

Gallatin County 4-H

Policy & Procedures Manual



The U.S. Department of Agriculture (USDA), Montana State University and the Montana State University Extension prohibit discrimination in all of their programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital and family status. Issued in furtherance of cooperative extension work in agriculture and home economics, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Cody Stone, Director of Extension, Montana State University, Bozeman, MT 59717

Table of Contents for Policy & Procedure

Introduction.....	1
Montana 4-H Mission and Purpose	1
4-H Name & Emblem.....	2
Guiding Principles of Montana 4-H.....	3
4-H Center Values	4
Programmatic Values	4
Who is Responsible for the Administration of the 4-H Program.....	5
How is 4-H Funded	5
4-H Program Authority and Governance	5
MSU Extension Agent Authority	5
Authority at the County Level.....	6
Gallatin County Unlimited Leaders Council	6
Gallatin 4-H Foundation	6
Supporting Structure.....	7
Program Organization	8
Organized 4-H Club	8
Cloverbuds.....	8
Youth Membership.....	9
Special Interest	9
Enrichment Programs	9
Individual Study or Member At Large	9
Other Youth Organizations.....	9
Membership-Youth	10
Cloverbuds.....	10
Regular Members.....	10
Marriage and Parenthood.....	10
Enrollment in Other Counties	10
4-H Membership is Signified By	11
4-H Member Expectations.....	11
Youth Conduct	12
Youth Appeals for Denial of Participation	12
Dress Code.....	12
Parent Responsibilities	13
Membership – Volunteer	14
Categories of Volunteer.....	14
Volunteer Application	15
Rosters.....	16
Volunteer application rejection and termination.....	16
Volunteer Liability	16
Volunteer Expectations	16
Volunteer Conduct	17
Volunteer Appeals.....	17
Project & Activities.....	18

Project Selection	18
Project Manuals & Project Completion	19
County Awards and Recognition	20
Project Awards for Members	20
Special County Recognition Awards – Members.....	20
Special County Recognition Awards – Leaders.....	20
Financial Support for Members, Leaders, Clubs, Projects.....	22
Travel	22
Chaperones.....	23
Financial Policies and Procedures.....	23
4-H Bank Accounts	24
ULC Financial Tracking Procedure	24
Funds Received	25
Expenses/ Reimbursement of Expenses.....	25
Report of Money Management.....	26
Fund-Raising	26
Food Policy	27
Bingo.....	27
Fifty-Fifty Fund Raisers	27
Raffles.....	27
Handling Funds from Disbanded Clubs.....	27
Handling Funds in Clubs That Split	27
Handling Complaints	28
Dispersal of Money from Statewide 4-H Events	28
Guidelines for Fundraising, Sponsoring or Co-Sponsoring Events.....	29
Gallatin County 4-H Asset Policy.....	29
Equipment Loan & Usage Policy.....	30
Risk Management and Insurance	32
Accident Insurance.....	32
Liability Insurance	32
Medical Authorization	32
Child Protection Guidelines	33
Corporal Punishment	33
Reporting Suspected Child Abuse	33
Proper Behavior of Salaried Staff and 4-H Volunteers	33
Grievance Procedure.....	34
Affirmative Action Policy	35
Resources & Support Material.....	36
Appendix & Bibliography	37

INTRODUCTION

This handbook expresses the policies for the organization and administration of the Gallatin County 4-H program, in accordance with Montana 4-H policies and procedures. These policies may be more restrictive than the state policies, but not less restrictive.

The following policies are in effect for all persons associated with the Gallatin County Extension 4-H program. The purpose of this policy statement is to ensure that the 4-H program is inclusive rather than exclusive.

MISSION AND PURPOSE

The mission of Montana 4-H is to educate youth and adults for living in a global and ever changing world by using the resources of Land-Grant Universities and the U.S. Department of Agriculture.

Montana 4-H strives to create environments for positive youth development using four key concepts of positive youth development including belonging, mastery, generosity, and independence. Through educational, learning-by-doing projects, club meetings, community service projects, events, and activities - young people and adults work toward enhancing the development of these five LIFE SKILLS:

- Positive self-concept
- Decision-making and responsibility for choices
- An inquiring mind and lifelong learning
- Relating to self and others
- Acquiring a concern for communities--local and global.



4-H NAME & EMBLEM

4-H programs were initially authorized by the U.S Congress, with the 4-H name and emblem 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. Continued authorization is contingent upon compliance with county, state and national policy. Authorization includes the use of the 4-H name and emblem (see the national 4-H website for specific details at <http://www.national4-hheadquarters.gov>.) Permission to start any 4-H program must be obtained from County Extension personnel responsible for 4-H in that county.

There must be some form of written agreement between the individual, organization or group granted authorization for the use of the 4-H name and emblem, and the designated persons responsible for granting authorization at the appropriate level—county or state. The written agreement can be in the form of the 4-H club charter, letter, or other documents devised by responsible units through MSU Extension at the state or county levels and in agreement with policies established by National 4-H Headquarters. Any local requests, requiring approval at the national level should go through the 4-H Center Director who will forward them to the national level.

The emblem of the 4-H program is a green four-leaf clover with a white "H" in each leaf. The four "H's" stand for Head, Heart, Hands, and Health and represent the four-fold development of youth in the 4-H program.

- **HEAD** Learning to think, make decisions, understand the "whys," gain new and valuable insights and acquiring knowledge.
- **HEART** Accepting the responsibilities of citizenship in local and global communities, showing concern for the welfare of others, identifying personal values and attitudes by which to live, and learning how to work with others.
- **HANDS** Learning new skills, improving skills already developed, instilling pride in work, and respect for work accomplished.
- **HEALTH** Practicing healthful living, protecting the well-being of self and others, making constructive use of leisure time.

This four-fold development is vital to every individual. All four of the "H's" should be an important part of the goals youth identify as they participate in 4-H sponsored programs and educational activities. Achieving these goals will result in helping youth develop as competent, caring, confident, connected, compassionate contributors of high ethical character.

GUIDING PRINCIPLES OF MONTANA 4-H

- 4-H is a positive youth development program that focuses on science, engineering and technology, citizenship, leadership and healthy living.
- 4-H uses a variety of delivery methods such as clubs, special interest groups, afterschool or school enrichment programs, camps, activities and events, satellite programs, or individual participation to engage young people in positive youth development settings. All delivery methods are legitimate forms of 4-H participation.
- By completing an enrollment card by the county deadline and having it on file in the county office, a youth enrolling in any 4-H program is considered a 4-H member and is eligible to take part in other 4-H programs providing they meet eligibility requirements and are bona fide members in good standing.
- 4-H relies on local determination of programs to fit specific needs of youth. 4-H is flexible enough to accommodate many different local needs and interests, but also must conform to certain state and national policies and procedures. Ultimately, Montana State University Extension personnel are responsible for the leadership and conduct of the program. Requirements for affirmative action and state and national award and recognition programs are two areas where local determination must adhere to other standards.
- 4-H is a family-centered program. 4-H emphasizes involvement of parents/guardians and their children in making decisions, planning events, and evaluating the success of programs. However, 4-H does not exclude children whose parents or guardians cannot be involved.
- The 4-H program is carried out by salaried Extension professionals and staff, volunteers, teen leaders, and members. Extension agents are ultimately responsible for giving leadership to the 4-H program at the county level and must ensure that 4-H activities, events and programs follow state guidelines and requirements. Clubs and leaders that refuse to follow state and/or county policies will be prohibited from operating under the 4-H name and emblem.
- 4-H is a program that recognizes and values youth as resources. Young people must be active participants in decision-making, governance and leadership roles and especially in programs designed for their benefit.
- 4-H must continually strive to provide programs that appeal to diverse and under-served audiences. The goal of 4-H is to be inclusive, not exclusive, and youth can participate at a rate of learning or level that is appropriate to their needs and interests.

4-H CENTER VALUES

The Montana State University 4-H Center for Youth Development, in providing statewide leadership to the Montana 4-H program believes in the following:

- **County 4-H Programs** – We are committed to responsiveness, support, education and advocacy for the benefit of county and statewide programs.
- **Diversity** – We believe youth and adults bring different values, backgrounds, and experiences to 4-H and can contribute and become involved in a meaningful way.
- **Inclusion** – We believe all youth between the ages of 6 -19 have the right and potential to be a 4-H member through diverse delivery methods.
- **Positive Youth Development** - We believe quality 4-H programs create an environment that addresses youth needs of belonging, generosity, independence and mastery.
- **Teamwork** – We believe the Montana 4-H Center, 4-H Foundation and county extension professionals are a cooperative team partnering with youth and adult volunteers to deliver the MT 4-H program.

4-H PROGRAMMATIC VALUES

4-H programming is grounded in the following values:

- **Democratic Participation**—youth are recognized as contributing members in their communities and in organizations like 4-H. Democracy is a social condition that leads to equity, respect and tolerance for the individual and his/her views. 4-H encourages youth to join or share with others while promoting equity, respect and tolerance.
- **Informal Education**—learning occurs in many different settings. Informal education occurs in casual conversations, hands-on projects, and a myriad of other settings that help youth gain the knowledge, skills and competence for living their lives. Meeting youth in their own settings is critical to 4-H youth development.
- **Relationship Building**—4-H youth work is about building positive relationships of trust, confidence, respect, equity and feelings of well-being. Relationship building is a cornerstone to youth work. It's not so much about the activities or the content of the activities as much as it is about the connections made between people.
- **Empowerment**—4-H youth development is about empowering individuals to have control over the decisions that influence their lives and well-being. A goal of 4-H youth development is to give youth a voice and to give them the opportunity to have influence in the affairs related to their lives. Empowering youth often involves assisting them in developing a sense of ownership as well as giving credence to their ideas, values, opinions and interests.
- **Learning and Engagement**—Activities are not ends in themselves, but vehicles for building skills and competencies (learning) and solidifying relationships and commitments (engagement). The creation of safe, non-threatening, nurturing environments is essential to learning and engagement.
- **Participation and Choice**—In 4-H, youth need opportunities to be active participants in the design, management, implementation, and assessment of the activities, structure, institutions, and environments that affect their lives. Youth need opportunities to choose how, when, in what and with whom to be engaged. 4-H youth development is grounded in voluntary participation.

WHO IS RESPONSIBLE FOR THE ADMINISTRATION OF THE 4-H PROGRAM?

