

# **Meadowlark Extension District #7**



4-H Policies,  
Management Practices,  
and 4-H Resources

**K-STATE**  
Research and Extension



Meadowlark  
District

*Updated January 2017*

# Meadowlark Extension District #7

## 4-H Policy Manual

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## **Meadowlark Extension District #7**

### **4-H Membership Policy**

#### **The Philosophy & Background**

Generally youth are expected to participate in units and states where they live with their parent(s) or legal guardian(s). Extension agents and Extension Boards are encouraged to create beneficial arrangements, making allowances for 4-H membership transfers when members move during the program year.

Youth who wish to join 4-H outside the Extension unit in which they reside must provide a rationale for the request and must receive permission from the board of the unit where they wish to enroll. The board's decision is final and not subject to area or state appeal. An annual enrollment (contact) card (*Attachment #1*) and a complete, current 4-H Participation form (*Attachment #2*) must be on file in the unit where the member is enrolled. (*Enrollment is completed online via the Kansas 4HOnline enrollment website - including 4-H Participation form information. <https://ks.4honline.com>*)

**(Kansas 4-H Policy Section D7 & D7.1 – 2013)**

#### **Out of District 4-H Membership**

Meadowlark District will follow the State Residence and Enrollment Policy stated above. All out of District 4-H members need to be approved by the Governing Body and members names included with the official board minutes. (*Attachment #3*)

*Approved October 18<sup>th</sup>, 2006 by Meadowlark District Governing Body.*

#### **The Philosophy & Background: Individual Study/Mentoring/Family Learning**

This mode includes learning that occurs independently of a formal group setting. It might be individual, in a pair, or a family learning effort. This includes self-directed learning, usually with limited adult involvement except for parents (or a mentor). Examples include self-study, home study courses, advanced placement courses, mentoring or shadowing with an "expert," or whole families learning together. An extension board may grant an individual study membership status to an eligible youth or family.

Individualized study should not ordinarily be allowed when the potential exists to participate in an organized 4-H club. If the extension board chooses to grant individual study membership status, expectations must be clearly stated. Re-enrollments in succeeding years will be based on the completion of the Individual Study Agreement and approval by the extension board.

**(Kansas 4-H Policy Section F2.5 – 2013)**

#### **Individual Study Membership**

Youth must be enrolled in a community or project 4-H club to be considered a 4-H member in Meadowlark Extension District. Independent 4-H membership is not recognized as an option.

*Recommended November 13th, 2007 by the District 4-H PDC - Approved November 15th, 2007 by the Meadowlark District Governing Body.*

# Meadowlark Extension District #7

## 4-H Enrollment Policy

### **The Philosophy & Background**

**ENROLLMENT:** Kansas 4-H Youth Development has a policy for open enrollment. Eligible youth may enroll in Kansas 4-H Youth Development programs at any time of the year. Extension units may establish reasonable deadlines for participation or exhibition in project in which deadlines are needed to ensure that youth benefit from a quality learning experience and/or for their safety. Units may establish re-enrollment deadlines for continuing members for management purposes, but cannot prohibit membership. **(Kansas 4-H Policy Section D2 – 2013)**

**AGE:** 4-H Youth Development programs are open to all youth who are residents of Kansas and between the ages of 7 and 18. Youth who turn 7 before January 1 of the current 4-H year may enroll. Youth who turn 19 before January 1 of the current 4-H year are ineligible to enroll. 4-H members who are selected as winners in late summer or fall, and who turn 19 before January 1, cannot compete in state or national contests, awards, or recognition programs. See specific rules for age requirements for 4-H competitive events. **(Kansas 4-H Policy Section D2.1 – 2013)**

**DEADLINES:** The Department of 4-H Youth Development and local Extension units may establish reasonable enrollment/registration/ certification/ownership deadlines or other requirements for participation in certain activities. **(Kansas 4-H Policy Section D2.2 – 2013)**

### **Re-Enrollment Deadline**

Any returning Meadowlark District 4-H member who re-enrolls in the Meadowlark District 4-H Youth Development program, must complete the re-enrollment process by November 1<sup>st</sup> of the current 4-H year. If re-enrollment is not completed by this deadline, youth will become ineligible for the current year to 1) receive exhibit award premium or participate in premium auctions 2) hold a leadership position at the county/district level (*Ambassadors, 4-H Council officer, etc*) 3) represent the District on a team or for an award, at a state competitive 4-H event (*4-H judging teams, shooting sports matches, State KAP judging, etc*) and 4) receive any local 4-H scholarship or support dollars for registration/travel.

### **Project Selection Add/Drop Date**

Enrolled 4-H members will have until May 1<sup>st</sup> to make additions or deletions to their project enrollment for the current 4-H year. It is generally expected that youth will be enrolled in a 4-H project before participation in that project will be allowed (*enrolled in market swine before purchasing and tagging swine*).

### **Fair Participation**

Youth between the ages of seven (7) and eighteen (18) can join 4-H anytime of the year, but have restrictions on participation in county fair activities. Youth must turn 7 before January 1<sup>st</sup> of the current year to be eligible to participate in the current year fair, as a 4-H member. New members should be enrolled by May 1<sup>st</sup> to participate in county fair. This rule supercedes any club, county, or fair rules.

### **Age Restrictions in Projects**

Certain projects have age restrictions for participation in areas or phases. Members should check age restrictions before enrollment in projects. Shooting Sports as an example has age requirements based upon disciplines and is not open to 7 year old members.

***Originally Recommended November 13th, 2007 by the District 4-H PDC - Approved November 15th, 2007 by the Meadowlark District Governing Body. Revision #1 October 16<sup>th</sup>, 2008 by Meadowlark District Governing Body. Revision #2 suggested by District 4-H PDC - November 10, 2015 & approved by Meadowlark District Governing Body November 17, 2015.***

# **Meadowlark Extension District #7**

## **4-H Financial Review Policy**

### **The Philosophy & Background**

#### **Financial Responsibility**

Extension Boards are responsible for all non-appropriated funds generated for 4-H programs. This includes all funds collected/raised in the name of 4-H Youth Development programs. All clubs, project clubs and the 4-H Council operate according to policies and procedures determined by United States Department of Agriculture, Internal Revenue Service, K-State Research and Extension and the local Extension Board.

*(Kansas 4-H Policy Section G – 2013)*

#### **Annual Financial Review**

Each 4-H entity is required to complete and submit an annual financial review form to its local Extension Board. State action teams or other state-level groups with accounts held outside the Kansas 4-H Foundation must submit annual financial review forms to the State 4-H Leader.

*(Kansas 4-H Policy Section G1 – 2013)*

### **Club Financial Management**

The Meadowlark District Governing Body is responsible for all non-appropriated funds generated for Extension Programs each year. This includes all funds collected/raised in the name of Extension 4-H Youth programs. This means that all clubs, project clubs and the 4-H Council operate according to policies and procedures determined by USDA, K-State Research and Extension and the Extension District Governing Body. In order for the Extension District Governing Body to ensure compliance with financial requirements for 4-H programs, a yearly financial review of those accounts is required.

