

POLICIES AND PROCEDURES FOR CROOK COUNTY 4-H
Revised March 2009

1. AGE DIVISIONS:

Juniors—8-10 years old by January 1 of the current 4-H year

Intermediates—11-13 years old by January 1 of the current 4-H year

Seniors—14-18 years old by January 1 of the current 4-H year

Most State contests have two (2) age groups: Intermediate (ages 8-13) and Senior (ages 14-18).

- 2. ASSESSMENTS:** Assessments (to cover accident insurance at 4-H events) to the Crook County 4-H Council are \$5.00 for each member and leader enrolled in 4-H. Assessments for Clover Sprout members are \$1.35 each. Please attach club assessments to the enrollment forms and submit to the Extension Office by November 1.

3. ANIMAL OWNERSHIP DEADLINES:

Before animal ownership is allowed, a youth must be enrolled in 4-H. Animals may not be shared by members in 4-H projects. One Animal--One Member!

February 1--All Market Beef ID certificates must be on file in the Crook County Extension Office.

May 1--All dog ID certificates must be on file in the Extension Office. If a dog that is family owned is passing from one 4-H member to another, a new ID form must be completed.

June 1--All other 4-H animals (sheep, swine, breeding beef, feeder calves, dairy cattle, rabbits, poultry, dairy and market goats, cats, and pocket pets) must be in the possession of the 4-H member. ID certificates on breeding animals must be turned into the Extension Office by June 1. Breeding animals must have an ear tag or distinguishing ID such as brand, ear mark, or tag. Breeding animals—beef, sheep, and swine—may be leased by a Crook County 4-H member, who must have possession by June 1. **A member cannot lease more than one animal under any circumstances.** All sheep and goats for exhibit must have a scrapie tag. It is recommended that the 4-H member obtain a “producer tag” from the animal’s seller.

4. HORSE AND SHOOTING SPORTS

All 4-H members taking horse must be certified, plus have specialty endorsements for each horse. Refer to Crook County 4-H Horse Rules and Requirements.

Refer to Crook County 4-H Shooting Sports Rules and Requirements.

5. CAMPS, JUDGINGS, AND EDUCATIONAL WORKSHOPS:

A. Members are encouraged to attend offered camps and workshops. There are scholarships available on a reimbursement basis for activities that require a registration fee. The scholarship application consists of a letter to the 4-H Council stating what the member learned through the experience and requesting a reimbursement. The application must be turned in to the Extension Office prior to the September 4-H Council meeting.

B. The judging projects are individual projects, but members do not need to enroll in the projects to judge unless they plan to complete a record book for judging or to enter a static exhibit at fair. All members are encouraged to take part in judging opportunities: horse, livestock, meat, vegetable, and wool.

- 6. CLUB AND PROJECT ENROLLMENT:** Members are encouraged to join an existing 4-H club in their area of the county. New members may join an existing club or create a new club at any time (open enrollment). Lone member status is also available. All policies and deadlines applying to regular 4-H members and leaders also apply to lone members and leaders. The maximum number of projects allowed per 4-H member per year is 12. It is best to add or delete projects by May 1 to allow preparation time for county fair.

7. **Wyoming 4-H Member Achievement Program:** The Achievement program is designed to support degrees of annual recognition of youth based upon the extent of their involvement in the 4-H program each year. Over continued years of involvement in 4-H, youth can earn recognition of prominence that reflects their efforts. The achievement program applies only to youth ages 8-19.

Annual Recognition:

- A. **Membership Recognition (0 points):** Member has turned in all required enrollment materials. Member has behaved in an appropriate manner at all 4-H activities, events, and meetings. Member is enrolled in at least one project. Member is enrolled in at least one club or has approval of the county 4-H Educator.
- B. **Silver Recognition (1 point):** Member meets Membership Recognition criteria. Member has exhibited (at county fair or otherwise) what he/she learned at some point in the current 4-H year. Member provides documentation of setting goals, knowledge/skills gained, and participation in project (most likely via the portfolio).
- C. **Gold Recognition (3 points):** Member meets Membership Recognition criteria. Member has exhibited (at county fair or otherwise) what he/she learned at some point in the current 4-H year. Member provides documentation of participation in all essential elements of positive youth development: setting goals, knowledge/skills gained, recognition, leadership, community service, and participation (most likely via the portfolio).