HOW IS 4-H FUNDED

Federal, State, and County governments all share the responsibility of funding 4-H and the Cooperative Extension Service. Federal funds, appropriated by Congress, are included in the budget of the United States Department of Agriculture and allocated to each Land Grant University based on the state's farm population and other factors. These funds are issued to the Extension branch of the University and cannot be used elsewhere.

The Montana State Legislature also appropriates funds to MSU Extension on a line item separate from the University's general fund.

County governments typically provide financial support for office space, office supplies and equipment, and secretarial staff as well as salary contributions for Extension Agents.

4-H PROGRAM AUTHORITY AND GOVERNANCE

4-H is the youth education program of the Montana State University Extension, cooperating with the U.S. Department of Agriculture and local county governments. **The MSU County Extension Agent has the ultimate responsibility for and leadership of the 4-H program.** 4-H program policy authority is held by Extension personnel whether at the county or state level, and is administered by the Director of the Montana State University Extension. The County Extension Agent has the final authority in matters of conduct, discipline, health and safety in connection with 4-H members and leaders attending 4-H events and activities in the county, state, or other locations outside the state of Montana.

The role of salaried Extension 4-H staff is to educate youth and adults, and to develop and manage a system through which Extension and non-Extension volunteers provide educational programs that enhance subject matter knowledge and life skill development in youth. Extension personnel serve as educators, change agents, leaders and program managers.

MSU EXTENSION AGENT AUTHORITY

MSU County Extension Agents provide leadership for the 4-H program at national, state, and county levels, by working cooperatively with parents and volunteer leaders and state staff. 4-H advisory committees, 4-H councils, leader associations and other organizations serve in an advisory capacity and give advice for the direction of 4-H program efforts. The authority to establish and administer such groups is held by Montana State University Extension personnel at the county and state level.

4-H has a direct link to an extensive knowledge and research base through its cooperative partnership with all land-grant universities, county governments, and the U.S. Department of Agriculture. 4-H is unique in comparison to other youth programs in that there are university-trained professionals who provide administrative leadership for the program in each county. These individuals ensure that 4-H programs are based on "best practices" and current positive youth development research.

4-H is the youth education program of the Montana State University Extension, cooperating with the U.S. Dept. of Agriculture and local county governments. The MSU County Extension Agent has the ultimate responsibility for the leadership of the 4-H program at the county level, and has final authority in matters of conduct, discipline, health and safety in connection with 4-H members and leaders. Clubs and leaders that refuse to follow state and/or county policies will be prohibited from operating under the name of 4-H and emblem.

AUTHORITY AT THE COUNTY LEVEL

Gallatin 4-H Unlimited Leaders Council

The authority of the **Gallatin 4-H Unlimited Leaders Council** to administer the county 4-H program and to use the 4-H name and emblem is derived from the legal responsibilities of the United States Department of Agriculture, the Land Grant University System, and Montana State University Extension.

The mission of the Gallatin 4-H Unlimited Leaders Council is to teach life skills by providing positive, hands-on, and educational opportunities for and with youth, through the recruitment, training, and development of caring 4-H volunteers, in the hope of creating healthy, proactive future leaders in a global world.

The primary purpose of the Unlimited Leaders Council is to provide guidance and assistance to the county Extension staff in planning and conducting educational programs. In addition, the 4-H council advises the county Extension staff in the establishment of the county 4-H policies that are not in conflict with the State 4-H policy statement.

Gallatin County Unlimited Leaders Council is the governing body of Gallatin County 4-H and all the committees within the county 4-H program. The 4-H Council shall consist of fourteen members, ten adult leaders and four teenaged leaders.

The Officers of the Council will consist of the following members: President, Vice President, Secretary, Treasurer and/or Assistant Treasurer, with at least one paid 4-H Staff member serving in an ex-officio position. The Vice President will become the President, and the office term will be for one year. The term of Secretary will be two years, elected in even years. The term of Treasurer will be for two years, elected in odd years. The immediate past Treasurer will serve as advisor to the Treasurer. The Secretary and Treasurer's report must be given at each Council meeting.

The membership of Gallatin County 4-H shall be composed of all enrolled youth members and leaders. Each member of the organization shall be entitled to one vote at the annual and/or special meetings. Parent and member representation at Council meetings is encouraged. It is recommended that each club send a leader and junior leader to represent them.

Gallatin 4-H Foundation, Inc.

The Gallatin County 4-H program is fortunate to have a county 4-H Foundation with the purpose of providing additional resources for the 4-H program. The Gallatin 4-H Foundation Board members seek monies from private sources, raise funds for special activities, and sponsor scholarships. The Foundation board works closely with 4-H staff, leaders, and 4-H youth in determining the best uses of endowed funds.

The mission of the Gallatin 4-H Foundation is to aid and promote, by financial assistance and support, all types of 4-H programs and other Extension youth programs.

SUPPORTING STRUCTURE – Montana 4-H Center

- 4-H programs are more effective when there is a support structure. County Extension Advisory Committees, County 4-H Councils, statewide committees, county 4-H foundations, and the Montana 4-H Foundation are designed to support the local 4-H program.
- The overall Montana Extension Advisory Council (MEAC) ensures that Extension programs are addressing relevant social issues and concerns consistent with the research and staff available through Montana State University. The Council acts as an advocate for Extension organization and its programs. 4-H representation is included in the MEAC membership.
- The County 4-H Council is an important partner of the county Extension office in carrying out 4-H programs. County 4-H Councils assess the needs, interests, concerns of the county's children and youth, and assist the agent in responding with educational programs relevant to those needs. 4-H Council membership includes, but is not limited to, all 4-H leaders and teen leaders in the county. Membership may include parents, school personnel, youth workers, and others with an interest in the development of young people.

The primary purpose of the county 4-H Council is to provide guidance and assistance to the county Extension staff in planning and conducting educational programs. In addition, the 4-H Council advises the county Extension staff in the establishment of county 4-H policies that are not in conflict with Montana 4-H Program Policies and Procedures. The County Extension Agent has the final authority and responsibility for the conduct and leadership of the 4-H program in each county. For more information about the role of the Council and its relationship to Extension personnel, refer to ***“4-H Councils and Committees”*** (#5281).

The Council is the 4-H youth and volunteer's voice in county 4-H program direction and decisions. Since rules tend to restrict rather than expand educational opportunities for young people, councils and Extension staff are encouraged to adopt the simplest and least number of rules necessary to conduct 4-H programs.

- The Montana 4-H Foundation's mission is to secure private funds to support Montana 4-H educational programs for youth and adults which are delivered by MSU Extension. The Foundation works closely with 4-H staff, leaders and 4-H youth.
- University faculty and staff lend expertise in subject matter areas through a cooperative effort with the 4-H Center for Youth Development.

PROGRAM ORGANIZATION

4-H is the youth education program of Montana State University Extension. Club membership is recognized as an optimal 4-H experience but there are also other ways youth can be involved in 4-H such as school enrichment, special interest, afterschool, camps, conferences and individualized study. Listed below are methods for enrolling in and delivering the 4-H program:

ORGANIZED 4-H CLUB - Is an organized group of youth with volunteer leaders, officers, and a planned program that is carried out throughout all or several months of the year. These may be single project clubs such as a horse club, or multi-project (community) clubs. In most cases, organized clubs have a constitution, by-laws, and a charter.

4-H Clubs are expected to:

- Have a minimum of 5 members and at least one adult leader
- Elect officers
- Meet regularly
- Submit a yearly program plan to the county Extension office
- Set annual club goals and evaluate progress toward those goals
- Plan an educational, experientially-based program
- Abide by and follow 4-H policies and procedures
- Submit an annual financial summary report and audit
- Be involved in community-service activities
- Keep records of their activities
- Support the values and ethics of the 4-H program and positive youth development
- Participate in the county 4-H council and other appropriate committees
- Follow club and county guidelines

Cloverbuds: Youth ages 5-8 years are eligible to participate in the 4-H Cloverbud program. The 4-H Cloverbuds curriculum is specially designed to meet the needs and interests of these youth. Youth in this age group enroll **ONLY** in Cloverbuds although they participate in a wide variety of activities common in the 4-H program. Cloverbuds do **NOT** participate in competitive activities and are not to be judged against others. The program emphasis should focus on an introduction to 4-H with opportunities for fun and learning in informal settings.

An enrollment card must be completed for each Cloverbud member. Cloverbuds can attend camps, but should never participate in overnight outings unless accompanied by a parent or caregiver in a special activity designed just for them. Cloverbuds can exhibit in a special "Cloverbuds" division at the fair, but these exhibits should not be evaluated competitively. No live animals are allowed to be taken as a project or exhibited. Cloverbud groups typically do not have club officers, they do not participate in fund-raising, and do not participate at state and regional events.

For additional information about Cloverbuds, please consult the publication, 4-H Cloverbuds: Agent and Volunteer Leader Guide (#5274).

Youth Membership

Youth must be eight years old on or before October 1 of the current 4-H year (turning nine during the 4-H year of October 1 – September 30) to participate in 4-H or 4-H sponsored peer competitive events or activities. Peer competition is defined as two or more individuals or groups working to achieve a mutually-exclusive goal. A 4-H or 4-H sponsored event is one that uses 4-H in the name of the event and/or the 4-H name and emblem promoting the event. Examples of competitive events include judging contests, exhibits, shows, and other performance activities. It

is not the intention of this policy to prevent youth under age 9 from participating in informal games at 4-H gatherings or meetings such as a family volleyball game at a 4-H picnic, a fun game at a 4-H meeting, or other similar examples.

Special Interest

A group of youth participating in educational programs organized and/or coordinated by Extension, meeting for specific learning experiences and not part of the school curriculum. This includes Cloverbuds and other related groups.

Enrichment Programs

A group of youth receiving learning experiences not involving organized club activities coordinated by Extension in cooperation with other community agencies (schools, churches, youth centers, youth programs, recreation departments or instructional television).

Individual Study or Member at Large

Participation in organized 4-H clubs is the preferred method of membership and is encouraged. Enrollment in individual study, as an independent member or "member at large," should be the last choice after every reasonable effort has been made to join a 4-H club. The final determination for allowing independent or "at large" 4-H enrollment is with the local County Extension Agent according to the established county approval process. A youth enrolling for the first time as an independent 4-H member may do so under the following circumstances:

- Distance to an organized 4-H club is so great that transportation costs and travel arrangements would be excessive.
- No 4-H club exists in the vicinity that offers the 4-H project in which the youth wishes to enroll and all reasonable attempts to start a 4-H club have failed.
- A 4-H club exists in the vicinity but does not have room to enroll the youth. (This provision must be made on a non-discriminatory basis.)

