University of Nebraska–Lincoln Extension 4-H Youth Development

4-H POLICY AND PROCEDURES HANDBOOK

Revised January 2008

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Extension is a Division of the Institute of Agriculture and Natural Resources at the University of Nebraska–Lincoln cooperating with the Counties and the United States Department of Agriculture.

The 4-H Youth Development program abides with the nondiscrimination policies of the University of Nebraska–Lincoln and the United States Department of Agriculture.

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SECTION 1

1 What is 4-H?

4-H is the largest out of school youth organization in the United States with over seven million youth members. 4-H is the University of Nebraska–Lincoln Extension's dynamic, non-formal, educational program for young people. The program partners the efforts of youth, volunteers, state Land-Grant Universities, state and local governments, 4-H Foundations, and the Cooperative State Research Education and Extension Service (CSREES) of the United States Department of Agriculture (USDA). Nebraska 4-H is comprised of youth and adults. Screened adults are involved as volunteers, working with youth as club or project leaders or on committees and boards providing the framework for the 4-H Youth Development program.

All partners are working across the country to assist youth in developing knowledge, skills and attitudes that will enable them to become productive and contributing members of society. 4-H influences youth from all ethnic, racial, and socio-economic backgrounds who live in rural, suburban, and urban communities.

4-H policy is essential for all partners to work toward a program that focuses on positive youth development.

1.1 Using The 4-H Policy and Procedure Handbook:

The 4-H Policy and Procedure Handbook is an established set of rules, recommended guidelines and implementation procedures for 4-H professionals to utilize as they provide leadership for 4-H Youth Development work and programming at various levels within the organization. Throughout this document, the words *Cooperative Extension* are use when quoting Extension policy and legislation at the federal level. When federal language is used in this document, it is copied verbatim from National 4-H Headquarters and the Cooperative State Research, Education, and Extension Service (CSREES), U.S. Department of Agriculture web site.

The following legend provides a visual for decision makers to have a clear understanding as to the intent of each section within this handbook. Questions surrounding the content may be addressed by University of Nebraska–Lincoln Extension 4-H Administration.

Legend

Policy: Not negotiable.

Guideline: Strongly recommended.

Procedure: Recommended "Implementation Steps" for 4-H Staff

SECTION 2

2. Nebraska 4-H Policy

2.1 The 4-H Policy:

The 4-H Policy provides a consistent framework for 4-H programs throughout the state. The Policy Handbook is a guide for the management of these programs in Nebraska. Policy is created to ensure that 4-H programming is consistent, fair and legal.

2.1.1 Failure to follow policy

Failure to follow policy could result in the loss of authorization to use the 4-H name and emblem or potential dismissal from the 4-H program as deemed appropriate by University of Nebraska–Lincoln Extension Administration.

2.2 Approval of Nebraska 4-H Policy:

The policy has been approved by University of Nebraska–Lincoln Extension Administration and is the official policy of Nebraska 4-H Youth Development. Extension faculty on the 4-H Policy Committee developed the policies in this handbook. The committee represents University of Nebraska–Lincoln Extension 4-H. The committee continually seeks ideas, input and feedback.

2.3 County verses State Policy:

All University and County Extension staff and volunteers representing the University of Nebraska–Lincoln Extension have the responsibility to support and implement the Nebraska 4-H Policy. 4-H participants and families are responsible for following the policy.

Policies of the local 4-H Council will not contradict, violate or supersede the University of Nebraska–Lincoln Extension or National 4-H policies. As a part of their job responsibilities, employees of the University of Nebraska–Lincoln Extension are expected to adhere to these policies.

The following questions will determine if county policies are consistent with the University of Nebraska–Lincoln, national and state 4-H policies:

- Does this rule contradict state and/or national policy?
- Does the rule discriminate against a 4-H member or volunteer?Does the rule honor the role of 4-H as the premiere youth educational organization?
- Are we keeping youth first? Are there any special circumstances? In 10 years, what difference would it make?

2.4 Character Development:

Character development is a cornerstone of the Nebraska 4-H program. The Nebraska 4-H program strives to develop competent, confident and connected youth and adults of good character. All programs and activities will create an atmosphere that encourages good character, promotes accountability, and enhances ethical decision-making. 4-H programs and activities help participants develop their personal character in the positive traits of trustworthiness, respect, responsibility, fairness, caring, and citizenship. These six character traits will be guiding principles for all policy and decisions related to the Nebraska 4-H.

2.5 4-H Non-Discrimination Statements:

The following non-discrimination statements shall be placed on all 4-H correspondence, materials and publications:

> *Extension is a Division of the Institute of Agriculture and Natural Resources at the University of Nebraska–Lincoln cooperating with the Counties and the United States Department of Agriculture.*

> *The 4-H Youth Development program abides with the nondiscrimination policies of the University of Nebraska–Lincoln and the United States Department of Agriculture.*

2.6 Code of Ethics:

The primary goals of a Nebraska 4-H Youth Development employee or youth volunteer are to help youth develop competency in their projects, confidence in themselves and others, connections in their community, life skills, and sound character. Adults are to help youth do what they are capable of doing, promote teamwork and leadership while helping 4-H members learn, and have fun. Everything an employee or volunteer says and/or does should be consistent with the six personal character traits listed above.

Nebraska 4-H Staff and/or Volunteers will:

- Act to encourage and justify trust. Teach 4-H members the meaning and importance of trustworthiness.
- Treat members, parents, volunteers, Extension staff, judges and others with respect, courtesy and consideration. Avoid and prevent put-downs, insults, name-calling, yelling and other verbal or non-verbal conduct likely to offend, hurt or set a bad example.
- Be informed about youth and their positive development. Fulfill responsibilities by striving to improve performance as a volunteer and a mentor of youth. Attend training sessions, seek out and use research-based resources and educational materials.
- Teach and model kindness and compassion for others. Recognize that all youth have skills and talents that can be used to help others

and improve the community. Teach and demand teamwork and discourage selfishness.

- Teach and model fair-mindedness; be open to ideas, suggestions, and opinions of others.
- Make all reasonable efforts to assure equal access to participation for all youth and adults, regardless of race, creed, color, sex, national origin or disability. Make all decisions fairly and treat all youth and adults with impartiality.
- Teach and model the importance of obeying laws and rules as an obligation of citizenship and obey the laws of the locality, state and nation.
- Promote the responsible treatment of animals and stewardship of the environment.
- Not use alcohol or any illegal substance while working with or when responsible for youth. Not be under the influence while working with or when responsible for youth. Not allow youth to do so while under your supervision.
- Not harm youth or adults in any way, whether through sexual harassment, physical force, verbal or mental abuse, neglect or other harmful behaviors.
- Provide a safe environment for youth to learn.

2.7 Grievances and Protests:

Differences in opinions are a part of life. To ensure consistency and fairness, a written grievance process is necessary to respond to and resolve 4-H issues and complaints in a manner that teaches good character and life skills.

2.7.1 State Fair Protest Committee Process

The respective superintendent has the authority to make appropriate decisions based on the 4-H Premium Book. When needed, a committee shall be appointed to serve as a protest review group. They will meet when needed to act upon concerns.

- All protests must be submitted in writing and signed.
- The written protest must be submitted to the State Fair 4-H Management Team and must include:
  - Names of persons involved
  - Nature of concerns
  - Situation and documentation
  - Recommendations for correction

- Specific action, rule, etc., in question
- Additional persons committee may contact for further clarification

- Procedures and/or steps carried out by person involved prior to submission of the protest to the State Fair 4-H Management Team.
- The committee will review the written protest. They may discuss the situation with affected persons and show officials, including Nebraska State Fair management. Recommendations will be developed, followed, and communicated both verbally and in writing to the group or individual affected.
- In cases of protest, the exhibitor may be allowed to show. Results of showing will be subject to change based on the outcome of the protest process. This allows for smooth operation of the show and facilitates appropriate processing.
- The management reserves the right to withhold any award. The exhibitor may be excluded from the show if action warrants.
- Protests will not be accepted after the exhibit or event/activity is completed/released.
- Protests related to judges' integrity, decisions, placings, or other evaluations will not be accepted.

2.7.2 County Grievance Policy

Counties should establish their own grievance procedure. Following are recommended procedures for the development of a county grievance policy. It is recommended that counties remain consistent with the process defined at the state level.

- The Extension Educator responsible for county 4-H, in concert with the local 4-H Council Protest Committee, has the authority to make appropriate decisions on local 4-H disputes. These decisions will be formulated using state policy and national directives as formulated by this policy or as dictated by law.
- All protests must be submitted in writing and signed by the protester.
- The written protest must include:
  - Names of persons involved
  - Cause of complaint or appeal
  - Situation and documentation
  - Recommendations for correction
  - Specific action, rule, etc., in question

    - Additional committee persons who may be contacted for further clarification

- Procedures and/or steps carried out by the person involved prior to submission of the protest to the Protest Committee.
- Membership of the protest committee will be outlined in 4-H Council By-laws.
- Protests will not be accepted after the exhibit or event/activity is completed/released.
- The protest will be acknowledged after receiving the written protest and will be responded to in a timely manner.
- Protests related to judges' integrity, decision, placings or other evaluations will not be accepted.
- (Optional) A $50 deposit will accompany the written protest, which will be forfeited if the protester does not attend the protest resolution meeting. The deposit will be returned upon completion of the process.
- The committee will review the written protest. They may call for a face-to-face meeting with affected persons and event leadership to discuss the situation and the official ruling. Recommendations will be developed, followed, and communicated both verbally and in writing to the individual or group affected.
- Failure of the protester to attend the face-to-face meeting with the Protest Committee will result in no action and forfeiture of the deposit.
- In cases of protest, the 4-H member/parent/leader may continue to participate. Results of participation will be subject to change based on the outcome of the protest process.
- The Protest Committee and Event leadership reserve the right to withhold any award. The 4-H member/parent/leader may be excluded from 4-H if action warrants.

SECTION 3

3. Organization and Administration

3.1 UNL Extension:

The mission of UNL Extension is to help Nebraskans enhance their lives through research-based education. To do this, Extension faculty and staff develop, deliver, and/or teach and evaluate research-based educational programs.

Extension is a unique partnership established by Congress in 1914. It is a national education network designed to meet the needs for research, knowledge and educational programs that enable people to make practical decisions.

This publicly funded, nonformal collaborative educational network combines the expertise and resources of federal, state, and local governments. It includes the Cooperative State Research, Education and Extension Service (CSREES) of the U.S. Department of Agriculture, the University of Nebraska, a land-grant university, and 83 county or multiple-county offices throughout the state.

3.2 Extension Staff:

UNL Extension is organized and structured to extend the resources of the University of Nebraska to the citizens of all communities across the state. Extension faculty serve in a variety of positions on the University of Nebraska–Lincoln campus, in Research and Extension Centers or in one of the 83 county or multi-county offices throughout the state. They serve as Extension Specialists, Educators, Associates, and Assistants. The variety of position descriptions reflects the ability of Extension to focus staff expertise toward very specific or general program needs.

3.3 Role of Extension Staff in 4-H:

The roles of specialists, educators, associates, and assistants are continuously evolving. While there are distinct responsibilities tied to each of these roles, there is also an increasing number of overlapping responsibilities, especially between specialists and educators. Teamwork and communication are significant responsibilities of everyone and it is essential to have dialogue among specialists, educators, associates and assistants about their program goals and accomplishments. Faculty and staff have responsibilities for addressing the growing diversity of needs of Nebraskans. While it is expected that specialists assume lead roles in developing curricula, development of curricula is evolving into more of a partnership with educators. Educators are key to the determination of appropriate delivery modes because of their familiarity with constituents and their increasing responsibility for teaching locally delivered programs. There are also venues where specialists, educators, and assistants team teach. Assistants, in their specifically targeted roles, work with their supervising specialists/educators to deliver programs.

