knowledge of the issue, before action will be taken by the 4-H Office or 4-H Youth Development Program Committee.

Consequences Any of the following may be used, depending on severity of the situation. Each severe case will be reviewed by the 4-H Issue Leader and 4-H Youth Development Program Committee.

1. In mild cases, a warning will be given (written or verbal).
2. Able to remain at event but possibly barred from a future event.
3. Loss of awards and/or premiums if applicable.
4. Sent home from event at family's expense, followed by a Review Board consisting of individual(s), 4-H Issue Leader, 4-H Community Educator, appointed volunteer, and the individual's parents/guardians.

VIOLENCE OR EXTREME BEHAVIOR OF 4-H MEMBERS

If a 4-H Member is engaged in a “PROHIBITED” behavior (see #9 of 4-H Member Code of Conduct) they will be immediately suspended from the 4-H Program and the act will be reviewed by the 4-H Issue Leader and 4-H Community Educator. Based on the severity of the situation, the 4-H member may be permanently dismissed from the 4-H Program and legal authorities may be called. The 4-H Youth Development Program Committee will review the case and submit a recommendation to the 4-H Issue Leader regarding 4-H Membership. The Issue Leader will make the final decision regarding membership.

RELEASING 4-H MEMBERS FROM 4-H PROJECT or PROGRAM

1. Membership Is Not Permanent - Must Remain In Good Standing - It costs a considerable amount in public funds and much time and effort to serve a 4-H member. With rapid expansion of program and extension of youth programs to new audiences, it is increasingly important not to waste time and money on those who are interfering in any way with the progress of the over all educational program.
2. Canceling of Membership - This shall be decided jointly by the 4-H Issue Leader, Community Educator, and 4-H Youth Development Program Committee and carried out by the Cornell Cooperative Extension Issue Leader and/or Community Educator (See rule 15 page 11).

4-H LEADER POLICIES

1. All new leaders must complete the 4-H leader application process, including two positive references, orientation, and background checks including employment and other organization's memberships with the 4-H Office.
2. Leaders must be **at least 18 years of age**, but it is recommended that leaders be **at least 21 years old**. However, a younger person may teach a project or direct an activity, as long as a person over the age of 18 is present and acts as the adult supervisor.
3. There should be **1 adult over age 18 present for every 8 4-H youth** in attendance. For **Cloverbud** age children, **1 adult for every four (4) members** should be present. At minimum, there should be two adult volunteers at every 4-H group activity.

4-H LEADER ROLES

There are many leadership opportunities in 4-H and you should identify yourself in the proper capacity. Below are the general categories in which most 4-H leaders can identify themselves. Read through them and determine the one which most nearly describes your position.

4-H Club Organizational Leader: Responsible for the club and all of its activities. Reports directly to the 4-H Office.

Assistant Club Leader: Helps the club organizational leader in general routine or may teach a project.

Project Leader: These leaders teach a certain subject matter project which may be of short duration. They may or may not be affiliated with a 4-H Club.

Activity Leader: Assumes the leadership of a 4-H Activity and may or may not be affiliated with a club.

Advisory Committee Member: A person who serves on one of the 4-H Project Advisory Committees. They may also hold one of the other positions. Example: Rabbit, Horse, Foods and Nutrition, etc...

Junior Leader: An older 4-H member (13 and older) who assists an adult leader in carrying out the 4-H Program.

CCE VOLUNTEER CODE OF CONDUCT

All Cornell Cooperative Extension (CCE) Volunteers are required to accept and adhere to the following standards of behavior when engaged in assigned volunteer activities.