***Approved October 18<sup>th</sup>, 2006 by Meadowlark District Governing Body. Revised October 10<sup>th</sup>, 2007***

### **Club & Affiliated Organizations Annual Review**

The annual internal financial review should be conducted by an internal financial review committee, composed of two (2) or three (3) members of the organization. Committee members should not be signatories, or have family or financial relationships to the treasurer. The Meadowlark District Extension Annual Financial Report form will be the official document to complete. (*Attachment #4*) The Governing Body is asked to review the completed Financial Report Form as presented with any comments and recommendations documented for correction.

***Approved October 10th, 2007 by the Meadowlark District Governing Body.***

# Meadowlark Extension District #7

## 4-H Volunteer Screening Policy

### **The Philosophy & Background**

4-H volunteers are non-paid representatives of the Extension unit for which they provide services. A volunteer is an adult or teen who has successfully completed the Kansas 4-H Volunteer Screening process. Serving as a 4-H volunteer is a privilege, not a right. Volunteers serve at the request of the Extension Board and are managed/supervised by the local agent(s) or a designee responsible for 4-H. The local board may restrict the initial or continued participation of volunteers in the 4-H program. Volunteer service in the 4-H program beyond the local level is contingent upon volunteer status at the local unit.

All volunteers must be screened and comply with the Kansas Volunteer Code of Ethics. Volunteers who assist with a single program or short-term learning activity are not required to complete the volunteer screening process. Volunteers must have a complete and current Kansas 4-H participation form on file as required by specific 4-H program activities.

**(Kansas 4-H Policy Section E – 2013)**

### **Definition of a Volunteer**

A volunteer, adult or teen, with authority to independently plan and conduct educational experience for youth with other adults present or in a public setting **OR** a volunteer whose position put them in close, ongoing, one-to-one interaction with youth must complete the Kansas 4-H Volunteer Screening process. Volunteer roles include, but are not limited to, community leader, organizational leader, project leader, judging team coach, camp counselor, camp assistant, event chaperone, exchange trip chaperone, chauffeur for any 4-H activities and county/district-wide leader.

***Approved October 18<sup>th</sup>, 2006 by Meadowlark District Governing Body.***

### **Volunteer Training & Requirements**

New volunteers will complete and submit the Kansas 4-H Volunteer Service Application (*Attachment #5*) at the beginning of their first year of volunteer service. First time volunteers must also complete an orientation session, provide references, pass the Volunteer Review Committee screening and be officially accepted by the District Governing Body as noted in official board minutes. (*Attachment #6*) Thereafter, continuing or ongoing volunteers will complete and submit the Kansas 4-H Volunteer Service Renewal (*Attachment #7*) on an annual basis.

***Approved October 18<sup>th</sup>, 2006 by Meadowlark District Governing Body.***

### **Volunteer Recognition**

Volunteers will be recognized at Achievement celebrations, noting years of service. Any volunteer who has not completed the Kansas 4-H Volunteer Screening process will not be recognized and their years of service as a leader will be interrupted.

***Recommended July 11th, 2007 by the District 4-H PDC - Approved July 19th, 2007 by the Meadowlark District Governing Body.***

# Meadowlark Extension District #7

## 4-H Cloverbuds Policy

### The Philosophy & Background

“It is neither the intent nor the objective of the 4-H Cloverbuds program to duplicate the 4-H member experiences that are designed for older youth, nor to create a ‘mini-4-H’ concept. While the 4-H Cloverbuds program is a component of the overall 4-H Youth Development Program and 4-H Cloverbuds members are recognized as 4-H members for the purposes of enrollment, they are considered to be in a ‘special’ membership category with regard to program and policy. As a result, the 4-H Cloverbuds program is fundamentally different than general membership in 4-H”  
(*National 4-H Cloverbuds Policies*).

The overall purpose of the 4-H Cloverbuds program is to foster the development of life skills that are essential for the cognitive, social, emotional and physical maturation of five-and six-year olds by providing a unique educational opportunity. Participation, safety, personal development, learning and fun are the highest priorities in providing the 4-H Cloverbuds program. The policies for the 4-H Cloverbuds program outlined in this document seek to ensure that the 4-H Cloverbud member remains safe and has a positive, developmentally appropriate experience in 4-H.

**Source:** *National 4-H Headquarters*

### Age Definitions

The Cloverbud program is open to youth ages 5-8. Youth may enroll in the Cloverbud program anytime after they reach the age of 5 and join a 4-H club as a 4-H member if they are age 7 before January 1, of the current 4-H year. At the time of transition, parents and their child will be responsible for completing the appropriate 4-H enrollment process. If youth choose to participate in the Cloverbud program until they are the age of 8 they may not belong as a 4-H member to a 4-H club. Due to the unique nature of the 4-H Cloverbuds membership, no 4-H'er may hold membership in both a 4-H club and 4-H Cloverbuds.

### Participation

Cloverbuds will be asked to complete a “Cloverbud” contact card (*Attachment #1*), so that name, age, contact information, and necessary medical emergency information can be collected and kept file at the Extension Office.

**4-H Cloverbuds requires a safe environment.** The Cloverbuds program must ensure that members remains safe and have a positive, developmentally appropriate 4-H experience.

**Cloverbuds is strictly non-competitive.** Cloverbud exhibits and participation in traditionally competitive events such as the fair or 4-H days will not be judged and instead will receive a Cloverbud participation ribbon.

**4-H Cloverbuds is activity-focused, rather than project-focused.** A 4-H Cloverbuds member participates in noncompetitive, age-appropriate, properly supervised events or activities sponsored/conducted by another 4-H group.

**Cloverbud members are not allowed to have an animal of any kind.**

### Best Management Practices

Family involvement is typically one of the key components of the 4-H program. Because parents and/or guardians are a vital part of the development of their children, it is suggested that youth not participate in activities unless their parent/guardian is present to attend the 4-H Cloverbuds activities, assist and support their child as well as the 4-H Cloverbuds group.



## **Programming**

**The 4-H Cloverbuds programming is cooperative, rather than competitive.**

The 4-H Cloverbuds program is based on cooperative learning. The Cloverbuds member is to participate in activities and opportunities where the member practices developmental skills, discovers talents and learns about fairness in a nonjudgmental environment.

**Cloverbuds may not participate as a competitive exhibitor in traditional 4-H events.**

The 4-H Cloverbuds member may exhibit or showcase activity-related items from their 4-H Cloverbuds' experiences at appropriate locations. The 4-H Cloverbuds member may not participate as a competitive exhibitor and is not eligible to receive premiums or awards in traditional 4-H events. The 4-H Cloverbud may receive a 4-H Cloverbuds ribbon.

### ***Best Management Practices***

The 4-H Cloverbuds member should participate in group-type activities with cooperative experiences. Products made during the group activities may be showcased for public display or show-and-tell. The 4-H Cloverbuds member may showcase a product, poster or notebook of 4-H Cloverbuds activities.

## **Meetings & Club Affiliation**

**It is suggested that there be a minimum of five (5) youth to have a Cloverbud group.**

**Cloverbuds are often affiliated with a traditional 4-H Club.** If this is the case, Cloverbuds need to meet at either a separate time or have a separate location where they can the necessary space and time to perform their activities.