Other Youth Organizations

Should another youth organization wish to enroll their members in 4-H, they shall comply with all county, state and national 4-H policies and procedures to be bona-fide members. After-school 4-H clubs must follow these same policies and procedures.

MEMBERSHIP YOUTH

The official **4-H program year is October 1 through September 30.**

- Annual membership enrollment begins **October 1st and ends March 1st.** Re-enrolling members should be enrolled by Oct. 31st. Starting November 1, a per month late fee will be added to the enrollment fee. Some Clubs and Projects have enrollment caps and may close prior to March 1st.
 - Enrollment fees are to be paid annually, plus non-refundable per project materials fees.

Cloverbud: Youth who turn 5 years of age on October 1 through September 30 may join 4-H as a Cloverbud and enroll only in the Cloverbud project. The 4-H Cloverbud curriculum is specially designed to meet the developmental needs and interests of these younger youth. While counties are not required to offer a Cloverbud program, if they do, these programs **MUST** conform to state guidelines. The emphasis in Cloverbuds is on fun, learning and an introduction to the 4-H program. Listed below are the participation guidelines for involving Cloverbuds:

- Cloverbuds do not participate in competitive activities and are not to be judged against others.
- Cloverbuds can exhibit at fairs, but no live animals are allowed.
 - Cloverbuds can exhibit in a special “Cloverbuds” division at the fair, but these exhibits should not be evaluated competitively.
- Cloverbuds can not attend overnight camps unless accompanied by a parent/guardian in special programs designed with their unique needs in mind.
- Cloverbuds do not participate in fund-raising activities.

For additional policies and guidelines, please refer to 4-H Cloverbuds: Agent and Volunteer Leader Guide (#5274) available from Extension Publications.

Regular 4-H Member: Youth who turn 8 on October 1 through September 30 may join 4-H as a 4-H member and enroll in project(s) listed in the 4-H Clover with the exception of Shooting Sports and some horse projects. To enroll in Shooting Sports, youth must be 10 on October 1. The Colt to Maturity project requires that youth be 13 on October 1 and meet other project requirements as stated in the project manual. If youth turn 20 years of age on October 1 through September 30, they are ineligible to re-enroll in 4-H unless still in high school.

Marriage and parenthood do not disqualify individuals from 4-H membership and participation, provided other membership requirements are met.

The county of residence is the primary county for 4-H enrollment. Youth are encouraged to enroll in their home county. Participation in a county 4-H program outside of the county of residence should not be considered without extenuating circumstances and careful evaluation. Entire families should select the county they will participate in rather than having family members enrolled in two or more counties.

A 4-H member cannot enroll in the same project in two counties at the same time. Bordering counties should determine guidelines for cross-county enrollment. Updated May 2017 Members are allowed to transfer their membership in 4-H from counties or from states any time during the year and to complete their 4-H year in their new location. While a member cannot enroll in more than one county at a time, a project may need to be completed in another county because of changing family situations and/or custodial arrangements. 4-H members transferring from one

county to another are accepted by that county and given full credit for their past 4-H work or achievements.

County agents in both counties should be in agreement with the terms of the transfer.

4-H membership is signified by:

- completing enrollment in 4-H Enrollment System or
- completing a group report form (for example - special interest, afterschool, school enrichment, camps).

4-H Youth members are expected to:

- Complete a member enrollment card and enroll in at least one project
- Pay membership dues, if applicable.
- Attend and participate in meetings—club and project
- Set goals and measure progress towards those goals
- Keep records in each project in which they are enrolled
- Complete the projects in which they are enrolled and evaluate their 4-H experiences through their record books.
- Participate in community service activities
- Participate in club and/or county fund-raising activities as necessary

YOUTH CONDUCT

Working with youth in the Montana Extension 4-H youth development program is a privilege and honor. Volunteers and Extension staff are expected to be positive role models. At the same time, youth are expected to abide by established rules of conduct for 4-H events and activities.

A youth “Code of Conduct” is available from the Montana 4-H web site (www.montana4h.org) which outlines specific expectations for participation. Counties may add additional expectations for situations such as camp, shooting sports, or other activities requiring them. Cases of inappropriate conduct will be handled on an individual basis. Leaders are encouraged to consult with county agents in extreme cases of inappropriate behavior where denial of participation is the desired consequence. Upon signing the “Code of Conduct” youth agree to the following consequence for inappropriate behavior:

“I have read the above Code of Conduct and understand that my infraction of any of the above rules will be cause for my participation in the trip or event to be terminated and for me to be sent home at my own expense.”

This statement can apply to county programs but it is important to remember that general expectations for participation and consequences for inappropriate behavior should be applied to all youth in the county program and not a select number of youth. Expectations for youth in leadership roles such as camp counselors can have stricter guidelines but should be stated and agreed upon before teens volunteer to serve in a specialized capacity.

Montana 4-H reserves the right to deny any person the opportunity to participate in 4-H activities if their conduct poses a potential threat of injury to persons or property; substantially interferes with the orderly operation of the 4-H program; or endangers the safety and security of others. Youth in leadership roles who are not serving as positive role models for other youth may also be asked to give up their leadership position. Persons denied participation in 4-H activities will

be provided notice in writing of the reasons for the decision. The decision may be appealed according to the procedures outlined below.

APPEALS – Youth may appeal denial of participation or other disciplinary action by submitting a written request for reconsideration to the County Extension Agent within ten (10) calendar days of the receipt of the notice. If the County Extension Agent made the disciplinary decision, the appellant shall send the written request for reconsideration to the Director of the 4-H Center for Youth Development within ten (10) calendar days of the receipt of the notice. The decision of the Director of the 4-H Center for Youth Development shall be final.

DRESS CODE

The dress code is designed to assure that each 4-H member and leader/volunteer represents the best in 4-H as well as the best in themselves and the group. Anyone attending 4-H events is expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health and safety of the youth or others is prohibited.

Examples of prohibited dress or appearance include but are not limited to:

- Exposed midriffs
- Exposed undergarments
- Sagging pants
- Excessively low-cut shirts
- Excessively short or tight garments
- Attire that encourages indecent exposure
- Strapless shirts, *except on semi-formal dresses*
- Attire with messages or illustrations that are lewd, indecent, or vulgar
- Clothing that advertises alcoholic beverages, tobacco products, or drugs.
- See-through clothing
- Any adornment such as chains or spikes that reasonably could be perceived as or used as a weapon
- And any symbols, styles or attire frequently associated with intimidation.

Appropriate clothing for events which specify casual attire includes walking length shorts (fingertip length), jeans or pants, and T-shirts or sweatshirts. Business casual attire includes blouses or shirts with slacks or pants including khakis and dress denims. Semi-formal and formal attire includes coat and tie and slacks for males and dressy dress or pantsuit or party dress for females. Semi-formal and formal attire should be age appropriate for the youth and should be moderate in type and style. Youth and adults selected to 4-H events should be notified by Extension personnel of appropriate type dress for the event. Extension staff and adult volunteers are responsible for enforcing this policy at all 4-H events.

PARENT RESPONSIBILITIES

The key role of parents is to support their children and the commitments they make, help them think through decisions, and see that they reach their goal. Youth need adult guidance to encourage and direct them in their character development.

Parents and families are the strength of the 4-H program. Youth join 4-H to belong, to do things with his or her friends, to meet new friends, to have fun, to be recognized as a person, and to achieve. It is much easier for youth to succeed in 4-H and to continue to grow when they have the support and understanding of their parents.

Here are some ways you can support your child in the 4-H program:

- Learn what 4-H is all about and keep informed on what is happening
- Read the 4-H mail or emails that come to your home and read the 4-H newsletter. This will help keep you up-to-date and you will be able to remind your child of upcoming events and due dates.
- Exhibit a genuine interest in 4-H and your child
- Assist your child in selecting a 4-H project he/she can do and will enjoy. Help members select, finance, and manage their projects.
- Read the project book your child receives. You'll find ways you can help your child with the project.
- Guide and encourage your child but avoid doing the project for him/her. Working on a project together can be fun for both you and your child.
- Attend club and project meetings as well as 4-H activities with your child. This will help you understand the type of assistance your child needs
- Encourage your child to attend 4-H meeting and activities. See that your child has transportation to get to club meeting and activities and events.
- Provide encouragement and help in your child's project work with record keeping, demonstrations, judging, and completion of attempted work - without doing the work yourself.
- Lend your kitchen, backyard, living room, garage or basement for an occasional meeting place for a club or project group.
- Offer to assist leaders with specific tasks or by providing refreshments.
- Share special talents by volunteering to be a project leader.
- Help leaders locate and secure other qualified adults to conduct project work.
- Assist your child in keeping records on his/her 4-H work. A 4-H member is to keep a written record of what he or she does in 4-H. This includes 4-H club activities, project work, demonstrations, awards received, leadership positions held, and community service involvement.

MEMBERSHIP – VOLUNTEER

The official **4-H program year is October 1 through September 30.**

- Volunteer enrollment fees are \$10, to be paid yearly.

Volunteers are the lifeblood of the Montana 4-H program and recognized as partners with MSU staff in offering quality experiences for youth. The following statements clarify this partnership and the parameters around which volunteers should function:

1. 4-H volunteers are essential to the Montana 4-H Youth Development program. They are valued by MSU Extension and Montana 4-H. At the same time, 4-H volunteers serve at the pleasure of the local County Extension agent. A 4-H Volunteer is any enrolled person, adult or teen, in a leadership capacity who contributes time to the promotion, organization, assistance or leadership of a 4-H group or activity. Volunteers give time and expertise without receiving or expecting monetary compensation. Volunteers are not allowed to charge for their services while performing as 4-H volunteers such as leading project workshops, clinics or other educational activities. Volunteers support the mission of 4-H and MSU Extension in providing quality positive youth development programs for youth and leadership opportunities and training for adults.
2. The role of the volunteer staff is to assist the salaried staff in any or all aspects of the 4-H program including leadership and support. Adult volunteers must be at least 19 years of age. Youth volunteers (teen leaders) are individuals under 19 years of age, may be 4-H members, and must be under the supervision of an adult. Adult volunteers between ages 19-21 are not eligible to serve as chaperons for 4-H activities, events or trips.
3. Volunteers may work directly with youth in 4-H clubs, manage county, district or state 4-H events and activities, work with youth in afterschool, special interest or school enrichment groups, and/or be involved in short term activities (for example, day camps, overnight camps, contests, etc.).
4. Volunteers may also work indirectly with youth as judges, council and committee members or in other supporting roles.
5. There are several categories of volunteers, including the following:

4-H Organizational Leader - The adult who is responsible for the proper functioning of the 4-H club and who works cooperatively with the County or Reservation Extension Office. Organizational leaders facilitate regular club meetings and keep the club organized and operating. They recruit project leaders, guide and coordinate club activities in cooperation with club officers and parents and/or guardians, guide members in project selection, provide opportunities for members to learn parliamentary procedure, and assist in providing leadership and citizenship opportunities for youth.

