

**University of California  
Cooperative Extension  
4-H Orange County**

**Youth Development Program  
Policy Handbook**

**2012-2013 Program Year**

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# University of California Cooperative Extension 4-H Orange County Youth Development Program Policy Handbook

## OVERVIEW

### HANDBOOK DEFINITIONS

As used throughout this handbook, the following terms will be understood as follows:

<b>“UC”</b>	University of California.
<b>“ANR”</b>	Agriculture and Natural Resources, a statewide network of UC researchers and educators dedicated to the creation, development and application of knowledge in agricultural, natural and human resources.
<b>“UCCE”</b>	University of California Cooperative Extension.
<b>“County”</b>	The local-level UCCE office, which is administered (led) by the UCCE County Director.
<b>“County Director”</b>	The administrator of the UCCE organization at the local level. Includes by inference any UCCE staff member to whom the UCCE County Director has delegated responsibility and/or authority.
<b>“UCCE 4-H YDP staff”</b>	Campus based specialists, advisors, and program representatives, located in the County (local) office and responsible for conducting the local UCCE 4-H YDP. All references to the UCCE 4-H YDP staff will include by inference the County Director, who has discretion to retain any of the responsibilities of the UCCE 4-H YDP staff, based on the County Director’s best judgment.
<b>“Statewide 4-H YDP Director”</b>	The Statewide 4-H YDP Director is the administrator and programmatic resource for the UCCE 4-H YDP throughout California.
<b>“4-H Adult Volunteer”</b>	A qualified individual who has been appointed as a 4-H volunteer by the County Director to assist UCCE in the execution of the 4-H YD program.
<b>“4-H Member”</b>	The term used to describe a 4-H youth between the ages of 5 and 19 years of age.
<b>“4-H Club”</b>	The term used throughout this handbook to denote any of the 4-H delivery methods (clubs, afterschool groups, special interest groups).
<b>“4-H Council”</b>	The term used throughout this handbook to denote the Volunteer Management organization at the county, regional or state level.

## **APPLICATION**

This handbook applies to all Orange County administrators, specialists, advisors, program representatives, other program support staff, advisory groups, volunteers, and youth associated with the 4-H YDP. In addition this handbook is not meant to be used as a replacement to the California 4-H Policies posted and regularly updated at the following url: <http://www.ca4h.org/Administration/Policies/>.

## **POLICY INTERPRETATION PROCEDURE**

- A. The 4-H YDP is a non-formal education program planned and conducted at the county level in compliance with the policies, guidelines, and standards for 4-H YDP activities and events that are outlined in the State Policy Handbook.
- B. The policies in this handbook are designed to ensure that ethical decision making, based on the agreed upon UC ethical values of integrity, excellence, accountability and respect, are utilized when enforcing the policies, procedures and guidelines in the California 4-H Youth Development Program.
- C. 4-H councils and clubs at the county level may establish local policies, but those policies must not contradict or be less restrictive than the policies guidelines and standards established in the State Policy Handbook and must be approved by county 4-H YDP staff.
- D. County 4-H YDP must consult with the County Director before approving more restrictive policies. Policy changes must be publicized widely throughout the county.

## Mission and Direction in the 4-H Youth Development Program

### *MISSION STATEMENT*

“The University of California 4-H Youth Development Program engages youth in reaching their fullest potential while advancing the field of youth development.”

### *GUIDING PRINCIPLES*

The following principles guide the 4-H YDP:

- A. 4-H YDP staff sets the educational standards used in the development of the 4-H YDP.
- B. Programs and activities must be developmentally appropriate for specific age groups and foster interaction between 4-H members and 4-H adult volunteers.
- C. 4-H members and adult volunteers will be active participants in the design, implementation, and evaluation of programs.
- D. Programs and activities will provide opportunities for developing and enhancing life skills and be consistent with 4-H YDP core values.
- E. All participants have the right to be accepted, respected, and appreciated by others.
- F. All participants have the right to equal access to information and activities.
- G. Adult volunteers will be recruited, trained, supported, and recognized.

### *CORE VALUES*

A. The 4-H YDP adheres to the [Mission, Core Values, and Framework](#). 4-H YDP core values require that programs be:

1. Responsive to California’s youth and families,
2. Inclusive and diverse,
3. Innovative and adaptable,
4. Accountable for actions and resources,
5. Collaborative and team focused,
6. Honest, fair, and equitable,
7. Respectful of the health and well-being of people, animals, and the environment, and
8. Evaluated regularly and adjusted as needed to maintain effectiveness.

B. Core Values are criteria for designing and implementing educational activities and measuring educational impacts based on the following.

1. 4-H YDP activities focus on education.
2. 4-H YDP adult volunteers are guides to youth learning. They also respect others’ viewpoints and abilities.
3. 4-H YDP programs respond to a range of individual learning styles, abilities, and backgrounds.
4. 4-H YDP educational activities are inclusive, not exclusive. Educational efforts are available to the public on an equal opportunity basis in accordance with UC and federal affirmative action/diversity policies; and are limited only by UCCE resources.
5. 4-H YDP staff and adult volunteers emphasize experiential “learn-by-doing” methods.
6. 4-H YDP staff and adult volunteers teach new skills, validate achievement, and encourage sharing of information and learning.

## *ESSENTIAL ELEMENTS*

The [Essential Elements](#) of youth development are intended to be used as a guide in implementing and developing positive youth development programs.

Belonging - to know they are cared about by others.

Mastery - to feel and believe they are capable and successful.

Independence - to know they are able to influence people and events.

Generosity - helping others through their own generosity.

The 4-H YDP promotes positive relationships with caring adults, a safe environment, the opportunity for youth to develop mastery, and the ability to demonstrate their new skills in public service. These are the hallmarks of effective youth development programming.

- Consider the whole young person, not just a single characteristic or problem.
- Depend on family and community development as it occurs in the context of society.
- Focus on the positive outcomes we desire for young people, not the negative outcomes we hope to prevent.

## *4-H PLEDGE*

**As a True 4-H Member, I pledge  
My head to clear thinking  
My heart to greater loyalty  
My hands to larger service  
My health to better living  
For my club, my community, my country,  
and my world.**

### *THE 4-H MOTTO*

**“To Make the Best Better.”** This means 4-H YDP members will do the "best" that they possibly can in whatever is attempted. The 4-H YDP member will then strive to improve the next time so that his or her initial "Best" becomes "Better.” The 4-H motto supports the California 4-H YDP mission of engaging youth in reaching their fullest potential.

### *4-H CREED*

- I believe in **4-H Club** work for the opportunity it will give me to become a useful citizen.
- I believe in the training of my **HEAD** for the power it will give me to think, plan and to reason.
- I believe in the training of my **HEART** for the nobleness it will give me to be kind, sympathetic and true.
- I believe in the training of my **HANDS** for the ability it will give me to be helpful, skillful, and useful.
- I believe in the training of my **HEALTH** for the strength it will give me to enjoy life, to resist disease, and to work efficiently.
- I believe in my county, my state, and my community and in my responsibility for their development.
- In all these things I believe, and am willing to dedicate my efforts to their fulfillment.

### *4-H EMBLEM*

The use of 4-H symbols is optional. However, if 4-H symbols are used to publicize events or represent activities as official 4-H functions, their use must conform to certain regulations. See [Using the 4-H Name and Emblem](#) for more information.

## Roles of 4-H YDP Staff

### *ROLES AND RESPONSIBILITIES OF LOCAL UC/ANR STAFF*

The **County Directors** are responsible for the program staff and the administration and management of county extension programs, including the county 4-H YDP. County Directors are responsible for ensuring that the county 4-H YDP conforms to: university policy; federal, state, and local laws; safety and health regulations; affirmative action guidelines; and the mission, core values and educational objectives of the 4-H YDP. The County Director has the final say regarding County issues and disputes.

The County Director has responsibility and authority to designate those activities that, in their opinion as County Director, constitute a conflict of interest and/or a conflict of commitment by an adult volunteer. Should the county director deem an adult volunteer to hold a conflict of interest or commitment, the adult volunteer will be contacted in writing and asked to remove him or herself from the conflict of interest or commitment or resign from their adult volunteer position.