**Cloverbud meetings are not run like traditional 4-H club meetings.** Cloverbud meetings include a variety of activities that are educational and teach youth a single concept or skill. A typical Cloverbud meeting may include 3-4 activities, each lasting no more than 20 minutes with a meeting lasting no more than an hour. Cloverbuds may join the traditional 4-H club to take part in the 4-H pledge or watch the talks and demonstrations. Cloverbuds should not participate in the business portion of meetings or be required to give talks or demonstrations.

**4-H Cloverbuds group does not have officers.** 4-H Cloverbuds groups may not conduct formal business meetings; therefore, they do not have officers. Children ages five and six are not developmentally ready to fulfill the responsibilities of a club office. A structured routine for the 4-H Cloverbuds group is, however, important when conducting Cloverbuds activities. Additionally, maintaining age appropriate activities for is essential and therefore:

- ◆ No annual records are to be kept or submitted for judging.
- ◆ 4-H Cloverbuds earn recognition based on participation. All 4-H Cloverbuds are however, to receive the same recognition, meaning that placements and other competitive awards are not age-appropriate.

**Cloverbuds are not allowed to handle money, pay dues, or have fund-raisers.** They may work with a traditional 4-H club to raise funds, but can never be on their own without members of the traditional club and adults present.

### ***Best Management Practices***

The 4-H Cloverbuds member should participate in group activities and cooperative experiences with the entire activity completed in one short session. 4-H Cloverbuds activities should use the 4-H Cloverbuds curriculum when conducting 4-H Cloverbuds meetings. For financial management purposes, 4-H Cloverbuds group finances may be handled by a sponsoring 4-H club or the local 4-H Events Council.

## **Public Event/Fair Showcase & Recognition**

The 4-H Cloverbuds member is encouraged to showcase a product, poster or a notebook of 4-H Cloverbuds activities. Suggested locations include noncompetitive show-and-tell-type displays at local fairs, libraries, schools, 4-H Parents' Nights, 4-H Achievement Night, churches, community festivals, parades, etc.

**A separate "4-H Cloverbuds" division should be created for showcase entries at the fair.** 4-H Cloverbuds recognition ribbons may be given, but all members should receive the same ribbon to maintain the noncompetitive nature of the showcase. A show-and-tell type experience between the 4-H Cloverbuds member and the "judge" (an adult or older teen) is encouraged to provide positive feedback on the entry. **One (1) entry is allowed for exhibition in the 4-H division of Fair.**

**4-H Achievement Programs.** Youth may be recognized at Achievement night, but as with any Cloverbud recognition it must be the same for all Cloverbud members no matter the age, years involved, events attended, etc.

## **Cloverbuds Leadership**

**A Ratio of Two Adults to 12 4-H Cloverbuds members (2:12) is required.**

A minimum of two adult leaders is required to start a 4-H Cloverbuds group. 4-H Cloverbuds group must have two (2) adults per twelve (12) children (ratio of 2:12). There must be appropriate adult supervision (leaders, parents, or teens) at every 4-H Cloverbuds meeting and/or activity relative to the size of the group. Adult and teen volunteers must be registered through the Kansas 4-H Volunteer Information Profile. Additionally, Cloverbud Leaders must attend Cloverbud training before they can serve as Cloverbud leaders.

### ***Best Management Practices***

Before each activity the adult or older teen leader must identify any potential hazards and avoid putting the 4-H Cloverbuds members at risk. 4-H Cloverbuds Leaders should know and practice safety precautions and consult with the Extension Agent concerning insurance coverage. American Income Life Insurance covers each registered member while they are participating or attending approved and adult supervised group activities.

## **Additional Requirements**

Cloverbuds groups that become an established club must follow *Kansas 4-H Youth Development Policies Guide Section F*.

***Revision of District & State 4-H Cloverbuds policy 2008. Recommended January 12<sup>th</sup>, 2010 by the District 4-H PDC - Approved January 19<sup>th</sup>, 2010 by the District Governing Body.***

# Meadowlark Extension District #7

## 4-H Ambassador Policy

### **The Philosophy & Background**

4-H Ambassador groups are designed to work together with a team of approximately 3-8 Ambassadors and an adult advisor to develop a public information program for the county/ district 4-H Program.

### **Age Definitions**

4-H Ambassadors will be 4-H members, who are High School Freshman through 4-H age 18.

### **Application & Selection**

Ambassadors will be selected using an application and/or interview process. The Ambassador Interview/ Selection committee will make the final determination on Ambassador appointments. The standard Meadowlark District Applications will be used, which consist of an Ambassador Application and Reference form at the start of a two year term and Second Year of Term Application form in year two of each term. Advisors will complete the standard Meadowlark District Ambassador Advisor Application.

### **Training & Terms**

4-H Ambassadors will commit to a two (2) year term, and will need to renew their application mid-term (beginning of year two of two year term). If seeking a second two (2) year term, the member must reapply. The 4-H Ambassadors must attend the State 4-H Ambassador Training at least once during each two (2) year term, or they forfeit their position as a 4-H Ambassador. Ambassador terms will follow the 4-H year (October 1st - September 30th). Ambassador Advisors will serve a two year term, with no term limits. Advisor review and appointment will be by the Meadowlark Extension District Governing Body. Advisors must reapply at the beginning of each two year term, and be reviewed and appointed by the Meadowlark District Governing Body.

### **Roles & Responsibilities**

Meadowlark 4-H Ambassadors will follow the Meadowlark 4-H Ambassador Position Description. Additionally, Meadowlark 4-H Ambassador Advisors will follow the Meadowlark 4-H Ambassador Advisor Position Description.

### **Additional Information**

Forms referenced in this document relating to Ambassadors can be found in the Appendix Section of this policy document. They include:

1. Meadowlark Extension District 4-H Ambassador Application (*Attachment #9*)
2. Meadowlark Extension District Ambassador Reference Form (*Attachment #10*)
3. Meadowlark Extension District Second Year of Term Application (*Attachment #11*)
4. Meadowlark Extension District 4-H Ambassador Position Description (*Attachment #12*)
5. Meadowlark Extension District Ambassador Advisor Application (*Attachment #13*)
6. Kansas 4-H Ambassador Advisor Position Description (*Attachment #14*)

***Recommended January 12<sup>th</sup>, 2010 by the District 4-H PDC - Approved January 19<sup>th</sup>, 2010 by the District Governing Body. REVISED & Approved November 19<sup>th</sup>, 2013***

# Meadowlark Extension District #7

## 4-H Animal Ownership Policy

### The Philosophy & Background

**These policies will be guidelines for 4-H animal projects for members of Meadowlark Extension District. District consistency, while being respectful of differences in each county fair and management of fairs, is the goal.**

4-H member participation for 4-H fairs or the 4-H division is based on the following criteria.

- The exhibit is the result of knowledge and skills learned within the 4-H project experience in the local club, group, event, enrichment program, or individual participation.
- The 4-H member is owner of project. In the case of dairy and horse projects, in which leasing of animals for 4-H projects is allowed, the 4-H members is considered the owner of the animal during the current project year.
- Local extension units will determine ownership and enrollment deadlines for local fairs/expositions/shows/events of 4-H divisions to meet state qualifications. In some cases, 4-H age may determine enrollment. Individual projects may have requirements such as enrollment, weigh-in, or tagging.
- State nominations or qualifying shows will determine ownership and enrollment deadline (i.e., Market Animal nomination due date or District Horse Shows.) The extension agent with 4-H or livestock responsibilities is responsible for verifying 4-H membership/eligibility. Market animal nominations are due to Department of Animal Sciences and Industry at Kansas State University for participation at Kansas State Fair and Kansas Junior Livestock Show.