To maintain a safe and healthful environment for program participants I will:

- refrain from disruptive use of social media, email, text, or IM. It is acknowledged by the Chautauqua County 4-H that social media may be used to promote, encourage, and display county pride and club/program unity. It is also a good way to communicate club/program news and notes. The Chautauqua County 4-H also acknowledges that social media can be used in disruptive and destructive ways such as, but not limited to, bullying, taunting, intimidation, and slander. Use of social media in these ways, including but not limited to, posting or distributing literature or material containing a threat of violence, injury or harm, slanderous accusations or depicting violent actions against members, volunteers or staff is strictly prohibited.
- follow child protection guidelines;
- refrain from the use of alcohol and inappropriate language, especially in the presence of minors and, never attend or participate in a CCE activity or event under the influence of alcohol or controlled substances;
- use tobacco products only where legally permitted and refrain from the use of tobacco products while conducting or assisting in any Extension program or in other group situations that may glamorize such use in the eyes of young people;
- bring no firearm to any CCE program except when essential to the purpose of the program;
- use any potentially dangerous item in accordance with the safety procedures prescribed for the program;
- report all unsafe conditions and accidents to-Extension staff as soon as possible; and
- handle any animals, machinery, equipment, vehicles or other CCE property that has been entrusted in a safe and responsible manner; observe all state and federal laws with respect to power equipment and minors.

To maintain a responsible relationship with Cornell Cooperative Extension, 4-H volunteers will:

- respect and adhere to CCE rules, policies and guidelines that relate to volunteer activity and the program they serve;
- execute CCE business in an ethical manner;
- preserve the confidentiality of information about program participants and CCE internal affairs as outlined in the confidentiality policy;
- refrain from using CCE volunteer status for personal or business financial gain;
- fulfill assigned volunteer duties, including completing of required records or reports, in a timely manner;
- use time wisely and work cooperatively with Extension staff and other volunteers;
- participate in required training programs and use the recommended policies and procedures; and
- accept supervision and support from Extension staff and/or management volunteers.

To maintain a respectful relationship with individuals encountered through volunteer activities

4-H volunteers will:

- respect and uphold the rights and dignity of all staff, other volunteers and all individuals who participate in CCE programs recognizing that people's values, beliefs, customs, and strengths differ;
- encourage participation of and respect for individuals of diverse backgrounds, cultures, and perspectives; and
- commit no illegal or abusive act including harassment of adults and/or 4-H members.

Important: Regarding disciplinary action, a witness must submit to the 4-H Issue Leader, within 10 days of knowledge of the issue, a written and signed statement of the incident before action will be taken by the 4-H Office and 4-H Youth Development Program Committee. Notification of decision will be communicated within 7 days after the next regularly occurring program committee meeting.

CCE VOLUNTEER CODE OF CONDUCT (continued)

Consequences—(Any of the following may be used, depending on severity of the situation. Each severe case will be reviewed by the 4-H Issue Leader, 4-H Community Educator, and the 4-H Youth Development Program Committee.)

1. In mild cases, a verbal warning will be given.
2. Written warning.
3. Asked to leave premises or suspension from committee or project.
4. Suspension of all volunteer duties.
5. Released as a CCE Volunteer and any 4-H involvement.

4-H ADVISORY COMMITTEES

Each animal project area (horse, goat, sheep, etc.) shall have an advisory committee. A committee must have more than 7 members but no more than 10 members. Each committee shall function according to Robert's Rules of Order. A committee that does not meet the minimum requirements will be expected to grow the committee within 60 days. Lack of committee volunteers will result in a suspension of project programming. It is recommended that committees represent a diverse population from throughout the County. If a letter of interest to join a committee is received the committee shall wait a minimum of 30 days before making an appointment.

County 4-H Advisory Committee members are appointed annually by the 4-H Youth Development Program Committee, based on recommendations from Advisory Committees and Extension Staff. Individuals interested in serving on a committee should be a registered 4-H Volunteer and submit a written letter of intent to the 4-H Office. Committee meetings are public meetings but visitors must call ahead to be put on the agenda if they wish to speak. Committee chairs may use Executive Session to discuss highly sensitive matters. Motions and voting must occur in public session.

