

ADAMS COUNTY GENERAL 4-H POLICIES AND REQUIREMENTS

- Effective January 1, 2018 -

1. **Membership** – Eligibility for 4-H membership is based on a child's age AND grade as of January 1 of the current calendar year. Eligibility for Cloverbud participation begins when a child is age 5 and enrolled in kindergarten. Eligibility for participation in 4-H projects and competitive events begins when a child is age 8 and in third grade. Any youth age 9 or above is eligible for project membership, regardless of grade level. Membership requires enrollment in an authorized Ohio 4-H club or group under the direction of an OSU Extension professional or an approved adult volunteer. A youth's 4-H eligibility ends December 31 the year he or she turns 19. Joining Ohio 4 H is a privilege and responsibility for individuals and is subject to the Ohio 4-H Code of Conduct and applicable policies of The Ohio State University.

2. **4-H Membership Across County Lines** – Youth are expected to affiliate with the 4-H program in their county of residence or receive approval for membership outside their county of residence.
 - A. 4-H membership in two counties simultaneously is not permitted.
 - B. Cross state line membership will be considered the same as for cross county membership.
 - C. In situations where the county of residence does not have a 4-H program (due to financial or other reasons), youth may not join 4-H in another county, and previously approved cross county or cross state membership will be revoked at the end of the calendar year.
 - D. In situations where membership in a county other than the county of residence is desired, the Educators in both counties must be in agreement regarding the application. The agreement will be based upon their professional judgment in accord with the mission of the organization and is not to supersede item C.
 - E. Consideration for membership may not be motivated by perceived competitive or sale advantage in another county, any change due to controversial issues, or other similar motivations.
 - F. Parents, guardians, and/or youth should become familiar with all policies, procedures, and guidelines for the county in which they wish to be members. Some Ohio counties may limit participation in the county Junior Fair to those that reside in or attend school in the county.
 - G. Any consideration for membership in a county other than the county of residence, within the limits of this policy and not addressed by the above statements, should be brought to the attention of the County Extension Director by the County Extension 4-H Educator. This team will work with the Assistant Director, 4-H Youth Development or Associate State 4-H Leader to identify a course of action in these special situations.

3. **Enrollment Deadline** – Enrollments will be accepted anytime throughout the program year, but members must be enrolled by February 15 in order to receive a fair pass, to exhibit their 4-H projects in the current year's Adams County Fair, to exhibit projects or participate in junior shows in the current year's Ohio State Fair, or to represent the Adams County 4-H Program at state events such as Leadership Camp or Citizenship-Washington Focus. Enrollment begins when a completed and signed enrollment form is submitted to the Extension Office by a club advisor.



4. **Attendance Requirements** – 4-H members must attend at least five club meetings (or meet the club's stricter attendance requirements) each program year between December 1 and June 30, unless excused in advance by the club's head advisor, to be considered active 4-H members. If a member is in more than one club, s/he must meet each club's attendance requirements, as well as meet all other requirements of each club, to be considered an active member.
 - A. Only active members will be eligible to participate in the current year's Adams County Fair.
 - B. The club secretary is expected to maintain up to date, accurate attendance records, which will be referred to by club advisors, the 4-H Advisory Committee, and the Extension Educator in resolving any attendance dispute.
 - C. First year members must attend at least 75% of the club's meetings between February 15 and June 30, unless excused in advance by the club's head advisor, to be considered active 4-H members.