Planning and development of educational 4-H programs is a shared responsibility between Extension staff and local volunteers. Extension staff is responsible for:

- Communicating 4-H policies to the members, parents and volunteers in the local program.
- Providing overall leadership and management of the 4-H program in the county.
- Keeping 4-H volunteers informed of current UNL Extension priority areas and opportunities for related youth programming.
- Providing growth opportunities and training for 4-H volunteers, leaders and

members.

- Empowering 4-H volunteers to give leadership and direction to 4-H programs.
- Involving clientele in program decision-making through advisory councils and committees.
- Being sensitive to the basic needs of youth, volunteers and the community.

SECTION 4

4. 4-H Lore

4.1 Nebraska's 4-H Mission Statement:

4-H empowers youth to reach their full potential, working and learning in partnership with caring adults.

4.2 4-H Vision:

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

4.3 4-H Educational Philosophy:

The phrase "*Learning by Doing*" sums up the educational philosophy of the 4-H program. Young people learn best when they are involved in their learning.

4.4 4-H Pledge:

The pledge tells what 4-H is about. The 4-H goal is the four-fold development of youth: Head, Heart, Hands and Health. The pledge was adopted by the delegates of the 1927 National 4-H Club Camp in Washington, D.C. State club leaders voted for and adopted the pledge for universal use. The phrase "and my world" was added in 1973. The saying of the pledge has a prominent place in 4-H activities, at regular 4-H meetings, achievement days and other club events.

I Pledge my Head to clearer thinking,
my Heart to greater loyalty,
my Hands to larger service,
and my Health to better living,
for my club, my community, my country,
and my world.

4.5 4-H Motto:

The motto *"To Make the Best Better"* is intended to inspire young people to continue to learn and grow, to make their best efforts better through participating in educational experiences.

4.6 4-H Name and Emblem:

4.6.1 4-H Name and Emblem Regulations

http://www.national4-hheadquarters.gov/library/4-Hguidelines-v4-26-04.pdf.

The 4-H Name and Emblem are protected under federal statute Title 18, U.S. Code 707. This statute protects other federal emblems, like the Seal of the President of the United States. Regulations on the use of the 4-H name and emblem state:

Whoever, with intent to defraud, wears or displays the sign or emblem of the 4-H clubs, consisting of a green four-leaf clover with stem, and the letter H in white or gold on each leaflet, or any insignia in colorable imitation thereof, for the purpose of inducing the belief that s/he is a member of, associated with, or an agent or representative for the 4-H clubs; or

Whoever, whether an individual, partnership, corporation or association, other than the 4-H clubs and those duly authorized by them, the representatives of the United States Department of Agriculture, the land-grant colleges, and persons authorized by the Secretary of Agriculture, uses, within the United States, such emblem or any sign, insignia, or symbol in colorable imitation thereof, or the words "4-H Club" or "4-H Clubs" or any combination of these or other words or characters in colorable imitation thereof –

Shall be fined not more than $5,000 for individuals and $10,000 for groups, or imprisoned not more than six months, or both.

Using the 4-H Name & Emblem guide is a quick reference handout that discusses many of the important guidelines about appropriate and legal use of the 4-H name and emblem.

4.6.2 Application to Use the 4-H Name and Emblem

http://www.national4-hheadquarters.gov/library/fs_authorization_1-25-06.pdf

The 4-H Name and Emblem is a Federal mark, protected by Title 18, U.S.C. 707, and is entrusted by Congress to the Secretary of Agriculture. The Secretary has delegated responsibility for the proper use of the 4-H Name and Emblem to the Cooperative State Research, Education, and Extension Service (CSREES) and, within CSREES, responsibility resides in the National 4-H Headquarters, USDA.

Primary consideration for granting authorization to use the 4-H Name and Emblem is for educational and character-building purposes of the 4-H program and can be used only as authorized by the statute. In order for clubs to legally use the 4-H name and emblem, they must receive official authorization by completing the attached form:

http://www.national4-hheadquarters.gov/library/4-H_Application3-31-09.pdf

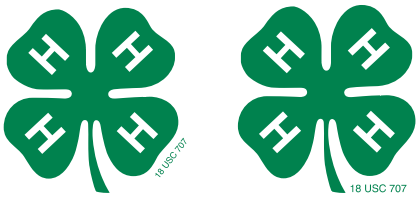
4.6.3 Official Emblems

You must be authorized to use the 4-H name and emblem. Chartered 4-H clubs and groups are authorized to use the name and emblem. Visit the name and emblem Regulations page if you are not familiar with the federal regulations and graphic standards for use of the emblem.

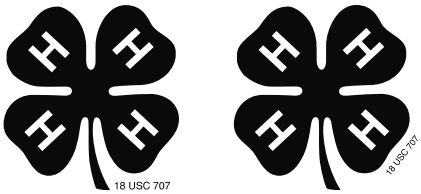
Please remember that the emblem is protected under federal statute,

so it is inappropriate to change the shape, color or look of the emblem. Following are examples of appropriate 4-H emblems.

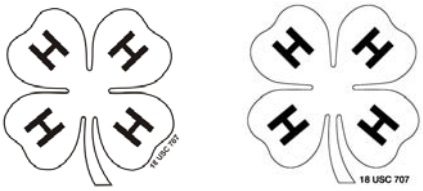
Color:



Black & White:



Outline:



http://www.national4-hheadquarters.gov/emblem/4h_name.htm

http://www.national4-hheadquarters.gov/emblem/4h_application.htm

http://www.national4-hheadquarters.gov/library/4-Hguidelines-v4-26-04.pdf

4.7 4-H Colors:

The 4-H colors are green and white. Green, nature's most prominent color, symbolizes growth. The white symbolizes purity and high ideals.

The 4-H Emblem should never be screened, shaded, gradated or appear in a multi-colored hue. The official and preferred color of the 4-H Emblem is 100

percent PMS 347 green. The clover can also be white, black, or metallic gold. The H's on the clover can be white, metallic gold on a green clover, green on a white clover or black. The clover can be outlined in green (for white clover) or white (for green clover) to add prominence to the image and make the emblem stand out from the background.

One-color printing requires either PMS 347 green or black. For commercial applications, the "18 USC 707" notice should be the same color as the clover leaves. Black is the only acceptable alternative to green for one-color printing and should be used only when cost prohibits green ink or color photocopies.

Two-color printing. Only PMS 347 green may be used for the leaves and "18 USC 707" notice. The H's will be reversed out of the PMS 347 to be white or the color of the paper on which the emblem is printed. The H's may also be printed in metallic gold (PMS 873) on a green background.

Four-color printing. In four-color process printing, PMS colors are approximated using a particular combination of the standard four-color process printing inks. The four-color process percentages required to match 4-H's PMS 347 green are: cyan 100%, magenta 0%, yellow 90%, and black 0%. There is no CMYK equivalent to PMS 873.

Video and Computer Screen Colors (Electronic Media). The colors transmitted by electronic media are created using precise combinations of RGB (red, green, blue). The correct RGB values for the 4-H green are: R=51, G=153, B=102. No other colors are acceptable.

For exceptions to the guidance provided regarding color, especially in non-print or corollary materials, please contact National 4-H Headquarters.

SECTION 5

5. 4-H Eligibility

5.1 Age Requirements:

4-H is open to all youth between the ages five (5) and 19, regardless of race, color, national origin, gender, religion, age, disability, political beliefs, and marital or family status as determined by the following age criteria:

- 4-H eligibility is determined based on the age of the youth during the calendar year, which begins January 1 and ends December 31.
    - The first year of eligibility for participation in the 4-H Clover Kids program is the calendar year the member becomes six (6) or 4-H age of five (5).
    - The first year of eligibility for the regular 4-H program is the calendar year the member becomes nine (9) or 4-H age of eight (8).
    - The last year of eligibility is the calendar year the member becomes 19 or 4-H age of 18.
    - Certain programs designed for children with special needs/disabilities may establish age limits outside of those stated above. This decision will be determined locally.
    - 4-H age is how old the youth is on January 1 of the calendar year.
    - If your birthday is on January 1, your 4-H age is the age you turn that year.
        - If you are eight (8) on January 1, your 4-H age is eight (8).
        - If you turn nine (9) on January 1, your 4-H age is nine (9).

5.2 Clover Kids:

- Children may join Clover Kids when they turn six to eight (five to seven 4-H age) during the calendar year. This program will assist youth in developing emotional, physical, intellectual, and social skills. Clover Kids programming is designed with activities and learning opportunities that are developmentally appropriate for six to eight year-old children. Youth within this age are not yet ready for competition.
- The Clover Kids program is developmentally appropriate and involves the following components:
    - Encourage involvement of parent or significant adult
    - Focus on self-esteem and provide positive feedback
    - Share through cooperative learning
    - Non-competitive: Emphasize fun and success of every child
    - Recognize individuals for participation
    - Recognize and give incentives without rank or placing

Clover Kid programs, in addition to the curriculum provided, can be developed as long as a safe environment is assured. (Go to Section 16.3, *Risk Management* for related guidelines.)

5.3 Youth with Special Needs/Disabilities:

4-H programs should be designed to consider the needs of participants with special needs/disabilities. All applications to any program should contain the following question:

> *Do you request any accommodation for a disability in order to participate in this program? If so, please explain.*

Should you encounter a participant, either adult or child, in need of or requesting accommodation for disability, contact the University of Nebraska–Lincoln ADA/504 Compliance Office, (402) 472-8404, for assistance in evaluating what actions might be necessary or appropriate.

5.4 Married Youth:

Married individuals who meet age requirements are eligible to fully participate in the 4-H program and are eligible for all benefits therein.

SECTION 6

6. Enrollment

6.1 Enrollment:

University of Nebraska–Lincoln Extension staff are responsible for enrolling youth and adult leader/volunteers in 4-H. The enrollment process includes the completion of a 4-H member or leader/volunteer enrollment form. For adults, it also includes the completion of risk management screening using form 4HF 104 Volunteer Profile, http://4h.unl.edu/pdf/4hf104.pdf.

6.2 Enrollment Period:

Youth may enroll in 4-H at any time. They will be eligible to use curriculum and participate in club meetings, workshops and day camps, etc. However, selected events, such as the county fair, and certain project areas may have specific enrollment deadlines for participation. These deadlines must be met for participation. The state enrollment deadline for youth participation in State Fair is June 15.

6.3 Changes in Residence:

When 4-H members/volunteers move to another county and/or state, enrollment and participation will be transferred to the new Extension office upon request of the 4-H family. Records transferred into the county will be accepted and considered as a part of the individual's achievement records. 4-H members meeting the 4-H enrollment regulations in the Extension Unit they have transferred to are eligible to participate in respective Extension Units 4-H events and programs.

6.4 Cross-county and Cross-state Line Participation:

University of Nebraska–Lincoln Extension will recognize 4-H members and volunteers of the 4-H program in which they are enrolled in irrespective of their place of residence.

A member cannot enroll in the same 4-H project area in more than one county or state in the same year. (Example: beef [bucket calf, feeder calf, market beef and breeding beef are among those listed within the beef project area], clothing, horse, foods, etc.)

A member may not duplicate specific 4-H experiences by enrolling in more than one county or state in the same year. (Example: public speaking, presentation, scholarship eligibility, record books.)