The County Director has the responsibility and authority to appoint (or conditionally appoint) adult volunteers after careful review of all the above information and successful DOJ screening clearance. If after reviewing and determining that an appointment should not be made, the County Director should notify the applicant in writing of the non appointment.

**4-H Program Representatives** plan, implement and deliver educational programs for the 4-H YDP at the county level.

*For more information on Roles and Responsibilities of other, non-County UC/ANR Staff, please see the State Policy Manual, Chapter 2, Sections II-IV.*

## **Affirmative Action and Civil Rights**

The 4-H Youth Development Program (4-H YDP) must ensure that its policies and procedures open doors and create opportunities for all youth. 4-H YDP staff, adult volunteers and members must be aware and sensitive of physical and cultural differences and make sure that personnel interpret policies and procedures in a way that makes all youth and their families feel welcome.

### **COMMITMENT TO DIVERSITY**

Diversity means differences among people with respect to age, class, ethnicity, gender, physical and mental ability, race, sexual orientation, spiritual practice, and other human differences. All aspects of every 4-H YDP must be designed to meet the needs of, and to be accessible to, all participants, without discrimination. Reasonable accommodations must be made to allow members and adult volunteers with disabilities to participate.

All ANR programs, including 4-H YDP, are federally mandated under the Americans with Disabilities Act (1991) to ensure that all programs are accessible to persons with disabilities.

***For more information on Disability Policies, please see the State Policy Manual, Chapter 3, Section XI.***

### **NONDISCRIMINATION/AFFIRMATIVE ACTION POLICY**

UC prohibits discrimination or harassment of any person on the basis of race, color, national origin, religion, sex, gender identity, pregnancy (including childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services.

### **NONDISCRIMINATION STATEMENT**

ANR Office of Affirmative Action requires that a nondiscrimination statement appear on printed information used in the 4-H YDP. The constitution and bylaws of each 4-H council and club must also include the current ANR nondiscrimination statement. All web-site home pages, application documents, event manuals and publications must also contain this statement. For the most current statement and requirements refer to the [DANR Nondiscrimination and Affirmative Action Policy](#) found on the UC ANR website.

Discrimination complaints are to be treated seriously.

***For more information on Discrimination Complaint Procedure, please see the State Policy Manual, Chapter 3, Section XIV.***

Sexual Harassment complaints are to be treated seriously.

All sexual harassment complaints should be reported to the County Director. Individuals may file complaints on their own behalf or on behalf of another person. Complaints may be brought forward either in writing or verbally.

Reprisal or retaliation against an individual for making a complaint of sexual harassment and for using or participating in the complaint resolution process is a violation of UC policy.

***For more information on Sexual Harassment, please see the State Policy Manual, Chapter 3, Section XV.***

## Enrollment

### *4-H YDP PROGRAM FEE STRUCTURE*

Statewide 4-H YDP program fees are established annually. All participants must be enrolled in [4hOnline.com](http://4hOnline.com). These fees cover program and curriculum costs as well as accident/illness insurance and liability pool insurance for volunteers. All members and adult volunteers must be covered by the California 4-H accident/illness insurance despite other coverage individuals may have.

**All county and club fees must be approved annually by the county director.** See [Fees-Annual Request to Assess County or Club 4-H Participation or Program Fees](#)

For certain events, activities, or projects, the member may be responsible for additional costs to cover supplies, services, or materials. These additional costs must not exceed the amount (or estimate thereof) needed to cover specific program costs. Some examples are the costs of project work and participation at camps, field trips, fairs, and competitive events. 4-H adult volunteers will receive and account for all funds collected for these events and submit them to the 4-H club treasurer for deposit and reimbursement.

4-H adult volunteers or members cannot charge for the services or lessons they provide as a 4-H adult volunteer or junior/teen leader. Project activities must be performed free of charge. No payment to an adult volunteer or a 4-H member may be accepted or solicited.

A 4-H club is an organized group of 4-H members, supervised by a team of appointed 4-H adult volunteers, with a planned program that is carried out through all or most of the year. 4-H YDP clubs are chartered and have **elected officers** and an approved constitution and bylaws to govern the club.

***For more information on alternate delivery modes (types of 4-H programs), please see the State Policy Manual, Chapter 4, Section II.***

## Membership and Participation

### *PROGRAM YEAR*

The statewide 4-H YDP year begins on July 1 and ends the following June 30. Orange County's calendar year begins August 1<sup>st</sup> and ends the following July 31<sup>st</sup> to meet programmatic needs. The Orange County Fair is the culmination of our County's year. The statewide 4-H YDP uses the fiscal year for all reporting processes.

### *ENROLLMENT PROCESS*

4-H club members must annually complete the [Youth Enrollment Form - English \(PDF\)](#), the [Youth Medical Release and Health History Form \(PDF\)](#), the [Member Code of Conduct](#), and the [Waiver of Liability \(PDF\)](#); and must pay state 4-H program fees. The 4-H member's parent/guardian must sign all enrollment forms listed above.

A member may enroll in 4-H clubs as an individual at anytime during the year. However, 4-H councils or clubs (with the approval of 4-H YDP staff), may establish enrollment deadlines relative to participation in specific programs or events. Youth must enroll by their age/grade as of December 31 of the program year. **For market livestock projects, members must be enrolled in their projects prior to December 31<sup>st</sup> of the program year in order to participate in the Youth Expo event or the Orange County Fair, representing Orange County 4-H.**

### *TRANSFERRING MEMBERSHIP*

Members transferring from one county or state to another are accepted and given full credit for their past documented 4-H YDP work and achievements. County 4-H YDP staff may require written verification.

4-H clubs may require enrollment deadlines or set maximum capacities that apply to participation in a specific program or event with the approval of the county 4-H YDP staff. If used, these deadlines and limitations must be well publicized and equitably enforced. The 4-H club and project limitations must be widely advertised and club and project volunteers must also announce that enrollment is on a first-come, first-served basis.

The county of residence is the primary county for 4-H YDP enrollment. A 4-H member cannot be enrolled in two different counties at the same time.

4-H clubs must maintain a minimum of five (5) members from three (3) families and two (2) 4-H adult volunteers in order to be recognized as a 4-H club at the county level.

Any limiting criteria shall not be used as a basis for discrimination against members of protected groups.

## ***MEMBERSHIP POLICY***

There are different age levels of 4-H YDP participation and involvement. Youth are eligible to participate in 4-H if they meet the following criteria:

### **Primary 4-H Members**

Primary members must be 5 years old or in kindergarten through 8 years old or 3<sup>rd</sup> grade by December 31<sup>st</sup> of the program year. Youth enrolling or turning nine on or after January 1 must participate as a primary member until June 30th. Primary members cannot enroll in large animal projects. Approved primary member animal projects are dogs, rabbits, rats, cats, poultry, cavies, mice, embryology, bees, entomology, marine science, pygmy, Nigerian and dwarf goats and therapeutic animal projects.

**Primary members who exhibit in shows and fairs, do so based on their age/grade as of December 31st of the program year regardless of when the fair or show is conducted during the calendar year.** Primary members may not participate in pre-junior (fair “pee wee”) showmanship classes as a 4-H member. Coverage under the 4-H accident/illness insurance program and protection under UC’s liability program is not extended to include pre-junior showmanship classes. [Primary Member-Fact Sheet](#) and [Primary Member-FAQ](#)

Primary members may be encouraged to complete the [Primary Member - Personal Development Report Form \(Word\)](#) with assistance from their adult volunteer, parents/guardians, or older members. This is the only record form for primary member use. Primary members should be recognized for their participation at the club level, especially at the time of “graduating” to the next age level. Certificates, ribbons, and/or pins may be used as tokens of this achievement.

Primary members do not accumulate credits on the general PDR that support the star rank system. Fairs are open to primary members for exhibit only. The use of Danish and American systems of judging is not acceptable for use with primary members. Primary members should only receive recognition for their participation. Primary members may not participate in any 4-H YDP shooting sports projects. Primary members receive a stripe and pin for each primary year completed.

### **Junior, Intermediate and Senior 4-H Members**

Junior members must be 9 years old or in 4th grade through 10 years old or 5<sup>th</sup> grade by December 31st of the program year; Intermediate members must be 11 years old or in 6<sup>th</sup> grade through 13 years old or in 8<sup>th</sup> grade by December 31<sup>st</sup> of the program year; Senior members must be 14 years old or in 9<sup>th</sup> grade and may continue in the program until December 31st of the year in which they become 19 years of age.