5. **Projects** – Projects are the teaching tools of 4-H. Through hands-on project work, members gain new knowledge and develop new skills. Project work encourages members to do something new, reflect on what they've learned from the experience, and apply what they've learned to other aspects of their daily lives. Projects provide members with opportunities to explore a variety of hobbies and career opportunities, showcase their accomplishments, and receive feedback on their work. Record keeping is an important part of project work. Project books and resource materials may be ordered through the club advisor for all 4-H projects. Sales tax will be charged on all books purchased through OSU Extension Adams County. Projects are described in detail in the *4-H Family Guide*, updated and printed annually or available on our website. Remember: A *project* consists of a series of educational activities and experiences over time culminating in an end *product* that can be exhibited at fair; it is NOT simply a fair entry.
 - A. Members must enroll in at least one project each year.
 - B. Members must be enrolled by February 15 in all projects that they plan to exhibit in the current year's fair. Projects may not be added after the enrollment deadline. Changes may be made within a project category no later than April 30 with advisor approval (i.e. from Woodworking Level 1, "Measuring Up," to Woodworking Level 2, "Making the Cut," or from "Breeding Rabbit Project" to "Pet Rabbit Project," and so forth.)
 - C. Non-livestock project exhibits must be created specifically for 4-H. They may not be items or displays created for school, science fairs, Scouts, or other programs or events.
 - D. Members should bring their completed non-livestock projects (with the exception of welding, woodworking, and crops projects) and companion animal projects to pre-fair judging. This judging will determine those eligible to participate at the State Fair. Woodworking and welding projects will be judged at the Fair during Shop and Crop judging, with State Fair qualifying projects selected at that time. Crop projects, which are not eligible for State Fair, are also judged during at the Fair during Shop and Crop judging.
 - E. Project scores will be determined through the evaluation of each non-livestock project by the designated judge. Members not participating in the project judging or make-up judging will not receive fair premiums for their project work.
 - F. To qualify for a premium, all projects including foods and clothing projects must be exhibited at the Adams County Fair. If an animal or project is lost through no fault of the exhibitor and is certified by the advisor, the exhibitor will receive a project completion, but no ribbon or fair premium.

- G. Premiums will be awarded for each project completed and exhibited with the exception of livestock. Market animals do not receive premiums. Dairy and breeding animal premiums vary.
- H. Members must have all animal projects in their possession and continual care by the respective weigh-in or identification deadlines. All required identification forms, registration forms, and lease agreements must be turned in by deadlines.
- I. Project records for all non-livestock and companion animal projects including woodworking, crops, and welding projects must be completed and must accompany exhibits to judging in order for members to earn premiums and awards or to qualify for the State Fair.
- J. Up to date horse project records must be turned in by club deadlines and reviewed by club advisors prior to a member's participation in the fair. Members whose records are not submitted in a timely manner or which are not complete may be denied the opportunity to participate in the fair at their advisors' discretion. Up to date horse project records must also be made available for inspection by Horse Committee members at fair check-in. Members who submit project records for said inspection will receive a ticket for a prize drawing.
- K. Up to date livestock (including rabbit, poultry, dairy cattle, beef cattle, sheep, swine, and goat) project records must be turned in by club deadlines and reviewed by club advisors prior to a member's participation in the fair. Members whose records are not submitted in a timely manner or which are not complete may be denied the opportunity to participate in the fair at the advisors' discretion. Up to date livestock project records must also be made available for inspection by committee members at fair check-in/weigh in. Members who submit project records for said inspection will receive a ticket for a prize drawing.

6. Completion Requirements

- A. Members must complete at least one project each year in order to receive a 4-H completion certificate or year pin.
- B. Skillathons are required for 4-H members. In order to complete your project you must complete the skillathon in all appropriate species (swine, horse, dairy, beef, sheep, rabbits, poultry, and goats) to be eligible to show and/or sell your project at the fair. FFA members who wish to be considered for OME awards must complete the skillathon. Any skillathon taken after the originally scheduled dates in May will be considered late. Late skillathons will not be eligible for skillathon awards and may not compete for Outstanding Market Exhibitor awards. If you cannot attend the originally scheduled skillathons or the makeup you must make an appointment at the Extension Office to complete the skillathon. The last day to complete a late skillathon will be June 30. If 4-H members have not completed the skillathon by then your project is considered incomplete and therefore they are not eligible for a fair pass. Age division include: junior (8-10), intermediate (11-13) and senior (14 and older). Ages are as of January 1 of the current year.
- C. Members must participate in pre-fair or fair judging and exhibit their project work or animals at the fair in order to receive a fair pass and fair premiums.
- D. Members who are unable or unwilling to participate in pre-fair judging or fair shows may submit completed project records and present their completed project exhibit at a club meeting or to a club advisor for review and feedback by September 1 in order to receive 4-H completion credit for the year.