4-H members may apply for county level awards, scholarships, or vouchers, in

the unit where they are enrolled, as long as they are not applying for similar awards, scholarships, or vouchers, in another county where they may also be a member. (Example: You cannot apply for a PASE scholarship in one county and a PASE scholarship in another during the same year.)

4-H members represent the county in which they are enrolled when competing for state/national awards and scholarships. If they are selected in two or more situations for the above, they must choose which award they will accept. A member cannot receive two or more trips, awards, etc., for the same activity.

6.5 Privacy Policy:

6.5.1 Web Postings

Nebraska 4-H is sensitive of the need to protect the privacy of youth under the age of 18. As a result, we will not knowingly collect personal or identifiable information for anyone under age 18 without providing the parent with the information and having parental permission. In addition, and in compliance with the Children's Online Privacy Protection Act, we will not require anyone under the age of 18 to disclose more information than is reasonably necessary to participate in the activity as a condition of participation. 4-H will not post identifiable information of a 4-H member on a web site as per the Children's Online Privacy Protection Act of 1998, which provides protection for children under the age of 13. To view the Children's Online Privacy Protection Act of 1998, visit: http://www.ftc.gov/ogc/coppa1.htm.

6.5.2 Confidentiality

The University of Nebraska–Lincoln Extension 4-H protects the confidentiality of the names and personal information of 4-H members and leaders. No commercial or unauthorized use is made of names, addresses, and other confidential information of its members. Access to this information is strictly limited to the University of Nebraska–Lincoln system.

6.5.3 Use of Social Security Identification

The University of Nebraska–Lincoln Extension 4-H cannot routinely ask for social security numbers. However, Social Security Numbers are required for volunteer screening. This information is only sent to Health and Human Services for screening purposes. No record of social security numbers is kept by 4-H. (See Section 10.6, *University of Nebraska–Lincoln Social Security Number Usage Policy.*)

6.6 Media Release forms:

A signed release form is required to use 4-H members name or photographs in any 4-H publication, ad, news article or website. 4-H parents/guardians must update this release form annually as part of the re-enrollment process. This release statement should be used on all 4-H (re-)enrollment forms for both members and leaders.

I give permission to use my name or child's name/photograph in

publications, advertisements, 4-H webpage or news articles pertaining to 4-H activities.

For items where a more formal release is needed use the University of Nebraska–Lincoln release form as follows:

http://www.unl.edu/ucomm/ucomm/resources/downloads/ImageReleaseStudent.pdf

6.7 Consent to Participate in the State-wide Impact Studies:

Following 4-H events/programs youth may be asked to voluntarily participate in a 4-H Impact Study to assess educational impact and life skill development gained from 4-H participation. Information gained will help improve 4-H programs. There are no known risks associated with this study. All information is obtained and reported as aggregated data. If any of your questions regarding your child's right as a research participant has not been answered you may contact the University of Nebraska-Lincoln Institutional Review Board at 402-472-6965. You are voluntarily making a decision whether or not to allow your child to participate in this research study. You are free to decline participation with no consequences from Nebraska 4-H or the University of Nebraska-Lincoln.

SECTION 7

7. Methods of Participation

Youth may participate in 4-H through a variety of program delivery modes, including organized 4-H clubs, 4-H special interest or short-term programs, 4-H camping programs, 4-H school enrichment programs, 4-H individual study/mentoring/family learning programs, school-aged child care education programs, and instructional TV/video programs.

Nebraska 4-H members are reported by staff as required by the Federal ES237 reporting system. The 4-H Federal reporting year is October 1 to September 30. All levels of the Nebraska 4-H development program comply with Federal definitions for methods of participation as follows:

7.1 Youth members of organized 4-H clubs:

An organized group of youth, led by an adult, with a planned program that is carried on throughout all or most of the year. 4-H clubs may meet in any location and typically have elected officers and a set of rules approved by the membership to govern the club.

7.1.1 Community clubs

Community clubs typically meet in the evenings or on weekends and offer self-chosen multiple learning experiences and activities.

7.1.2 In-school clubs

In-school clubs meet during school hours, but have officers and planned activities beyond school enrichment.

7.1.3 4-H after-school clubs

4-H after-school clubs are organized within child care settings. They have officers and planned activities.

7.1.4 Military 4-H clubs

Military 4-H clubs are organized by the Armed Forces, often on military installations, and principally for military dependents.

7.2 Youth participating in 4-H special interest/short-term programs/day camp:

Groups of youth meeting for a specific learning experience that involves direct teaching by Extension staff or trained volunteers, including teachers. The program is not part of school curriculum and not restricted to members of 4-H clubs. Multiple-day meetings, for example on college campuses, should be reported as short-term programs. The direct audience contact hours should be at least six for enrollment to be reported.

7.3 Youth participating in 4-H camping programs:

Youth taking part in an Extension-planned educational experience of group living in the out-of-doors.

7.3.1 Overnight camping

Overnight camping includes being away from home at least one night (resident, primitive, or travel camping) and is not restricted to members of organized 4-H clubs.

7.3.2 Day camping

Day camping consists of multiple-day programs, with youth returning home each evening.

7.4 Youth participating in 4-H school enrichment programs:

Groups of youth receiving a sequence of learning experiences in cooperation with school officials during school hours to support the school curriculum. Involves direct teaching by Extension staff or trained volunteers, including teachers.

7.5 Youth participating in 4-H individual study/mentoring/family learning programs:

Planned learning that occurs independently of a formal group setting, such as a club, an individual, paired, or family learning effort. Self directed, usually with limited adult involvement except for parents, or mentor. Examples include self study, home study courses, advanced placement courses, mentoring or shadowing with an "expert," whole families learning together.

7.6 Youth participating in school-aged child care education programs:

Educational programs offered to youth outside of school hours, usually in a school or other community center and incorporating 4-H curricula. The primary purpose is to provide care for youth while parents are working or unavailable. (7.1.3 4-H clubs in school-age child care settings should be reported under *Organized 4-H After-school Clubs.)*

7.7 Youth participating in instructional TV/video programs:

Youth offered learning experiences through Extension via broadcast or closed circuit television, including satellite transmission or videotape replays of such series.

SECTION 8

8. 4-H Club Standards

8.1 Club Names:

Any organization that functions for the purpose of furthering 4-H objectives and programs and has been formally authorized to use the 4-H name and emblem by the appropriate representative of the Cooperative Extension Service must have names that:

- Are specific to the 4-H club or organization either through a unique name or by identifying the county or location. Examples: Share-N-Win 4-H Club (unique name); Calvert County 4-H Horse Club (generic name with county);
- Are not overtly religious or represent the beliefs of one denomination over another;
- Do not imply that membership is limited or exclusive; and,
- Are not offensive or generally seen as demeaning to any group protected by equal opportunity regulations.

http://www.national4-hheadquarters.gov/library/fs-certification_4-H_groups_v9-07.pdf.

8.2 National Club Charter:

Charters must be issued upon establishing a 4-H entity. The Nebraska State 4-H office will maintain documentation on the issuance of Charters to 4-H entities within Nebraska. If a 4-H Club or an affiliated 4-H organization has been long established and verification of a valid Charter is not available, issuance of a new Charter is recommended. http://4h.unl.edu/doc/RequestApproval4hClub.doc.

A National 4-H Charter is required before any 4-H entity can:

- Use the 4-H Name and Emblem
- Be included under the Tax-Exemption Group Ruling for 4-H

http://www.national4-hheadquarters.gov/library/fs_charter_1-25-06.pdf.

8.3 National Standards for IRS Compliance:

Clubs must obtain an Employer Identification Number (EIN). In addition, clubs are required to file an annual electronic notice called an E-Postcard. (See Section 18.5, *Tax Exempt Status for 4-H Clubs and Affiliated 4-H Organizations*.)

8.4 Club Constitution and Bylaws:

It is recommended that all clubs function formally through a constitution and by-laws. This document outlines the make-up of the 4-H club. It describes how the club operates, what offices are elected, when they are elected and what their duties are. A current copy of the club Constitution and Bylaws must be kept on file in the Extension office. Clubs may down load a sample Constitutiont and Bylaws at http://4h.unl.edu/staff/policy/

8.5 Club Treasury:

Funds handled at the club level must comply with University of Nebraska Lincoln–Extension 4-H Financial Management Handbook and Federal policy. Two signatures are required on the club checking account. Financial account information must be kept on file in the Extension office. (See Section 12, *Financial Management* for detailed information.)

8.6 Nebraska 4-H Club of Excellence:

http://4h.unl.edu/staff/index.htm#club.

The overall goal of 4-H clubs is to develop enthusiastic young people who boldly take action to demonstrate life skills as capable, caring, confident, competent kids of character, thus contributing to the improvement of themselves, their family, their club, their community, and their world. One way clubs can measure their success in meeting that goal is to become a Nebraska 4-H Club of Excellence. To receive the designation, clubs must meet the following criteria and document how this criterion was met.

8.6.1 Club of Excellence Criteria

To receive the designation as a Nebraska 4-H Club of Excellence, clubs must:

- Have at least five members from at least two different families.
- Recite the 4-H Pledge at meetings.
- Meet at least six times per year.
- Choose/elect youth officers.
- Have youth serve in leadership roles.
- Have one club project, related to curriculum, which they do together.
- Have adult role models/parental involvement.
- Be facilitated by organizational and project leaders who have successfully completed the volunteer screening.
- Have members who perform a presentation or public speaking at the club level or above.
- Complete one community service project.
- Have members who participate in county, district or state events.
- Celebrate member and club achievements.

If the Club meets all the requirements, they will get a certificate and a seal the first year and an additional seal in subsequent qualifying years.

8.7 Dissolution Clause:

In accordance with laws governing non-profit organizations, if a 4-H club/group disbands, all funds in the club/group treasury and any other property can only be given to another 4-H non-profit organization, such as the local 4-H Council, not to individuals in the club/group.

8.7.1 Suggested Club Dissolution Clause and Procedure

Upon consideration of disillusionment, the members of the _____4-H Club/Group to their desire and conformance to the following procedure:

The _____4-H Club/Group shall be terminated and dissolved by a simple majority vote of the membership in favor of dissolution and termination of the 4-H Club/Group. The members shall

also vote on how to disburse club resources for a project or activity or contribution to the betterment of the county 4-H or state 4-H program.

When a 4-H Club or Group dissolves or fails to reorganize without a vote of the members, the resources become the property of the local 4-H Council or the Nebraska 4-H Foundation after a waiting period of one (1) year. During the one (1) year waiting period, the account will be maintained by the treasurer of the local 4-H Council.

Upon dissolution and termination of the _____4-H Club/Group for any reason, the officers shall take full account of the _____4-H Club/Group assets and liabilities and shall liquidate the assets and apply and distribute the proceeds there from in the following order:

a. To the payment of the debts and liabilities of the_____4-H Club/Group.

b. To the setting up of any reserves which the officers may deem reasonable and necessary for any contingencies of unforeseen liabilities or obligations of the _____4-H Club/Group. Such reserves shall be paid over by the treasurer to an escrow account designated by the officers to be held for the purpose of distributing such reserves and payment of any such contingencies at the expiration of such period as the officers of the _____4-H Club/Group may deem advisable.

c. The remaining balance shall be distributed to _____ (Example: _____4-H Council, or Nebraska 4-H Foundation) for the purpose of program development directly related to the enrichment of the quality of life of 4-H youth and volunteers. This can be given to any 4-H organization and/or a percentage to all.

d. In the event that the local 4-H Council or the Nebraska 4-H Foundation does not qualify for funds or does not exist at the time of dissolution and termination of the _____4-H Club/Group, the balance remaining shall be distributed among the local 4-H Council or Nebraska 4-H Foundation accounts (must be different from the organization mentioned above).

