



INVEST IN YOUTH

CASCADE 4-H FOUNDATION OPERATION POLICIES

Original 6/1982	2/2004	2/2015
Revised	11/2004	6/1/2016
4/1998	9/2006	11/15/2016
11/1999	4/2008	4/25/2017
5/2000	11/2008	2/20/2018
9/2000	4/2009	4/17/2018
2/2001	2/2013	2/19/2019
12/2002	4/2013	2/16/2021

MONETARY SUPPORT GUIDELINES

The Cascade 4-H Foundation pays the expenses of 4-H sponsored county-wide, out-of-county, out-of-state, and international events and activities to the extent outlined in the following policies. The Foundation expects the participants to report to the Foundation regarding the activity or event attended.

Chaperones are designated by the Extension agent per 4-H Cascade County Chaperone policy. A chaperone is one so designated. A delegate is one who is attending the entire event and is designated as a delegate.

If a 4-H member or leader does not attend an event or activity, they may be required to pay all Foundation incurred expenses. Within reason, participants should participate in available learning activities. If an attendee doesn't participate in said event or activity without absence approval from a chaperone or county agent, a waiver of reimbursement may be necessary.

The 4-H member or leader is required to pay their portion of the registration fee prior to the date that payment is required for the event. Any costs that are to be prepaid for a trip will be paid by the Foundation. The member's costs will need to be paid in advance of travel. Upon return from the event, the Foundation reimburses the member or leader the applicable rate defined in the Foundation Operation Policies.

For events or activities that do not include registration, meals, or lodging, the current Montana State University Extension (MSUE) Reimbursement Policy must be used as a base to figure actual fixed expenses. Fixed expenses are defined as lodging, meals, mileage, and travel. Itemized receipts or vouchers are required. Reimbursement must not exceed current per diem per person per MSUE. Maximum tip will be 15%. No alcohol will be reimbursed. Leaders receive reimbursement at 100% of costs and members at 75% of costs.

A Cascade 4-H Foundation Travel Authorization Form (available online at cascade.msuextension.org) must be completed, submitted, and approved by a Foundation Board Executive officer prior to travel. This form must outline the projected travel costs for the trip.

Lodging must be figured by dividing the total cost by the number of people per room. The leader's share should be paid in total 100% and should pay the member's in total 75%. Lodging is authorized for travel that exceeds 50 miles from the start point. Meal reimbursements require receipts and are paid based on actual cost, but not to exceed 100% for leaders or 75% for members of the current per diem per person following MSUE per pay.

Travel Reimbursement is based on actual gas receipts, plus a payment based on actual miles driven at **10 cents a mile** paid to the leader or driver designated by the Extension Office. Without gas receipts, reimbursement must be based on actual official miles traveled multiplied by the current price of Great Falls gas with an assumed 20 mpg. If two cars go at the request of the Extension Office staff, one going and another coming back, each must be paid round trip mileage. Consideration is given to whether renting or using personal vehicles is the best option. The Foundation may waive reimbursement to those choosing not to carpool when possible.

For reimbursement requests, a Cascade County 4-H Expenditure Form should be submitted within two (2) weeks of the conclusion of the trip/event.

Trips/events/activities not covered in the Foundation's Operation Policies must require an expenditure proposal presentation to the Board and Board's approval. Prior to travel, 4-H members and leaders may approach the Board for approval of other areas not covered by Foundation Operation Policies. Scholarships can be requested. Requests are considered on a case-by-case basis.

1. COUNTY-WIDE ACTIVITIES (i.e., **Achievement Event, Foods Festival, Judging Contests, Demonstration Day, Fashion Revue, Horse Clinic**, etc.)

The Foundation shall pay: A building fee of up to \$240.00 per year, per project area for the use of non-public buildings such as authorized by the Extension Agent serving on the Foundation Board.

2. OUT-OF-COUNTY ACTIVITIES include but not limited to **Congress, Rec Lab, Junior Leader Camp, NILE and Student Ag Expo, Livestock, Meats, Horse Judging Teams, Ambassador Fall Training, Winter Teen Camp, Montana 4-H Citizenship Seminar, must be approved by the 4-H agent**. Other requests must be made to the Foundation prior to attending. Preference is given to those members and leaders who have not already attended the designated event. In the absence of first-time applicants, Foundation payments are made to returnees. Will not include extracurricular (sideline) events during these trips.