- E. A member's first year in 4-H is the year s/he joins as either a Cloverbud or club program member, and a year is added for each year a Cloverbud or club program member is actively enrolled and completes all requirements of membership.
 - F. Completion pins will be awarded to first, fifth, and tenth year and above active Cloverbuds or program members. Bronze pins will be awarded to first and fifth year members, silver pins will be awarded to tenth and eleventh year members, and gold pins will be awarded to twelfth year and above members.
7. **Cloverbuds** – Adams County youth age 5 and in kindergarten until 8 and in third grade and eligible for project membership may enroll in the Cloverbud program.
- A. Individual clubs may choose whether or not to offer a Cloverbud component. If they choose to enroll Cloverbuds, one or more advisors must receive supplemental Cloverbud advisor training and provide leadership to Cloverbud appropriate activities at club meetings.
 - B. The Cloverbud program is activity based. Activities created beyond those approved for curriculum use statewide must follow Ohio's 4-H Cloverbud Program parameters or be submitted for approval to the State 4-H Office.
 - C. Enrolled Cloverbud youth, because of age appropriateness, will not be eligible for any activities or projects designed for club program (project) members.
 - D. Cloverbuds may not work with large animals, including horses, cattle, swine, sheep, and goats. They are not required to attend Quality Assurance or Horse Safety and Ethics programs, may not participate in large animal education clinics with hand-on learning opportunities, may not participate in horse program ride nights or horse camp, and may not show or exhibit large animals at the Adams County Fair.
 - E. Competition with self and others is inappropriate for the Cloverbud age group, and Cloverbud members are not eligible for any competitive events.
 - F. In order to receive their fair pass, Cloverbuds should participate in the *4-H Cloverbud Interviews* at the Adams County Fair. This is a one-on-one interview with an adult or member of the Junior Fair Board. All participants will receive a participation ribbon. This is a non-competitive, fun, show-and-tell activity.
 - G. Volunteers working with the Cloverbud program will be oriented and trained in: a) The policies of the Cloverbud Program; b) Information concerning learning and developmental characteristics of Cloverbud age children; c) Cooperative work with parents in providing the best learning environment and support for the Cloverbud youth; d) Use of Cloverbud curriculum; and e) The Standards of Behavior for volunteers, with particular attention to a sensitivity of working with Cloverbud children.
8. **Chartered 4-H Clubs** – To be chartered as a 4-H club in Ohio, a group must:
- A. Ensure that all adult volunteers have been approved through the Ohio State volunteer screening process.
 - B. Have at least five members from three different families.
 - C. Have a name that has been approved by OSU Extension.
 - D. Conduct a minimum of six regular club meetings per year.
 - E. Have a current constitution, using the Ohio 4-H template, which guides club decisions. By-laws are optional. The constitution and any by-laws are subject to annual review and approval by members.
 - F. Be youth-directed, annually electing club officers and engaging members in decision making regarding club programs and activities.

- G. Provide a welcoming and safe for all club members.
- H. Plan a series of experiential learning experiences for club members.
- I. Agree to follow all national, state, and Adams County 4-H policies and procedures.
- J. Agree to follow the national and state guidelines for use of the 4-H name and emblem.
- K. Agree to follow national, state, and Adams County 4-H guidelines for fundraising.
- L. Agree to maintain its own Taxpayer Identification Number (EIN/TIN) and complete an IRS 990 filing by May 15 of each tax year.
- M. Agree not to participate in any political campaign or devote time to attempting to influence legislation.
- N. Agree to submit a financial report at the end of each club program year.
- O. Agree that upon dissolution of the club, any assets will be distributed for a tax exempt purpose as provided in their constitution.

9. Adams County 4-H Clubs are also required to:

- A. Have a minimum of two or more screened and approved 4-H volunteers serving as club advisors.
- B. Conduct a minimum of one community service activity annually.
- C. Have at least one advisor (preferably the head advisor) in attendance at one of the annual Adams County 4-H Advisor Updates to ensure that the club leadership team is up-to-date and informed of county, state, and national 4-H policies, guidelines, and procedures, including Adams County Fair rule changes and procedures for the year.
- D. Submit required paperwork and records, including member and advisor enrollments, the annual 4-H club report and club audit, proof of filing the e-Postcard, and so forth by applicable deadlines.
- E. Participate in the annual 4-H Advisory Committee fund raiser or collect assessments and submit funds by enrollment or fund raising deadlines.
- F. Clubs that routinely fail to comply with one or more of the Adams County 4-H Club requirements or the Ohio "Chartering 4-H Clubs" requirements may lose their charter, their authority to operate as an Adams County 4-H Club, or their authorization for members or advisors to participate in the Adams County Fair; or they be subject to additional penalties.