Wyoming 4-H Honors Club: The ultimate achievement that a 4-H member can obtain is inclusion in the Wyoming 4-H Honors Club. It is based on the principle of providing recognition for youth who maximize their opportunities to foster positive youth development elements of belonging, independence, generosity, and mastery over their time as a member in the program. Nineteen (19) points must be accumulated to obtain the status. Annual efforts are accumulated based on receiving three (3) points for a gold effort and one (1) point for a silver effort. To implement the program, points will be given to current 4-H members for their previous years of achievement.

In Crook County, there will be this exception to the above Member Achievement

Policy: *All 4-H members having market animals that are sold at the Crook County Junior Livestock sale will be required to completed the portfolio (record book), even if they would otherwise only earn Member or Silver Recognition.*

For those 4-H members choosing (or required, as explained above) to complete a portfolio, the following guidelines apply:

- D. Fill-in-and-print portfolio/record book forms are available on the Wyoming 4-H website: <http://4-h.uwyo.edu/>. The portfolio needs to be in the hard green cover provided by the 4-H Council. If the hard green cover has been lost or needs to be replaced for any reason (i.e. a member has changed clubs), a new one may be purchased at the Extension Office.
- E. Record books are due in the Extension Office by **NOON** September 15. If the 15th of September falls on Saturday, the books will be due by noon on Friday. If the 15th is on Sunday, books will be due by noon on Monday. Books that are not turned in by the deadline will **NOT** be judged for record book awards (given at Achievement Day). Record books must be signed by a parent and a club leader **before** they are turned in to the office. Everything from previous years, except the accumulative pages, is to be removed from the books before they are turned in to be judged. **Pages to be removed include the project records from past years, the 4-H story, and the pictures and clippings.** These pages are to be saved and added back into the books for scholarship consideration. Sections one through seven of the record book **must** be in numerical order. It is recommended that dividers be added to the record book for ease in finding the different sections.
- F. Members who miss the late record book deadline of September 30, due to serious extenuating circumstances (i.e. serious illness or death in the family), may, after completing the record book, petition the Crook County 4-H Council by writing a letter of explanation. With Council approval, the 4-H member may receive recognition points for the year.

8. **SPECIAL AWARDS:**

- A. **Nine-Year Member Award:** To be eligible for the nine-year award, a 4-H member must have completed 9 years in the program. Record books must be turned in to the Extension Office by the September 15 deadline *each year* to get credit for 9 years of 4-H work.
- B. **Nels Smith Award.** Nels Smith, a Sundance rancher/real estate broker, sponsors an award for the most complete and most realistic livestock record book. This award may go to any age 4-H member (once per member) with any species of livestock.

9. **SCHOLARSHIPS:**

- A. **Crook County 4-H Scholarships.** Crook County graduating seniors may apply for both scholarships but will be awarded only one.
 - (1) John and Pauline Peterson Memorial Scholarship applications must be submitted to the University of Wyoming by February 15. A UW application must be completed (available online).
 - (2) Juanita Montgomery Whitham Memorial 4-H/FFA Scholarship deadline is April 1 in the Crook County Extension Office. Applications are available in the Extension Office, from the high school counselors, and on the Crook County website. If no high school seniors have applied by April 1, students finishing their first year of college may apply for the scholarship by April 15. Renewal Whitham scholarships are possible and are due by April 1. Ask the Extension Office for details.
- B. **Outstanding Senior Record Book Scholarship.** This scholarship is awarded by the Awards Committee. *The recipient must have completed at least 5 consecutive years in the 4-H program, be a graduating high school senior and have record books for all years in the portfolio when it is turned in to be judged.* The scholarship is paid to the college of the winner's choice. If there is no eligible winner, the scholarship monies will remain in the awards committee fund until such time as there is a winner.
- C. **University of Wyoming Scholarships.** All 4-H members who are graduating high school seniors can apply for UW Scholarships. At the end of their 4-H career, their portfolio for *all* completed years is to be in order and in the hard green cover.