4-H Project Leader - An adult or teen leader responsible for a given project area in the 4-H club. These leaders help 4-H members gain specific knowledge and skills in subject matter, encourage members to show what they have learned through demonstrations, record books, speeches, and other presentations.

4-H Activity Leader - An adult, teen leader, or youth volunteer responsible for designated 4-H activity(ies) in the 4-H Club. These leaders are often responsible for non-project activities. They may work with individuals, small groups, or even the entire club and with demonstrations, recreation, judging, community service projects, or other special events.

Key Leaders - Adults who assist local 4-H club leaders and/or Extension agents in a specific 4-H project or activity area. These leaders are knowledgeable about 4-H, proficient in a particular subject area, and are willing to share their talents and skills with other leaders on a volunteer basis. The main responsibility of Key Leaders is to recruit and offer assistance to other leaders in their assigned projects. They may help on an individual basis and in groups, conducting workshops and demonstrations, or serve in other 4-H leadership roles.

Teen Leaders – Teens who assume the major responsibility for a project, activity or 4-H club of younger members with adult assistance and guidance. Montana 4-H encourages the use and involvement of youth as volunteers and leaders. Teen Leaders are 13 years of age or older and should be enrolled in the Teen Leadership Project. These youth can be actively involved as leaders and should be viewed as assets to the 4-H program. Check “Recommended Practices for Camp” for guidelines specific to camping programs.

Junior Leaders – Experienced 4-H members, usually over the age of 12, who assist adult volunteer leaders with projects, activities, or organizational matters.

4-H Ambassador - The role of a county ambassador is to promote, lead and serve the 4-H program in our county and the ambassadors may be called upon to do so at the state level. The roles and responsibilities of a teen leader and an ambassador go hand in hand and can be an asset to any county 4-H program. All ambassadors must be 14 years of age or older. Ambassadors must have the approval of the Extension agent and the County Ambassador Program Leader. It is strongly recommended that teen leaders interested in being a county ambassador attend the Fall Ambassador training.

Enrichment Program Volunteer - An adult who leads a special interest or enrichment program using 4-H curriculum, often in the classroom during school hours.

4-H Resource Leader - A special person or group of people including parents, relatives or friends who listen, question, and respond to children in helpful ways . These leaders could also judge at 4-H events. Resource leaders may be those who want only a limited role in 4-H and prefer not to become involved in other parts of the program.

6. Volunteering in Montana 4-H is a privilege and an honor, not a right. All adult volunteers must be approved by a 4-H staff member. In order to provide a safe and secure environment for the young people who participate in the program, 4-H volunteers that have direct, one-on-one unsupervised contact with youth must participate in a volunteer certification process. This process includes completing a 4-H volunteer application, completing a disclosure and consent form, completing an agreement and standards of behavior form, and clearing a criminal background check. Details about this process are found in the Montana 4-H Volunteer and Risk Management Guide available on the Montana 4-H Website (www.montana4h.org)

7. 4-H clubs must be open to all youth and club leaders cannot discriminate against anyone’s race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital and family status. This inclusion statement, included as part of the volunteer application, requires a signature by all volunteer leaders, indicating that they understand and will comply with this policy of inclusion. Guidelines for the volunteer application and enrollment process are in the Montana 4-H Volunteer and Risk Management Guide available on the Montana 4-H Website (www.montana4h.org)

8. Mailing lists comprise a system of records established to assist in carrying out the various programs of the Cooperative Extension system. The release of these lists could adversely affect the credibility of Extension within the community. These mailing lists are for the sole use of Extension personnel and should not be furnished directly or indirectly to any other person, firm, association or federal government agency unless authorized by the Director of MSU Extension. County Extension offices can share mailing lists with other county Extension offices if necessary. Mailing lists are not to be used for private solicitations or sales.

Mailing lists are NOT Federal records and, therefore, not covered by the Federal Freedom of Information or Privacy Acts that pertain to Federal records. State freedom of information or privacy regulations may apply to protect the credibility of these records. As such, consultation with MSU legal counsel through the 4-H Center Director and Director of Extension, in consultation with the Montana Attorney's General, is recommended to handle access requests.

9. Montana 4-H and the MSU Extension reserves the right to reject an application or terminate the services of a volunteer if the individual's actions are found to be in conflict with the best interests of the program. No action shall be taken without prior approval of Extension administration at the county, region and state levels who shall insure that the action is in keeping with the civil rights of the person(s) in question. Guidelines for reviewing a volunteer's service and suspending and/or removing a volunteer are outlined in the Montana 4-H Volunteer and Risk Management Guide.

10. Volunteer Liability - 4-H volunteers acting in an official capacity for the MSU Extension are, in part, carrying out the business of Extension. To that extent they are covered by Section 2-9 - 305, MCA 2005, which provides them with liability protection, not accident or medical insurance, while acting within the course of their official capacity as a 4-H volunteer leader, unless the claim is based upon intentional tort or felonious act.

11. Extension salaried staff and volunteers are expected to act in good faith and without negligence in the performance of their duties in order to minimize any chance of creating a University liability.

12. Salaried and volunteer staff are expected to conduct themselves as professionals in all interactions with 4-H members and leaders. In order to protect individuals, salaried and volunteer staff are encouraged to avoid, being alone with a single child. Extension salaried and volunteer staff should not fraternize with 4-H members under the age of 18 outside of Extension program activities.

4-H club and project leaders are expected to:

- Complete a leader enrollment application and volunteer screening form.
- Participate in leader trainings as available and appropriate
- Hold educational meetings to help youth increase their knowledge and skills
- Guide 4-Hers in the planning of their club program and projects
- Build youth and adult partnerships
- Provide appropriate supervision at club activities
- Pay leader dues and pass the volunteer screening procedures required of volunteers.
- Follow club and county guidelines

VOLUNTEER CONDUCT

Working with youth in the Montana Extension 4-H youth development program is a privilege and honor. Volunteers and Extension staff are expected to be positive role models. At the same time, volunteers must abide by established rules of conduct for 4-H events and activities. As part of their service, volunteers sign a Montana 4-H Volunteer Agreement and Standards of Behavior Form.

Any volunteer in Montana 4-H, who has direct contact with youth, will not be approved to serve in an official capacity until he/she has successfully completed the volunteer certification process, including background checks, and signatures on all appropriate paperwork. The County Extension Agent will be notified by the 4-H Center for Youth Development of the background check results. It is the discretion of the County Extension Agent to determine if volunteers not having direct one-on-one contact should also participate in the volunteer certification process.

Volunteer Chaperones at state events are expected to do the following:

- Coordinate plans with the County Extension Agent and assist as a chaperone for the entire county delegation in addition to the specific group assigned him/her. Have fun and participate fully in the program and attend all events and activities with youth.
- Abide by the 4-H Volunteer Agreement and Standards of Behavior.
- Communicate with the Event Coordinator matters related to arrival, departure, lodging, healthcare and any relevant emergency information.
- Serve as a positive role model and example for youth and other chaperones.
- Inform county agents of any disciplinary matters or items of concern with youth or other adults

Montana 4-H reserves the right to deny any person the opportunity to participate in 4-H activities if the person's conduct poses a potential threat of injury to persons or property, substantially interferes with the orderly operation of the 4-H program or endangers the safety and security of others. Volunteers who are not serving as positive role models for youth or who are under the influence of drugs or alcohol while serving as a volunteer may also be removed from their leader role. Volunteers serve at the pleasure of the University and may be dismissed at any time. Persons denied participation in 4-H activities will be provided a written notice of the reasons for the decision. The decision may be appealed according to the procedures outlined below.

APPEALS - Volunteer staff may appeal denial of participation or other disciplinary action by submitting a written request for reconsideration to the County Extension Agent within ten (10) calendar days of the receipt of the notice. If the County Extension Agent made the disciplinary decision, the appellant shall send the written request for reconsideration to the Director of the 4-H Center for Youth Development within ten (10) calendar days of the receipt of the notice. See section 10 for additional guidelines related to the grievance procedure. The decision of the Director of the 4-H Center for Youth Development shall be final.

PROJECTS AND ACTIVITIES

State and local projects, activities and events are open to all youth who meet eligibility requirements for the specific project, activity or event. Requirements and regulations shall be clearly stated in the support materials for each project, activity or event. The 4-H Center Event and Activity Handbook, available on the website, serves as a resource for many of the statewide events and activities offered.

The 4-H Center for Youth Development, in conjunction with the sponsoring group, board, or Committee, shall be responsible for developing the requirements and regulations and resolving conflicts for state projects, activities and events.

The local Extension agent in conjunction with the local sponsoring group, board, or committee shall be responsible for developing the requirements and regulations and resolving conflicts for local projects, activities and events.

Participants in any part of the 4-H program (project, activity, event, etc.) are encouraged to achieve the goals and objectives for that specific part of the 4-H program. **A 4-H member who does not attain the goals and objectives that have been set for any one part of the 4-H program may be excluded from participating in other parts of the 4-H program (including projects) or from reenrolling in 4-H.** The decision for exclusion should be made on an individual basis and extenuating circumstances carefully evaluated.

Projects provide the basis of the 4-H program by offering various educational experiences. Carrying out a project will help the member "learn by doing" as well as learn "why" things happen the way they do.

The project is a *teaching tool* that can be used to develop many desirable traits in addition to the more evident project skills. Project work is a means to an end and not the end in itself. The development of the individual is the most important consideration. There are over 200 projects from which to choose educational experiences. Most of the projects have been planned with several phases so that a member may advance to more difficult and challenging activities as he or she develops knowledge and skill. 4-H projects take on a wide variety of interests and activities and are designed to attract members regardless of where they live, economic status, or race. 4-H members can even enroll in a project called "Self-Determined" and follow their interest as an independent study.

How Do You Select Projects?

Projects are selected early in the 4-H year when enrollment forms are filled out. Usually, younger members should limit their projects to one or two. Older, experienced members are able to complete several different ones, including those that are more difficult.