**(Kansas 4-H Policy Section J2.1 – 2013)**

### Ownership

Each county in the Meadowlark District will follow the ownership guidelines recommended by the State 4-H Department. Each county will have designated spring weigh-in for market steers, market lambs and goats. A 4-Her may attend any weigh-in within the District.

**Beef** -120 days, **Dairy** -120 days

**Goats** -80 days, **Meat Goats** -80 days, **Sheep** -80 days, **Swine** -80 days

**Bucket Calf** -60 days

**Poultry** - 45 days, **Rabbits** - 45 days

### Insurance

County Fair associations may require each member to purchase insurance for their animal while on the fair premises.

### Country of Origin Labeling

This is a national law and is required by the floor buyers at the respective County Fairs, a signed COOL form or affidavit (*Attachment #15*) will be due with the county fair entries.

### Animal Health Guidelines

Spring shows, County Fairs and other exhibitions should follow the State of Kansas Animal Health Department requirements, which are updated each spring. Special note: scrapie tags are required of goats and sheep exhibited, and all poultry must be pullorum tested or originate from pullorum-free flock (*Attachment #16*)

### **Show Ring Code of Ethics**

Suggested each county fair follow the National Show Ring Code of Ethics (*Attachment #17*) These should be signed by 4-H member & turned into Extension office with fair pre-entries.

### **Dress Codes**

This may be required by some county fairs, while 4-Hers are showing & selling their animals.

### **Horse Identification**

Use of the Kansas 4-H Horse Identification Certificate is required for the Northeast Kansas District #5 and Kansas State Fair horse shows, it is recommended for all counties within the Meadowlark District by May 1<sup>st</sup> of each year. (*Attachment #18*)

### **Swine Identification**

Due to concerns of animal disease and prevention, a centralized tagging will not be held in each county. However, pigs will need to be tagged and identified, with a completed local swine identification form, by the date set for each county. We encourage that members do not take pigs home from the county fair, because of health concerns. If they so choose, they must sign a swine affidavit (*Attachment #19*), acknowledging the health risk. As biosecurity recommendations are received from Kansas State University (*Attachment #20*), this policy will be reviewed and revised as needed.

*(Recommended by District 4-H PDC January 12, 2010. Approved by Meadowlark District Governing Body on January 18<sup>th</sup>, 2010)*

### **Pork Quality Assurance Plus**

Training is a requirement for all 4-H members who are showing and selling pigs at the county fairs. Training must be completed by May 1. In the case that Quality Counts is approved by the National Pork Board, then that can also certify swine members.

### **Eartags**

Tags will be paid for when received. Charges for eartags may vary, as individual counties may have additional fees for buyer ribbons, ultrasound scanning etc. Lost tags should be reported to the Extension office as soon as discovered, replacement of eartags will be handled by the local Extension office.

*Except where noted differently: Recommended August 31<sup>st</sup>, 2009 by the District 4-H PDC - Approved November 12<sup>th</sup>, 2009 by the Meadowlark District Governing Body.*

# Meadowlark Extension District #7

## Competitive 4-H Judging Events Policy

### **The Philosophy & Background: State Judging Teams/Contests & Out of State Competitions**

Age divisions, eligibility, and participation as individuals or teams will be determined by the action team or group conducting the contest. Kansas 4-H Youth Development may develop stricter policies than national. Age-appropriate participation/competition will be based on current research and national 4-H policy. Each District may enter the number of teams equal to the number of counties comprising the District.

**(Kansas 4-H Policy Section J3 – 2013)**

### **Team Representation/Qualifying Events**

- ▶ Meadowlark Extension District Team Representation for competitive judging events will be defined as three or four youth (*or as defined by the judging contest they are planning to attend*) from a county in the District to come forward with a Kansas 4-H Screened Volunteer adult leader/chaperone/coach/advisor when registering their team in their local Extension office with no limit on the number of youth or teams an adult leader/chaperone/coach or advisor may work with.
- ▶ Individuals interested in participating in a competitive judging event should work closely with a interested Kansas 4-H Screened Volunteer adult leader/chaperone/coach/advisor and will enroll as a team defined above in their local Extension office prior to the announced registration deadlines for each event.
- ▶ Each county, comprising the District, will be given opportunity to fill one team per county per age division for those competitive events that limit the number of teams or participants entered. If the number interested does not exceed the number of spots the District is allocated for teams, those members will automatically be given a spot on the judging team. If the number of registered teams interested does exceed the number of spots the District is allocated for teams, the District 4-H Agent and/or local Extension Office will work with the adult leader/chaperone/coach/advisor to determine team membership.
- ▶ Consideration for team membership for those competitive events that limit the number of teams or participants entered will include-but may not be limited to the following criteria: previous judging team experience and participation in practices and/or related learning events, District 4-H enrollment status with preference given to District 4-H members first, a qualifying contest using real samples, pictures, or videos depending on the resource available held prior to the registration deadline will also be considered and will be dependent on interest of those 4-H families, adult volunteers and members involved. Should a determination not be made using the criteria listed the Extension office will consider a random drawing of names. ***Revised 05/13/14 MED Governing Body***

### **Individual Participation**

Depending on the rules of the contest, individuals who do not register with a team may participate as an individual in a state contest. This is only if the contest allows individual participation and space is available. Individuals will need to follow the same registration requirements as those participating as a team.

***Revised 05/13/14 MED Governing Body***

### **Late Registration/Open Team Positions**

Youth that inform the District 4-H Agent or their local Extension Office after the entry deadline may still take part in the contest if space allows. These members will be chosen as indicated above under Team Representation/Qualifying Events. ***Revised 8/23/10 MED 4-H PDC, 11/18/2010 MED Governing Body, 05/13/14 MED Governing Body***

### **Deadlines, Intent to Participate, Registration**

Each year a listing of Contest, Registration Deadlines, & Qualifying contest will be available for interested youth to review. (*Attachment #29*)

***Recommended August 31<sup>st</sup>, 2009 by the District 4-H PDC - Approved October 15<sup>th</sup>, 2009 by Meadowlark District Governing Body. Major Revisions approved May 13<sup>th</sup>, 2014 by MED Governing Body.***

# **Meadowlark Extension District #7**

## **4-H Member Records and Recognition Policy**

### **The Philosophy & Background**

In order to create a uniform and district-wide method of evaluating and recognizing 4-H members within the Meadowlark Extension District, and to coincide with the adoption of a new awards application for 4-H members on the area and state level called the Kansas Award Portfolio better known as KAP, a district-wide committee made up of two 4-H program development committee members from each county in the district & District 4-H agent was formed March 31, 2008 to review the current record book & awards standards in each county. 4-H Councils in each county of the district may recognize individuals in whatever way they deem appropriate. Some suggestions include: pins, certificates, plaques, medallions, etc. These awards types are suggestions and by no means the only options for recognition. The Kansas 4-H Office suggests certain awards for membership recognition pins and project award pins, however. 4-H Councils are asked to take these suggestions into consideration when deciding on awards.

