

2018 4-H CLUB POLICIES

CLUB ORGANIZATION

- A. Authorized Usage of Name and Emblem of 4-H in Ohio and Highland County
 - a. Follow guidelines for a club charter
 - i. A club charter is chartered annually.
 - ii. New clubs should become chartered immediately
 - iii. Each club's organizational advisor is responsible to complete a charter club check list and present it to the county 4-H Committee
 - iv. The 4-H Educator will issue charters upon successful review
- B. Tax Exempt Status of 4-H Clubs
 - a) Obtain a Federal Tax Identification Number EIN number. <http://www.irs.gov>
 - b) Submit EIN number to the Extension Office for inclusion under the 4-H Group Exemption number
 - c) Complete on-line form 990-N (*Electronic Notice for Tax-Exempt Organizations not Required To File Form 990 or 990-EZ*) each year. Form can be found at <http://www.irs.gov>. *Note found on IRS web site: The e-Postcard is due every year by the 15th day of the 5th month after the close of your tax year. For example, if your tax year ended on December 31, 2015, the e-Postcard is due May 16, 2016. You cannot file the e-Postcard until after your tax year ends. Extension Office will complete these for all clubs.*
- A. Clubs of Distinction
 - a. Complete check list
 - b. List will be checked and reviewed by the Educator and /or sub-committee of the 4-H Committee

The Highland County 4-H Committee requires a minimum of eight (8) events be held with both members and advisors attending with a minimum of six (6) of those of those events being club meetings. See member and advisor completion.

MEMBERSHIP

Eligibility for 4-H membership begins when a child is age 5 and enrolled in kindergarten as of January 1 of current year (Cloverbuds). Membership to the 4-H club program begins when a child is at least age 8 and enrolled in 3rd grade as of January 1 of the current year or 9 years old. Ohio 4-H membership ends December 31 of the year in which an individual attains the age of 19. Membership begins when an eligible individual is enrolled in a club or group that is under the direction of a trained adult and within the scope of Ohio State University Extension.

- A. All youth may be 4-H members and participate in the 4-H program on a nondiscriminatory basis without regard to race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability.
- B. Each member must be enrolled in a local club by the April 1 of the current year.
- C. Advisors must turn in their club's enrollment by their deadline to the Extension Office.
- D. Clubs must have a membership of a minimum of five (5) members and consist of three different families.

PROJECTS

- A. It is recommended that those eligible to take a project are limited to one project if they are 9 years of age or younger as of January 1 or in 3rd grade. This project should be in accordance with the recommended age guidelines. If an additional project is desired, then review of the request will be made by the parent, advisor and educator.
- B. *Members may not add new projects or delete projects after May 1 of the current year.*
- C. School and FFA projects cannot be used as 4-H projects.
- D. All project books are to be evaluated by the advisors prior to the judging of that project. Advisors are to supply the 4-H office with a list of those who are not complete, as these members will not be permitted to show. **This must be done prior to picking up fair passes.** In finishing market animal books, the final weight is to be completed. Complete or

incomplete should be marked on outside of all books.

E. Only 1 market livestock project can be sold at the Highland County Fair:

- 1 steer*
- 1 barrow*
- 2 lambs*
- 1 feeder calf*
- 1 single fryer rabbit*
- 2 market goats*
- 1 pen of market poultry*
- or participation in the Jr. Fair Dairy Show*
- (with the exception of Grand and Reserve Champions)*

F. It is desirable that members be enrolled in a progressive project each year.

COMPLETION

A. A member will receive completion rating and certificate of achievement by completing the following:

1. Meeting the minimum requirements for one or more projects.
2. Completing and turning in a project book to his/her advisor.
3. Giving a talk or demonstration at a local club meeting.
4. Receiving a complete rating on the advisor's evaluation.
5. **Attending 8 or more** events (6 must be meetings) held after he/she is enrolled, except in unusual cases as determined by the educator and advisor.

B. Advisors are responsible for being present **at 8 or more events** (6 must be meetings) to receive a credit for the club year.