Parents and members should know and fully understand what is expected of the 4-Her before enrolling in the project.

In selecting projects consider:

- Does it meet the needs and interests of the member?

- Is the project in keeping with age and ability (physical and mental) of the member? Will it challenge him or her educationally?
- How much time does the member have and how much time does the project require? During which season of the year will most of the activity of the project be accomplished?
- Is the project acceptable to you as parents and does it fit into the family needs and situation?
- How much will the project cost?
- Is adequate space and equipment available at home?
- Is there an opportunity for ownership and management responsibilities?
- Are there leaders to help with the project, or are you willing to help the member with the project?

PROJECT MANUALS

As an educational program, 4-H provides "textbooks" for youth (students) to aid in their learning and growth. These project materials are a required part of each project. Youth cannot participate in a 4-H project and be an active part of an organized project club without using the required project manuals to guide their learning experiences.

PROJECT COMPLETION

Records **must be completed** in order to successfully complete a project. Each county determines the minimum criteria for their county and shares them with all members at the beginning of the 4-H year. Accommodations for youth with special needs may require a revision of these expectations on a case-by-case basis. Recommendations for determining project and record book completion including "gold seal" criteria can be found on the 4-H web site.

In the same way as project books guide the learning experiences, recordbooks are also a required part of EVERY project. Record keeping is an integral and necessary part of every 4-H project and required as a part of the 4-H club experience. Records are not to be judged for awards, nor placed using ribbons or other quality indicators. They should be reviewed only for completion. In the same way, project manuals SHOULD NOT be judged.

All 4-H members are expected to keep their records up to date and to complete their records as a part of project completion. Completion of record books may be used in selecting teens for leadership roles and/or participation in other events and activities.

The minimum set of records that must be completed consist of at least two forms: My 4-H Year, Project & Financial Journal or the Animal Journal. In order to receive a "Gold Seal of Excellence," each member must complete a set of records for EACH project in which he/she is enrolled after the county "drop/add" deadline. Complete sets of records include the eight criteria listed on the Record Book Completion Check Sheet.

The minimum requirement for successfully completing a project in Gallatin County is listed on the Project Award Forms found in the Extension office or on the website.

COUNTY AWARDS AND RECOGNITION

Project Awards for Members

Gallatin County 4-H project awards are available to members enrolled in any 4-H project.

All award nominations are reviewed at the end of the 4-H year by the Awards Committee; a standing committee of the Gallatin 4-H Unlimited Leaders Council. A solo nominee in any 4-H project does not guarantee a County 4-H Award. Those nominees found not worthy of an award will receive an Honorable Mention certificate at the Gallatin County 4-H Awards Ceremony.

To be eligible for an award, members must finish the requirements for at least one project and submit their up-to-date record book to their 4-H club leader(s), project leader, or the Extension office.

Special County Recognition Awards – Members

Members are strongly encouraged to begin the 4-H Achievement Journal for recognition of either the 4-H Member of the Year or the 4-H Club Member of the Year.

- **4-H Member of the Year Award** – presented at the Gallatin County 4-H Awards Ceremony each fall. Award includes a cash scholarship.
- **4-H Club Member of the Year Award** - presented at the Gallatin County 4-H Awards Ceremony each fall. Award includes a cash scholarship.
- **Gallatin 4-H Foundation Scholarship** – presented at the Gallatin County 4-H Awards Ceremony each fall. Awarded to a high school senior who is planning to study an agriculturally related major in higher education.

Special County Recognition Awards – Leaders

- **Gallatin County Outstanding 4-H Leader of the Year** – presented at the Gallatin County 4-H Awards Ceremony each fall. Nominated by parents, members, leaders, extension agent, or the Award Committee.
- **Gallatin County Outstanding 4-H Alumni Award** – Awarded to a 4-H Alumni who has contributed to the 4-H program since their membership. Presented at the Gallatin County 4-H Awards Ceremony each fall Nominated by parents, members, leaders, extension agent, or the Award Committee.
- **Gallatin County Friend of 4-H Award** (or Partner in 4-H Award) – Presented to an individual or business who has made an outstanding contribution to the Gallatin County 4-H program. Presented at the Gallatin County 4-H Awards Ceremony each fall. Nominated by parents, members, leaders, extension agent, or the Award Committee.

- **Gallatin County Outstanding 4-H Project Leader of the Year** – Presented to a 4-H project leader who has made considerable contributions to the education of 4-H youth. Presented at the Gallatin County 4-H Awards Ceremony each fall. Nominated by parents, members, leaders, extension agent, or the Award Committee.
- **Gallatin County Outstanding 4-H Club Leader of the Year** - Presented to a 4-H club leader who has made considerable contributions to the education of 4-H youth. Presented at the Gallatin County 4-H Awards Ceremony each fall. Nominated by parents, members, leaders, extension agent, or the Award Committee.
- **Gallatin 4-H Unlimited Leaders Council Member of the Year** - Presented to a Gallatin 4-H Unlimited Leaders Council member who has made an outstanding contribution to the council and to the education of 4-H youth. Presented at the Gallatin County 4-H Awards Ceremony each fall. Nominated by parents, members, leaders, extension agent, or the Award Committee.
- **Gallatin 4-H Market Livestock Committee Member of the Year** - Presented to a Gallatin 4-H Market Livestock Committee member who has made an outstanding contribution to the council and to the education of 4-H youth. Presented at the Gallatin County 4-H Awards Ceremony each fall. Nominated by parents, members, leaders, extension agent, or the Award Committee.
- **Gallatin 4-H Foundation Member of the Year** - Presented to a Gallatin 4-H Foundation, Inc. member who has made an outstanding contribution toward the goals of the Foundation and to the education of 4-H youth. Presented at the Gallatin County 4-H Awards Ceremony each fall. Nominated by parents, members, leaders, extension agent, or the Award Committee.
- **New 4-H Project Leader Recognition Award** – Presented to a Gallatin County 4-H Leader who has done an exceptional job in the development of a new or re-organized 4-H Project. Nominated by parents, members, leaders, extension agent, or the Award Committee.
- **New 4-H Club Leader Recognition Award** – Presented to a Gallatin County 4-H Leader who has done an exceptional job in the development of a new or re-organized 4-H Club. Nominated by parents, members, leaders, extension agent, or the Award Committee.
- **Gallatin County Outstanding 4-H Co-Leader of the Year** – Presented to a 4-H leader who has made considerable contributions to the education of 4-H youth in various clubs or projects. Presented at the Gallatin County 4-H Awards Ceremony each fall. Nominated by parents, members, leaders, extension agent, or the Award Committee.

FINANCIAL SUPPORT

One of the priorities of the Gallatin Unlimited Leaders Council and the Gallatin 4-H Foundation is to provide the necessary funding to the many events and activities the 4-H program offers and sponsors. In order to do so, fundraising efforts must include the participation and help of everyone in the 4-H community.

In addition, it is the expectation of Gallatin 4-H for those who receive the benefit of a sponsored event, to in turn, report to the Council or the Foundation regarding the experience and how it will benefit the 4-H program. An additional form of follow up is also required. In order to be eligible to attend Council or Foundation financially supported trips, (i.e. State and National 4-H Congress, Montana and Washington Citizenship Seminar, Denver Stock Show, Rec Lab, Leaders Forum, etc.) members and leaders must be enrolled in 4-H and members must have an up-to-date record book.

FINANCIAL SUPPORT FOR MEMBERS, LEADERS, CLUBS, & PROJECTS

4-H members, leaders, project committees and clubs can submit a request for financial support. Financial assistance from Gallatin County 4-H will be determined in part by the youth's/leader's participation in an established club or project (i.e. leadership positions, officer role, past participation in county, regional or state events) and his/her commitment to continue in the project or community club. All monetary requests will be carefully reviewed and considered. To support the worthy efforts in all areas of Gallatin County 4-H and to uphold their mission, the Gallatin County Unlimited Leaders Council and the Gallatin County 4-H Foundation will fund requests to those that best benefit the Gallatin County 4-H program. Based on board approval and funding availability, funds will be reimbursed for expenses incurred.

To request financial support, complete the Gallatin County 4-H Financial Support Request Form found at the Extension Office, by mail, or online.

Deadline for request: Financial requests for the Gallatin County Unlimited Leaders Council must be received in the 4-H office by 5:00 pm the second Monday of the month for review at the Leaders Council meeting. The Council meets on the second Tuesday of the month. The Council might fund the request in whole or in part and/or will forward their recommendations for funding to the Gallatin County 4-H Foundation. Financial requests for the Gallatin County 4-H Foundation must be received in the 4-H office by 5:00 pm the fourth Wednesday of the month for review at the Foundation meeting which meets the fourth Thursday in the months of January, April, July, and October. Requests for reimbursement must be received within 3 months after the date of the event. Hardship exceptions will be taken into consideration.

TRAVEL

MSU Extension 4-H programs schedule a number of activities and events which involve travel by way of motor vehicle. When part of the activity or event, the authorized organizers of these activities and events may coordinate, arrange, and/or provide transportation for 4H participants. All participants are expected to utilize this transportation, as it is provided, unless written permission from the 4-H participant's parent(s) or legal guardian is obtained by use of a "Permission to Travel by Personally Owned Auto or Permission to Travel with Others" form.

MSU Extension 4-H recognizes that there are circumstances wherein the 4-H participant may be required or chooses to provide his/her own transportation in conjunction with scheduled 4-H activities or events. MSU Extension 4-H may allow 4-H participants to opt out of the transportation provided by the authorized 4-H event organizers. In order to opt out of the travel requirements set forth by the authorized 4-H activity or event organizers, the participant and parent/legal guardian must authorize and request this alternative to 4-H provided transportation by completion of the above mentioned form.

CHAPERONES

There must be a chaperone from each gender represented in the county delegation. Exceptions for small delegations would be at the discretion of the 4-H agent. Chaperones must be at least 21 years of age and a dues-paying leader with clear background check. Chaperones shall follow the code of conduct for 4-H events as recognized in the Montana 4-H policy. Adult chaperones driving a car to any 4-H state sponsored event approved by Gallatin County Unlimited Leaders Council will be reimbursed for gas.