10. Adams County 4-H Clubs are strongly encouraged to:

- A. Do at least one of the following at the Fair each year.
 - 1. Have a club booth in the booth building,
 - 2. Have a club float in the parade,
 - 3. Work a shift in the 4-H Food Booth
 - 4. Have an educational display in one of the barns, OR
 - 5. Do a fairgrounds beautification/community service project

11. Advisors – Any adult who works directly with 4-H youth two or more times during the year is considered a 4-H volunteer.

- A. OSU Extension Adams County and the Adams County 4-H Program will comply with OSU Policy 1.50 to ensure the safety and well-being of minor participants in our programs.
 - 1. OSU Policy 1.50 requires all volunteers who work with minors in the course of their duties to have an Ohio Bureau of Criminal Investigation (BCI) fingerprint background check before they begin service and as required thereafter by OSU

- policy. If the volunteer has not lived in Ohio for all of the last five years, s/he must also have a FBI fingerprint background check in addition to the Ohio BCI check.
2. All volunteers must complete annual training as mandated by OSU Policy 1.50.
 3. All volunteers must annually sign and agree to abide by the Standards of Behavior as mandated by OSU Policy 1.50.
 4. Prospective new volunteers must complete the OSU volunteer screening and approval process, which begins with the completion of a 4-H volunteer application and the signing of the Standards of Behavior, and includes reference checks, successful completion of the BCI fingerprint background check, and participation in a face-to-face interview with Extension staff.
 5. New volunteers must participate in a two-hour orientation session within the first 12 months of being accepted.
- B. Applications will be accepted from prospective new volunteers at any time throughout the year, but these individuals are encouraged to apply on or before December 31 in order to complete the screening and approval process, participate in orientation and training, and be fully engaged as a 4-H advisor for the current year.
 - C. All advisors must complete, sign, and submit an enrollment form each year by February 15 to maintain their status as an active volunteer.
 - D. Advisors who fail to submit an application by the deadline or who fail to comply with any requirement of OSU Policy 1.50 will be dropped from the list of active advisors, will no longer be covered by the volunteer liability insurance, and must complete the entire volunteer application and screening process again if they wish to become active 4-H advisors in subsequent years.
 - E. Clubs are encouraged to have at least two advisors and should have one advisor for every 10 project members and every six Cloverbud members.
 - F. All advisors are encouraged to actively participate in club activities and to attend a minimum of five of the club's meetings annually.

12. 4-H Program and Fiscal Year – The program and fiscal year for Adams County 4-H clubs will be January 1 through December 31.

13. 4-H Club and Committee Finances – There must be a real need and purpose for having a treasury. 4-H groups should not raise money for the sake of raising money. The need and purpose should be understood and supported by the membership. All 4-H monies (receipts and expenses) should be handled through the treasurer. Groups are encouraged to establish a budget each year. Single family units are not 4-H clubs and may not collect, raise, spend, or hold funds in the name of 4-H. They may not apply for or receive an EIN as a 4-H affiliated organization.

- A. 4-H money should be deposited in a local bank. Withdrawal and/or payment of bills should be by approval of two-thirds of the club's membership or the group's executive committee. 4-H money may not be deposited in personal accounts, and it may not be kept at any member's or advisor's house.
- B. 4-H groups must have their own employer identification number (EIN), which is issued by the IRS. Contact the Extension Office for help in obtaining an EIN. The club EIN number must be filed with the Extension Office.
- C. Required steps must be taken to ensure the club EIN is included under the Ohio 4-H Group Exemption Number (GEN). Contact the Extension Office for a copy of the appropriate form, which must be completed, signed, and submitted in a timely manner by the club organizational (head) advisor.