Each of the members shall be furnished with a statement prepared by the _____4-H Club/Group setting forth the assets, liabilities, and the distribution upon complete liquidation. Upon compliance with the foregoing terms and manner of distribution, the _____4-H Club/Group shall cease.

SECTION 9

9. 4-H Volunteers

A volunteer is any adult or youth recognized by Extension who is giving service to the 4-H program without salary or wages.

9.1 Being a 4-H Volunteer is a Privilege, Not a Right:

http://www.nsp.state.ne.us/SOR/find.cfm. While volunteerism is crucial to the success of 4-H, it is a privilege, not a right to be a 4-H volunteer. Volunteers are expected to adhere to the Nebraska 4-H Volunteer Code of Ethics, located in the Volunteer Profile. http://4h.unl.edu/pdf/4hf104.pdf. Volunteers may be dismissed from service at any time, for any or no reason. (See Section 9.6, *Volunteer Termination/Suspension*.)

9.2 Age Requirements for 4-H Volunteers:

9.2.1 Minimum Age Requirements to volunteer as a 4-H Club Leader

Any adult who is of the age of majority in Nebraska (age 19) and who has been successfully screened can enroll as a leader of a 4-H club. Youth volunteers may help as teen club leaders or co-leaders under the direction of an adult volunteer.

9.3 Volunteer Enrollment:

All 4-H volunteers must enroll annually in the counties in which they serve and complete the following requirements.

9.3.1 Nebraska 4-H Volunteer Code of Ethics

Along with the initial enrollment, volunteers will read, agree to, sign, and submit the Nebraska 4-H Volunteer Code of Ethics.

Nebraska 4-H Volunteer Code of Ethics

Your primary goal as a 4-H volunteer is to help children and youth develop competency in their projects, confidence in themselves and others, connections in their community, and sound character. As a 4-H volunteer, you are to help kids do what they are capable of doing. You are to promote teamwork and leadership while helping the 4-H'ers learn and have fun. Everything you say and do should be consistent with the six core ethical values comprising good character: trustworthiness, respect, responsibility, caring, fairness and citizenship. This Volunteer Code of Ethics sets forth expectations of 4-H volunteers. As a Nebraska 4-H Volunteer, I will:

1. *Act to encourage and justify trust. Teach 4-H'ers the meaning and importance of trustworthiness.*
2. *Treat members, parents, Extension staff, judges and others with whom I come in contact with respect, courtesy and consideration. Avoid and prevent put-downs, insults, name-*

calling, yelling and other verbal or non-verbal conduct likely to offend, hurt or set a bad example.

3. *Inform myself about youth and their positive development. Fulfill my responsibilities by striving to improve my performance as a volunteer and a mentor of young people. Attend volunteer training sessions when I can and seek out and use books, videotapes and other educational materials.*
4. *Teach and model kindness and compassion for others. Recognize that all young people have skills and talents which can be used to help others and improve the community. Teach and demand teamwork and discourage selfishness.*
5. *Teach and model fair-mindedness by being open to ideas, suggestions and opinions of others. Make all reasonable efforts to assure equal access to participation for all youth and adults regardless of race, creed, color, sex, national origin or disability. Make all decisions fairly and treat all members with impartiality.*
6. *Teach and model the importance of obeying laws and rules as an obligation of citizenship. Obey the laws of the locality, state and nation. Promote the responsible treatment of animals and stewardship of the environment.*
7. *Not use alcohol or any illegal substances (or be under the influence) while working with or being responsible for youth. Not allow youth to use alcohol or any illegal substances while under my supervision.*
8. *Provide a safe environment. I will not harm youth or adults in any way, whether through sexual harassment, physical force, verbal or mental abuse, neglect, or other harmful behaviors.*

9.3.2 Required Volunteer and Staff Screening

Volunteer screening must be submitted by all 4-H volunteers and staff who work directly with youth, are screened for behavior that the University of Nebraska–Lincoln Extension determines, in its sole discretion, may present a risk to its participants.

The confidential Volunteer Profile (4HF 104) completed by all Extension staff who work with youth and volunteers is processed by Health and Human Services and approved by officials at the University of Nebraska—Lincoln. UNL reserves the right to limit or reject an individual's participation in the 4-H program.

Misrepresentation or omission of facts requested on this form is cause for denial as a 4-H volunteer or appropriate discipline of staff. Failure to cooperate in such screening will disqualify any volunteer or staff member from service. All *Volunteer Profiles* within each district/county will be updated and re-approved on a four-year basis, using a rotation schedule (See Section 9.3.3, *Volunteer On-going Screening Process.*) It is the responsibility of the local Extension office to keep volunteer profiles up-to-date.

Volunteer screening must be completed for all persons working one-on-one or in a non-public setting with 4-H youth who are of legal age, which is 19 years old, in Nebraska.

http://www.nlc.state.ne.us/bestofweb/agemajority.html

http://www.nsp.state.ne.us/sor/

9.3.3 Volunteer On-going Screening Process

Initial screening of volunteers and staff will occur when they sign up to volunteer or are employed as an Extension professional.

Screening for all volunteers will be done every four years by district, regardless of when the original screening was completed. The district rotation is as follows:

- Panhandle: 2010, 2014, 2018
- West Central: 2007, 2011, 2015
- Northeast: 2008, 2012, 2016
- Southeast: 2009, 2013, 2017

9.4 Recommended Orientation and Training:

9.4.1 New Volunteer Training

All new volunteers are encouraged to participate in volunteer orientation/training. Local offices will provide information on how to complete this orientation.

9.4.2 On-going Volunteer Training

All volunteers are expected to participate in training as available. Volunteers are encouraged to attend training to stay current in subject matter information and industry standards. Volunteer's can keep current on information related to youth development issues, teaching techniques, 4-H policy, programs and regulations and subject matter updates through a variety of ways such as web-based training, workshops, 4-H conferences, research based curriculum, etc.

9.5 Required Volunteer Training:

9.5.1 Risk Management Course

Staff, adult and teen volunteers who are chaperoning 4-H members

during 4-H overnight educational events and activities are required to complete the Risk Management course, "We Protect Staff, Volunteers, and Youth" and receive certification prior to chaperoning an event. It is recommended that all volunteers, whether chaperoning an overnight event or not, participate in this course to be familiar with Risk Management issues and procedures.

The course is found at http://blackboard.unl.edu/webapps/portal/frameset.jsp. Contact the state 4-H office for access information. The course certification is valid for three years from date of certification. Persons without access to the internet may contact the local Extension office to receive course materials or access to the website.

9.5.2 Special Certifications and Training

Volunteers for select roles or positions (i.e., Shooting Sports leaders, Horse leaders, ATV leaders) will be required to attend certification training. All 4-H volunteers and/or leaders are highly encouraged to attend programs and/or receive additional training that will help them become a successful volunteer. Additional required training may arise as new programs and situations dictate.

9.6 Volunteer Residence:

4-H Volunteers who have been successfully screened will be eligible to volunteer in the county/counties of their choice. Volunteers may give service to a county other than the county in which they reside and should not be discriminated against because of their place of residence.

9.7 Volunteer Termination/Suspension:

Should termination or suspension of a volunteer become necessary for any reason, contact the State 4-H Program Administrator for guidance and advice. (Examples include, but are not limited to: Abusive (physical or verbal) behavior toward youth, physical altercations toward youth, illegal drug use, inappropriate use of a computer, misdemeanor or criminal behavior, etc.).

SECTION 10

10. Risk Management

10.1 Child Protection Policies:

4-H Extension believes in the right of every child to a safe and supportive environment. Actions against children that lead or contribute to abuse or neglect are contrary to the values of 4-H. Such actions are inappropriate in any setting, especially where youth are concerned. All reasonable effort is made to comply with State of Nebraska statutes and University of Nebraska guidelines in this area. See the attached web site for Nebraska definitions of child abuse and neglect:

http://www.childwelfare.gov/systemwide/laws_policies/state/index.cfm?event=stateStatutes.processSearch .

To review the legal statutes regarding Nebraska child abuse and neglect go to the following site and review the codes listed below:

http://law.justia.com/nebraska/codes/s28index/s28index.html .

Review codes: 28-707, 28-709, 28-710, 28-711, 28-713, 28-713.01, 28-716, 28-717, 28-727, 28-728.

Nebraska State law requires 4-H faculty/staff and volunteers to report suspected abuse to Nebraska Health and Human Services.

Call the Nebraska Abuse/Neglect Hotline at 1-800-652-1999.

More information from Health and Human Service is located at: http://www.hhs.state.ne.us/cha/chaindex.htm .

10.2 4-H and Web Publication:

Nebraska 4-H will use the World Wide Web as a means of distributing information and providing recognition. In the interest of safety, University of Nebraska–Lincoln Extension must do this in a responsible manner. Therefore, the following guidelines will be used:

- Any picture of an individual in which the person can be identified by normal visual acuity will not be reproduced without the individual's permission. This permission may be given when the individual enrolls in the program.
- No individual's name, address or phone number will be published without permission from the individual or parent of child(ren) under the age of 19.

10.3 University Liability Coverage:

University of Nebraska–Lincoln liability insurance covers 4-H volunteers who are enrolled as leaders and successfully completed the screening process and are functioning within the scope of a 4-H volunteer. Volunteers are covered in this situation because the 4-H program is part of the University of Nebraska–Lincoln.

10.4 Accident/Health Insurance:

Accident and Health Insurance are options that members and leaders can purchase to protect themselves. The policies are designed to pay from the first dollar of expense so there is no out-of-pocket expense. Basically, the policies pay the deductible of the family's health and accident insurance. The total coverage is limited; however, it offers enough to cover most accident costs when combined with the family's insurance. One example of a specific coverage package can be found at http://www.americanincomelife.com/4h2.htm. It is strongly recommended that all counties offer this insurance coverage when the 4-H member enrolls in the 4-H program. Check with the local Extension office to verify if this benefit is offered.

10.5 Use of Alcohol/Tobacco/Controlled Substances during 4-H Activities:

Using or possessing alcohol or any controlled substances not under physicians' prescription at any 4-H event by program participants, youth or adults are prohibited. Infraction of the rules may result in dismissal from the event or program, the withholding of premiums, or other disciplinary action. Tobacco use by underage 4-H youth is prohibited.

Extension Staff, in consultation with those individuals/volunteers supervising the relevant event, will determine the appropriate disciplinary action. In the event of dismissal, the Extension staff responsible and the parent/guardians of the 4-H member will be contacted before the 4-H member is sent home.

4-H should not sponsor events where alcohol is served.

10.6 University of Nebraska–Lincoln Social Security Number Usage Policy:

The University of Nebraska–Lincoln Extension 4-H shall not use Social Security Numbers to identify 4-H members, employees, or other information providers, outside of those identification uses specifically required by law, such as for financial aid, payroll, benefit functions and background checks. (See Section 6.5.3, Use of Social Security Identification.)

SECTION 11

11. 4-H Councils/Foundations/Partnerships

11.1 4-H Councils:

Local 4-H councils are private partners in the 4-H Youth Development Program of the Extension system, specifically the University of Nebraska–Lincoln Extension. As stated in other parts of this handbook, 4-H is authorized by the USDA through the State 4-H Office at Land Grant Universities and then to the local Extension Offices throughout the state.