FUND RAISING

- A. *There is a \$25.00 assessment fee for those grades 3 and up and \$10.00 for Cloverbuds. These funds will be divided between the club and the 4-H Committee as follows: From the \$25.00 fee - \$13.00 to 4-H Committee and \$12.00 will remain with the club. From the \$10.00 - \$5.00 to the 4-H Committee and \$5.00 will remain with the club. The assessment fee will be due to the 4-H Committee by the first Thursday in May. If the fee isn't paid by the first Thursday in May there will be a \$50.00 late fee assessed.*
- B. *All clubs will be allowed to have approved fundraisers. The approval form can be found at: http://highland.osu.edu/sites/highland/files/imce/Program_Pages/4H/Fundraiser%20Request%20Form.pdf*

FAIR PARTICIPATION AWARDS AND EXHIBITS

- A. Fair participation is optional; however, we strongly encourage all members to exhibit at the fair.
- B. Only members exhibiting at the Highland County Fair will receive ribbons and premiums.
- C. A member may represent the county in only one project area at the State Fair, with the exception of special interest projects, educational activities, such as demonstrations, bowls and livestock judging teams.
- D. Individuals interested in participating in any of the 4-H awards or competitive events at the county, area, state or national levels should check the rules for that specific event to determine his or her eligibility.

JUNIOR LEADERSHIP

A. Qualifications for Junior Leadership are:

1. Be at least 13 years of age by January 1 of the current year, and an eighth grader.
2. Membership is not dependent on being a 4-H member in another club. Membership in Junior Leadership stands alone, a leadership project is required.

STANDARDS FOR 4-H CLUBS

- A. A club consists of 5 or more members from three different families.
- B. A club must have a local leader to act as an advisor for the club.
- C. A club must have a minimum of 8 events (6 being meetings) to carry out the club program.
- D. Officers should be elected by the club members and carry on the meetings according to parliamentary procedure.
- E. A treasurer's report shall be given at each meeting.
- F. It is the responsibility of the club, parents and advisors to see that all club members complete their projects.
- G. Each club should have club activities which they participate in as a club. These may include community service projects, club tours or activities, parents' recognition programs and achievement meetings.
- H. Each club should have a certain time or day of the month for meetings. This makes planning easier for both the advisor and the club members. 4-H camp attendance counts as a meeting if it falls on a meeting day and the 4-H'er is at camp.
- I. Each club shall have the club constitution set by OSU Extension signed and on file.
- J. The 4-H Club Annual Report, constitution (new clubs), bylaws and club calendar is to be turned in to the Extension Office by May 15 of the current year. **(990N will be submitted by the Extension Office)**
- K. The Financial Summary is to be turned into the Extension Office by January 15 of the following year.
- L. All advisors, members and parents must sign the standards of behavior annually.

HIGHLAND COUNTY 4-H POLICY CONCERNING ILLEGAL DRUGS, ALCOHOL AND TOBACCO

- A. Possession or use of illegal drugs at 4-H sponsored activities is prohibited.
- B. Alcohol is prohibited at all 4-H sponsored activities.
- C. Tobacco:
 - Tobacco product possession and use by 4-H youth participants is prohibited at all 4-H sponsored activities.
 - Tobacco use by adults during 4-H sponsored events is discouraged and should be done only in designated areas and not in view of your participants.

OVERALL GUIDELINES FOR DEVELOPING AND CONDUCTING EXTENSION 4-H YOUTH PROGRAMS

- A. Start with people where they are.
- B. Learn by actual participation.
- C. Projects based on real-life, adult-like experiences.
- D. Effective use of volunteer leadership to expand the total effort.
- E. Projects are related to agriculture, family and consumer sciences, natural resources, leadership and citizenship.

2018* Mandatory Advisor Trainings are (all members must attend one) in the large meeting room of the Administration building:

January 27, 9:00 – 11:00 a.m.; January 30, 6:30 – 8:30 or February 19, 9:00 a.m. – 12:30 p.m.

*Revised and Adopted 1/16/17
Revised and Adopted 1/22/18*