All accomplishments and participation by junior, intermediate and senior members are reported on the [Personal Development Report \(PDF\) \(2011\)](#) and count toward the incentives and recognition program and the star rank system.

Junior, intermediate and senior members receive a stripe and a year pin for each junior year completed.

**Home Schooled Members** are to enroll based on their chronological age as of December 31st.

**Special Needs Members** are to enroll in the program based on their chronological age and follow the 4-H YDP age requirements of 5 – 19 years of age. Any extensions beyond the age of 19 of special needs youth must be approved annually by the county director.

An individual must be 18 years or older to become an adult volunteer. A 4-H member cannot simultaneously be an adult volunteer. 4-H YDP staff has the authority to establish procedures that are more stringent or set further conditional restrictions for adult volunteers.

*For more information on Membership Age and Limitations, please see the State Policy Manual, Chapter 5, Section II & III.*

### ***JUNIOR AND TEEN LEADERS***

Junior and teen leaders complete a [4-H Junior and Teen Leadership Development Report \(PDF\) \(2011\)](#). The major duties of a junior or teen leader are (varies with age, experience, and other):

- Work collaboratively with the adult volunteer to set goals, develop lesson plans, teach skills, and evaluate the activity.
- Coordinate logistical details such as meeting times, locations, materials and supplies, and expenses with the adult leader.
- Communicate with the adult leader and members about group expectations, responsibilities and expected outcomes.

**Junior leaders (intermediate members):** To become a junior leader, members must be in grades 6-8, or if home-schooled, must be at least 11 and no more than 13 years old as of December 31 of the program year.

**Teen leaders (senior members):** To become a teen leader, members must be in ninth grade or above, or if home-schooled, must be at least 14 years old as of December 31 of the program year.

Junior and teen leaders are not covered by UC's liability insurance, which applies only to adult volunteers. UC's liability insurance does not cover 4-H members at any time. As junior and teen leaders, members have sufficient knowledge and experience to function in teaching and administrative roles, but they are unable to assume the responsibilities of adult volunteers. See [General Liability and Automobile Insurance FAQ](#).

Members under the age of 18 may not drive other members on 4-H business at any time.

### ***YOUTH LEADERSHIP FOR 4-H CLUBS***

#### **Officers**

Youth members, **under the guidance of adult volunteers**, plan and carry out the work of the 4-H club or club and are responsible for its educational goals, membership, and adherence to [Mission, Core Values, and Framework](#), [Member Code of Conduct](#), policies and procedures.

- Their work is guided by the club's [Bylaws-4-H Club Template](#) and [Constitution-4-H Club Template](#).

- Annually, officers and members prepare, present, and implement an annual plan of work. See [Program Planning Guide](#). The planning guide assists the 4-H club in setting goals and implementing and evaluating their work. The guide is also used for attainment of the annual 4-H Charter Seal Award.

Generally, 4-H clubs have the following member officers. **Elections should be held for the executive officer positions at the end of each year or the beginning of the new 4-H program year.** However, 4-H clubs may have additional officers according to their Constitution and Bylaws.

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Historian
- f. Sergeant of Arms

See the [4-H Officers' Manual \(1999\)](#) for more information.

4-H clubs often use parliamentary procedure for conducting their business meetings. Parliamentary procedure generally uses Robert's Rules of Order for determining rules and procedures for business meeting decision making. These provide courtesy and respect for each member and bring order to the meeting.

4-H clubs often use consensus decision making in conducting their 4-H club activities. This is usually done through committees. These committees offer an opportunity for greater participation for members in shaping club programs and events.

Member officers and committee members carry out their duties in partnership with adult volunteers who offer guidance, direction, and mentoring.

Senior members (9th grade and above), have decision-making powers and voting rights in county, sectional and state councils and in program advisory committees at the county, sectional, and state levels. Additionally, senior members may hold offices in the County Teen Council, and may be representatives at the County, Sectional and State Councils. Senior members participating in county, sectional and state councils shall not serve as adult volunteers or agents of the University of California.

### ***YOUTH CODE OF CONDUCT***

Behavior guidelines and expectations have been designed to make everyone's experience at 4-H events satisfying to all attending. This means that all participants, members, adult volunteers, and 4-H YDP staff, shall adhere to the core values of the University of California 4-H YDP and respect the individual rights, safety, and property of others. Youth are expected to demonstrate the character traits of trustworthiness, respect, responsibility, fairness, caring and citizenship. See [Member Code of Conduct](#).

Infractions of the 4-H Code of Conduct must be reported promptly by anyone observing them to the adult volunteer or staff in charge of the delegation/project and to the person in charge of the event who will bear final responsibility for disciplinary action. The parent/guardian and the county 4-H YDP office must be notified of action taken. Penalties may include any or all of the following:

1. Notification of parents and appropriate staff members.
2. Sending the participant home.
3. Limiting or barring the participant from future 4-H YDP events.
4. Assessing and charging the participant for the cost of damages and repairs for damage or destruction of property.
5. Releasing the participant to the nearest law enforcement agency and/or the proper authorities.
6. Termination of 4-H YDP membership.

Infractions to the [Member Code of Conduct](#) are to be reported to the adult volunteer in charge of the activity at which the behavior took place. The adult volunteer will investigate the incident and notify the 4-H YDP staff.

### ***MEETING ATTENDANCE***

Attendance at local 4-H meetings and programs is designed to be a valuable learning experience for youth. Participation in any single 4-H activity should not be tied to participation in another; i.e., 100% attendance at club meetings should not be a requirement to attend overnight camp. However, 100% attendance at camp counselor training meetings may be required of all camp counselors.

At the time of registration for regular County events, 80% attendance in projects directly related to the event is required. i.e. Food Fiesta (Cooking, Baking, and Cake Decorating projects), Fashion Revue (Sewing, Fashion Revue, and Home Environment projects), Youth Expo (any project), OC Fair (any project). It should be noted that participation in any project prior to exhibiting would require a minimum number of meetings or membership participation in order to show that a skill or task has been learned. As a general rule, no less than 2 meetings or participation activities must be attended for the project in question, for new members to be able to exhibit. If additional clarification is required, you can contact the 4-H Office.

For participation in State, National, or International Activities, attendance at local 4-H meetings is not a requirement. The only consideration is whether the member meets the age requirement and the application deadline.

***For more information on Participation Eligibility, please see the State Policy Manual, Chapter 7, Section V.***

### ***CLUB AND PROJECT COMPLETION REQUIREMENTS***

**Club and project completion requirements must be based on educational criteria and approved by 4-H YDP staff.** Notification of these requirements, if any, must be given to the member at the time of enrollment. A minimum of 6 hours of education and 80% project attendance is required for a project to be considered complete at the end of the program year.

Club Projects must have an approved, finger-printed volunteer leading the projects. Each club is permitted one project of a type (i.e. Market Steer, Market Calf, Junior Rabbits, Advanced Rabbits, Beginning Cake Decorating, Advanced Cake Decorating, etc.) unless the number of members participating requires an additional project of the same type in order to maintain a positive learning environment. Additional projects of the same type requires approval from 4-H YDP staff. If a club does not offer a project, they may start one or fill out an inter-club transfer form to join another club's project. However, if you wish to be in a project, and your home club offers it, you must attend their meetings.

It must also be noted, that 4-H is not responsible for providing facilities to house livestock projects. Members are responsible for finding somewhere to house their own animals. Regardless of the arrangement for livestock accommodations, all projects are to have educational meetings at a central location accessible to all project participants.

### ***UNIFORM REQUIREMENTS***

There is no uniform requirement in the 4-H YDP and a uniform cannot be required for participation in any 4-H YDP sponsored activity, event, meeting or occasion. 4-H YDP staff will inform other sponsoring organizations that the 4-H YDP does not require uniforms. However, if exhibiting at a non-4-H sponsored event, and if representing 4-H, a uniform is required, then the traditional white pants/skirt, white shirt, green collar/tie and 4-H hat would be worn.