4-H Councils provides support to Extension staff, assists in determining the direction of the 4-H program, provides support and assistance to 4-H volunteers, and supports 4-H members in the program.

Council members are volunteers who are selected in a variety of methods; check with local Extension offices for their procedure. Council membership must represent a large section of the community and reflect the racial composition of the community. The volunteers who serve on 4-H Councils are assigned the task of determining the needs of 4-H youth in the county and determining how to meet those needs in collaboration with University personnel.

Strong councils provide local input to the 4-H program. Many 4-H councils provide additional funds to support 4-H programs through scholarships to 4-Hers for events and college, for leader forums, and for awards offered at county events. Additionally, 4-H councils help fund buildings on fairgrounds, staff hires and other expenditures. Providing direction to 4-H programs strengthens the entire state 4-H system. Having a strong relationship is critical to a strong 4-H Youth Development Program.

The input from the council is important but must follow the policies, procedures and guidelines of the University of Nebraska, the University of Nebraska–Lincoln Extension, the State 4-H Office and the USDA. Decisions of the councils cannot be adverse to the mission of the 4-H program. Ultimately, if the council and the local 4-H Office were at odds, the final decision would rest with the unit leader, the State 4-H Administrator, or the State Extension Dean and Director. This partnership is very important so all efforts need to be made to make it a productive effort.

11.2 4-H Foundations:

All the information under the 4-H Council sections also applies to 4-H Foundations. However, there are some additional considerations since 4-H Foundations are a legal corporation. The Foundation must follow all the laws that apply to non-profit or not-for-profit corporations, depending upon how they were incorporated. They also need to follow the policies, procedures, and guidelines of 4-H. Since the name 4-H is in the title of these corporations, 4-H does have the final say when it comes to the use of the 4-H name and emblem. (See Section 4.6.1, *4-H Name and Emblem Regulations*.)

The establishment of new local 4-H foundations is discouraged.

11.3 Boosters:

4-H booster organizations exist in many counties to support the 4-H Youth Development Program. Since these organizations are usually created to provide additional financial support, they must follow the financial management requirements found in Section 12 of this document.

11.4 Partnerships: Schools and Community Centers:

As part of the 4-H program, many counties offer 4-H programs at schools and/or community centers. These two additional outreach audiences enhance the program, as well as teach youth who might not have received the advantage of being in the 4-H organization.

How each county works with these entities is a local decision; however, there are some over-reaching policies that should be followed.

If the centers or schools function as a club, they should follow the rules that govern 4-H clubs. If they function as special interest or school enrichment, they should follow the rules governing 4-H school enrichment programs.

In all cases, the money that is handled must be accounted for following the financial management guidelines found in Section 12 of this document. Other policies must also be in compliance with overall 4-H policy.

SECTION 12

12. Financial Management

12.1 4-H Club Money:

Most 4-H clubs raise money to support club activities through the collection of dues or by holding specific fundraisers. Because 4-H is an educational nonprofit organization authorized through the USDA, several procedures must be followed when working with a club treasury. The key point to remember is the ability to show and prove proper accountability.

12.1.1 Club End of Year Financial Report

Nebraska 4-H policy requires all 4-H clubs to submit an End of the Year Financial Report to account for the dollars raised in the name of 4-H across the state. This report is due to each county office on or before December 31 of the current calendar year. The *End of the Year 4-H Club Treasurer's Report form* can be found at http://4h.unl.edu/xls/treasurersreport.xls.

12.1.2 Federal IRS reporting

Federal IRS reporting is also required. (See Section 18.5, *Electronic Filling Requirements for 4-H Groups* for more information.)

12.2 Sale of Products by 4-H Clubs:

12.2.1 4-H Sales and Donations

4-H groups may secure private funds to support their goals and activities through such activities as a sale of items. These groups must report their plans to local Extension staff. This is necessary to ensure compliance with Federal Laws pertaining to the "Use of The Name and Emblem." 4-H may not be viewed as endorsing any particular company or product. It is the responsibility of the 4-H group to follow Nebraska State Laws in obtaining any required licenses or permits. The Extension Office may consult with the county 4-H Leaders' Organization, 4-H Council, and/or consult the Nebraska State 4-H Program Administrator.

12.2.2 Local and State Sales Taxes

Handling local and state sales taxes is the responsibility of the 4-H entity selling the item.

12.3 Grants and Donations:

Grants and donations are often received for the benefit of education programs for 4-H. Funds are managed in one of two ways:

12.3.1 Extension Staff Generated Funds

UNL Extension manages a revolving account in each county/multi-county unit. Funds in these accounts are generated by UNL Extension professionals through fee revenue, small grants, or donations and are

to be used to support educational programming. Typically, a portion of these funds would be identified and used for 4-H/Youth Development programs.

12.3.2 4-H Council Generated Funds

4-H Council can receive donations, small grants and fund-raising revenues. These funds are generated and managed by the 4-H Council under the guidance established in the *4-H Council Financial Management Manual*.

12.4 4-H Council Finances:

One of the primary functions of the 4-H Council is the task of resource development, including the preparation of an annual budget and fundraising. The following policy has been developed to protect the financial interests of 4-H.

12.4.1 4-H Finance Manual

The purpose of the *4-H Council Financial Management Manual* is to provide a document that contains necessary financial management information and guidance. The manual is intended to assist 4-H Councils in their responsibility for the accountability of all funds under their purview. In addition to accountability, there is a need to standardize procedures and practices. The policies, principles and guidelines identified are intended to be responsible while, at the same time, reasonable and practical. It is expected that the leadership of the 4-H Council will adhere to this manual in the day-to-day operation of the 4-H Council. This manual was developed specifically for 4-H Councils. In addition, this document should assist the Extension Boards, the University of Nebraska—Lincoln Extension (UNL Extension), and all faculty and staff in meeting the conditions of sound financial management appropriate to a 4-H Council. http://extension.unl.edu/4hcouncilfinancialhandbook12-6-07.pdf. http://extension.unl.edu/FAQs_4HFinancial_Handbook.pdf.

12.5 State Tax Exempt Status and Sales Tax Exemptions for Nonprofits:

4-H tax-exempt status and sales tax exemption are two totally separate and unrelated issues.

12.5.1 State Tax Exempt Status for Nonprofits

The State of Nebraska Department of Revenue states:

> *"The fact that a nonprofit organization qualifies for an exemption from income tax under section 501 © of the Internal Revenue Code does not necessarily entitle the organization to an exemption from Nebraska sales and use tax."*

Very few nonprofit organizations actually qualify for sales tax exemption. Nonprofits that are exempt are almost exclusively health care organizations (hospitals, nursing homes, etc.) and educational institutions like UNL Extension. Affiliated or subsidiary organizations like 4-H Councils/Clubs although operating in support of or under the guidance of an exempt organization, may not use the exempt institution's certificate of exemption.

Therefore, 4-H clubs or councils are not allowed to purchase items using the sales tax exempt status of the Extension office or University. 4-H Councils and 4-H Clubs have nonprofit status authorized by the federal government; however, they do not qualify for sales tax exemption status regulated by the State of Nebraska.

12.5.2 Sales Tax Exempt Status for Nonprofits

As a nonprofit, donors may deduct contributions to 4-H Councils and 4-H Clubs. However, 4-H Councils and Clubs must pay sales tax on items that they purchase, such as trophies or t-shirts that are given away.

When purchasing items for resale, such as t-shirts, pencils or water bottles, 4-H clubs/councils do not have to pay tax on these items. They do, however, need to file for a Sales Tax Permit and have this number at the time of purchase. This application is available online: www.revenue.state.ne.us/tax/current/fill-in/f_20.pdf.

Sales tax needs to be charged on any items sold. All 4-H clubs/councils who sell items must have a Sales Tax Permit and file a Nebraska and Local Sales and Use Tax Return annually. The Tax Return form is available online: www.revenue.state.ne.us/tax/current/f_10.pdf.

For more information on 4-H tax exempt status, go the following sites:

http://www.national4-hheadquarters.gov/library/fs-certification_4-H_groups_v9-07.pdf .

12.6 Fund Raising:

In seeking private support for 4-H programs through fundraising, State and local Extension officials must insure that the funds are given and used in accordance with Title 7 of the Code of Federal Regulations section 8 and USDA Guidelines Pertaining to the 4-H program. Critical elements of these regulations and guidelines include:

- Fundraising programs using the 4-H Name and Emblem may be carried out for specific educational purposes. Such fundraising programs and use of the 4-H Name and Emblem on or associated with products and services for such purposes must have the approval of [the] appropriate Cooperative Extension office (local, county, state or national level).
- All moneys received from 4-H fundraising programs, except those necessary to pay reasonable expenses, must be expended to further the 4-H educational programs.
- Private support moneys should be:
  - Given and used for priority educational purposes.
  - Accounted for efficiently and fully.
- Fundraising groups properly authorized to use the 4-H Name and Emblem are to be held accountable to the 4-H program granting authorization. There must be a definite plan to account for funds raised prior to

authorization. Such a plan should be within the policy guidelines of the State for handling funds.

- Any use of the 4-H Name and Emblem is forbidden if it exploits the 4-H programs, its volunteer leaders, 4-H youth participants, or the USDA, Cooperative Extension, land-grant institutions, or their employees.

- The 4-H Name and Emblem shall not be used to imply endorsement of commercial firms, products or services. In connection with 4-H fundraising purposes, the following disclaimer statement must be used on products or services offered for sale:

  "A portion of the sales price of this product or service will be used to promote 4-H educational programs. No endorsement of the product or service by 4-H is implied or intended."

  http://www.national4-hheadquarters.gov/library/fs_fundraising_7-28-06.pdf .

SECTION 13

13. 4-H Resources and/or Project Materials

13.1 4-H Curriculum/Publications:

Over 150 projects offered through the University of Nebraska–Lincoln Extension 4-H Youth Development Program provide hands-on learning experiences with the intention of helping youth identify potential careers that are of interest to them.

13.2 Distributing 4-H Materials/Curricula:

University of Nebraska–Lincoln Extension personnel and local Extension, including 4-H assistants and aides, distribute materials to volunteer leaders and members. Promotional materials are circulated to prospective clientele and/or groups. 4-H school enrichment programs are conducted on a voluntary basis in cooperation with Extension and are part of the 4-H program. Material used in such 4-H school enrichment programs is available on the same basis as all other 4-H programs.

The 4-H school enrichment programs should not be confused with the public and private school education program offered for classroom credit. 4-H materials are not to be distributed on a free basis in credit situations but may be purchased by the college and/or school instructor. These materials, when available in sufficient numbers, can be purchased from the 4-H Youth Development Department.

13.3 Newsletters:

13.3.1 Confidentiality

Home addresses are used solely for correspondence with the 4-H member, family and volunteer. Mailing lists are not given to entities outside of the University system.

13.3.2 4-H Newsletter Content - On Line, Hard Copy or Email

Source: 4-H Alerts, March 21, 2007

4-H newsletters are a useful vehicle for communicating information with 4-H youth and their families. Nevertheless, because they represent the University of Nebraska–Lincoln Extension 4-H and are being produced and distributed with tax dollars, it is important to think carefully about their content. Please refer to the following guidelines when compiling information for your newsletter:

- Information in 4-H Newsletters should contribute to the overall mission of 4-H, such as educating young people. It is appropriate to provide information about upcoming 4-H events, workshops, etc. It is also appropriate to provide success stories of 4-H'ers (example of project successes, recognition received by 4-H'ers, etc.).