### **4-H Age Definitions**

Juniors are considered youth with a 4-H age of 13 or below for the current 4-H year.  
Seniors are considered youth with a 4-H age of 14 or above for the current 4-H year.  
These age definitions will be used to create a “Junior” and “Senior” award division for project recognition, at each recognition event within Meadowlark District.

### **Adoption and Use of 4-H Permanent Record**

Beginning with the 2009-2010 4-H year, District 4-H members will use the revised 4-H permanent record (P-1032 revised) The new record will be found on the Kansas 4-H and District 4-H websites and will be form-fill-able and expandable. The permanent record will not be required for area award screening but is a great record keeping tool.

*Recommended April 22, 2009 by the District 4-H PDC*

### **4-H Membership Recognition**

4-Hers will be recognized for their years enrolled as a 4-H member. Youth will be recognized for their years of membership if they are enrolled in an active Community Club, have attended at least half of their club meetings, and must have completed a 4-H recordbook. A completed recordbook is considered a completed - Meadowlark District personal page, general 4-H story, and permanent record.- Additionally, it is recommended that a completed project record for each project the youth is enrolled in, be submitted as well. *Recommended August 25, 2008 by the District 4-H PDC- Approved by the District Governing Body October 16, 2008*

## **Membership Achievement Recognition**

**“Rookie of the Year” Awards** -Awards will be given to the “Rookie of the Year”. Clubs may nominate any number of first year members for this award based on their completed record books. Books will then be judged with the other record books to choose the winners. Youth may be nominated for this award no matter their age as long as it is their first year enrolled in 4-H. Number of awards is left to the discretion of the local 4-H Council, with a recommended one half to one third of applicants recognized with the award.

**Membership Achievement Awards**-4-Hers can receive membership achievement recognition by following the Kansas 4-H membership recognition plan. There are nine plans of recognition with 4-Hers being allowed to complete and receive only one award per 4-H year. Members can only receive a recognition award one time and each membership award requires the 4-Her to become more involved in the 4-H program as their years of enrollment increase. If a member joins 4-H at an older age, they may begin at the pin level they could achieve with 4-H work for the year. It is recommended that the recognition awards be applied for in progressive order from one to nine.

Membership Recognition Awards Include:

- |                 |               |           |               |           |
|-----------------|---------------|-----------|---------------|-----------|
| 1. Membership   | 2. Bronze     | 3. Clover | 4. Emerald    | 5. Silver |
| 6. Silver Guard | 7. Leadership | 8. Gold   | 9. Gold Guard |           |

**Key Award** (maybe awarded along with one other recognition award in the same year)

Community Club Leaders will be asked to hand out the plans at the beginning of the 4-H year and 4-Hers will be required to hand in the completed plan with their record books at the end of the 4-H year. Membership recognition plans will be available at the Extension offices in the District and on the Meadowlark Extension District 4-H website and State 4-H website.

***Recommended August 25, 2008 by the District 4-H PDC- Approved by the District Governing Body October 16, 2008***

## **4-H Project Award Recognition**

Meadowlark Extension District will take part in a records judging rotation within the Meadowlark District offices. Offices will send information regarding the awards that need to be chosen and how those awards are to be picked to the Office reviewing them each year. Offices will use the standard MED project score sheet when reviewing record books. (see rotation schedule - attachment #19) The amount and types of awards each 4-H Council gives can and will vary each year, based upon 4-H Council guidelines. It is recommended that awards be given to the upper one half, to one third of submitted records/applications.

To be considered for local 4-H project awards, 4-H members will fill out an approved District project record sheet along with their Meadowlark District personal page, 4-H Story and permanent record. 4-H clubs are encouraged to review record books and submit all eligible record books to the Extension Office. In no case, shall a club place a cap or limit on the number of eligible books submitted. Each Office within Meadowlark District should use the same nomination and review process. Local project award areas should match the State project awards. Senior 4-H members who have the top local project award are eligible to submit a Kansas Award Portfolio (KAP) to the Northeast area screening. If the first place award winner does not choose to submit a KAP to area, the opportunity will be offered to the next highest ranked award, until a representative is secured or all winners decline. All state 4-H requirements must be followed regarding submission of the KAP. Meadowlark District is allowed to submit to area screening three KAPs in each project area. KAPs will be submitted to the Extension Office, after Achievement events in the fall, by a deadline advertised to the Senior-aged project winners. Offices should reference the annual State 4-H recognition correspondence for direction on all 4-H recognition.

***Recommended August 25, 2008 by the District 4-H PDC- Approved by the District Governing Body October 16, 2008 REVISED: January 12, 2010 by District 4-H PDC – Approved January 18, 2010 by District Governing Body***

***NUMEROUS REVISIONS: Approved January 17, 2017 by District Governing Body***



# **Meadowlark Extension District #7**

## **4-H Travel & Chaperoning Policy**

### **The Philosophy & Background**

4-H is a Volunteer supported organization. 4-H members, staff and volunteers travel to many different events throughout the year. Currently the Meadowlark District requires a travel plan (*attachment #23*) to be on file with the 4-H Agent and/or local Extension Office prior to leaving for 4-H related events, as directed by the K-State Risk Management Publication - Travel section pages 12 - 13, dated 2007. (*attachment #25*). In addition, staff and volunteers should read and follow the Meadowlark District Office Policy on Vehicles (*attachment #24*). The following policy will be the guide in travel and chaperone decisions for 4-H related events in Meadowlark Extension District.

### **Chaperones**

Chaperones are the adult representative for youth groups at 4-H events. They are asked to be knowledgeable of the rules, details and be knowledgeable of the event they chaperone. By volunteering to be a chaperone, it is understood that you will follow the Kansas 4-H Code of Ethics, as listed on Kansas 4-H Volunteer Service Applications and Kansas 4-H Participation forms. By volunteering to be a chaperone it is understood that they participate in the event, including but not limited to; communication with staff, transportation arrangements, assist with youth needs, be “on-call” for emergencies, and generally serve as the point of contact for youth. Chaperones may be paid Extension staff or adult volunteers.

### **Chaperone Fee Reimbursement**

If a volunteer goes in place of Extension staff, in a 4-H youth chaperone capacity, they can be reimbursed by Meadowlark Extension District for the mileage and registration, if they do the following:

- 1) Overnight stay with responsibility of monitoring youth
- 2) Must participate in the event as a staff member would (actively participate)
- 3) If there was not a staff member available, a district vehicle is not available, and a personal vehicle is used, mileage will be reimbursed at the current state rate.

### **Travel Arrangements**

- 1) Meadowlark Extension District will provide “vehicle/transportation” to any 4-H event that applies to the general 4-H Youth Audience. This includes such events as: 4-H Camp, Discovery Days, Citizenship in Action (CIA), Kansas Youth Leadership Forum (KYLf), etc..., if attending in entirety, at the schedule set forth by the event sponsor (district/state).
- 2) Mileage should be reimbursed to a volunteer only if that volunteer meets the above requirements of a chaperone or is providing transportation to an event that applies to the general 4-H audience.