FINANCIAL POLICIES AND PROCEDURES

Those who raise funds under the 4-H name and emblem are ultimately accountable and responsible for their appropriate use. Under U.S. Department of Agriculture and Montana State University guidelines, the county MSU Extension office is authorized to monitor such accounts and request reviews or audits of all transactions related to finances in 4-H clubs, 4-H Councils and other groups operating under the 4-H name and emblem. This responsibility by MSU Extension for oversight of financial transactions gives the County Extension Agent the authority to remove club leaders or others responsible for handling 4-H funds based on evidence of misappropriation or mismanagement of funds.

4-H clubs or groups are public groups, open to all without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital and family status. Because 4-H is a public organization, it is not “owned” by individuals the way a company is owned - 4-H is owned by the public. Likewise, the club – not any one member, leader or group owns money a club receives from dues and fund-raising events. Ultimately, 4-H club leaders are responsible for sound fiscal management and oversight of the funds in each of their clubs. Additional guidelines for agents and leaders are located on the National 4-H Headquarters web site at www.national4hheadquarters.gov.

The Internal Revenue Service (IRS) recognizes the tax exemption status of 4-H clubs and affiliated 4-H organized and operated under the guidance and control of Extension. This guidance and control must be in keeping with the “Regulations Governing the Use and Authorization of the Name and Emblem of 4-H Club Work” available on the Montana 4-H web site at www.montana4h.org under “Resources” and found in every county extension office.

The federal income tax exemption status for 4-H organizations is a privilege, but also carries a responsibility for openness and accountability. This tax-exempt status provides opportunities to expand 4-H programs to serve important needs of youth by enabling taxpayers—individuals and businesses—to claim deductions for contributions to 4-H. Whether a contribution is tax deductible should be determined by the individual or business in consultation with a tax advisor and is not determined by the county extension program.

4-H organizations eligible for federal income tax exemption must be chartered 4-H clubs and duly authorized affiliated 4-H organizations—under the control of Cooperative Extension and Updated May 2017 officially recognized by the state 4-H program, 4-H National 4-H Headquarters and the IRS. Bank accounts must not be under an individual's social security number but rather an EIN.

4-H BANK ACCOUNTS

It is recommended that MSU Extension Agents be listed on 4-H accounts as approved signatories in order to have access to bank records and be able to review or close bank accounts. The responsibility and authority of Extension Agents with regard to such 4-H funds is limited to providing oversight and ensuring that they are used to support the quality of the 4-H program.

They should not sign checks UNLESS there are compelling, extenuating circumstances that require this authority in unusual or extreme situations. If this is the case, the MSU Extension Agent must request a waiver from this policy from the Regional Department Head and document it in writing.

All bank statements, receipts, cancelled checks, checkbooks, savings account books and the Montana 4-H Treasurer's Handbook (#5242), will be made available to the County Extension Agent or his/her designee who requests them for annual financial reviews. This policy has been formed to guarantee funds are reviewed regularly and appropriately by an independent committee appointed by the agent and/or County 4-H Council. The purpose is to ensure consistency in handling funds and accountability for the use of the funds.

The Annual Financial Summary Report, included in the Montana 4-H Treasurer's Handbook (#5242), and any other requested financial review forms must be turned in to the MSU County Extension office annually and be available at any time upon request by MSU Extension staff. The Montana 4-H Youth Program is part of Montana State University Extension, which is, as its name suggests, part of Montana State University. The Annual Financial Summary Report, required of all 4-H groups, is how MSU Extension-related 4-H clubs assist the university in fulfilling its obligation of fiscal accountability to the residents of Montana. These records must also be available for public inspection as per IRS regulation. The Annual Summary Financial Report and any supporting documents are due to the MSU County Extension office at the completion of the 4-H year (September 30). A copy should be kept on file in the county office and a summary spreadsheet of county 4-H accounts sent to the 4-H Center for Youth Development no later than January 15 of each year.

IRS 990 filings are an annual obligation of each 4-H group. The appropriate form to file is dependent on total gross receipts. As of 2012, an e-postcard is filed by groups with gross receipts of less than \$50,000 with those over \$50,000 filing a 990ez or 990. A tax professional should be consulted for advice regarding filing requirements. A copy of evidence of filing should be kept on file in the county extension office and sent to the 4-H Center for Youth Development immediately upon filing by the designated tax deadline.

GALLATIN COUNTY 4-H ULC FINANCIAL TRACKING PROCEDURE

Money collected through enrollment fees, donations, and other registrations through the office will be receipted in and tracked through use of Accounting Software and provide monthly reports of money management.

Funds Received:

Money collected by office staff will be receipted onto sequential numbered receipts and documents on who provided the money and what the money is to be applied to.

Money will be stored in a lockable drawer, along with the \$200 petty cash.

A bank deposit will be made as often as needed but not waiting longer than 30 days.

The process for making a bank deposit will be:

1. Office Admin will provide paper receipts, cash, and checks to 4-H Assistant
2. 4-H Assistant will verify paper receipts and money match.
 - a. If errors, Office Admin and 4-H Assistant will communicate errors before making edits.
3. 4-H Assistant will complete deposit summary via excel sheet and make computer deposit into Accounting Software.
4. The Treasurer will be notified that there is a deposit ready to go to the bank.
5. The treasurer will verify paper receipts to deposit summary excel sheet and computer deposit report.
 - a. If errors, the treasurer and 4-H Assistant will communicate errors before making edits or taking deposit to the bank.
6. The treasurer will sign off on the deposit summary sheet and file away with paper receipts.
7. The treasure will complete the deposit ticket and take money to the bank with a copy of the deposit summary; and return with a printed bank receipt of the total deposit made.
8. The bank receipt will be attached to the paper receipts, and deposit summary, and filed away for auditing purposes.

Expenses

Bills and expenses should be paid to vendors in a timely manner. Signers on the bank account should include at least 3 ULC members, and the 4-H agent. No signer may hold the office of Treasurer. In order to update signers on a bank account, it needs to be addressed at a ULC meeting and voted upon. Meeting minutes need to reflect signers full names, the bank accounts those signers will be on and the Gallatin 4-H ULC Tax ID Number.

1. Checks for operations and events need to be submitted asap and no more than 30 days outstanding and need to be correctly matched to budgeted line items.
 - a. Expenses that are a part of the Gallatin County Unlimited Leaders Council budget can be reimbursed by filling out an expenditure reimbursement form and turning in receipts or invoices to the County Extension Office.
 - b. Expenses in excess or not included in a budget shall come before the council for approval.
2. Checks for reimbursement from side accounts to volunteers or vendors need to be submitted asap and no more than 30 days after an event along with the "Expense Authorization Form"

Checks should be written as needed but waiting no longer than 2 weeks and signers will be notified that checks are needing to be signed asap.

Once checks are printed from Accounting Software and signed by 2 signers, the check stub and original receipts will be attached together and filed by check numerical order for auditing purposes. Checks should be mailed out or given directly to payee.

Expenses that are a part of the Gallatin County Unlimited Leaders Council budget can be reimbursed by filling out an expenditure reimbursement form and turning in receipts or invoices to the County Extension Office.

Expenses in excess or not included in a budget shall come before the council for approval.

Report on Money Management

In order for ULC to make financial decisions at meetings, reports need to be updated and printed and the check book balanced prior to meetings.

1. After the 1st of the month the 4-H Assistant will access the accounting software to balance the checkbook, add any interest for invested money, and create reports.
2. Reports need to provide the following information:
 - a. Reconciliation report – includes outstanding checks that have not cleared the bank account.
 - b. Budget report- includes total budget established and how much has been spent in each budgeted line item.
 - c. Profit and Loss Detail Report- includes all details of budget report, not just balances
 - d. Balance Sheet- includes side account balances, checking account balance, money market balance, and CD balances.
 - e. Side Account Report- includes all details of side account spending.

FUND-RAISING

4-H clubs may choose to finance their activities through their own fund-raising activities. Fundraising should be done for the good of the total group, consistent with the county 4-H fundraising policies and to support 4-H activities. Fund raising should not be the main focus of group activities nor exclude any individual from participation. Clubs are expected to support the financial needs of the total group and assist with participant costs in county, state, national and international programs whenever possible. Soliciting funds from statewide businesses or organizations should be coordinated with the Montana 4-H Foundation.

Fund solicitation by clubs should be kept to a minimum and undertaken only after consultation with the County Extension agent responsible for 4-H and the County 4-H Council. To maintain good will, repeated calls upon local supporters should be avoided.

4-H events and activities, including raffles, must have a clear educational goal or purpose and should be primarily for the benefit of 4-H members. Any event sponsored for the purpose of raising funds, should be limited to fund raising to support the educational mission of 4-H.

For any event or activity involving entry fees, raffle ticket sales, registration, etc., and where funds are collected, appropriate financial management practices should be followed. Detailed accounting for income and expenses following the steps outlined in the Montana 4-H Treasurer's Book is required. A financial report must be given to the county Extension agent within 60 days after the conclusion of the event. If such reports are not filed, an investigation will be conducted.

Funds from 4-H events may not be divided up amongst individual club members or otherwise used for personal, rather than 4-H, related expenses. For official 4-H events for which funds are raised, the revenue must be placed in an account to be used by the sponsoring club or 4-H entity. Contributions earmarked by a donor for a particular individual are treated, in effect, as a gift to the designated individual and are not deductible as charitable contributions.

Games of chance, lotteries, betting activities involving money, and other related kinds of activities do not support the mission of 4-H and should not be engaged in.

Food Policy

Serving Food can put Gallatin County 4-H at risk if proper policies and care are not followed. For any event that a club, project or committee holds that sells food must follow Montana Food and Health Laws and Gallatin County Food Service Policy. In order to sell food, it is the responsibility of the person in charge to get a Temporary Food License from the Gallatin Health Department and provide the approved form to the Gallatin Extension Office two weeks before the event. For any youth cooking and serving food, Child Labor Laws need to be followed. If using a catering business, the business must provide a copy of their business food license to make sure they are currently registered with the state.

Bingo

Bingo is considered gambling in the state of Montana and as such must be registered and approved through the State of Montana – Department of Justice: Gambling Control Division. Guidelines for this type of activity, provided by the State Gaming Office, must be followed.

Fifty-Fifty Fundraising

Montana 4-H does not condone nor support 50/50 type fund-raisers or raffles. These fund raisers are not to be conducted under the auspices of 4-H nor associated with the 4-H name and emblem.