- Information in the newsletter should focus on educational programs sponsored by the University of Nebraska–Lincoln or other land grant universities. While there may be educational programming being offered by private organizations/businesses, these are not appropriate for the newsletter as this would denote endorsement of a company or product. It is not appropriate to advertise for other organizations/businesses in the newsletter. Educational events that are co-sponsored by UNL Extension and other non-profit organizations, such as producer associations and commodity organizations, are appropriate to include in newsletters.

- Events sponsored by 4-H Clubs are UNL Extension events. Promotional materials must include appropriate use of the 4-H Clover and UNL Extension logos.

- Flyers, brochures, and promotional summaries from other businesses should not be included as an attachment to or within the content of the newsletter. For example, it is not appropriate to include flyers on club livestock sales or promotional summaries about fabric sales in 4-H newsletters. Again, this appears as University endorsement and is an inappropriate use of tax dollars.

- Since our mission is education, it is appropriate to put listing and contact information for scholarships open specifically to 4-H'ers.

- When youth are being recognized for achievements at Extension sponsored events, it is appropriate to provide a group listing of sponsors of those programs. However, the goal is to keep the focus on the recognition of the young person.

- It would be helpful to send a copy of your newsletter to the 4-H specialist in your district. They can also help you work through decisions related to content.

13.4 University of Nebraska–Lincoln and 4-H Identifiers for Print Materials:

All print materials created and distributed by UNL Extension 4-H Youth Development professionals must contain the following:

- UNL Extension graphic with registered trademark ®
- IANR logo
- Appropriate Extension Statements and 4-H EEO Statement
- 4-H Emblem with 18 USC 707 as a part of the graphic on the lower right leaf or to the right of the stem

For more procedural resources, instruction and downloads, go to: http://www.unl.edu/ucomm/ucomm/ .

SECTION 14

14. Competitive Programs and Events

This section defines the policies under which 4-H competitive events are conducted. State and National entries from Nebraska 4-H members or programs must conform to both state and national policies and regulations.

14.1 Competitive Programs and Events Background:

Competition at all levels has been a part of 4-H since the program began. Competitive events are important educational methods in programming, evaluation and feedback. Participation in competitive events help 4-Hers learn to make and defend decisions and speak publicly. In addition, they gain knowledge and skills and learn good sportsmanship through competition.

14.2 Competition and Youth Development:

4-H's mission is to empower youth to reach their full potential through working and learning in partnership with caring adults. Many volunteers and staff work to assist youth in developing knowledge, skills and attitudes that enable them to become productive and contributing members of society. It is important for adults to keep this goal in mind and recognize that youth need to learn how to complete projects, not someone else. While there are obviously differences in the abilities of a nine-year-old as compared to a 19 -year-old, the potential for youth to learn is always greatest when youth are responsible for completing the various aspects of their project.

In competitive events, parents and others focusing on winning the competition and not on developing the youth can overlook the mission of youth development. The following principles should be recognized for determining rules regarding 4-H members doing their own work.

- 4-H is a family-oriented organization and help from family members is appropriate for some aspects of the project. However, the exhibitors should have increasing responsibility as they mature in their project skills.
- Teamwork is a life skill and working together with other 4-H members is appropriate.
- Professionals or individuals who are paid to do similar work and are older than 4-H age and not related to the youth, should not be involved in aspects of the project that are directly related to exhibition and competition.

Along with principles, the following questions should be asked for determining rules regarding 4-H members doing their own work:

- Is the 4-H member physically capable of completing the work, even if the level of expertise is different from other youth or adults?

- Are other youth of similar age capable of completing the work?
- Is the assistance offered by other exhibitors or family members focused on competition for exhibition or is the youth involved in the process and able to improve his/her own skills?

14.3 Competitive Event Definition and Criteria:

14.3.1 4-H Competitive Event Definition

A 4-H competitive event is one in which 4-H members compete individually or as teams for special recognition. The 4-H name and/or emblem are used to name and promote the event. The term "event" is used for 4-H divisions/classes and activities that are part of a larger program, which includes non-4-H competitive events, as well as those events exclusively 4-H. 4-H competitive events include judging contests, presentations, project exhibits and other performance events open to 4-H members. When competition is a major part of an event, it must be understood that competition is secondary to the education and development of youth.

14.3.2 Criteria for 4-H Competitive Events

- Sponsored/co-sponsored and/or conducted by University of Nebraska–Lincoln Extension, Institute of Agriculture and Natural Resources (IANR) staff.
- Approved by and/or conducted by Extension staff responsible for the event.
- Rules and regulations established by or approved by Extension staff responsible for the event.
- Open to participation by 4-H members from county, group of counties, district, state, region, or nation.
- Participants must be enrolled in 4-H during the current calendar year.
- Approval to use the 4-H name and emblem.
- Utilize the name and emblem of 4-H in promotion and recruitment.
- Provide a safe and healthy environment with a positive educational experience for youth.

14.3.3 Operational Guidelines for Committees for Competitive State and District Events

General guidelines for organization, appointment, and operation of management committees are required if the event and/or activity occurs annually. One-time events or activities are not obligated to meet these criteria.

- Representation:

- The committee membership must include a University of Nebraska–Lincoln Extension specialist, either in the subject matter of the event or from the State 4-H Youth Development staff, and a member from the county Extension staff. Other members of the committee may be individuals who represent 4-H volunteers, business, or industry. The committee may be composed entirely of Extension staff.
- The State 4-H Program Leader will appoint a person to serve as liaison between the management committee and 4-H.
- A role definition of the committee will be established prior to committee appointment. The qualifications for the proposed committee members should accompany a proposal for appointment. Committee members should have experience with 4-H and/or University of Nebraska–Lincoln Extension.

- Terms:
  - Committee members are appointed for three-year terms, except where one-year appointment is appropriate; (i.e., youth membership.) When establishing new committees, one-third of the membership should be for three years, one-third for two years, and one-third for one year so continuity is established. Members may be re-appointed once for a three year term.

- Appointment:
  - Recommendations for 4-H management committees for 4-H competitive events will be made by the proposed group and appointed by the State 4-H Program Leader. 4-H management committee members will be filled upon approval of the appropriate subject matter departments, District Director, and Extension Dean and Director.
  - No committee will be appointed without a written role definition and expectations of the committee and members.

- Dissolution:
  - Committee(s) may be dissolved by the State 4-H Program Leader subject to approval of the Dean and Director of University of Nebraska–Lincoln Extension.

14.4 Age Divisions for 4-H Events:

Age divisions are as follows for county, district, regional and state events. Age divisions for National contest vary; therefore, it is important to review specific event age rules.

- Clover Kids Division: The calendar year the member becomes age six

(6) to eight (8) or 4-H age five (5) to seven (7) years, via non-competitive participation only.

- Junior Division: The calendar year the member becomes age nine (9) to 11 or 4-H age eight (8) to ten (10) years.
- Intermediate Division: The calendar year the member becomes age 12 to 13 or 4-H age 11 to 12 years.
- Senior Division: The calendar year the member becomes age 14 to 19 or 4-H age 13 to 18 years.

14.5 Nebraska District/Regional Events:

Where District/Regional events are held, registrations should be made through the local Extension office. Age eligibility will be consistent with Nebraska 4-H policy. Specific event rules and procedures will be located on the state 4-H web page: www.4h.unl.edu.

14.6 State Events:

Entries in State 4-H competitive events will be made through the local Extension office. Entries may be team or individual as governed by the event rules and regulations. The Extension Educator/Assistant is responsible for certifying the eligibility of 4-H participants from the county.

14.6.1 Minimum requirements to hold a state contest

If a contest does not have a minimum participation of 20 youth from at least five different counties/units and two different Extension districts, the contest will be placed on probation for a year. If, during the probationary year, participant numbers do not meet or exceed the minimums above, state support of the contest will be discontinued. When a new contest is piloted, the pilot year will not be included in probation.

14.6.2 State Judging and Related Contests

Any team member that participates in the designated National 4-H contest is ineligible to compete again as a team member at the state level contest. Individuals, who are part of a team that go to an invitational contest that is not the designated national contest, are eligible to compete on a team at the state level contest. All individuals who participate in a National level contest may return and compete as an individual in state competition. These individuals cannot compete on a team. They are, however, no longer eligible for participation in additional national competition or the designated recognition event unless allowed by the specific event guidelines.

Examples of the designated national contests for the subject matter include, but are not limited to:

- Livestock Judging: The National 4-H Livestock Judging Contest at the North American International Livestock Exposition in Louisville, KY.
- Meats Judging: The National 4-H Meats Judging Contest, sponsored by the American Royal and American Meat Science Association, Louisville, KY.
- Dairy Cattle Judging: The National 4-H Dairy Judging Contest held at the World Dairy Expo, Madison, WI.
- Horse Judging: Western National 4-H Horse Classic in Denver, CO.
- Horticulture Judging: The National Junior Horticultural Association Convention (location varies by year).
- Wildlife Habitat Evaluation: National Wildlife Habitat Evaluation Contest (location varies by year).
- Shooting Sports: National 4-H Invitational Match (location varies by year).

14.6.3 Exhibiting at State

A member may continue to participate in exhibiting regardless of the number of times he/she wins a given project exhibit.

14.7 United States Regional & National Events:

14.7.1 Eligibility Rules for Regional and National Events

Individuals/teams representing Nebraska at National competitive events will be consistent with current "CSREES/USDA Policies and Guidelines for National Competitive Events" or the respective policies/guidelines for other national contests. http://www.national4-hheadquarters.gov/library/compevent.pdf.

See respective contests for specific age/eligibility requirements. Registered contestants in National 4-H competitive events must not have participated in official post secondary (university, college, junior college, or technical school) competitive events and/or course work of a similar nature in the same subject matter area to be eligible for participation in National 4-H Competitive Events. Neither can he/she be a member of a post secondary team undergoing training in preparation for an event. For example, a contestant who has competed in an official collegiate livestock judging contest, either on or off campus, is ineligible to compete in the National 4-H Livestock Judging contest. The State 4-H Program Leader or designee are responsible for determining the eligibility of participants in National 4-H Competitive Events from their respective states.

Participants in Regional or National 4-H events must meet the eligibility requirements of the event.

Entries for Regional or National competitive 4-H events without qualifying events and restrictions on participation should be made through the Extension Educator/Assistant.

Regional or National events with restricted representation from the state will have delegates selected under the supervision and approval of the state 4-H office.

When there are more National events than funded by the State, additional teams/individuals may participate if given approval from the State 4-H Administrator. The Nebraska 4-H Foundation will not provide funding for these trips. Nebraska will have no more than one team or individual, depending on the event, represented, at any given national event. Teams representing Nebraska at a National event must have received no less than a fifth place ranking at the State level. Individuals who are representing Nebraska at a National event must have received a minimum of a Purple ribbon placing.

14.8 Open Shows/Non 4-H Competitive Events:

Participation is encouraged in other organizational activities. However, it is not appropriate to identify other organizational activities as 4-H. Participation in these activities by Extension staff does not qualify the activity as a 4-H event. Only activities meeting all the criteria above will be identified as a 4-H event.

Field days, fairs, and other events not promoted or identified as 4-H and not identifying University of Nebraska–Lincoln Extension as the sponsor are not classified as 4-H events. 4-H assumes no responsibility for these events, nor will the awards from these events be considered as 4-H awards. The 4-H name and emblem should not be used to publicize these events.