10. **CLUB REQUIREMENTS** (NOTE: All forms and handbooks referred to are available at the Extension Office or at www.Wyoming4H.org under the 4-H Publications tab, Club Resources):

- A. **Requirements to establish a NEW 4-H club:**
 - (1) Membership of at least five (5) 4-H members from two or more families. Clover Sprout (Mini) members do not count toward club membership.
 - (2) Screened volunteer leader(s) to supervise and organize the club. In addition to a DFS screening, new volunteer leaders must complete face-to-face training with a 4-H Educator. Completion of the 4-H Volunteer online training (http://uwadmnweb.uwyo.edu/UW4h/E_Learning/) is strongly encouraged. The UW liability insurance is NOT available to leaders until all segments of the training are complete. This new requirement will take effect for existing leaders when re-screening is required.
 - (3) Complete and submit to the Extension Office the 4-H Club Charter Application, which includes establishing meeting dates and club goals for the year. Clubs are encouraged to have a minimum of 6 meetings a year.
 - (4) Sign and submit the Affirmative Action Form to the Extension Office.
 - (5) Adopt Club Bylaws contained in the Secretary's Manual. The club secretary is also asked to send a copy of minutes from each meeting to the Extension Office for scheduling purposes.
- B. **Requirements (for all clubs) to submit to the Extension Office at the END of the 4-H year (September 30) and to renew an EXISTING club for the new 4-H Year:**

- (1) Minutes from Club Meetings of the previous year, utilizing the Secretary's Handbook, must be submitted to the Extension Office. The club secretary is also asked to send a copy of the minutes to the Extension Office, for scheduling purposes, after each meeting.
 - (2) From the Treasurer's Manual, for the previous year (due September 15):
 - (a) Chart of Accounts
 - (b) Annual Inventory Report
 - (c) Annual Financial Report
 - (d) Audit Form (with receipts and bank statements)
 - (3) Club Charter Application (renewal) for the new 4-H year, which includes establishing meeting dates and club goals for the year (preferred by November 1 with enrollments). Clubs are encouraged to have a minimum of 6 meetings a year.
 - (4) Affirmative Action Form for new 4-H year (preferred by November 1).
- C. Financial requirements for ALL 4-H clubs:
- (1) Each 4-H club or committee is allowed to have only ONE checking (ending balance maximum \$1,000) and ONE savings account (ending balance maximum \$2,000).
 - (2) UW policy dictates that the signature card for each 4-H account have a minimum of **FOUR** active signers, **TWO of which MUST be UW Cooperative Extension Service employees**. This facilitates account closure/transfer in the event a club, committee, or council is dissolved. The Extension Office is financially responsible for the 4-H program at the county level. **Two signers are required on all club checks.** In order to have alternate signers, clubs may want to have all officers complete the signature card, along with one or more leaders.
 - (3) All fundraising and income generation must be documented and requested by use of the *Income & Fundraising Request Form* in the Treasurer's Manual.
 - (4) If the club does fundraising, generates income, or has bank accounts, an Employer/Tax Identification Number (EIN) is an IRS requirement for *each club*. **The Extension Office is required to obtain the EIN on behalf of the club.**

The club is also required to utilize the *newest* version of the 4-H Treasurer's Book (please check on the 4-H website for the newest version). The secretary, treasurer and historian books are to be turned in to the Extension Office by September 15, with the member record books, to be considered for a cash award for the outstanding book in each category. **LATE SUBMISSION BY SEPTEMBER 30 OF THE SECRETARY AND TREASURER BOOKS, HOWEVER, IS MANDATORY FOR ALL CLUBS.** National and State 4-H require an annual financial audit. Failure to do so may lead to a probationary status of the club charter.

11. **CROOK COUNTY FAIR:**

- A. All static exhibits will have a permanent identification attached. If the fair tag can be tied to the project in such a way that it will not come off, that is acceptable; otherwise, address labels are suggested. Exhibits made from Legos or similar exhibits **must** be glued. All hanging exhibits and photography exhibits **must** have permanent hangers. **If the above rules are not followed, the exhibits will not go to State Fair.**
- B. All exhibits must be made during the current 4-H year by the 4-H member.

12. **MEMBER, PARENT AND LEADER CONDUCT:**

If any member, parent, leader or a representative of a 4-H member interferes with or is disrespectful to any judge, superintendent, fair board member, Extension Office Staff member or anyone else who is a fair official, the 4-H member may be excused from the ring or exhibit hall, excluded from further competition, and any premiums that have been awarded may be withheld. Crook County 4-H parents and leaders are encouraged and expected to show respect for others at all public meetings and functions, in order to teach youth respect, responsibility, and life skills.