***For more information on Curriculum and Projects, please see the State Policy Manual, Chapter 7, Section III & IV.***

## **4-H Adult Volunteers, Parents, and Other Adults**

Volunteers, parents and other adults are a valued and essential part of the California 4-H Youth Development Program (4-H YDP), and have a profound impact on the life trajectory of 4-H members. Serving as an adult volunteer is a privilege and at the invitation of the University of California. Volunteer participation is supervised by the county 4-H YDP staff and county director. It is the responsibility of the 4-H YDP to identify, screen, select, train and support 4-H adult volunteers so they can successfully carry out their duties. Adult volunteer appointments are made annually, after reviewing program needs, as well as quality of service and past performance of the volunteer.

An individual must be eighteen (18) years or older to become an adult volunteer. A 4-H adult volunteer cannot simultaneously be a 4-H member.

### ***CHAPERONES***

Chaperone duties may be assigned to adult volunteers upon approval of the 4-H YDP staff. A chaperone is an adult volunteer at least twenty-one (21) years of age. He or she has the responsibility of a delegation of youth at a 4-H YDP event or activity. The event usually lasts more than twenty-four (24) hours with an overnight stay, and often involves travel. Parents/guardians who desire to serve as an overnight chaperone must be screened and appointed as an adult volunteer prior to serving in a chaperone capacity.

### ***PARENT/GUARDIAN INVOLVEMENT***

Parents/guardians are encouraged to participate in the 4-H YDP in a variety of supportive positions.

4-H YDP staff is to provide parents/guardians with the [Parent Adult Behavior Guidelines](#) upon enrollment of their children in the 4-H YDP. Parents/guardians participating in the 4-H YDP are expected to abide by these guidelines.

If parents/guardians do not follow these guidelines, they may be barred or censored from attending 4-H YDP activities. A child whose parents/guardians have been barred from participation is still eligible to participate in the 4-H YDP.

Parent/guardian involvement cannot be required for youth to enroll in the 4-H YDP.

### ***ADULT VOLUNTEER ROLES AND RESPONSIBILITIES***

4-H adult volunteers implement the programs, providing logistical support for meetings and events, and directing the educational service to youth.

Adult volunteers serve in the following roles in the 4-H YDP: Club Leaders, Activity or Event Leader, Project Leader, Resource Leader or Other Volunteer.

## Limitations of the Authority of Volunteers

1. Volunteers may not sign contracts of any kind on behalf of UC, nor otherwise obligate the Regents of the University of California in any way. Likewise, clubs, councils and other 4-H groups are also prohibited from entering into contracts on behalf of UC.
2. In the present-day business environment, virtually all contractual transactions result in the parties' assumption of risk. When volunteers enter directly into business contracts they may become personally responsible for the associated liability.
3. All agreements with outside organizations, agencies, and individuals must be executed by the county director.
4. In this specific context "volunteers" is construed to mean all individuals involved in the 4-H YDP who are not UC employees, including but not limited to chaperones and parents/guardians.
5. In this specific context, "contracts" is construed to mean all business agreements including, but not limited to facilities use agreements, rental and lease agreements, employment contracts, fundraising agreements; service, consulting, and construction contracts, and so on.

Adult volunteers are responsible for the safety of members during all meetings and activities. Adult volunteers must incorporate safety awareness in project meetings and demonstrate safe practices when showing members how to carry out their project work. Adult volunteers must also be prepared for emergencies. See Clover Safe #13, [Emergency Preparation and Response Guideline](#).

Adult volunteers need to be familiar with activities, procedures, and processes associated with the project they are supervising. Adult volunteers must be capable of identifying those project risks that pose the potential for causing accidents, injuries, or disease exposures. See Clover Safe #14, [Preventing 4-H Member Injuries and Illnesses](#).

Safety training should be incorporated into educational instruction/curriculum associated with all 4-H YDP activities and may be accomplished through verbal instruction, instructor demonstrations, review of written or electronic materials, and/or viewing commercially prepared video recordings. In certain instances, members may not be allowed to participate in an activity or utilize equipment or tools until they have demonstrated their understanding of associated hazards and procedures or achieved a necessary level of proficiency. Adult volunteers should document safety training of members either through written curriculum or using a [Safety Meeting Training Record](#).

If an unacceptable risk or hazard becomes evident while an activity is taking place, adult volunteers must promptly modify the activity, establish controls to reduce the risk to an acceptable level, and/or correct the hazard. If the unacceptable risk or hazard continues to exist, the adult volunteer must discontinue the activity and, if necessary, evacuate the members from the affected area.

## ***YOUTH PROTECTION***

UC and the 4-H YDP are committed to protecting members in a proactive manner against child abuse and/or neglect. These policies are primarily for the protection of members; however, they also serve to protect adult volunteers and 4-H YDP staff from false accusations of abuse.

The 4-H YDP is required to insure the safety of all its members while participating in 4-H YDP activities. In order to better help 4-H YDP staff and adult volunteers recognize and report child abuse, a [Child Safety Information for Adult Volunteers](#) brochure and a [Child Safety Online Training: Creating Safe Spaces for Youth](#) have been developed.

### **Supervision of Members**

Protection of youth is of utmost importance in the California 4-H YDP. Therefore, 4-H YDP staff, adult volunteers and members should adhere to these policies at all times.

1. There will be two (2) adult volunteers with members at all times.
2. In some occasions it may be impractical to have two (2) appointed adult volunteers present; in these situations there should be one (1) appointed adult volunteer and another adult or 4-H YDP staff member (one of which must be at least 21 years of age).
3. The adult in charge of the event must be an adult volunteer as appointed by the county director.
4. In general, no one-on-one interactions should occur in private. This includes between members and adults or among youth. If personal discussions are necessary, they should be conducted in an area that is in view of other adult volunteers and members.

### **Supervision in Vehicles**

1. Adults should not be alone in vehicles with members.
2. Adult volunteers should not be one-on-one in a vehicle with members other than their own child.
3. Adult volunteers must have current [Youth Medical Release and Health History Form \(PDF\)](#) and Health History Form from parents/guardians before transporting members in any vehicle to any 4-H YDP activity or event.

### **Supervision and Late Parents**

1. The member is the responsibility of the adult volunteers or 4-H YDP staff member in charge of the meeting or event until a parent/guardian or responsible adult designated by the parent/guardian arrives.
2. The member must not be left unsupervised, transported (except by law enforcement officials) or released to anyone not specifically authorized by the parent/guardian.
3. If parents/guardians are late or do not arrive within half an hour of the scheduled ending time, and cannot be contacted, it will be necessary for the adult volunteer or 4-H YDP staff person in charge to contact local law enforcement officials.

Only adult volunteers of the same gender as the member may supervise members in the sleeping and restroom areas of an event. No single member is permitted to sleep in the room of an adult volunteer other than his/her own parent/guardian. An unrelated member and adult volunteer must never share a bed.

It is strongly recommended that separate shower and bathroom facilities be provided for mixed-gender groups. When separate facilities are not available, separate times for male and female use should be scheduled and posted.

Adult volunteers must respect the privacy of members in situations such as changing clothes and should intrude only to the extent that health and safety require. Adult volunteers must protect their own privacy in similar situations.

Youth leaders should be trained as to what constitutes appropriate interaction during 4-H YDP events and activities. 4-H YDP staff and/or adult volunteers must monitor and guide the leadership techniques used by junior and teen leaders.

Corporal punishment is never permitted in the 4-H YDP. Positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism must be used. 4-H YDP staff, adult volunteers, and junior/teen leaders will maintain age-appropriate behavior expectations and set-up guidelines and environments that minimize the need for discipline.

### ***LIABILITY INSURANCE FOR ADULT VOLUNTEERS***

UC's general liability program protects adult volunteers when they:

1. Are at least 18 years of age,
2. Complete an enrollment form,
3. Complete the adult volunteer screening process, including a DOJ clearance,
4. Attend adult volunteer orientation meeting(s) offered by the county 4-H YDP staff,
5. Carry an up-to-date 4-H YDP Volunteer Appointment Card, and
6. Are acting within the course and scope of their duties as an adult volunteer in scheduled, sponsored and supervised activities of UC.