Progress or Prospect shows should follow the guidelines presented above to be considered a 4-H event. To help staff assess whether a show should be advertised as 4-H, "Progress/Prospect – Tips for Staff" is available: http://4h.unl.edu/pdf/progressshowtips.pdf.

14.9 Managing Client Complaints for 4-H Competitive Events:

When complaints are taken to someone other than the Extension staff person responsible for the program or event about which the individual has a complaint,

the individual receiving the complaint will direct the client to the responsible person. The individual receiving the complaint will alert the responsible Extension staff person that a complaint may be received.

If an Extension staff member or volunteer made an error resulting in a negative outcome for a client involved in a program or event, the Extension staff member responsible for that program or event will do everything possible to remove or minimize the negative outcome incurred by the client. However, it should be recognized that in cases where the error involves programs at a different "level" than that of the Extension staff member (i.e. National, Regional or State levels), it may not be possible to completely eliminate the negative outcome, as it is beyond the sole decision of that staff member. It is expected that all parties involved will use the highest ethical standards and positive youth development principles to handle the situation.

Each county is expected to have a grievance policy to handle 4-H related issues/ protests. The grievance policy for the 4-H State Fair is located in Section 2.7.1 of this document. For other situations, the most appropriate grievance procedure may be the procedure outlined in the corresponding county or event rules. Clients having a complaint should be reminded of that procedure and asked to follow the procedure if they wish to file a grievance. Grievances do not have to be addressed unless the written procedure has been followed.

It is suggested that UNL Extension staff review the guidelines for grievances as a team annually. At the same time, complaint procedures should be reviewed with members of the 4-H Council so that they are aware of the protocol to follow if a complaint is received.

Communication is essential between Extension staff in counties involved when the complaint crosses county lines. Staff must work together using these guidelines to resolve these issues.

14.10 Memorandum of Understanding (MOU) with County Fair Board or Ag Society:

The most common source of complaints is the competitive process related to a county fair. As a result, a Memorandum of Understanding (MOU) was developed, outlining the roles and responsibilities of County Extension Boards and County Agricultural Societies/Fair Boards. This MOU has many components, including an agreement that UNL Extension will have a grievance procedure and that County Agricultural Societies/Fair Boards will abide by those procedures. The MOU was last revised in 2003. This MOU provides University Legal Counsel the documentation necessary for telling a client or a client's attorney that the venue for their complaints regarding a county fair is the Appeals and Protest Procedures as established by the County 4-H Council and approved by the County Agricultural Society/Fair Boards. (See Section 15.2, *Memorandum of Understanding.*)

Benefits of a MOU:

- It enhances communication.
- It is a formal mechanism to give the Fair Board permission to use the clover to advertise sanctioned 4-H events.
- It provides a clear protocol for communications, especially when differences occur.

When a MOU does not exist:

- It is the responsibility of the Unit Administrator to make sure the clover and the mission of 4-H are properly used.

Updating the MOU:

- Periodic review is recommended every three years, or
- When major reorganization occurs by one or more of the parties involved, or
- When suggested by University of Nebraska–Lincoln Extension administration or legal counsel.

SECTION 15

15. County/State Fairs

15.1 4-H Role in County/State Fairs:

University of Nebraska–Lincoln Extension holds responsibility in cooperation with the 4-H Council and/or Ag Society/Fair Board for developing 4-H rules at all 4-H county fairs and 4-H events. These rules must be consistent with the 4-H mission, affirmative action regulations, age definitions, enrollment, methods of participation, and place of residence.

4-H staff in charge of the 4-H program is responsible for communicating with and upholding State and National 4-H policy to the 4-H Council and the Ag Society/Fair Board.

Local 4-H fair rules must be in compliance with and will not supersede State and National 4-H policy; however, fairs may design local classes and events that enhance the educational mission of the 4-H program. For example: Classes and events designed for Clover Kids must not be competitive at any level in the organization. Though beginning level classes do not qualify for state fair competition, counties can identify beginning level or county only classes that are different than state fair classes/events for competition at the local level.

In addition, fair rules should strive to offer programs that are:

- In the best interest of all youth
- Educational
- Inclusive to all families
- Fun

Counties should establish a grievance process in conjunction with the local 4-H Council and/or Ag society/Fair Board. For information on developing a grievance process see: (Section 2.7.2, *County Grievance Policy*.)

15.2 Memorandum of Understanding:

To clarify partner roles and responsibilities, a signed Memorandum of Understanding (MOU) is strongly suggested. The MOU will help define responsibilities of each entity. To review the suggested Extension and Ag Society/Fair Board Memorandum of Understanding go to:

http://4h.unl.edu/staff/policy/appendices.htm#MEMORANDUM%20OF%20UNDERSTANDING

SECTION 16

16. 4-H Projects Requiring Special Policy

16.1 Animal Science:

16.1.1 Equine Limited Liability Law

4-H horse activities should only be conducted in compliance with the Equine Limited Liability Law. http://animalscience.unl.edu/horse/liability.htm or

http://www.visitnebraska.org/pdfs/industry/developmentplan/Appendix.pdf.

All horse events should post the following sign:

> *WARNING! Under Nebraska law, an equine professional is not liable for an injury to, or death of participant in equine activities resulting from the inherent risks of equine activities pursuant to Sections 25-21, 249 to 25-21, 253.*

16.1.2 Animal Exhibits for Clover Kids

Animals and animal subject matter can contribute to Clover Kids objectives. However, for safety, liability, and competitive reasons often associated with livestock shows, some restrictions are necessary to maintain Clover Kids program objectives. The Clover Kids program will be developmentally appropriate and involve the following components:

- Encourage involvement of parent or significant adult
- Focus on self-esteem and provide positive feedback
- Share through cooperative learning
- Noncompetitive – emphasizing fun and success of every child
- Recognize individuals for participation
- Present recognition and incentives without rank or placing

Specific reasons for being cautious with direct large animal involvement are as follows:

- Children eight and under often lack the mental and physical skills for controlling and understanding the strength of large animals (Livestock Conservation Institute, 1994).
- Young children may lack the strength, balance, and attention span to adequately manage large animals (American Medical Equestrian Association, 1993).

Because of these reasons, Clover Kids programs involving live animals must adhere to the following guidelines:

- Exhibition includes discussions with youth based on their knowledge of the care and raising of the animal.
- Exhibitors show in a non-competitive setting for participation only.
- Age, size, and temperament of animal projects must be appropriate for the exhibitors age and size.
- Horse projects are not appropriate for this age group.

Suggested guidelines for all animals, including livestock species (Beef, Sheep, Dairy, and Swine) are as follows:

- There will be one adult/teen volunteer present for every two Clover Kids that are handling or exhibiting animals. This applies to all animal projects.
- Livestock animals should be no more than six months of age and no more than 350 pounds at time of show.

16.2 ATV (All Terrain Vehicle) Training:

16.2.1 ATV Safety Program Overview

The 4-H ATV Safety program helps young people, parents, caregivers and other community members come together to help ensure that every ATV ride is a safe ride. Parents and other adults have a lot of power when working with young people. They need to exercise that power by directly supervising and educating young riders in safe behaviors while on and around ATVs. 4-H ATV instructors will use the National 4-H Council training materials when training 4-H members and families. Care should be taken to also follow Nebraska statute, Section 60-6,356 *All-terrain vehicle; operation; restrictions; city or village ordinance; county board resolution* and UNL Safe Operating Procedures for ATVs for supervisors (educators) and operators (4-H participants), which require all operators to:

- Read the owner's manual and receive hands-on training.
- Use and maintain ATVs in accordance with the instructions in the owner's manual.
- Wear helmets, eye protection, long pants, protective clothing such as gloves, goggles and long sleeve shirts or jackets and sturdy work boots with ankle support when operating an ATV.
- Ride alone. No operator should ever carry a passenger on an ATV.
- Use an appropriate size machine, as recommended by the ATV Safety Institute (ASI).

All staff and volunteers providing ATV training to 4-H members must:

- Be an ATV Safety Institute and/or 4-H certified instructor.

- Document ATV training provided with a signed statement that each operator has read the owner's manual, received hands-on training and understand its contents.

For more information ATV policy and training information go to:

http://www.atv-youth.org/

http://ehs.unl.edu/sop/s-atv_driver.pdf.

http://uniweb.legislature.ne.gov/LegalDocs/view.php?page=s6006356000.

16.3 Shooting Sports:

16.3.1 Shooting Sport Program Overview

The Nebraska 4-H Shooting Sports is administered by a nationally certified state committee consisting of Extension staff and volunteers. The program is designed to:

- Give youth safe instruction and training in the use of firearms, archery equipment, and conservation;
- Enhance self-confidence, personal development, responsibility, and sportsmanship;
- Create an appreciation and understanding of natural resources; and
- Provide volunteer instructors safe and proper instructional techniques and information on how to plan and manage shooting and conservation clubs.

The program relies on state 4-H certified & trained instructors to conduct classes in the various disciplines (Archery, Rifle, Pistol, Shotgun, Muzzle Loading, and Wildlife/Hunting). The program requires 4-H certified & trained instructors to adhere to the safety rules and regulations as directed by the program.

The 4-H Shooting Sports Program is a youth development education program that uses a prevention education model that strongly emphasizes positive youth-adult interaction and peer leadership. It uses skills and disciplines of safe shooting and conservation to assist young people and their leaders in attaining knowledge and developing essential life skills. The program can enhance family communications and quality time together. It creates an environment for a caring relationship between a young person and a significant adult, whether this is a family member, an other adult, or a teen volunteer. These activities provide the opportunity for immediate gratification to the youth and satisfaction and self-worth to the adult/teen leader who is acting as a teacher and role model for younger 4-H members.

16.3.2 Minimum Standards for a Shooting Sports Program

The Nebraska 4-H Shooting Sports Advisory Committee recognizes the diversity of the 4-H shooting sports programs within the state and has established the following minimum standards:

- All instructors accept and abide by the Nebraska 4-H Shooting Sports Code of Ethics.
- The 4-H Curriculum is the established and accepted curriculum for teaching youth.
- It is in the best interests of adult leaders and 4-H youth that the recognized 4-H curriculum is utilized in conjunction with a written Risk Management plan.
- The driving force of the 4-H shooting sports curriculum is to teach youth life skills, as opposed to teaching shooting skills to youth.
- Certifications by other national organizations are a welcome supplement to the 4-H shooting sports certification process.

The following minimum guidelines for instructor training at the state level are adhered to:

- All certified adult 4-H volunteers with supervisory responsibilities in the shooting sports program are a minimum of 18 years of age or older.
- All state level certification workshops must provide a minimum of twelve (12) hours of instruction, including a minimum of eight (8) hours instruction in each specific discipline taken and a minimum of four (4) hours instruction in teaching youth development, ages & stages and life skills.
- All instructors must teach at least once every two (2) years to remain certified.
- Teens, ages 14 to 17, who have successfully completed a state or national sponsored workshop, may assist a certified instructor while under their direct supervision as a Junior Instructor.

Nebraska Shooting Sports Policy can be found at: http://4h.unl.edu/programs/environment/shootingsports/policy.htm

16.4 4-H International Programs:

- Nebraska 4-H policy regarding international exchanges is consistent with national policy.
- 4-H and related programs exist in over 80 countries around the world. These programs operate independently, as there is no international 4-H organization. However, through international exchanges, global education programs and communications, they share a common bond in 4-H.
- Nebraska will not host exchange students but will continue to support Global Citizenship/Global Education. Exchange Programs are not coordinated through National 4-H Headquarters (CSREES), and individual states determine their involvement based on risk management and liability insurance through their university. 4-H administration has decided that Nebraska will not participate in the exchange programs if National 4-H Headquarters (CSREES) does not coordinate these programs. For information about international program policy go to:

  http://www.national4-hheadquarters.gov/library/fs_international_7-11-07.