Raffles

The purpose of conducting raffles under the name of 4-H should be to support the educational programs of 4-H. Funds raised under the name of 4-H belong to 4-H and must be used only for the 4-H program and its participants. As a guideline, 4-H clubs should be conducting raffles only where a product is awarded to the winner and not as cash. Products should be of good quality and should represent the organization well. The cost of raffle tickets cannot be deducted by individuals as charitable contribution to 4-H as raffles are considered a form of gambling. For non-profit organizations like 4-H, there is no formal state permit required to conduct raffles. 4-H groups wanting to hold a raffle should check with their local County Commissioners' or Tribal Council office to comply with county/reservation requirements. Some officials will require an accounting of the raffles, while others will not. Be sure to ask if there are any regulations about 4-H youth (minors) selling raffle tickets. Neither non-profit nor for-profit groups can solicit outside the state, but they can go across county lines. A 4-H group conducting a raffle should check with the County Commissioners or Tribal Council where the drawing will be held about any requirements for raffles.

Handling Funds from Disbanded Clubs Any 4-H club or group that disbands with money left in its account must turn those funds over to the county 4-H council or county MSU Extension office within a minimum of six (6) months after disbanding. All property belonging to the club must be disbursed in the same manner. Club members may request the money be used for specific 4-H programs within the club, county or state. This request, acted on by the county 4-H council in cooperation with the Extension agent responsible for 4-H Youth Programs at the time of club dissolution, should be documented. When a 4-H unit is disbanded, the state 4-H Center must be notified so that the EIN number can be cancelled for the group.

Handling Funds in Clubs That Split If a club or group decides to divide itself (because it has become too large or meeting schedules don't work for all members), and is creating more than one recognized and properly registered club or group; the funds from the original club must be

evenly disbursed, based on membership, in each club. Dollars are not to be dispersed to members on an individual basis. If a portion of the club membership voluntarily decides to leave an existing club and form a new club, the members of the old club may choose, by voting, to provide the new club with a portion of the funds from the original club. However, any sub-group that decides to leave an existing club is not automatically entitled to any funds from the original club. Leaving an existing club to start a new club relinquishes any claim to funds from the original club, regardless of the amount of previous fund-raising efforts provided by individual members. 4-H monies do not belong to individuals.

Handling Complaints

A complaint made by 4-H members, leaders or parents of any club about the disbursement of 4-H funds must be investigated by the MSU extension agent responsible for 4-H youth programs. Issues of this nature can be avoided if clubs have kept their books up-to-date and followed the financial policies and procedures as outlined in this document and the club Treasurer's book.

Dispersal of Money from Statewide 4-H Events

When a statewide 4-H event or activity is held, it is the responsibility of the 4-H Center for Youth Development to oversee program development and implementation. Because it is a statewide event and the 4-H Center for Youth Development is involved, the Montana 4-H Foundation has an obligation to provide support, if the event/activity is included in the Foundation budget. Both the 4-H Center for Youth Development and the Montana 4-H Foundation office are accountable for the details surrounding the activity/event.

In most cases, the 4-H Center for Youth Development will partner with a District, host County or statewide committee to conduct a statewide event/activity. This ensures more comprehensive planning for the program and considers the geographic challenges of the state.

Any funds left from hosting a statewide 4-H event or activity should follow the guidelines listed below and dispersal of funds should be according to the outlined formula:

- This dispersal applies only if there is over \$50 left in the event/activity account. If the amount is less than \$50, the hosting entity may keep the funds.
- A budget showing expected income and expenses must be developed by the sponsoring group.
- A request for a budgeted amount must be made to the Montana 4-H Foundation prior to October 1 of each year.
- Event accounts must be connected to a local or state 4-H entity such as the County 4-H Foundation, the County 4-H Council, the Montana 4-H Foundation or the Montana 4-H Council. A separate account may be established, but it must be under an official 4-H tax identification number obtained by a one of the entities listed above.
- Any loans must be paid prior to distributing final balances. An ending financial summary must be submitted for review to ensure accountability.
- If the event/activity has a positive balance after all expenses are paid, the money should be distributed as follows:

Up to \$500 remains in the host county, district or with the event/activity committee for distribution.

The remainder is divided equally between the host entity and the Montana 4-H Foundation --- Event/Activity Account. The account will be capped at \$10,000. Any monies over the \$10,000 will be made available for supporting future statewide events and activities. The 4-H Center Director, in consultation with staff, will make the decision as to how excess funds are spent. An event/activity may have a negative balance due to unexpected challenges. Following approval by them, expenses will be paid by the Montana 4-H Foundation using the Event/Activity Account first and supplemented by general fund dollars.

GUIDELINES FOR FUNDRAISING, SPONSORING or CO-SPONSORING EVENTS AND ACTIVITIES UNDER THE 4-H NAME AND EMBLEM

The following criteria are guidelines for counties to use in authorizing 4-H events and activities where other organizations desire to use the 4-H name and emblem, membership or staff in promoting, organizing and conducting an event or activity.

1. 4-H events and activities must have a clear educational goal or purpose and should be primarily for 4-H members and/or leaders. The purpose for raising funds should be to support the educational mission of 4-H.
2. Any new 4-H fund-raising projects should be approved by the county Extension agent. Funds raised under the name of 4-H belong to 4-H and must be used only for the 4-H program and its participants.
3. All official 4-H events and activities must provide appropriate adult supervision.
4. Only approved 4-H events may use the 4-H name and emblem in promoting the event. Written approval of the event and the approved use of the 4-H name and emblem must be obtained from the Extension agent for any new events. If such approval is not given, the group may not use the 4-H name and emblem.
5. The Extension agent must be informed of the official start date and end date.
6. 4-H participants in 4-H sponsored events must be covered by accident insurance. Youth who are not members of organized clubs should be included as a group enrollment and insurance purchased for the specific event.
7. For any event or activity for which funds are collected (for example, entry fees, registration, etc.), appropriate financial management practices should be followed, with a detailed accounting for income and expenses following the steps outlined in the 4-H Treasurer's book. A financial report must be given to the Extension agent within 60 days after the conclusion of the event.

For official 4-H events for which funds were raised, and if revenue is generated from the event, those proceeds reside with the sponsoring club or 4-H entity. Funds are not to be divided amongst individual club members. If a loss occurs, the sponsoring 4-H club or entity is responsible for covering the loss, not the county, region or state.

GALLATIN COUNTY 4-H ASSET POLICY

Gallatin County 4-H requires that assets valued at \$25 or greater, whether purchased, constructed, gifted/donated, be accounted for. The asset policy has been developed to provide the 4-H community with the information necessary to:

1. Properly identify assets owned by 4-H.
2. Ensure that the assets owned by 4-H are properly acquired, safeguarded, controlled, recorded and disposed of.
3. Provide physical inventory ensuring that assets are properly identified, tagged and that authorization is obtained for all transfers, trade-ins and disposals.
4. Record the location of all assets.

In general, all assets are owned by 4-H and not a specific club, project, or other operating unit. Clubs and projects that have raised funds for the purchase of an asset or have obtained an asset through donations, hold the asset on behalf of the Gallatin County 4-H program. These assets are available to all 4-H entities for usage, subject to availability.

The Gallatin County 4-H Asset Acquisition Form must be completed when obtaining a new item. The following information must be filled in:

- 4-H club, project or organization and contact name: entity and contact person who is presently responsible for the acquisition/donation of the asset.
- Item/Description – make, model #, serial #: manufacturer brand name, identifies the type of design of the asset for the manufacturer, is normally engraved on a metal plate, attached to the asset by the manufacturer
- Date Acquired: Date item was purchased or submitted to asset inventory.
- Cost or Value: Purchase price or value of the item if previously owned and purchase price unknown.
- Place of Storage: Location where asset is currently being held.

The Gallatin County 4-H Asset Disposal/Trade-in Form must be completed when disposing of or trading in an asset. The following information must be filled in:

- 4-H club, project or organization and contact name: entity and contact person who is presently responsible for the disposal/trade-in of the asset.
- Item/Description – make, model #, serial #: manufacturer brand name, identifies the type of design of the asset for the manufacturer, is normally engraved on a metal plate, attached to the asset by the manufacturer.
- Date of Disposal: Date item was removed from the asset inventory.
- Reason for Disposal/Trade-In: Why asset is being removed from inventory.
- Method of Disposal: How is item being disposed (i.e. garbage, trading-in, no longer needed and selling).
- Amount Received: Price or value of the item if being sold.
- Trade-In Amount / On What?: Price or value of item given for trade-in on new(er) item. New asset acquisition form needs to be filled out.

EQUIPMENT LOAN AND USAGE POLICY

1. The equipment (i.e. cotton candy machine, and other equipment to be added soon) will be available for usage to:
 - a) Any 4-H Club
 - b) Any 4-H Committee
 - c) Any 4-H Member for a 4-H related activity
 - d) MSU Extension Staff
 - e) Non 4-H Entities
2. The equipment may be checked out the last working day before the event for which it is to be used and returned the first working day after the event, unless prior arrangements have been made. Checkout may not exceed a calendar week. Special circumstances may be taken into consideration for an extended check out time.

3. Requests for reserving the equipment may be made by contacting the Gallatin County Extension Office. Reservations for use will be on a first come, first serve basis, subject to availability.
4. All consumable items will be purchased by the user.
5. A non-refundable usage fee (see rates below) and a refundable cleaning/damage deposit of \$25 will be assessed at the time the equipment is checked out. Monies will be deposited into the Gallatin County Unlimited Leaders Council.
6. Refundable deposit of \$25 will be returned upon return of equipment in as good condition. Deposit will be kept on equipment that is broken, unclean, and/or misused. Users will be responsible for any and all damage or misuse of the equipment exceeding the \$25.00 deposit.

The borrower agrees to follow all precautions for proper care of this piece of equipment and understand that they are responsible for any damage and misuse of the equipment. The borrower understands that their deposit will not be returned if the equipment is returned in unsatisfactory condition: broken, unclean or misused. By doing so, they understand and assume all the risks associated with the use of the stated equipment. They assume all responsibility for any injury or illness sustained while utilizing the equipment.

RATES:

Cotton Candy Machine Rate: A non-refundable usage fee of 10% of total sales for 4-H fundraisers, 20% of total sales for a 4-H member participating in a non 4-H fundraiser and \$25 cleaning deposit for each group. Members not participating in a fundraiser will pay \$10 for 4-H entity usage and \$25 for non-4H entity usage.