*UC's general liability and self-insurance program does not cover members.*

It also does not cover project animals. Members and their families are responsible for seeking liability protection against damages caused by their animals. See also [Insurance and 4-H Animal Projects FAQ](#).

If an adult volunteer is involved in a situation where accidental injury to others or property damage occurs, full details must be promptly reported to the 4-H YDP staff and county director who will report the incident through the regional office to the [ANR Office of Risk Services](#) for review.

All accidents or incidents that might result in claims against UC must be fully and promptly reported to the Risk Services and an [Insurance Incident Report Form](#) must be completed and submitted within 48 hours.

***For more information on Insurance and Risk Management, please see the State Policy Manual, Chapter 10, Sections II-XI.***

An adult interested in serving as an adult volunteer is eligible for “appointment” by the county director after successfully submitting the [Adult Enrollment Form - English \(PDF\)](#) and materials, securing background investigation clearance, and satisfactorily completing any other local requirements.

The initial volunteer application includes the following materials:

1. [Adult Enrollment Form - English \(PDF\)](#)
2. [Waiver of Liability \(PDF\)](#)
3. [Adult Volunteer - Confidential Self Disclosure Form \(PDF\)](#)
4. [Adult Medical Release and Health History Form \(Word\)](#)
5. [Adult Volunteer Code of Conduct - Responsibilities and Rights \(PDF\)](#)
6. State of California, Department of Justice (DOJ) Form BC11 8016, [Request for Live Scan Service](#). For additional information see [Background Investigation and Fingerprinting FAQ](#).

After reviewing and determining that an appointment should be made, adult volunteer appointments are valid for (and may not exceed) a period of one (1) year, with up to a six month overlap process for re-appointments. Adult volunteer appointments are county-specific (e.g., made to a single California county). Adult volunteers may not be concurrently appointed in two or more California counties.

Adult volunteer appointments are reviewed and renewed or denied on an annual basis by the county director in consultation and 4-H YDP staff. Annual reappointment is required for an adult volunteer to remain active in the 4-H YDP. To be renewed as a volunteer, each adult must re-submit their enrollment forms, waivers, and the same documents initially provided the first time they enrolled, along with program and insurance fees. The County Director and staff review the registrations and determine if a volunteer will be re-appointed.

### **Nonrenewal of an Adult Volunteer**

The county director has the authority not to reappoint an adult volunteer after review of the submitted application materials, prior performance, and program needs. Adult volunteers who are not reappointed should be sent a letter indicating that their services are no longer needed.

When reappointment of a volunteer is declined, 4-H YDP staff must submit State of California, Department of Justice (DOJ) Form BC11 8302, [No Longer Interested \(NLI\) Notification](#) within one (1) year.

Adult volunteers who do not annually reapply to continue as an adult volunteer according to the above described requirements will be considered “resigned.” In addition, adult volunteers may

independently resign from the 4-H YDP at any time. If a volunteer skips a year of registration, they will have to re-fingerprint for DOJ clearance and attend new leader orientation.

***For more information on Adult Volunteer Application Requirements, please see the State Policy Manual, Chapter 6, Sections III-IV, VI, and IX-XI.***

### ***SUSPENSION AND /OR TERMINATION OF AN ADULT VOLUNTEER***

On occasion an adult volunteer may fail to complete required training, act in a manner detrimental to the best interests of the 4-H YDP, or be in violation of the 4-H Code of Conduct, UC policies or 4-H YDP core values. In these situations, or when the services of an adult volunteer are no longer needed, the adult volunteer may be excused by the county director. See [Adult Volunteer-Suspension Dismissal of Appointment of Adult Volunteer Flow Chart](#).

The county director has responsibility and authority to terminate the services of adult volunteers based upon their professional judgment and the recommendation of 4-H YDP staff. The county director may execute such a termination at any time. In the event of a decision to terminate the services of an adult volunteer, the county director will advise the state 4-H YDP office.

Causes of termination include but are not limited to:

1. Failure to demonstrate a supportive and cooperative relationship with 4-H youth, adult volunteer peers, clientele, other program stakeholders, and/or 4-H YDP staff.
2. Failure to adhere to the programmatic goals established by the 4-H YD program.
3. Violation of the 4-H [Adult Volunteer Code of Conduct - Responsibilities and Rights \(PDF\)](#).
4. Performance of an act that violates UC policy and/or State or Federal law.
5. Failure to meet the responsibilities of UCCE 4-H YDP adult volunteer service.
6. Falsification of information provided in the adult appointment process.
7. Failure to complete required training.

***For more information on Volunteer Suspension or Termination, please see the State Policy Manual, Chapter 6, Section XIII.***

## **4-H YDP Complaints**

The 4-H YDP staff is available to help members, adult volunteers, and parents address conflicts and create solutions to problems, and for consultation and interpretation of policy and procedures.

Whenever possible, the conflict or issues should be attempted to be resolved at the level where the conflict occurs e.g. project level, club level, event level, or county level.

When conflicts cannot be satisfactorily resolved at the initiating level, the conflict should be taken to the next level for additional review.

On some occasions a conflict may need to be taken to the county level for assistance or resolution. In those cases the individual or the parties should complete a [Complaint-County 4-H Complaint Form](#) and submit to the county 4-H YDP staff for review and possible submission to the [Complaint-Council Complaint Review Board Procedure](#). See [Complaint-County Complaint Process](#).

***For more information on the Complaint Process, please see the State Policy Manual, Chapter 6, Section XIV.***

## 4-H Council and Club Management

Any organized 4-H county council or club that uses the 4-H name and emblem and handles 4-H funds must be chartered.

A 4-H club shall apply for a 4-H Charter from the county UCCE office at the beginning of its first year of operation. See [Charter Request for 4H Charter](#). A group requesting a 4-H charter must submit the following to the UCCE county office:

1. Enrollment forms for at least five (5) or more members from three (3) families.
2. Volunteer applications or volunteer appointment cards for at least two (2) or more adult volunteers.
3. Constitution and bylaws.
4. An official group name. See [Naming 4-H Clubs, Clubs, Programs, Events, and Website](#).

4-H county councils are organized to assist the University of California Cooperative Extension (UCCE) in planning, promoting and carrying out 4-H youth development work. County councils are chartered by the UCCE and operate in compliance with UC policies and the [Mission, Core Values, and Framework](#) of the 4-H YDP. Policy interpretations are made by 4-H YDP staff, the county director and the statewide 4-H YDP office, which are authorized under federal and state statutes to organize and administer the 4-H YDP in the State of California.

County Council is responsible to help implement programs and projects based upon the educational framework of the 4-H YDP, and the educational goals and standards as identified by the county and state 4-H YDP staff.

Develop mechanisms to recommend solutions to problems and disputes within the county 4-H YDP and facilitate mechanisms for providing training and support of adult volunteers and youth. All councils must have a Constitution and Bylaws approved by the county director, 4-H staff, and statewide 4-H YDP director. The required constitution and bylaw language for councils can be found in the [Constitution-County Council Template](#) and [Bylaws-County Council Template](#).

County councils and 4-H YDP staff should annually review the constitution and bylaws to assure they are current with county and state 4-H YDP policies and practices.

Revisions to the county council bylaws may only be made with approval of the county 4-H YDP staff and county director; and provided that they do not change the intent of the required sections of the statewide 4-H YDP office-issued templates, and that they follow the intent of the constitution. All revised county council constitutions and bylaws are to be approved and filed with the statewide 4-H YDP director.

Membership in county councils is comprised of active, ex-officio and honorary membership, and is open to all adult volunteers and senior 4-H members (9-12th grade) in good standing.

## ***4-H YDP CLUBS & OFFICERS***

4-H YDP clubs have elected officers and an approved constitution and bylaws to govern them. See [4-H Officers' Manual \(1999\)](#), [Club Business Meeting Agenda Guide](#) and [Program Planning Guide](#) for more information.

The required constitution and bylaw language for clubs can be found in the [Constitution-4-H Club Template](#) or [Bylaws-4-H Club Template](#)

All county 4-H clubs must submit proposed revisions to the required constitution and bylaws language to the county 4-H YDP staff and county director for review and approval before the approval of club membership. All 4-H club constitutions and bylaws must be on file at the county 4-H YDP office.

Membership is open to all youth who met the California 4-H YDP membership requirements.