The Foundation shall pay at its discretion and follow the Operation Policies Monetary Support Guidelines:

- A. Registration fees which include room and board: 75% of the registration fee for members and 100% for leaders.
- B. For approved leader training 75% of the leader's expenses, including mileage, lodging, meals, and registration. Approved training includes District, State, and Western Regional Leaders Forum, Shooting Sports Instructor Training, Montana 4-H Livestock Leaders Forum, and Montana 4-H Horse Leaders Forum.
- C. 100% of mileage, meals, and lodging not covered by the state for Cascade County representatives of the Cascade 4-H Foundation at State 4-H Foundation functions.
- D. Up to \$800.00 to defray costs to out-of-county hosted **State 4-H Horse Show**. The \$800.00 will be shared by members up to a maximum of \$200.00 per attending member to cover up to 75% of the fixed costs for members.
- E. Up to \$800.00 to defray costs to out-of-county hosted **Shooting Sports Competitions**. The \$800.00 will be shared by members up to a maximum of \$200.00 per attending member to cover up to 75% of the fixed costs for members.

3. OUT-OF-STATE ACTIVITIES include but are not limited to **Leadership Washington D.C. Focus, Citizenship Washington D.C. Focus, Western Roundup in Denver, Old West Regional Range Judging Contest, National 4-H Congress, National 4-H Conference, and must be approved by the 4-H agent.** Will not include extracurricular (sideline) events during these trips. Preference is given to those members and leaders who have not already attended the designated event. In the absence of first-time applicants, Foundation payments are made to returnees.

The Foundation will pay:

- A. 75% of the fixed expense not otherwise paid by the Montana 4-H Foundation or not covered by other sponsorship for each approved delegate or state award winner.
 - B. A total allocation of \$500.00 for approved Cascade County 4-H leaders and members attending the **Black Hills Rec Lab**. Each participant will receive a maximum of \$100.00. If more than five persons are in attendance, the \$500.00 must be divided equally among those attending.
 - C. A total allocation of \$500.00 for approved Cascade County 4-H leaders and members attending the **Chatcolab**. Each participant shall receive a maximum of \$100.00. If more than five persons are in attendance, the \$500.00 must be divided equally among those attending.
4. CASCADE COUNTY EXCHANGE members, leaders, chaperones, and the 4-H agent, are excluded from reimbursements pertaining to this policy.

5. INTERNATIONAL EXPENSES

The Foundation will pay:

- A. Each approved Cascade County delegate or chaperone to International 4-H Youth Exchange and LABO 15% of the mandated costs and fees.
 - B. 100% of expenses for International 4-H Youth delegates that present programs while staying in Cascade County. Cascade County will provide a host family.
6. AWARDS

The Foundation will pay:

Up to \$25.00 per award to each leader who has attained 25/30 years. Award presented at Achievement Night.

7. LOANS

Interest-free loans can be requested for help with special county-wide projects. Each request will be treated separately, judged upon its own merits before the loan is made, and must include repayment plans.

8. RECEIVING AND ADMINISTERING FUNDS

Cascade 4-H Foundation By-Laws Article 3 (f), states: *Receive, maintain and hold by request, devise, gift or otherwise, either absolutely or in trust, for any purposes, any property, real or personal, any fund or funds, without limitations as to amounts or values; convey such property and invest and reinvest any principal or interest; direct, manage, and expend the income of the Cascade 4-H Foundation and administer any special funds for various purposes as agreed upon by the Cascade 4-H Foundation and any individual or agency making such special funds available provided that no part of funds or net earnings of the Cascade 4-H Foundation shall endure for individual pecuniary gain of any of the activities of the Cascade 4-H Foundation shall be carrying on of propaganda or otherwise attempting to influence legislation.* These funds must be for cases that benefit 4-H and follow guidelines found in the Foundation By-Laws and the Foundation Operation Policies. Therefore, no special funds or memorials can be set up without a written agreement to the terms and limitations of both parties. All

gifts received as memorials for another person shall be treated by this Foundation to use per its By-Laws to promote 4-H programs in general. Individuals or organizations wishing to establish special funds or memorials should contact the officers of the Foundation to set up terms and limitations upon which both parties can agree.