***Recommended March 7<sup>th</sup>, 2011 by the District 4-H PDC - Approved May 17<sup>th</sup>, 2011 by the District Governing Body.***

# **MEADOWLARK EXTENSION DISTRICT 4-H EVENTS COUNCIL FINANCIAL POLICY**

**Introduction/Purpose:** The purpose of this policy is to provide a document that contains necessary financial management information and guidance for the Meadowlark Extension District 4-H Events Councils. This policy information is intended to assist the 4-H Councils in the District in their responsibility for the accountability of all funds under their control. In addition to this accountability, there is a need to standardize procedures and practices.

This policy was developed specifically for the 4-H Events Councils in the District. In addition this document should assist the Extension District Governing Body and all District staff in meeting the conditions of sound financial management appropriate to a 4-H Events Council.

K-State Research and Extension and the Meadowlark Extension District is responsible for insuring that proper policies and procedures are followed by the 4-H Events Councils and their programmatic activities. 4-H Events Councils are entrusted with budget development and the financial transactions of funds under their control. The Councils, with proper management and accounting procedures, has the discretionary authority to expend funds to benefit 4-H educational programming.

K-State Research and Extension and the Meadowlark District does not intend to control the expenditure of 4-H Council funds as long as said funds are used to benefit educational programs for youth and volunteers. The recommendations and guidelines in this policy are intended to show financial management practices. Two management tools are essential to do this. The first is budgeting and the second is accounting.

It is expected that the 4-H Councils in the Meadowlark Extension District will develop a budget which is defined as a plan of financial operations for some future period to be determined by the individual 4-H Councils and that a system of recording or accounting, analyzing and explaining financial accounts will be used. Being accountable begins with a good system of recording money received and expended. The future recording of transactions will be accomplished through cash receipts and disbursement journals documented in a software program. The minimum software requirement for the 4-H Event Councils in the District will be Quicken. The local District offices in each county will provide clerical support to conduct and utilize the program for each 4-H Council.

## **Understanding the Purpose of a 4-H Events Council Financial Account**

From a management perspective, the 4-H Event Council accounts should be considered a revolving fund. Programs processed through a revolving account are expected to approximately break-even. In other words, revenues are collected to cover predetermined costs. Over time the 4-H Event Council accounts could have a positive balance resulting from effective project management. However the balance should not be allowed to accumulate without a spending plan to support future programs of a similar nature or subject matter. The 4-H Events Councils in consultation with the local District representatives should determine an appropriate operating balance. When setting fees and rates for 4-H Events Council program, it will be necessary to plan for losses, bad debts, unsold inventory, etc. At the same time the fee or rate should not be set so high as to attempt to cover up poor management or produce excessive profit.

## **Relationship Between 4-H Councils and Extension Board/Governing Body**

The 4-H Council is accountable to the District Governing Body for policies, decision and actions taken. The 4-H Council will be a liaison to the Governing Body providing regular updates on council activities and will assist the board in their role of advising the overall District Extension program.

## 4-H Events Council Financial Management

### I. COUNCIL ACCOUNTS SETUP

- A. All accounts shall require two signatures for any withdrawals, expenditures or transfer of funds. Signatories should not sign checks to themselves or anyone living in the same household. Four adult designated signatories should be on the signature card, two of which are required on checks. Two of the four names will be the 4-H Program manager and Office Professional in each Extension Office.
- B. Signatories will submit evidence of personal/legal identification when being added as a signatory to the account. This must include their full name and address. Copies of this ID will be kept in the council finance folder at the Extension Office. The new signatories should be added to the council accounts within thirty (30) working days after approval of official minutes showing election/appointment to the job.

### II. PROGRAM/COMMITTEE SUB-ACCOUNTS

- A. It is required that the internal record keeping system be designed so records can be maintained within a single checking account. Within this account, sub-accounts should be kept to track specific dollars as they relate to a particular program/committee.
- B. Each sub-account should be defined (*updated regularly*) with the following information:
  - 1. Clearly defined purpose
  - 2. Typical use of funds
  - 3. Normal sources of funding
  - 4. Normal activity of account

### III. MONEY MANAGEMENT POLICIES

- A. All funds residing in the 4-H Council account must pertain to 4-H programs and be under the management control of the Council. Any use of the 4-H Council for pass through dollars should be carefully considered and avoided.
- B. All funds received should be receipted (cash and checks). The standard receipt book should be used. One receipt book should be used to receipt all funds. The total of all receipts issued must equal total amount deposited.
- C. In the case of a voided receipt, sign and mark "VOID" on the receipt and leave both the white copy and the yellow copy in the book.
- D. At the completion of an event where money has been collected, a written statement of amount collected showing breakout of cash (coins and currency) and checks, should be signed by at least two people (preferably not a spouse or anyone living in the same household). Money and statement should personally be handed to either the council treasurer or a 4-H staff person as soon as possible after the event. Alternately, the money may be deposited directly into the financial institution, if arrangements have been made to allow such deposits. All funds should be recorded (*by initialing*) each time they change hands (i.e. at time of collection from payee, from the Financial institution upon deposit-*deposit slip*, between any individuals to whom funds are transferred). *See appendix A* for a sample of money collection statement.
- E. All funds received should be deposited promptly. Deposit should match the total in the receipt book. It is recommended that this be done at least twice a month - 1<sup>st</sup> & 15<sup>th</sup>.
- F. A monthly reconciliation of the account with the bank statement must be conducted.
- G. It is appropriate to use an interest bearing account, as long as it is FDIC insured.

#### IV. COUNCIL INVOICE POLICIES

- A. Check all invoices for items purchased to determine if they are authorized and correct, prior to issuing a check. Prepare checks for payment of invoices, upon verification of authorization. Never pay in cash.
- B. Reimbursements will only be made upon timely presentment of appropriate receipts that are accompanied by a voucher. No voucher, means no payment. Vouchers are available from the Extension Office or the council treasurer. See *appendix B* for sample voucher.
- C. Bills should generally be paid on the 1st and the 15th of each month, or more frequently - as deemed necessary by payment deadlines.

#### V. FINANCIAL RECORDS POLICY

- A. Maintain in the Extension Office a finance folder that contains: Bank Statements, Savings Account Statements, invoices, receipt book copies, deposit slips, canceled checks, and paper copies of checkbook registers for the year.
- B. All records need to be kept in a safe place for the current year and the previous five years. Those handling 4-H funds need to be sensitive to the confidentiality of financial information. For example, while records of all donor contributions must be kept, respect the donor's wishes when it comes to publicity surrounding donations.
- C. A safe or equivalent secure place should be available to store change for upcoming events, stamps and very important documents. Other documents should be maintained in filing cabinets, which can be locked but accessible by staff and are preferably fire resistant. All authorized District staff must be able to access electronic and paper financial documents within the Extension office.
- D. An electronic version of financial records should be maintained in the Extension Office and shall be accessible to all 4-H staff and 4-H Council Officers. A recommended electronic account set up is found in *appendix C*.
- E. Electronic back-ups of all financial documents should be conducted monthly and filed or placed in a secure location as deemed appropriate to KSRE file security guidelines. A paper copy back-up should be provided to the District 4-H Agent for placement in the "Master 4-H files" as requested, on a regular basis.
- F. An account summary of transactions should be made available to the 4-H Council prior to the regularly scheduled meetings of this group. At minimum the report should include all receipts, disbursements, beginning and ending balances and sub-account balances. Council Treasurers are encouraged to be involved in the reporting of this summary to the Council. Summary should be shared with the District 4-H Youth Development agent.