As an instrument of the state, UC, including 4-H YDP, must remain neutral on religious and political matters. UC and its clubs cannot sponsor or fund religious or political activities, except when authorized by The Regents, the president, or their designees. See [4-H and Religion FAQ](#).

## ***CONSTITUTIONS AND BYLAWS***

Constitutions and bylaws must be used in all 4-H councils and clubs. These constitutions and bylaws must contain the current [DANR Nondiscrimination Affirmative Action Statement](#). Refer to [Constitution-4-H Club Template](#), [Constitution-County Council Template](#) and [Bylaws-4-H Club Template](#), [Bylaws-County Council Template](#) templates for the required language.

The county council constitution and bylaws must be approved by the county director and the statewide 4-H YDP director.

All club constitutions and bylaws must be approved by the county council, the county director and the 4-H YDP staff.

A copy of the constitution and bylaws for the county council and must be on file in the state 4-H office. County council and club documents must be on file with the county UCCE office. Any changes in 4-H council or club constitutions and bylaws must be submitted to appropriate bodies for approval.

***For more information on By-Laws and Constitutions, please see the State Policy Manual, Chapter 3, Section IX.***

***For more information on County Council and Club Organization, please see the State Policy Manual, Chapter 8, Sections II-IV.***

## Financial Management

A successful organization must have an "internal control system" to coincide with privileges and responsibilities. Internal accounting controls are established to ensure that only authorized transactions are processed and recorded, to allow for the preparation of appropriate financial statements, and to ensure that access to, and use of, assets is appropriate.

The internal control system is designed to help 4-H YDP staff and adult volunteers create sound accounting procedures for the financial operations of all California 4-H YDP activities. The objective is to provide a framework of internal controls for 4-H activities that gives reasonable assurance that clubs are in compliance with all policies, plans, procedures, laws, and regulations applicable to 4-H YDP activities and programs.

All individual 4-H clubs operate under the authority and jurisdiction of the 4-H county council. Additional or customized reporting procedures may be established by the 4-H county council for the 4-H clubs under its jurisdiction, as approved by the county director or designee.

### ***BANK ACCOUNTS***

All 4-H clubs and councils must be chartered to raise, allocate, and disperse funds in support of 4-H programs, projects and groups.

Authorization to establish one checking and one savings account is obtained from the county director upon approval of the club's charter by the statewide 4-H YDP director.

Additional accounts require further approval from the county director.

#### **Each 4-H YDP club and council that manages cash is required to:**

- Have an Internal Revenue Service (IRS) Employer Identification Number (EIN).
- The UCCE county office must be the address of record for all county 4-H clubs and councils.
- Establish at a financial institution its own checking and/or savings account with at least two (2) signatures.
- The signatures must be from two (2) unrelated individuals, of whom one can be a 4-H member and the other an adult volunteer. If the bank does not allow youth members to sign, then there should be two adult volunteers.

Although many banks do not allow an account to require two (2) signatures, all 4-H YDP accounts should be set up so that two signatures are required by the 4-H club or council to expend or withdraw funds.

**No UCCE or 4-H YDP staff should be signatories on 4-H club or council bank accounts.**

4-H clubs and councils are not allowed to apply for or use automatic withdrawal or credit cards.

On-line banking transmissions are not permissible.

Deposit cards that allow for deposit only may be used with the approval of the county director.

The county director, or designee, must review all the monthly 4-H YDP club and county council bank statements for any discrepancies.

The county director will investigate any discrepancies, with assistance from the statewide 4-H YDP office and the ANR Controller's office. If discrepancies are identified, and depending on their nature, they may result in the removal of adult volunteer signatories from the account or closure of the account and transfer of the funds to the 4-H county council to be held in escrow.

The 4-H club or council treasurer has the responsibility for recording, disbursing, depositing, and properly accounting for and classifying the 4-H club or council funds. Individual accountability for cash must be maintained throughout all cashing operations.

The 4-H club or council must have a record for all cash and checks received. A receipt should be issued for each individual collection of cash and checks. Pre-numbered receipts are preferred.

In some cases, it might not be practical to issue a receipt. In these cases, collection of funds must be documented by a [Banking Statement of Cash Collections](#) to be filled out daily. The completed [Banking Statement of Cash Collections](#) should indicate the name of the individual who collected the money, the total money collected (attach cash register tape), and the name of the banking institution where funds will be deposited.

Two individuals, one being an unrelated adult, must sign the [Banking Statement of Cash Collections](#). The receipts must be turned over to the 4-H club or council treasurer as soon as possible.

Checks must be made out to the 4-H club or council and not to an individual. Checks, currency, cashier's checks and money orders must be endorsed by someone authorized to do so within the 4-H club or council.

If expenses are incurred for non-budgeted items, these expenses should not be paid until after the 4-H club or council formally approves the unbudgeted expenditure.

For budgeted items, the treasurer should make payments only with proper documentation such as a purchase order, receipt, invoice, or other supporting documentation.

All checks must bear the signatures of two unrelated persons authorized and designated as signatories by the club or council.

The 4-H YDP staff is responsible for training the member and adult volunteer club treasurers and council officers in the policies, procedures, principles and tax filing requirements as appropriate to 4-H YDP operations. At a minimum, trainings must be conducted annually and attendance is required in order to hold the position of treasurer and manage council or club banking accounts.

**Each Club is responsible for providing the following information to YDP Staff:**

- 1. Annual budgets, including proposed fundraising activities for the 4-H clubs.**
- 2. EIN records.**
- 3. Bank accounts and their signatories.**
- 4. Annual financial statements from each 4-H club or council.**
- 5. Annual audit and/or peer review reports.**

#### ***4-H CLUB AND COUNCIL TREASURER RESPONSIBILITIES***

The 4-H club or council treasurer is responsible for:

1. Keeping accurate financial records (copies of invoices, bills, etc.) relating to the funds and property of the 4-H club or council, and accounting fully for all receipts and expenditures.
2. Receiving, recording, and depositing all funds in a regulated account established for the particular 4-H club or council.
3. Paying bills or making other authorized expenditures appropriated in the budget or otherwise approved by the 4-H club or council leadership.
4. Furnishing annual financial reports at year-end, or September 15, and at such times as required by the 4-H council and/or the county director.
5. All 4-H clubs and councils authorized to use the 4-H name and emblem are required to prepare an annual financial statement which includes details on income and expenditures. Financial reports should include a balance sheet and a statement of revenues and expenses (income statement).
6. Acting as custodian of all funds and personal property of the 4-H club or council and keeping a current list of all such property. The 4-H club or council secretary or other designated member or adult volunteer may also carry out this function.
7. Preparing all financial records for an annual audit or peer review, and participating periodically as a peer review team member during the financial review of 4-H clubs or councils.
8. Preparing and filing all reports required by federal, state, and local governmental agencies, including the Internal Revenue Service, California State Franchise Tax Board, State Attorney General, and the State Board of Equalization, where and when applicable.
9. Participating in annual training of 4-H club and council treasurers that teaches 4-H youth treasurers and other youth member officers how to assume responsibility for preparation of budgets, for raising funds, and for maintaining their individual 4-H club or council accounting records.

All 4-H clubs and councils will prepare an annual program budget to establish allocation of financial resources to fulfill program needs.

Budget management is a primary responsibility of 4-H club and council officers. Thus officers are responsible for ensuring that members are kept abreast of the budget targets as compared to the actual expenditures. If there are deviations from the planned budget, officers are obligated to inform the members to ensure that there is full agreement, support, and approval on any changes.

The method of fundraising and intended use of funds must be included in the annual budget proposal, and reviewed and approved by the county director or designee.

Raising funds with no specific associated 4-H YDP purpose is not allowed.

All methods of fundraising by 4-H clubs and councils must comply with UC's general fund development guidelines given below. The regulations apply to those activities involving the solicitation and use of goods and services for 4-H YDP, as well as the solicitation of funds.

Any raising or use of funds by a 4-H club or council must be for the purpose of furthering the research and education goals of the 4-H YDP.

Any 4-H club or council intending to raise more than \$100 (one hundred dollars and no cents) in a fundraising activity that is not in the approved budget must file a letter of intent with the county director or designee, indicating the type of activity and purpose for which the funds are to be raised.