RISK MANAGEMENT AND INSURANCE

The Montana 4-H Center has a Montana 4-H Volunteer and Risk Management Guide to provide guidance and direction in controlling risk and protecting staff and participants. This guide is located on the Montana 4-H Website, www.montana4h.org. While risk cannot be completely eliminated from 4-H activities, prudence should be followed in planning, organizing and conducting programs and activities. All staff and volunteers are expected to be familiar with and adhere to “best practices.” Some programs such as camp (see “Recommended Practices for Summer Camp” on the Montana 4-H web site at www.montana4h.org) and shooting sports have specific recommendations while others follow general guidelines found in this and other documents in print and on the Montana 4-H web site.

ACCIDENT INSURANCE

It is recommended that all 4-H clubs utilize year-round accident insurance. In other words, all county activities should either—

- Require that all participants have accident insurance
- Provide accident insurance, or
- Require a legal document from parents/guardians of participants assuming all responsibility for providing insurance.

Policies are available from a variety of companies, such as American Income Life (www.aillins.com). Some companies and policies will cover many 4-H activities. Others are for specific programs only.

All Gallatin County 4-H Members and Leaders enrolled in Gallatin County 4-H are covered under a limited supplemental medical insurance policy provided by the Gallatin 4-H Unlimited Leaders Council through American Income Life Insurance Company. A portion of the dues paid to enroll in 4-H are used for this expense. The Council covers the cost of insurance (\$1.00) for each registered member and leader while participating in or attending regularly approved and adult supervised group activities. For horse members and horse project leaders the cost of insurance is \$2.00. For more information contact the 4-H Extension Agent.

LIABILITY INSURANCE

Montana State University’s liability insurance covers MSU Extension personnel and 4-H leaders who, in their scope of duties, are required, requested, or authorized by the MSU Extension to carry out programming responsibilities. Certificates of proof of coverage for 4-H programs (such as when private horse arenas or other meeting places are used) are available from the MSU Safety & Risk Management Office by contacting the Extension Office.

Volunteer Liability - 4-H volunteers acting in an official capacity for the MSU Extension Service are, in part, carrying out the business of the Extension Service. To that extent they are covered by Section 2-9-305, MCA 1983, which provides them with liability protection (not accidental or medical insurance) while acting within the course of their official capacity as a 4-H leader unless the claim is based upon intentional tort or felonious act.

MEDICAL AUTHORIZATION

A medical authorization form is required for each member and leader serving as a chaperone in order to participate in any activities when travel or overnight stays are involved. One copy of the completed authorization form should be kept with the member and one copy should be kept with the adult responsible for the member for the duration of the event and for travel to and from the

event. Some parents object to signing medical authorizations for personal or religious reasons. In such cases, parents can choose to accompany their children to 4-H events and make themselves available to provide medical authorization in the event of an accident.

The following forms are available from the 4-H web site at www.montana4h.org:

- Health Statement and Medical Release Form for 4-H Youth and Adults
- Media Release Form
- Permission to Travel by Personally Owned Auto or, Permission to Travel with Others
- Permission and Assumption of Risk for Participation in 4-H Horse Projects
- Horse Helmet Policy and Acknowledgement of Education Form
- Permission and Assumption of Risk for Participation in 4-H Livestock Projects

CHILD PROTECTION GUIDELINES

Montana 4-H has developed a policy statement on child abuse and neglect because of concern for the safety and welfare of children. As a youth development program, 4-H must take a firm stand to ensure that children are treated with respect and that their safety is guaranteed while participating in programs. In an effort to clarify Montana 4-H's position on this critical issue, the following policies have been adopted for use in all counties. In Gallatin County, a violation of any of the following policies must be reported IMMEDIATELY to the Gallatin County 4-H Extension Agent.

- **CORPORAL PUNISHMENT**

Montana 4-H, as a division of MSU Extension, abhors violence against children in all forms. Montana 4-H expressly prohibits the use of corporal punishment in settings where children are cared for or educated by 4-H volunteers and staff, and supports the use of appropriate disciplinary alternatives. Montana 4-H reaffirms its position that children have a right to a healthy and nurturing environment at all times. Appropriate disciplinary or corrective action for the offender will be taken when a volunteer or staff member's use of corporal punishment is identified and confirmed.

- **REPORTING SUSPECTED CHILD ABUSE/NEGLECT**

Sexual, physical, or emotional abuse of children is antithetical to the goals and values of 4-H and will not be tolerated nor condoned in the organization. Child abuse in any form affects a child's life during the abusive period but also affects the child long after he/she has become an adult. It is of utmost importance that suspected child abuse and neglect be reported to appropriate officials so that families have an opportunity to receive assistance. It is the policy of this organization that all volunteers who suspect that child abuse or neglect is occurring will make a report to the local Department of Public Health & Human Services.

- **PROPER BEHAVIOR OF SALARIED STAFF and 4-H VOLUNTEERS**

In order to protect individuals, salaried staff and volunteer staff are encouraged to avoid, where possible, being alone with a single child. Extension salaried and volunteer staff are not to socialize with 4-H members under the age of 18 outside of the Extension program activities. Salaried and volunteer staff are expected to conduct themselves as professionals in all interactions with 4-H members and leaders.

GRIEVANCE PROCEDURE

For those who feel aggrieved due to some action in the 4-H program, the following steps should be taken:

1. A written statement of grievance shall be filed by the party(ies) grieving the process or decision. The statement should include the following information:

- a. The date of the incident
- b. The name(s) of the people filing the grievance
- c. A complete statement describing the incident including all facts upon which the complaint is based
- d. Any rules, regulations, policies or procedures that have been violated, if any
- e. List of the names and addresses (preferably with phone numbers) of people who have been involved in the incident and their role
- f. Signatures of those submitting the grievance

2. Grievance Committee:

- a. A committee of 3-5 people will be appointed by the 4-H Extension Agent
- b. Narrow and define the issues related to the incident
- c. Gather information related to the incident which may include identifying and obtaining input from people reviewing the documents
- d. Identify other processes deemed necessary by the committee
- e. Prepare recommendations for the resolution of the grievance. The recommendations will be non-binding and no testimony used by the grievance process may be used for other purposes

3. Final Recommendation

- a. The final recommendation will be presented to the 4-H Extension Agent for final resolution.
- b. Grievance documents received will be considered confidential information. Extension Staff, Councils or Committees who may receive copies should not share them without the permission of the author and in consultation with the 4-H Agent. The intent of the grievance may be summarized and shared but sensitive information or that which may cause harm to individuals should be protected.

4. If the final resolution of the County 4-H Extension Agent is not satisfactory to the aggrieved party(ies), said party(ies) may file a grievance with the 4-H Center for Youth Development at the State level.

AFFIRMATIVE ACTION POLICY

The U.S. Department of Agriculture (USDA), Montana State University and the Montana State University Extension Service including the Extension 4-H program prohibit discrimination in all of their programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital and family status. Discrimination in the 4-H program is contrary to the purposes and policies of MSU Extension, Montana State University, the State of Montana, and the United States Department of Agriculture and is prohibited.

Participation in Montana 4-H and its programs is open to all interested youth regardless of race, color, national origin, gender, religion, age, disability, political belief, sexual orientation, and marital and parental status. Participation in some programs or aspects of 4-H may be subject to certain age requirements, specific enrollment deadlines, or specified ownership deadlines. These age requirements are detailed in the section titled "Youth Membership" and found in related project literature.

A participant, applicant for participation, professional or volunteer staff member, or any person needing accommodation because of a disability should request accommodation from the County Extension Agent.

Montana State University affords any participant, applicant for participation, or professional or volunteer staff member who believes he or she is or was discriminated against by the Extension 4-H youth program the right to file a grievance on grounds of discrimination. Complainants of discrimination, including harassment on the basis of race, color, national origin, gender, religion, age, disability, political belief, sexual orientation, and marital and parental status should be reported to the Updated May 2017 Human Resources/ Affirmative Action Office, Montana State University-Bozeman, Box 172430, Bozeman, MT 59717-2430. TDD (text telephone): 406/994-4191. Phone: 406/994-2042.

RESOURCE & SUPPORT MATERIALS

Unlimited Leaders Council – <http://gallatin.msuextension.org/4hyouth.html>

- financial assistance to member, leaders, clubs, projects

Gallatin 4-H Foundation – <http://gallatin.msuextension.org/4hyouth.html>

- financial assistance to member, leaders, clubs, projects

Montana 4-H Center for Youth Development: <http://www.montana4h.org/>

Montana 4-H Foundation: <https://www.mt4hfoundation.org/>

- People Partner Grants
- Innovative 4-H Programming

MSU Extension – Publications: <https://store.msuextension.org/>

Montana 4-H Center for Youth Development Resource Publications:

http://www.montana4h.org/#resource:Support_Materials

- For the Record: Guide to Completing Your Records
- Demonstrations

National 4-H Council: <http://www.4-h.org/>

National 4-H Headquarters: <http://www.national4-hheadquarters.gov/>

National 4-H Shooting Sports: <http://www.4-hshootingsports.org/>

4-H Mall: www.shop4h.org

APPENDIX

Forms and Waivers

(Available for pick-up at the Gallatin County 4-H Extension Office)

or

(Online at <http://gallatin.msuextension.org/4hforms.html>)

4-H Club and Committee Fundraiser/Sponsorship & Post Fundraiser/Sponsorship Form
4-H Enrollment Forms – to be completed online via <https://4h.zsuite.org/>
Youth Enrollment Form
Leader/Volunteer Enrollment Form – County form required each year
Leader Application Form – State 4-H Office required for all new Leaders
Leader Behavior and Agreement Standards – State 4-H Office required every year
Leader Disclosure and Consent – State 4-H Office required for all new Leaders
Leader Personal Background – State 4-H Office required for all re-enrolling Leaders
Ambassador Application Form
Animal Health Certificate Form – Vet Check Form
Award Application Forms
Camp – Medicine & Alternate Person to Pick-up/Drop Off
Camp Counselor – Counselor-in-training Application Form
Code of Conduct
Communication Day/Stir Ups Registration Forms
Equipment Loan and Usage Agreement Form
Expense Authorization Reimbursement Form
Financial Support Request Form
Media Release Form (<https://4h.zsuite.org/>)
Medical Release Form (<https://4h.zsuite.org/>)
Record Book Forms

BIBLIOGRAPHY

4-H Name and Emblem, Guidelines for Authorized Use, United State Department of Agriculture Extension Service, 1985.

4-H Risk Management, Youth Protection Policies and Procedures, State 4-H Office, Montana State University, September 1995.

Gallatin County Unlimited Leaders Council and Gallatin 4-H Foundation by-laws.

MSU Extension: Montana 4-H Program Policies & Procedures, October 2009.