SECTION 17

17. 4-H Trips

17.1 Trip Approval & Crisis Management Form:

All 4-H state-to-state exchanges, national and multi-state trips must receive trip approval by District and State administration prior to the event. All appropriate approval documentation is to be submitted prior to the trip. The following information must be documented.

- Educational purpose/impact
- Itinerary/length of trip
- Budget description
- Health Forms completed
- Code of ethics signed by participants/parents/guardians
- Crisis management planning form completed
- Travel authorization forms (required for Extension staff only)
- List of chaperones and participants
- Volunteer must have completed the volunteer screening process
- Proof of chaperone completion of the Risk Management course, *We Protect Staff, Volunteer and Youth.*
- In the event of an emergency, use the Crisis Management Planning Form to communicate with the proper chain of command. The Crisis Management Planning Form is located at: http://4h.unl.edu/staff/policy/crisismgtplng.pdf.

17.2 Trip Chaperones:

Staff and volunteers who are chaperoning 4-H members during 4-H overnight educational events and activities are required to complete the Volunteer Profile 4HF 104 and Risk Management course prior to chaperoning a trip or event. Failure to fulfill these requirements will disqualify any volunteer or staff member from service. (See Section 10, for more information on Risk Management).

- The minimum recommended adult/youth ratio is 1:10, or one 4-H faculty/staff or volunteer for every ten delegates. Groups should be accompanied by adults with specifically defined responsibilities and expectations. Regardless of the size of the delegation, efforts should be encouraged for additional chaperones to be recruited from screened volunteers and parents.
- Adult chaperones should reflect the same gender ratio as the youth delegation. Gender balance may be negotiated with another delegation. This criterion will be considered for trip approval by District and State administration.
- Screened volunteers from another state who are volunteering/chaperoning for Nebraska 4-H may be accepted with the approval of the Nebraska State 4-H Program Administrator.
- One adult must never be alone with one youth. Staff/volunteers will never put themselves in the position to be one-on-one with a non-related youth.

- Extension personnel will not travel alone with a 4-H member unless the 4-H member is their child.

17.2.1 Housing

To provide for the appropriate housing of youth and adults:

- 4-H paid or volunteer staff must not room with non-related youth.
- In an overnight camping situation, a dormitory setting or in a group sponsored all night activity, there must be a minimum of two adults present.
- A bed or sleeping bag is never shared by paid staff or volunteer staff and youth.
- Room/cabin checks will be done by two staff members.

17.3 Youth Travel Opportunities:

Rules for chaperone and youth participants will vary by trip/event. For information about specific youth trips, go to the designated web site; examples include:

- Citizenship Washington Focus (CWF).
- National 4-H Congress.
- National 4-H Conference.
- American Royal.
- Competitive events (Tractor Operator; PASE: Premier Animal Science Event; Clover Challenge; 4-H Invitational Quiz Bowl.)

SECTION 18

18. Federal Regulations

Nebraska 4-H complies with all federal regulations. The following sections are taken directly from federal policy and requirements. More detailed information on each of these areas can be obtained from the National 4-H Headquarters web page:

http://www.national4-hheadquarters.gov/index.htm.

18.1 Advertising:

According to Federal Regulations, "In any advertisement, display exhibit, visual and audio-visual material, news release, publication in any form, radio and television program, devoted in whole or in part to 4-H, the 4-H message or salute must be distinctly set apart from any commercial product message or reference."

"Advertisements, news releases, publications in any form, visuals and audio-visuals, or displays in any form must not include actual or implied testimonials or endorsements of business firms, commercial products or services, either by 4-H Clubs, other 4-H organizations and affiliated groups, 4-H youth participants, volunteer 4-H leaders, the University of Nebraska–Lincoln Extension, or its employees [. . .]. Statements that a product is used or preferred to the exclusion of similar products are not permitted."

http://www.national4-hheadquarters.gov/library/fs_fundraising_7-28-06.pdf.

18.2 Fraudulent Use of 4-H Emblem - Public Law 772:

Public Law 772

[CITE: 18USC707]

TITLE 18–CRIMES AND CRIMINAL PROCEDURE

PART I–CRIMES CHAPTER 33–EMBLEMS, INSIGNIA, AND NAMES

Sec. 707. 4-H club emblem fraudulently used

Whoever, with intent to defraud, wears or displays the sign or emblem of the 4-H clubs, consisting of a green four-leaf clover with stem, and the letter H in white or gold on each leaflet, or any insignia in colorable imitation thereof, for the purpose of inducing the belief that he is a member of, associated with, or an agent or representative for the 4-H clubs; or

Whoever, whether an individual, partnership, corporation or association, other than the 4-H clubs and those duly authorized by them, the representatives of the United States Department of Agriculture, the land grant colleges, and persons authorized by the Secretary of Agriculture, uses, within the United States, such emblem or any sign, insignia, or symbol in colorable imitation thereof, or the words "4-H Club" or "4-H Clubs" or any combination of these or other words or characters in colorable imitation thereof—

Shall be fined under this title or imprisoned not more than six months, or both.

This section shall not make unlawful the use of any such emblem, sign, insignia

or words which was lawful on the date of enactment of this title.

(June 25, 1948, ch. 645, 62 Stat. 733; Pub. L. 103-322, title XXXIII, Sec. 330016(1)(E), Sept. 13, 1994, 108 Stat. 2146.)

Historical and Revision Notes

Based on title 18, U.S.C., 1940 ed., Secs. 76c and 76d (June 5, 1939, ch. 184, Secs. 1, 2, 53 Stat. 809).

The first provision of section 76c of title 18, U.S.C., 1940 ed., relating to fraudulently pretending to be a member of a 4-H Club was incorporated in section 916 of this title. The language describing the emblem was transposed.

Unnecessary words were omitted from punishment provision, and "$250" was substituted for "$300" to make the punishment consonant with the penalties provided for similar offenses. (See sections 701, 704, 705 of this title for similar offenses.) The language of section 76d of title 18, U.S.C., 1940 ed., was rephrased and inserted after "whoever," in the second paragraph. Minor changes were made in phraseology.

References in Text

The date of enactment of this title, referred to in text, means June 25, 1948.

Amendments

1994–Pub. L. 103-322 substituted "fined under this title" for "fined not more than $250" in third paragraph.

18.3 Employer Identification Number:

Even though 4-H is exempt from Federal income taxes, 4-H organizations receiving $10 or more interest in any calendar year are required to furnish their savings institutions with an Internal Revenue Service (IRS) employer identification number. This is in accordance with 26 USC ' 6049 and 26 USC ' 6109.

Further, all banks are required to submit to the IRS records of interest they have paid to individuals, organizations, etc. Failure on the part of banks to provide this information to the IRS may result in a penalty to the banks. Therefore, all banks will be requiring employee identification numbers from all organizations authorized to use the 4-H name and emblem who receive $10 or more interest in any calendar year. Banks are required to withhold 20 percent of the interest earned until the organization provides the number.

An identification number may be obtained by filing an application for an employer identification number (Form SS-4) with the IRS. Although the form was designed primarily for organizations paying wages, it is also used by all organizations that are required to have an identification number. The applications may be obtained from any Social Security Administration or IRS office. The completed form should be mailed to the IRS office handling your area's Federal income tax returns. When completing item 10 on the form for "nature of business," use either "4-H Club" or "affiliated 4-H organization" whichever is appropriate for the group making the application.

http://www.national4-hheadquarters.gov/library/SAMPLE_SS-4v11-13-07.pdf.

http://www.national4-hheadquarters.gov/library/ss4-where.pdf.

18.4 Tax Exempt Status for 4-H Clubs and Affiliated 4-H Organization:

The Internal Revenue Service (IRS) has determined that all chartered 4-H Clubs and formally recognized affiliated 4-H organization *under the control of* Cooperative Extension are eligible for inclusion as a subsidiary of National 4-H special exemption from federal income tax under the provisions which *correspond* to section 501(c)(3)* of the IRS Code. This means that:

- Formally authorized 4-H groups are exempt from paying federal income tax on funds raised on behalf of 4-H, or to support educational programs; and
- Donors may deduct contributions to 4-H clubs and affiliated 4-H organizations such as: bequests, legacies, devises, transfers, or gifts as applicable under the IRS Code.
- An important note is that for a 4-H group to be included as a subsidiary, according to the IRS, they must be under the guidance and control of Cooperative Extension. This means that affiliated groups that function under the authority of their own Board of Directors or other authorities would not qualify for inclusion and should establish their own tax exempt status.
- Families – While there are many families who participate in 4-H programs, the IRS does not recognize single family groups as qualified subsidiaries for inclusion under the national 4-H GEN. Inclusion of independent groups or families under our National 4-H GEN potentially jeopardizes the special tax exempt status continuing to be granted by the IRS to the 4-H program.

The tax exempt status addresses only federal income tax and does not provide exemption from any state or local taxes, such as hotel tax, property tax, sales tax, or other taxes.

http://www.national4-hheadquarters.gov/library/fs-certification_4-H_groups_v9-07.pdf.

http://www.national4-hheadquarters.gov/library/fs-tax_exempt_v11-07.pdf.

18.5 Electronic Filing Requirements for 4-H Groups:

The Pension Protection Act of 2006 (PPA) requires small tax-exempt organizations, such as 4-H Clubs and Affiliated 4-H Organizations to file electronically Form 990-N, also known as the e-Postcard, with the IRS annually.

This filing requirement applies to tax periods beginning after December 31, 2006. The annual electronic notice is due by the 15th day of the 5th month after the close of the tax period. For example, if the tax period ends on December 31, 2007, the notice is due May 15, 2008. Organizations that do not file the notice will lose their tax-exempt status.

To complete the electronic filing requirement, 4-H clubs and affiliated 4-H organizations will need to provide the following information:

- Legal name of the club, group, or organization;
- Any other names used;
- Mailing address;
- Website address (if applicable);
- Employer Identification Number (EIN) for the club, group, or organization;
- Annual tax period;
- Verify the annual gross receipts; and
- Indicate if the club, group, or organization has terminated.

http://www.national4-hheadquarters.gov/library/fs-electronic_filing_v9-07.pdf.

18.6 Social Security Contribution:

The Social Security Act requires all charitable/educational organizations (unless specifically exempted) to make social security contributions for each employee who is paid $100 or more in a calendar year. This includes employees of 4-H camps, fair assistants, and part-time para-professionals. The organization paying the individuals salaries is liable for the payment of Social Security taxes. For exceptions, check with your local Social Security office.

18.7 Religion and 4-H Youth Development Programs:

The United States Department of Agriculture (USDA), which is home to National 4-H Headquarters and the 4-H Youth Development Program, prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, and marital or family status. As a result, 4-H programs must have secular purposes focused on education and must not advance religion. Promoting religion, or explicitly or implicitly requiring religion or practices that specifically support one denomination, such as Christianity, as a condition for participation in 4-H club meetings or activities not only has religious purpose, it has the obvious effect of promoting one religion over others and can create a barrier for participation among other groups. If 4-H activities and programs included prescribed religious prayers, scriptures, or religious components to club bylaws, activities, or names, it would inject impermissible sectarian overtones. Such violations could create the impression that 4-H is not open to participation by all.

http://www.national4-hheadquarters.gov/library/fs_religion_4h.pdf .