DUTIES OF 4-H ADVISORY COMMITTEE MEMBERS

- Serve as project instructors and advisors.
- Create a set of project guidelines for 4-H members to follow. Any potential rule changes must be submitted to the 4-H Office for review before becoming a rule.
- Enforce the project guidelines set forth by the committee for that particular 4-H year.
- Coordinate 4-H shows and educational activities for 4-H members in their project area.
- Encourage 4-H members to take advantage of county-wide awards and incentive programs.
- Utilize fun, hands-on activities for 4-H members to participate in.
- Address conflicts within the program fairly. (See Codes of Conduct.)
- Approach all 4-H activities with a "positive youth development" state of mind.
- Provide equitable evaluation to all youth in the project.
- One member of each advisory committee, or adult representative from the project area should serve as a representative on the 4-H County-wide fundraising committee.

COMMUNICATION WITH 4-H OFFICE

The following information must be submitted to the 4-H Office:

- Committee Binders are provided for ease of communication and should only be removed from the office temporarily for offsite meetings, and must be returned within 3 business days. If removed Binders must be signed out.
- Committee Feedback Forms (submitted immediately to the 4-H Office, via Committee Binder)
- Project Meeting Attendance Sheets (submitted immediately to the 4-H Office, via Committee Binder)
- Monies Received by 4-H Advisory Committee Members (submitted to the 4-H Office within 2 weeks, after hours monies may be deposited in the 4-H drop box located in the Ag Center Lobby. Please include contact info and a description of the funding source.)
- One complete set of name and address labels for confirmed trophy/award sponsors. These labels are used in the Award Winner Packets so that 4-H members will know who sponsored the trophy and who to send a Thank You note to.
- Meeting minutes (copy of originals in binder) are available in 4-H Office, committee minutes should be distributed among committee members by committee secretary.

The following items must be submitted to the 4-H Office by the corresponding deadlines:

- Extension Connection Newsletter Articles and scheduled dates for publication (due 10th of each month)
- Fair Ribbon Order for next year's fair – (October - actual date will be set annually)
- List of confirmed trophy/award sponsors with name, address, name of award and amount of sponsorship – this list will be used to keep track of payments received at the 4-H Office (due June 1)
- Final Copy of the project's Show book READY TO BE PRINTED – hard copy and electronic or disk copy. (Due July 1)
- Names of judges for all events, including address, telephone, and suggested rate of pay, in a timely manner, in order to generate and issue a contract for services. All officiating judges must have a contract for services.

4-H ADVISORY COMMITTEE FUNDS

The money raised by advisory committees will be kept in CCE accounts, assigned to committees for which the funds were raised, and used for the purpose of the educational materials, educational field trips and activities, and/or improving facilities for 4-H display and show areas (i.e. County Fair and 4-H Acres). All funds raised must be submitted to the 4-H Office within 2 weeks. Committee members wishing to get a check advance, get reimbursed for a bill, or to have a bill paid directly from CCE must complete a "Request for 4-H Advisory Committee Funds" (Form 200902) form two weeks prior to the date the funds are needed. Forms are available at the 4-H Office and completed forms must be submitted to the 4-H Office. At year end (Sept 30), an advisory committee's balance cannot exceed \$500 unless prior permission is granted by the 4-H Program Committee. Committees wishing to hold more than \$500 from one year to the next must submit to the 4-H Office (by September 30), a written explanation of why the funds are being held and how they will be used.

A minimum of 2% from all program area Fundraising Activities will be transferred to the 4-H Operating Costs at the end of the year.

COMMITTEE MEMBER ATTENDANCE

If a 4-H Advisory Committee Member misses three meetings in a row without notification, his/her name may be removed from the committee with 4-H Issue Leader and 4-H Youth Development Program Committee approval.

CONFIDENTIALITY

Committee members will function in an ethical manner, contribute to the work of the association, support the decisions of the 4-H staff, and respect the confidentiality of privileged information. Accordingly, committee members will not reveal to anyone, not normally present at committee meetings, any confidential information, which they become aware of during the performance of their duties.

Committee members found in violation of this policy are subject to disciplinary action in the following steps, dependent upon severity (to be determined by CCE 4-H Issue Leader, 4-H Community Educator, and 4-H Youth Development Program Committee)

1. In mild cases, a verbal warning will be given.
2. Written warning.
3. Asked to leave premises or suspension from committee or project.
4. Suspension of all volunteer duties.
5. Released as a CCE Volunteer.

