

Sonoma County 4-H Club Council

Policies

Revised October 2013

The following policies are a result of State 4-H or Sonoma County 4-H Club Council decisions. The purpose of the policies is to insure ensure a fair and consistent 4-H club/unit program throughout Sonoma County.

1. MEMBERSHIP

- Each local club/unit shall have at least five 4-H club/unit members or draw its 4-H club/unit membership from at least three (3) different families.
- Club and project membership may be limited only in accordance with state guidelines for circumstances such as safety of member, building capacity and chaperone/member ratio requirements.
- Each 4-H member and adult will abide by the 4-H Code of Conduct.
- 4-H members will not be assessed dues as a condition of participation in the 4-H program. Insurance costs and other fees necessary to cover program expenses may be assessed.
- Clubs/units may make their own rules regarding attendance requirements in relation to awards, excluding year pins and stripes provided by the 4-H Office. However, 4-H club/unit members must be physically present at the monthly local club/unit meeting to be counted in that meeting's attendance for the County Club Council's Attendance Award.
- 4-H members who complete four years of 4-H club/unit work and are in the 9th grade will be given a white 4-H hat by the Sonoma County 4-H Club Council.
- Every 4-H member is encouraged to sell CHICKENQUE (CQ) tickets and each 4-H family is encouraged to donate a cake for CQ. The County may assess each member and leader an annual administrative fee to support delivery of the 4-H program.
- Each club/unit must have one primary adult leader. Clubs are encouraged to include the election of primary adult leaders, and any assistant club leaders, in their by-laws.
- To maintain charter status all 4-H clubs must meet the requirements listed in the State Policies and Procedures. <http://www.ca4h.org/Administration/Policies/>

2. PROJECT WORK

- Completion of a 4-H project is defined as having completed six hours of instruction; however, individual clubs may assess their own standards in relation to the achievement of awards such as project pins.
- 4-H members may not take 4-H credit for project work done for school or other organizations.
- Youth who belong to both 4-H and FFA may not be in the same species of livestock or non-livestock projects in both organizations.

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- In the event criteria for project membership is established it must be published and available for all members, and members must be accepted into the project in a fair and equitable manner.
- When Sonoma County 4-H club/unit members exhibit their livestock at fairs and expositions, they must care for and groom their own animals with assistance from other junior exhibitors only.
- Members may participate in projects offered by a neighboring club, county or state as outlined in the "Cross-Club Request and Agreement Policy" by completing required documentation and obtaining required approvals.

3. RECORD BOOKS

- All record books (including Treasurer and Secretary) must have club approval before being sent to County Judging. All Senior Record Books must have county approval before entering into State Competition.
- Minimum requirements for a complete record book will be as established in the State Record Book Manual.
- Sonoma County adopts the guidelines in the State Record Book Manual (as amended, typically yearly) in relation to such items as record book completion, competitions and awards.

4. EVENTS AND ACTIVITIES

- No alcohol may be served at 4-H activities if the event is attended by 4-H youth. When a 4-H group is asked to work with other organizations or groups, 4-H members are not allowed to handle any receptacle containing alcohol, including glasses, bottles or other containers.
- All county-wide activities and events must be approved by the 4-H Staff and/or the Council Executive Committee.
- Current Chaperone and hiring age for county events will be 21 years of age or older
- Current Chaperone age for out of state events will be 25 years of age or older
- Per State Policies and Procedures, no adult shall be alone with a youth.
- All hired camp personnel shall provide any and all necessary certification pertaining to their qualifications. Nurses must provide certification of RN, LVN or EMT.

5. FUNDS AND FUND RAISING

- All solicitation for funds for 4-H club/unit work in Sonoma County shall be done through the 4-H Council Executive Committee. 4-H clubs/units may carry out their own fundraising plans, but a product or service must be exchanged for funds received. All fundraising must be documented by a fundraising approval form (8.7) for approval by the County Director.

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- 4-H fund raising 30 days prior to Chickenque, must focus on the sale of Chickenque tickets.
- There will be no advertising, soliciting or approaching someone with the intent to sell non-Chickenque items, tickets or services at 4-H Chickenque.
- Projects may not request Council funds to sponsor awards at fairs and exhibitions.
- Emerald Star Projects may not request funds from council to aid in the completion of their project.

6. MONEY COLLECTED BY MAIL FOR SONOMA COUNTY PROJECTS AND EVENTS

- All money collected by mail for countywide events, projects or activities must be mailed directly to the 4-H office.
- All checks and cash collected by mail must be left in the 4-H office with attention to the appropriate treasurer and **must** be accompanied by the required Deposit or Reimbursement Request form. Paperwork may leave the office.
- Appointed project or event representative(s) (youth or adult) is responsible for processing the applications, paperwork and verifying amounts received.
- Money collected on the day of the event may be handled by youth under the supervision of an appointed 4-H Leader.