- D. Clubs may collect dues from members in an amount voted on annually by the membership.
- E. Three or four signatories should be provided for each account, with two signatures required on all checks. Signatories should not be members of the same household.
- F. The treasurer must keep accurate records and report the status of the treasury at each meeting. It is strongly recommended that the treasurer refer to the 4-H Treasurer's Handbook and use the official 4-H treasurer's forms to record transactions and keep records. These may be found on-line at: <http://www.ohio4h.org/members/officers/>. A treasurer's report should be given at each meeting and the secretary's minutes should reflect the reported balance and all financial actions taken.
- G. The treasury is intended for use by the group and cannot be used to benefit individual members or advisors.
- H. If a 4-H group disbands, the funds in the club treasury must be given to a recognized 4-H club/4-H affiliate or distributed to the Ohio 4-H Youth Development Foundation with the approval of the county 4-H Youth Development Professional per the club constitution. If a club votes to divide, the treasury should be divided with equal shares per member going to the respective club treasuries. If a club is divided without mutual agreement and cannot decide on division of the treasury, the problem should be referred to the Adams County 4-H Advisory Committee for resolution.
- I. The treasury should be audited annually or at anytime a new treasurer is elected. A Financial Review Committee should be appointed by the president and should include two or three youth or adults from two different families who are not signatories on the account or directly associated with the treasurer. In preparation for the audit, the treasurer should complete the Yearly Summary. The Financial Review Committee should then review all financial records and reports and complete and sign the Yearly Audit Certificate.
- J. The completed and audited Yearly Summary and all club financial records must be given to the head advisor, who will complete and submit annual financial reports as required by Extension by January 31 each year.
- K. All club financial records must be maintained by the club's head advisor for a period of not less than three years. If the club disbands, all financial records must be turned over to the county Extension Office.
- L. OSU Extension Adams County will file an ePostcard with the IRS by May 15 each year on behalf of 4-H groups with gross annual receipts of \$50,000 or less provided the annual financial summary is completed and filed with the office by January 31 for the prior year. A copy of the email verification of filing or documentation of the attempt to file will be provided to the club's head advisor. Groups with gross receipts of more than \$50,000 must complete and file Form 990 on or before May 15 annually; a copy of the completed form as filed must be submitted to the Extension Office by May 15.

14. Fund Raising

- A. 4-H clubs are required to participate in the countywide fund raising project, which benefits the Adams County 4-H Advisory Committee. The traditional fundraiser is a spring candy sale. Clubs will retain a percentage of funds raised from the sale of candy for their treasuries.
- B. Project members must sell one unit of candy or pay an assessment (amount determined annually). Clubs do not receive a percentage of any assessments paid.

- C. Any assessments collected from members must be turned in by February 15 with member enrollment forms.
- D. Cloverbuds are not expected to sell candy in the countywide fundraiser and will not be assessed a fee.
- E. Clubs or affiliates seeking to raise additional funds must complete the Club Fundraiser form and submit it to the Adams County 4-H Advisory Committee for approval. Only clubs that participate in the countywide fundraiser and can demonstrate a specific purpose for the additional fundraiser will receive approval. The form can be found on the OSU Extension Adams County website.
- F. Clubs that receive monies in exchange for working one or more shifts in the food booth at the Fair must complete and submit the 4-H Fair Food Booth Shift Request form and comply with all policies and procedures of the food booth, including the requirement that one or more adults working each shift be screened and approved advisors and have current Occasional Quantity Cooks certification.
- G. Clubs or affiliates may not raise additional funds through a raffle or other games of chance. Refer to <http://nifa.usda.gov/sites/default/files/resource/Raffles%20Lotteries%20Gaming%20and%204-H%202011.pdf> for additional information regarding raising funds in this manner in the name of 4-H.

15. Insurance

- A. Liability insurance is coverage protecting approved volunteers in good standing from loss due to litigation. The insurance is provided through OSU Extension and is secondary to the individual's personal insurance. Coverage applies when an advisor is working within the scope of his or her position description at approved 4-H events or activities.
- B. Accident Insurance may cover injuries or illness incurred while participating in a 4-H event or activity. The Adams County 4-H Advisory Committee purchases accident insurance coverage for all enrolled members, including Cloverbuds, and screened, approved, and enrolled 4-H advisors. Contact the Extension office in the event a claim needs to be filed.

16. Contracts

- A. Advisors are **not** permitted to sign contracts for facility use, fund raisers, and so on. If you are presented with a contract, submit the document to OSU Extension Adams County. It will be forwarded to OSU for approval and appropriate signatures.

17. Social Media

- A. Advisors are encouraged to use good judgement when using social media. In signing the Standards of Behavior, advisors agree that they will not create or post social media content that is abusive, threatening, defamatory, obscene, harassing, or creates a hostile environment.
- B. Clubs may have a social media presence, which should be a closed or secret Facebook group open to fellow club advisors, members, and their immediate family. The group page can be used as one of the club's communications and sharing tools, along with phone calls, texts, mailings, and emails.

RESOURCES:

Ohio 4-H Volunteer Handbook:

<http://www.ohio4h.org/sites/ohio4h/files/imce/volunteers/Ohio4-HVolunteerHandbook%203.7.16.pdf>

Ohio 4-H website: ohio4h.org

OSU Extension Adams County website: adams.osu.edu