4-H ANIMAL PROJECTS

1. All 4-H Animal Project Advisory Committees have a 4-H Project Rule Book updated annually that spells out the specific rules for the specific project. The rule book also lists any and all project requirements and/or guidelines. For further information, contact the 4-H Office or 4-H Advisory Committee Chairperson.
2. The Chautauqua County Fair Association will pay for judges for 4-H Shows and Contests at the County Fair, but will only sponsor one 4-H show per animal species. 4-H Shows and Contests scheduled outside the fair week must pay for a contracted official using advisory committee funds. Judges for ALL 4-H Shows will be selected by 4-H Advisory Committees. Advisory Committees must communicate hiring with the 4-H Office so that a contract can be sent in a reasonable period of time.
3. 4-H projects and 4-H clubs may have slightly different attendance policies for 4-H members.
4. Members must care for and maintain the health of their project animal. They are expected to keep feeding, health and/or production records.
5. Members must turn in records to 4-H Office by September 15. **After September 15th and until September 30th, the project record will be accepted with the following penalties; member will lose eligibility for: any award higher than red, for year-end awards and project specific awards. Any records received after September 30th are considered late and will NOT be accepted. Final date for record submission is September 30th to be eligible for next year's project.**
6. All project participants must register their intent to participate in an animal project by the date listed in the project brochure. New 4-H members are welcome up to final registration deadline.
7. 4-H members who are in any animal project are strongly encouraged to do a Public Presentation on any topic at any of the following levels: club, presentation day, county fair, or at a project meeting.
8. Project animals that are not properly cared for in the majority decision per recommendation of the animal advisory committee to the 4-H Youth Development Program Committee and their subsequent recommendation to the 4-H Community Educator and Issue Leader may result in the animal and the 4-H member being dropped from the project at any time during the 4-H year.
9. Participation by the members and their project animal in County Fair is strongly encouraged but it is not a requirement for project completion. Exception: All market animals must be shown at County Fair.
10. Animals shown in the market animal class must be sold at the 4-H Meat Animal Sale during the fair week. Only 1 animal per species per youth maybe sold in accordance with the Meat Animal Sale policies. Exceptions – Chickens will be sold as a pen of 2 animals, one pen per exhibitor. If a 4-H member has both the Grand and Reserve Champion Market Animals of the same species, both animals must be sold in the 4-H Meat Animal Sale. Please see the Meat Animal Sale Rules for further rules.
11. Refer to individual Animal Project guides for additional requirements.

INSURANCE COVERAGE

Cornell Cooperative Extension of Chautauqua County maintains insurance to protect 4-H Members and Volunteers. The following explains the coverage:

MEDICAL ACCIDENT

Insurance provides up to \$1,500 in medical coverage for injuries resulting from an accident if a registered 4-H leader or a 4-H club member is injured while participating in an authorized 4-H activity. This coverage is in excess over the individual's personal medical insurance and does not cover auto accidents. More detailed information follows. Be sure to look at the sample claim form and follow reporting guidelines. This accident insurance does not cover other volunteers.

LIABILITY

In the event a volunteer leader is involved in a claim or lawsuit for injuries to another person as a result of their volunteer activities for Cooperative Extension he or she is covered by the liability insurance carried by Cooperative Extension. The activity must be an authorized activity and the result of an accidental event. If the event is at the home or residence of the volunteer, the volunteer's personal insurance may be involved depending on the circumstances. This does not cover vehicle accidents. It does not cover intentional acts of the volunteer or criminal activities. Basic coverage is \$1,000,000. If you are involved in a situation where a person, including 4-Hers, is injured, please report it immediately. Be sure to get the names, addresses and phone numbers of witnesses.

AUTOMOBILES

Registered volunteers driving their personal cars on authorized trips are covered by their personal car insurance first by motor vehicle law. Cooperative Extension carries "non-owned vehicle" insurance in the amount of \$1,000,000 that may cover claims above the personal insurance of the volunteer depending on the circumstances. This is liability only and there is no coverage for damage to the volunteer's vehicle, personal injuries, etc.. The volunteer will be required to complete and submit an "Authorization to Obtain Motor Vehicle Record" form to the 4-H Office so that Extension can obtain a copy of the Volunteer's motor vehicle driving record.