#### VI. GUIDELINES ON PROPERTY

- A. 4-H Council may NOT hold title to any real property. The Extension District must be have a written agreement in place for all property controlled by 4-H Council.
- B. In order to be eligible for insurance coverage, an inventory of all property and equipment over \$250 in value must be maintained and reviewed yearly.
- C. Establish a check-out system for equipment borrowed or used by others and labeled as 4-H Council.

#### VII. ELECTRONIC PAYMENT

- A. Funds may be collected and distributed electronically according to all policies set forth by Kansas State University Research and Extension.

## VIII. FINANCIAL REVIEW & AUDIT POLICY

- A. The Meadowlark District Governing Body is responsible for all non-appropriated funds generated for Extension Programs each year. This includes all funds collected/raised in the name of Extension 4-H Youth programs. This means that all 4-H Councils operate according to policies and procedures determined by USDA, K-State Research and Extension and the Extension District Governing Body. In order for the Extension District Governing Body to ensure compliance with financial requirements for 4-H programs, a yearly financial review of those accounts is required.
- B. The annual internal financial review should be conducted by an internal financial review committee, composed of two (2) youth and two (2) adult members of the organization. Committee members should not be signatories, or have family or financial relationships to the treasurer. The Meadowlark District Annual Financial Report form will be the official document to complete, *appendix D (attachment #4)*.
- C. Any special fund or sub-account, whose monies reside in 4-H Council, shall have the opportunity to review account activity and provide feedback to be used by the financial review committee during the review process. Review form is found as *appendix E*.

## IX. COUNCIL COMMITTEES AND EVENT POLICY

- A. A yearly budget of estimated income, expenses and planned Council projects should be developed by a Council Budget committee and presented to Council for approval each year. Budgets are provisional in nature, but should establish future expectations based on past performance and present resources. *appendix F*
- B. Any committee or entity requesting 4-H Council funds should submit a financial request form *appendix G*, with estimated budget.
- C. 4-H Council Committees or entities utilizing 4-H Council funds, should submit a written summary report (after all the financial activity for the event is completed) *appendix H*, to the treasurer to share at the 4-H Council Meeting. This report should include such things as number of people in attendance, how many supplies were purchased, what worked and what didn't, etc... The report should be given to the secretary so it can reside in the permanent records of the 4-H Council.
- D. Event registrations are not valid until payment is received.
- E. Unless otherwise stated, no refunds will be granted.

## X. TAX ISSUES WITH 4-H YOUTH DEVELOPMENT

(reference- *Tax Issues for Local Extension Offices - for policy, procedure & best management practices*)

- A. Tax-exempt Status of 4-H Clubs and Affiliated Organizations
  1. Formally organized 4-H Clubs and affiliated organizations are exempt from paying federal income tax on funds raised on behalf of 4-H to support 4-H educational programs.
  2. Donors may deduct such contributions as bequest, legacies, devises, transfers or gifts to formally organized 4-H Clubs and affiliated organizations under section 170(c)(1) of the internal Revenue Code.
  3. Each 4-H club/group/affiliate must have a unique IRS issued EIN and this number be shared with the state 4-H Department.

- B. Fundraising - (see *Fundraising: Private Support for the 4-H Program*) 4-H Youth Development fundraising programs must meet the following criteria:
1. Obtain approval from the appropriate office of Cooperative Extension.
  2. Use funds to further 4-H educational programs.
  3. Maintain proper accounting procedures.
  4. Properly use the 4-H name and emblem.
- C. Kansas Sales Tax Exemption ([www.ksrevenue.org](http://www.ksrevenue.org))
1. County and District 4-H clubs, councils and groups are exempt from paying Kansas sales tax on purchases of goods, merchandise or lodging.
  2. 4-H groups qualify for exemption under: Nonsectarian, comprehensive youth development organizations, nonprofit - KSA 79-3606 (ii).
  3. Entities must register with KS WebTax to apply for an exemption certificate and may need to present this certificate to vendors/retailers.
- D. Kansas Sales Tax Collection/Sales Tax Number ([www.ksrevenue.org](http://www.ksrevenue.org))
1. 4-H clubs and groups are exempt from collecting and remitting sales tax when selling tangible items or food.
  2. Sales of admissions, tickets and services are not tax-exempt.
  3. A Kansas sales tax number is used to remit sales tax to the Kansas Department of Revenue.
- E. Raffles, Lotteries, Gaming
1. 4-H Organizations should not be involved in gaming fundraisers.
  2. Gaming requires following numerous state and local laws and regulations.
  3. IRS regulations do not consider the price of tickets or similar products as contributions.

*Approved by the Meadowlark District Governing Body at the November 17, 2015 meeting*

# Meadowlark Extension District #7

## 4-H Policy Manual

## 4-H Best Management Practices

# Meadowlark Extension District 4-H Newsletter Management Plan

## I. Size of Newsletter

Three 11x17 pages = 12 pages will be the preferred format  
No articles on back; front must contain heading

## II. Page Dedication

Pages 1 & 2 – Success stories, recent events held, etc. Front page will rotate between offices: Oskaloosa, Seneca, Holton.

Pages 2 - 4 – Upcoming events/programs, management ideas

Pages 5-10 – Local News; Maximum one front and back page per office

Page 11 – District Calendar, registration forms

If local office does not have enough information to fill their front and back page, the extra space can be used by the discretion of the individuals formatting the newsletter.

## III. Submission Format

All articles should be submitted in Times New Roman font, size 12, single spaced and titles should be bolded and size 14 font. Articles should be submitted to District 4-H Agent and Office Professional responsible for doing newsletter. Pages should be submitted as Word Perfect files.

### A. Local Pages

Local offices will receive a template of exactly how their page should appear with heading and correct margins. It is the local offices responsibility to proof their pages and make sure it fits into the required format. If articles do not fit the required format they may be changed to fit, otherwise it will appear exactly the way it was submitted. If there are changes made to the local pages for any reason, the local offices will be contacted.

### B. Community Pages

Articles can include 4-H events, program management topics, and helpful hints. All articles should be proofed and grammatically correct. Any articles submitted for community pages may be changed if information was submitted by more than one person or needs to be edited to fit space in the newsletter. Local office are required to rank any article they submit to the community pages in order of importance. The lower ranking articles may not appear if space does not allow.

## IV. Graphics/Photos

This section applies to community pages only. Graphics for local pages should already be included on your pages. Graphics should e submitted separately from articles. Specifics instructions should be included as to where and with what article the graphics are to appear. Size an use of final graphic may be subject to change depending on space requirements.

## V. Submission Dates (*Attachment #26*)

An email from the District 4-H Agent will be sent approximately a week before the submission deadline. This email will be a reminder of the upcoming deadline and will contain ideas for upcoming articles. Agents should respond with article ideas they want to submit.

## VI. July & August Newsletter

For the months of July and August there will be no District 4-H Newsletter. Each local office is responsible for producing newsletters as they see fit during those months. The District 4-H agent will submit articles to the local offices that pertain to the whole District (ex: State Fair) Local office need to inform the 4-H Agent of deadlines for their local newsletter if they want such articles.