In connection with 4-H fundraising purposes, the following disclaimer statement must be used on products or services offered for sale: "A portion of the sales price of this product or service will be used to promote 4-H educational programs. No endorsement of the product or service by 4-H is implied or intended."

4-H YDP are not to conduct lotteries, raffles, bingo, and other games of chance.

The 4-H YDP does not accept animals as gifts or donations. 4-H clubs or councils, and county 4-H YDP offices cannot accept title or ownership of animals. Any such gifts should be made directly to individuals. (It should be understood, however, that gifts to individuals are not deductible as charitable contributions for federal or state income tax purposes.)

Adult volunteer and youth treasurers are responsible for maintaining and reconciling bank statements for each account. These constitute a record of deposits, withdrawals, fees paid, and interest earned on a monthly basis.

A [Form 6.2 Annual Inventory Report](#) of 4-H club or council property and equipment will be made by each 4-H treasurer at the close of the 4-H program year (August 1<sup>st</sup> – July 31<sup>st</sup>), but no later than September 15th. The [Form 6.2 Annual Inventory Report](#) shall be kept on file in the county UCCE 4-H YDP office for five (5) years.

***For more information on Club and County Financial Management, please see the State Policy Manual, Chapter 9, Sections III-XII. For more information on Taxes, please see the State Policy Manual, Chapter 9, Sections XIII-XVI. For more information on Financial Reporting, please see the State Policy Manual, Chapter 9, Section XVII. For more information on License Agreements and Record Retention, please see the State Policy Manual, Chapter 10, Sections XII-XIV.***

## Website Privacy

The privacy of youth and adult volunteers participating in the 4-H YDP should be protected when using web-based technologies. This includes, but is not limited to, the following items:

1. Youth addresses and phone numbers shall not be posted on websites (email address may be used in limited circumstances).
2. Youth in photographs on 4-H YDP websites should not be identified.
3. Materials identifying youth should be removed upon request.

4-H members and adult volunteers shall adhere to the Website Guidelines concerning 4-H YDP websites, chat, e-mail, and other technological communications that are transmitted, posted, or willingly received while acting in a 4-H YDP capacity.

### 4-H Guidelines for Social Media

Youth and adult volunteers acting on behalf of the 4-H YDP shall not:

1. Transmit, post, or willingly receive correspondence, text, graphics, movies, sounds, or other media which contains: profanity, advocacy of the use or possession of illegal substances or alcoholic beverages, advocacy of the illegal use or the illegal possession of weapons, or solicitation or the advocacy of sexual misconduct.
2. Attempt to gain access to areas, information, servers, domains, or other material to which expressed permission has not been given. Also, at no time will 4-H members or adult volunteers intentionally violate the laws governing copyrighted material.
3. Willingly harass others through the use of technology. Harassment by e-mail, chats, or otherwise shall not be tolerated. This includes but is not limited to harassment based upon race, color, national origin, religion, sex, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran.
4. Misrepresent or assist someone else in misrepresenting his or her true identity to others through technology. Members or adult volunteers will not claim to be or represent themselves as being someone else. Those who represent the 4-H YDP through technology do so under their own identity.
5. Seek to promote specific religious orientations or political opinions on behalf of the 4-H YDP or UC. While members and adult volunteers retain the right to advocate their own religious beliefs and political opinions acting as individuals, they will not advocate them in the name of the 4-H YDP and UC.

## Recognition

The 4-H YDP uses two types of evaluation models for judging.

1. The American (competitive-based; peer-to-peer) system ranks exhibits against one another and awards one first place, one second place, etc.
2. The Danish (standards-based, criterion-based) system compares each exhibit on its own merit against a set scorecard or recognized standard and awards as many first, second and third places as are merited.

In establishing or renewing a donor or sponsor involved 4-H contest or award, there must be a written agreement developed between the State or County 4-H YDP Office and the donor or sponsor as to the:

- a. Type of contest/award
- b. Purpose of the contest/award
- c. Criteria on which the contest/award will be given rules and regulations under which a contest or awards program shall be conducted.

### *RECORD BOOKS*

4-H record books are a valuable and educational component of the 4-H YDP. 4-H record books are **not required for membership** or for participation in 4-H activities such as club events and activities, or for attending 4-H camps or conferences.

Some clubs may require portions of, or the entire record book as part of their by-laws and to be a 'member in good standing' in their club. The 4-H record book process must be based on educational criteria and approved by 4-H YDP staff. **Notification of 4-H record book requirements must be given to the member at the time of club enrollment** in any club that has additional requirements. A 4-H record book may be required to receive participation awards (such as star ranking, medals or pins based on 4-H record book achievements).

### *RECOGNITION OPPORTUNITIES*

**The Award Ranking System** is a voluntary advancement program utilizing the [Personal Development Report \(Word\) \(2011\)](#) form as a goal setting tool, aimed at encouraging individual, project, club, county, sectional, state and national participation and achievement in the 4-H YDP. Junior, intermediate and senior members may participate.

**The Yearly Achievement Pin** recognizes members for successful completion of 4-H YDP work. A yearly achievement pin is given to a youth who completes his/her 4-H work in the California 4-H YDP anytime during the program year.

**County All Star Ambassador** is the highest award that can be conferred on senior (9th –12th grade) members at the county level. [4-H County All Star Ambassadors](#) receives this form of recognition through a selection process defined at the local level to provide members with expanded leadership experiences.

[4-H County Emerald Star](#) is a special recognition provided to 4-H members (6th – 12th grade) who complete a project beyond the 4-H Club level. The 4-H County Emerald Star is an optional award offered at a county's discretion.

**4-H State Ambassador** is one of the highest service opportunities and recognition attainable in the 4-H YDP. [4-H State Ambassador](#) are youth who have excelled in the areas of leadership and community service, and have been selected to serve the 4-H YDP in roles that promote leadership through education and service.

### ***STATEWIDE RECOGNITION OPPORTUNITIES***

**A. Higher Education Scholarships -**

Members may apply for [Scholarships for Higher Education](#) (post High School) through the state 4-H YDP office.

**B. 4-H [4-H Golden Clover Awards](#) -**

The 4-H Golden Clover Awards recognize outstanding achievement of 4-H members, adult volunteers, and groups within the 4-H YDP.

**C. State 4-H Record Book Competition –**

Senior members are eligible to pursue 4-H record book recognition beyond the county level for accomplishment within the 4-H YDP Program. [4-H Record Book Competitions](#) are focused on recognizing 4-H members who have outstanding 4-H record books.

*For more information on Recognition, please see the State Policy Manual, Chapter 13.*

***For information on the following subjects, please see the State Policy Manual.***

***Abuse Reporting & Awareness – Chapter 11, Sections V-VI***  
***Adult Volunteer Application Requirements – Chapter 6, Sections III-IV, VI, and IX-XI***  
***Alcohol, Drugs & Tobacco – Chapter 11, Section IX***  
***Alternate Delivery Modes (types of 4-H programs) – Chapter 4, Section II.***  
***Animal Health – Chapter 11, Section XXV***  
***By-Laws and Constitutions – Chapter 3, Section IX***  
***Club and County Financial Management – Chapter 9, Sections III-XII***  
***Complaint Process – Chapter 6, Section XIV***  
***County Council and Club Organization – Chapter 8, Sections II-IV***  
***Curriculum and Projects – Chapter 7, Section III & IV***  
***Disability Policies – Chapter 3, Section XI***  
***Discrimination Complaint Procedure – Chapter 3, Section XIV***  
***Expansion and Review (E&R) Committees – Chapter 3, Section V***  
***Financial Reporting - Chapter 9, Section XVII***  
***Food Safety – Chapter 11, Section X***  
***Geographic Areas – Chapter 3, Section VI***  
***Insurance and Risk Management – Chapter 10, Sections II-XI***  
***License Agreements and Record Retention – Chapter 10, Sections XII-XIV***  
***Medical Treatment – Chapter 11, Section VIII***  
***Membership Age and Limitations – Chapter 5, Section II & III***  
***Participation Eligibility – Chapter 7, Section V***  
***Personal Property Searches – Chapter 11, Section VII***  
***Petting Zoos – Chapter 11, Section XX***  
***Recognition – Chapter 13***  
***Relationships with Other Organizations – Chapter 12***  
    ***FFA – Section II***  
    ***State Fair – Section V***  
    ***Guide Dogs – Section VII***  
    ***Boy Scouts – Section VIII***  
    ***Collegiate 4-H – Section X***  
***Roles and Responsibilities of other, non-County UC/ANR Staff – Chapter 2, Sections II-IV***  
***Sexual Harassment – Chapter 3, Section XV***  
***Taxes – Chapter 9, Sections XIII-XVI***  
***Tools & Equipment – Chapter 11, Sections XII-XVIII***  
***Transportation – Chapter 11, Section XXII***  
***Volunteer Suspension or Termination – Chapter 6, Section XIII***  
***Water Safety – Chapter 11, XXIII***