DRIVERS UNDER 25

Volunteers under age 25 are not authorized to drive on behalf of Extension.

IMPORTANT NOTE: This is just a summary and brief description of the plan. The coverage is subject to the terms and conditions of the Master Contract for the plan.

IF AN ACCIDENT OCCURS...

If an accident should occur while conducting a 4-H and/or Cornell Cooperative Extension activity, please remain calm and take the following steps:

1. Contact emergency personnel, if required. If you are on a field trip, it is the leader's responsibility to be sure they know how to contact emergency services.
2. If the injured person needs to be transported to a medical facility, the leader in charge should go with the injured person, if at all possible. This is another good reason to have at least two responsible adults at every 4-H function.
3. Write down as much information as possible about what happened. If possible, fill out a "Cooperative Extension Accident/Incident Report" form (available at the 4-H Office). If this isn't possible, at least write down:
 - injured person's name
 - age
 - when the accident occurred (exact time of day)
 - where it happened
 - how it happened
 - write down exactly the emergency steps you took.
 - name of person filling out report
 - 2 -3 witnesses names and addresses
4. Contact the 4-H Office and let them know what has happened as soon as possible.
5. If an injury occurs, we ask you do not tell the injured party... "Don't worry, we have insurance". First, there may be no liability on your part or that of Extension and you should not assume liability for the injury or damage. Second, prompt handling of the claim by the insurance company may reduce the potential for a larger claim.

A "Permission Slip and Medical Release Form" should be filled out by the parents of every 4-H member you will be responsible for during the year. These forms can be obtained at the 4-H Office.

4-H ACCIDENT INSURANCE CLAIMS

1. A 4-H Volunteer must complete a "Cooperative Extension Accident/Incident Report" form as soon as possible following the accident. The report must include witness information and must be signed by a parent or guardian. This report must be submitted to the 4-H Office by the next business day. A telephone report should be made to the 4-H Office at 664-9502 within 24 hours of the accident or as soon as practical. In order to be covered, a claim must be reported within 20 days to the plan administrator.
2. An Extension Staff person will make a telephone report within 24 hours of notification of an accident to P. W. Wood and Son; (607)273-3303.
3. Two claim forms will be sent to the county to be completed. One form is for P. W. Wood and Son and one is for the insurance carrier. The form for the carrier must be signed by the parent or guardian and completed by the attending physician, if applicable. The completed claim forms must be submitted within 60 days of the accident.

Request for 4-H Advisory Committee Funds

Committee: _____

Contact Person: _____

Date Needed: _____

Full Amount Needed: _____

Pay to the Order of: _____

This purchase requires the use of the CCE Credit card: _____ Yes _____ No

Description for Requested Funds: _____

Do not write below this line

For Office Use Only

Approved

Denied

Date: _____

Signature: _____

Project Approval Request

Date Requested: _____

Club Name: _____

Activity Leader Name: _____

Contact Number: _____

Proposed Section in County Fair Book: _____

Proposed level in County Fair Book: _____

Project Description: _____

Please use additional space if need.
Please provide project sample.

For Office Use Only

Approved

Denied

Date: _____

Signature: _____

Chautauqua County 4-H
FUNDRAISING REQUEST FORM

Club/Committee _____

Date of Request: _____

Date and Time of Fundraising Activity: _____

Location: _____

Who is involved? _____

Person(s) Supervising: _____

Briefly describe the activity (car wash, plant sale, etc.)

How will the fundraiser proceeds be used?

Did your club/animal project participate in the fall county-wide fundraiser? ___Yes ___NO

Did your club/animal project assist with the Snack Bar this year? ___Yes ___No

Has your club donated to the county 4-H Foundation this year? ___Yes ___NO

Current treasury balance: _____

Signature of person submitting request: _____ -