7. REQUESTING COUNCIL FUNDS FOR OUT OF STATE/COUNTY EVENTS

Funding for participation in out-of state/county events that youth and/or leaders have the opportunity to attend, but not funded by another Council account, may be supported. The amount of assistance will be determined per amount available in the account, to be determined by the Executive Board.

Applicant must:

- be currently enrolled in the Sonoma County 4-H program as a member or as a leader.
- be currently participating in one or more project areas.

To request funds, applicant must:

- submit the completed budget request form to the Executive Council according to the directions on the form

The decision will be made by the Executive Committee, or in the case of special circumstances, by an ad hoc committee appointed by the President.

If a 4-H member or leader is to be awarded financial assistance from Sonoma County 4-H Club Council funds the following criteria are to be met:

- apply for funds in a timely manner
- attend the event

- be prepared to give report, workshop, or training following attendance at the event
- write a thank you letter to the sponsor

If there is a need to cancel attendance at the event the following criteria are to be met:

- cancel within accordance of rules specified by the event
- non-cancellation in a timely manner or non-attendance at specified event will result in the recipient being responsible for repayment of all funds advanced from Sonoma County 4-H Council
- verification of conference registration must be submitted prior to reimbursement.
- Reimbursement must be submitted within two weeks of the event.

Upon return from event recipient must:

- give a report to the County Council about the value to Sonoma County 4-H program of the activity/event attended and/or conduct a county-wide activity/event to share the educational experience of the event with the intent to encourage and promote others to advance their skills.
- Clubs sending event attendees will be asked to provide a chaperone if there are not enough volunteers.
- All donations that are not specifically designated for a particular account should be deposited into the General account.
- Treatment of return check(s) will be handled according to State Policy

8. CITIZENSHIP FOCUS TRIPS

Any 4-H youth that meets age requirements and/or adult currently enrolled may attend Citizenship Focus trips as a delegate.

- Returning Sonoma County 4-H delegates will be asked to share or put on a program for the county showing some of the things they learned. This might include, but is not limited to:
 - a service learning program
 - program for youth
 - program for adults

Scholarship Money from CCC for the Citizenship Focus Trips:

- Any Sonoma County 4-H youth and/or adult who wishes to go to Cal Focus/Washington Focus may apply for scholarship money from Council. Priority will be given to youth and/or adult already enrolled in a Citizenship Project.
 - Cal Focus delegates will receive 1/4 of the funds allotted for Focus trips.
 - Washington Focus delegates will receive 3/4 of the funds allotted for Focus trips.
 - Scholarships will not exceed more than 1/2 of the expense of the Focus trip.

9. YOUTH VISITORS TO SONOMA COUNTY

- The county wide 4-H program reserves the right to NOT match a youth prior to an exchange, or to remove a youth from a host family during the exchange for any reason. The welfare of all youth participants is of the greatest concern and action will be taken on any real or perceived risk.
- It will be required that the hosting male/female (youth) must be enrolled as a 4-H member All adults (over age 18) residing in the home must be enrolled as 4-H leaders (including clearance by the county 4-H office's screening process) for the program year beginning July 1. All of the above requirements must be met before a physical placement can be made.

10. DISTRIBUTION OF PROMOTIONAL MATERIAL

- All materials that are to be distributed, beyond the club and/or project level - flyers, etc., must have written approval from a 4-H Youth Development staff person in the Sonoma County 4-H Office. All materials must include date and/or deadline, remittance information, time, purpose, sponsor and contact person, and the University affirmative action statement.

11. FEE WAIVER POLICY

- The 4-H YDP is open and accessible to participants, regardless of their individual ability to pay. Program fees will be waived or reduced for eligible youth upon the submission of a 4-H program Fee Waiver form. Provisions will be made by the 4-H Unit and/or 4-H Council to cover program fees for eligible youth who are unable to pay them. A Request for 4-H Program Fee Waiver Reduction or Request for 4-H Fee Waiver Reduction (Spanish) should be filled out by the parent/guardian of the youth. The Fee Waiver form must be submitted to the Sonoma County 4-H Office to the attention of the CCC Executive Board. All waiver requests will be reviewed. The requesting clubs treasury account will be reviewed as well as their budget to determine if the club has funds to provide the fee waiver. If the club is not fiscally able to provide the waiver, the waiver will be paid through the CCC budget for program fees. All waivers will be approved by the County Executive Director.