# Meadowlark Extension District #7

## 4-H Camp Guidelines

The proposed selection procedures will utilize and refer to the Kansas 4-H Youth Programs Camp Standards Manual as a guide when making policy decisions regarding the District 4-H Camping Program. Complete Kansas 4-H Camping Policy is discussed in Section J1 of the Kansas 4-H Policy Manual.

### **Camp Group Affiliation**

A Memorandum of Understanding (Attachment #27) has been signed between Meadowlark Extension District and *Mug Wump Camp Association* (Meadowlark Extension District#7, Doniphan, & Wilson counties) and *Dirty Dozen Camp Association* (Meadowlark Extension District #7, Anderson, Atchison, Bourbon, Coffey, Leavenworth, Linn, & Woodson Counties). *Approved March 15<sup>th</sup>, 2007 – Meadowlark District Governing Body*

It was decided to withdraw from the Mug Wump Camp Association, supporting Dirty Dozen Camp Association as the recognized 4-H Camp group in Meadowlark District. *Approved August 25<sup>th</sup>, 2008*

The decision was made to withdraw from the Dirty Dozen Camp Association and join the Pioneer Trails 4-H Camp Association as the recognized 4-H Camp group in Meadowlark District. **Approved 10/16/2014**  
Meadowlark Extension District will follow the guidelines and policy for 4-H Camp, as established in the Camp Group By-Laws. (Attachment #28)

### **Camp Counselor Requirements**

Matching the camp counselor to the campers is key. Specific qualities to focus upon when matching potential counselors and campers include:

- A. Age of the counselor candidate and the campers
- B. Gender of the counselor candidate and campers
- C. Maturity level of the counselor candidate
- D. Quality of the written counselor application
- E. Past camp counselor experiences
- F. Past youth camping experiences
- G. Interview process if used

### **Camp Counselor Selection**

The procedure for the Camp Counselor Selection Process for the Meadowlark Extension District 4-H Youth Program will be as follows:

- A. A counselor candidate will complete and submit a camp counselor application by the advertised deadline.
- B. Counselor candidates must complete the Kansas 4-H Volunteer Screening Process, as it applies to youth Camp Counselors.
- C. Selected counselors must complete a camp counselor contract and/or up-date their 4-H participation form.
- D. Selected counselors must attend a minimum of 8 hour camp counselor training as conducted by the camping group(s) that the Meadowlark District camps with.
- E. Counselor candidates must be a minimum of 14 years old by January 1 of the current year and 2 years older than that of the oldest camper in their camp living group with a preferred age being 16 years old.
- F. Living groups must be housed with same gender camp counselors.

## 4-H Event Related Rules Committee Meeting Notes

Members Present: David Key, Jeri Albright and Susan Voelker

The Meadowlark Extension District 4-H Event Related Rules Committee met on September 9 at the Jackson County Fairbuilding in Holton.

Prior to the meeting the committee members reviewed the following items: -Copies of all fairbooks from the District -Copies of recent correspondence from all offices in the District that was sent to their leaders, judges and superintendents.

-Examples of the organizational structure of each fairboard and how responsibilities are delegated to all parties involved in the fairs that are held in the District if one existed.

-A summary of how rules changes and other fair related decisions are made.

During the meeting the committee reviewed the 2008 Kansas 4-H Youth Development Policies, Best Management Practices and Information handout pertaining to County Fairs and the Task Force Report on KSRE Role at Fairs and Shows revised August 1, 2001.

### **Pertaining to these materials the committee recommends the following:**

1. The District Governing Body, Extension Agents and Staff and Fairboards read and become familiar with sections I4 thru I4.7 of the 2008 or the most current version of the Kansas 4-H Youth Policy pertaining to Fairs/Shows and Expositions and that whenever new rules, policies or additions are made to county fair rule books that this section be referred to and reviewed prior to making those changes.
2. Citing I4.4 in the 2008 Kansas 4-H Youth Policy or the most current version of that refers to County Fair Policy Authority that the District Governing Body is the policy making authority for the 4-H Youth Development division of the fairs in the district. All rules and policies listed in the fairbook pertaining to the 4-H division of the fair should be communicated and approved yearly by the District Governing Body. Rules and policies should be finalized by the agents or their designee in each county of the district with input from 4-H PDC members, 4-H Council Committee or fairboard as needed.

The committee also recommends that each office complete and review a Fairboard/Extension Office responsibility list when the fairboard is reorganized yearly.

### **Pertaining to Fair Rules and Policy changes the committee recommends the following:**

1. All rules and policies be submitted to a designated District committee (approved by the governing body) each year in a timely manner for approval prior to being printed and distributed to the public. Each office will be responsible for setting a yearly deadline date for all rules, deadlines and policy changes to receive timely feedback from all local groups or organizations before submitting them for approval.

2. Each office in the District is to establish a communication policy to insure that the fairboard, agents, staff, 4-H participants, volunteers and parents as well as other groups involved in supporting and promoting the fair are kept informed of all events, rules changes and additions to their fair.
3. All new rules or policies should be printed in bold print in the fairbook the year that they are made and approved. Also, if not cost prohibitive, all new rules or policies be printed in a designated section of the fairbook each year as well.
4. Each office hold superintendent meetings for their designated fairs to orientate superintendents of their responsibilities and inform them of new rules changes before the fair starts each year. Each office is to develop a communication protocol with judges prior to and during judging events at the fair.
5. Meadowlark Extension District Agents and Employees refrain from serving as a superintendent, entry clerk or exhibit assistant at any fair held in the District.
6. Each a fairbook rules section include section I4.3 from the 2008 Kansas 4-H Policy or the most current version of the Kansas 4-H Policy pertaining to the Sale of 4-H Exhibits Including Animals.
7. Rules in each Fairbook referring to “protests” of decisions be uniform and allowable in all divisions of the fair. Also consideration should be given to the addition of a statement indicating that the “judges decision shall be final” in each fairbook general regulations.
8. 4-H Livestock/Premium Sale rules and the responsibilities of the sale committee should be reviewed yearly by the Fairboard and the Local Extension Office. Committee member names should also be published in the Fairbook yearly.

**Pertaining to local 4-H councils in each county of the District, the committee recommends the following:**

1. A 4-H council appointed committee consisting of 4-H council members, current or former 4-H Club Leaders, 4-H Parents and a representative of each local extension office in the District are asked to either review their current 4-H council By-Laws or develop new By-Laws for their 4-H council if none exist. The ByLaws are to contain or address the following items at a minimum:
  - A. Membership, reorganization and order of business
  - B. Voting privileges
  - C. Length of Terms
  - D. Officers and Advisors showing job descriptions
  - E. Responsibilities of Agents and Other Office Staff
  - F. Responsibilities of the Council Members and the importance of communicating any changes or decisions back to their clubs.
  - G. Meeting Dates
  - H. Committee Assignments and Responsibilities, Elections, Quorum and Rules of Order including a Policy Committee to deliberate and review policy changes for the 4-H Council and Local 4-H Events that meets at least once a year.
  - I. Purpose, Goals and Objectives
  - J. Amendments

# Meadowlark Extension District #7

## 4-H Policy Manual

### APPENDIX

### Resources