9. SCHOLARSHIPS

Scholarship winners must be selected in the spring from applications submitted by the designated deadline. The scholarships are made on July 1st annually, jointly payable to the recipient and the educational program of their choice. All application directives must be followed.

A. Submission of the Cascade 4-H Foundation Scholarship Application Form is required for Foundation first-time applicants, Foundation previous recipients, Fred Sanborn Memorial Scholarship applicants, and Douglas and Nancy Dear Memorial Scholarship applicants.

B. Up to eleven (11) Cascade 4-H Foundation scholarships shall be awarded. At no time will the total amount of Foundation scholarships exceed \$5500.00.

(a). Up to seven scholarships must be awarded with priority to first-time applicants.

(b). Up to four scholarships must be awarded with priority given to previous recipients.

(c). Each scholarship must be \$500.00. Depending upon recipient numbers, amounts are increased equitably, up to \$1000.00 per scholarship.

(d.) Must have been a Cascade County 4-H'er for one year to apply.

C. One \$1000.00 Fred Sanborn Memorial Scholarship shall be awarded.

D. One \$500.00 Douglas and Nancy Dear Memorial Scholarship shall be awarded. The scholarship shall be funded for ten (10) years, 2014-2024, with \$5000.00 in memorial funds deposited in the Cascade 4-H Foundation.

E. Submission of the Cascade 4-H Foundation Leader Scholarship Application Form is required for the Foundation Leader Scholarship applicants.

(a). Adult volunteers who are current 4-H leaders and have served for at least three (3) years may apply for a \$500.00 scholarship to pursue an associate, bachelor, or master's degree or continued education. Priority must be given to first-time applicants.

F. The following Foundation forms shall be used for these Foundation-funded scholarships.

(a). Cascade 4-H Foundation Scholarship Application is available online at cascade.msufacture.org and must be used for:

- First-time applicants and repeat applicants for the Foundation Scholarship
- Douglas and Nancy Dear Memorial Scholarship
- Fred Sanborn Scholarship

(b). Cascade 4-H Foundation Leader Scholarship Application is available online at cascade.msufacture.org.

10. POSTAGE

A. Provide funding up to \$500.00 for 4-H postage at the Extension office with amount subject to review as needed.

B. Provide funding for Cloud Service.

C. Provide insurance for out-of-county travels. Get two bids.

D. Provide any other administrative costs that will be voted on by the Executive Council.

11. BOOKKEEPING SUPPORT

A. Purchase a subscription to a cloud-based computer operating environment subject to Board approval, thereby allowing Foundation Treasurer, 4-H Bookkeeper, and 4-H Foundation Financial Advisor access. Subscription shall include accounts for 4-H Foundation, 4-H Leaders Council, 4-H Shooting Sports Committee, 4-H Horse Leaders Committee, and 4-H Livestock Leaders Committee. The cloud should include storage for documents for these groups.

B. Hire a bookkeeper to manage the finances of the Cascade 4-H Foundation, including billing the separate entities (Shooting Sports Leaders, Horse Leaders, Livestock Leaders, Leaders Council, and Foundation for time spent on each entity). Bookkeeping services must be provided by a Contract for Services bookkeeper. Contract for Service to be reviewed annually. This is a contract with the Cascade 4-H Foundation and the scope of the contract includes the Cascade 4-H Foundation, Cascade County 4-H Leaders Council, Cascade County 4-H Horse Leaders, Cascade County 4-H Livestock Leaders and Cascade County 4-H Shooting Sports Leaders. Wages are prorated between each entity based on the time worked on each entity's account. The bookkeeper must perform general bookkeeping duties and provide quarterly services invoices to Foundation, Leaders Council, Horse Leaders, Livestock Leaders, and Shooting Sports Leaders.

C. Foundation may need to issue an IRS form 1099 annually to the bookkeeper.