## **Listing of all Forms & Support Documents found in California 4-H Policies**

### **Chapter 1 - Mission and Direction in the 4-H Youth Development Program**

#### **Word, PDF, and Other Documents**

- [Application for Authorization to use the 4-H Name and or Emblem](#)
- [Dates and Deadlines for 4-H YDP Staff](#)
- [Program Criteria Checklist](#)
- [Project Leaders' Digest \(2007\)](#)

#### **Links to Websites**

- [4-H Pledge](#)
- [Essential Elements](#)
- [Mission, Core Values, and Framework](#)
- [Name and Emblem Regulations](#)
- [Smith Lever Act](#)
- [Using the 4-H Name and Emblem](#)

### **Chapter 2: Roles of State and National 4-H YDP Partners in the 4-H Youth Development Program**

#### **Word, PDF, and Other Documents**

- [Board of Trustees](#)
- [Organization Chart - University of California 4-H YDP](#)
- [Organization Chart - University of California Agriculture and Natural Resources](#)
- [Organization Chart - USDA](#)

#### **Links to Websites**

- [4-H Center for Youth Development](#)
- [Advisory Committees](#)
- [Affirmative Action Office](#)
- [ANR Vice President](#)
- [Assistant Vice President - Administrative Services](#)
- [Assistant Vice President - Programs](#)
- [Associate Vice President](#)
- [County 4-H Offices](#)
- [CA 4-H Foundation](#)
- [CSREES website](#)
- [National 4-H Council](#)
- [National 4-H Headquarters](#)
- [Office of Business Services](#)
- [Statewide Program Leaders](#)
- [UC Davis Human and Community Development Department](#)

### **Chapter 3: Affirmative Action and Civil Rights in the 4-H Youth Development Program**

#### **Word, PDF, and Other Documents**

- [All Reasonable Efforts](#)
- [Bylaws-4-H Club Template](#)
- [Bylaws-County Council Template](#)

- [Bylaws-Sectional Council Template](#)
- [Bylaws-State Council Template](#)
- [Constitution-4-H Club Template](#)
- [Constitution-County Council Template](#)
- [Constitution-Sectional Council Template](#)
- [Constitution-State Council Template](#)
- [Disability Definitions](#)
- [Discrimination-Complaint Checklist](#)
- [Discrimination-Volunteers and UC Non-Discrimination Policy Brochure](#)
- [Youth With Special Needs - Leaders Handbook \(2004\)](#)

#### Links to Websites

- [AA Disability Resource Books](#)
- [Americans With Disabilities Act](#)
- [ANR Administrative Handbook Section 603, Programmatic Compliance](#)
- [DANR Nondiscrimination And Affirmative Action Policy Statements](#)
- [Parity of Participation](#)
- [Program Civil Rights Complaints](#)
- [UC ANR Affirmative Action Resource Library](#)

## Chapter 4: Enrollment and Delivery Mode in the 4-H Youth Development Program

### Word, PDF, and Other Documents

- [4-H Group Enrollment Form - 2011 \(Word\)](#)
- [Enrollment-CA 4-H Flow Chart](#)
- [Fees-Annual Request to Assess County or Club 4-H Participation or Program Fees](#)
- [Fees-Process for Consideration or Establishment of County or Club Fees FAQ](#)
- [Member Code of Conduct](#)
- [Project Across County Lines Request and Agreement Form](#)
- [Request for 4-H Membership in a Neighboring County or State](#)
- [Waiver of Liability \(PDF\)](#)
- [Youth Enrollment Form - English \(PDF\)](#)
- [Youth Enrollment Form - English \(Word\)](#)
- [Youth Enrollment Form - Spanish \(PDF\)](#)
- [Youth Enrollment Form - Spanish \(Word\)](#)
- [Youth Medical Release and Health History Form \(PDF\)](#)

#### Links to Websites

- [4hOnline.com](#)
- [Cost Recovery Guidelines](#)
- [Essential Elements](#)

## Chapter 5: Membership and Participation in the 4-H Youth Development Program

### Word, PDF, and Other Documents

- [4-H Junior and Teen Leadership Development Report \(PDF\) \(2011\)](#)
- [4-H Officers' Manual \(1999\)](#)
- [Bylaws-4-H Club Template](#)
- [Constitution-4-H Club Template](#)

- [Member Code of Conduct](#)
- [Personal Development Report \(PDF\) \(2011\)](#)
- [Primary Member - Personal Development Report Form \(Word\)](#)
- [Primary Member-Adult Volunteer Guide](#)
- [Primary Member-Fact Sheet](#)
- [Primary Member-FAQ](#)
- [Program Planning Guide](#)
- [Program Planning Guide FAQ](#)
- [Youth With Special Needs - Leaders Handbook \(2004\)](#)

#### Links to Websites

- [ANR Administrative Handbook Section 603](#)
- [Outcomes](#)

## Chapter 6: 4-H Adult Volunteers, Parents and Other Adults in the 4-H Youth Development Program

### Word, PDF, and Other Documents

#### 4-H Policy Documents Chapter 6

- [Adult Enrollment Form - English \(PDF\)](#)
- [Adult Enrollment Form - English \(Word\)](#)
- [Adult Enrollment Form - Spanish \(PDF\)](#)
- [Adult Enrollment Form - Spanish \(Word\)](#)
- [Adult Medical Release and Health History Form \(Word\)](#)
- [Adult Volunteer - Confidential Self Disclosure Form \(PDF\)](#)
- [Adult Volunteer Code of Conduct - Responsibilities and Rights \(PDF\)](#)
- [Adult Volunteer-Initial Appointment Process Flow Chart](#)
- [Adult Volunteer-Orientation Completion Form](#)
- [Adult Volunteer-Reappointment Process Flow Chart](#)
- [Adult Volunteer-Suspension Dismissal of Appointment of Adult Volunteer Flow Chart](#)
- [Background Investigation and Fingerprinting FAQ](#)
- [Complaint-Council Complaint Review Board Procedure](#)
- [Complaint-County 4-H Complaint Form](#)
- [Complaint-County 4-H Complaint Response Form](#)
- [Complaint-County Complaint Process](#)
- [Complaint-County Complaint Process Flow Chart](#)
- [Complaint-Sectional & State 4-H Complaint Form](#)
- [Complaint-Sectional & State 4-H Complaint Process](#)
- [Complaint-Sectional & State 4-H Complaint Process Flowchart](#)
- [Complaint-Sectional & State 4-H Complaint Response Form](#)
- [Dual Employee Volunteer Status FAQ](#)
- [Member Code of Conduct](#)
- [Parent Adult Behavior Guidelines](#)
- [Sample Adult Volunteer Position Description-Activity or Event Adult Volunteer](#)
- [Sample Adult Volunteer Position Description-Organizational Club Volunteer \(Club Leader\)](#)
- [Sample Adult Volunteer Position Description-Project Adult Volunteer](#)
- [Sample Adult Volunteer Position Description-Resource Key Adult Volunteer](#)
- [Waiver of Liability \(PDF\)](#)

#### Links to Websites

- [Advisory Committees](#)

- [Administrative Policies and Business Contracts](#)
- [No Longer Interested \(NLI\) Notification](#)
- [Request for Live Scan Service](#)

## **Chapter 7: Experiential Learning in the 4-H Youth Development Program**

**Word, PDF, and Other Documents**

### **4-H Policy Documents Chapter 7**

- [4-H Shooting Sports - Air Gun Purchase Request Authorization](#)
- [4-H Shooting Sports - Ammunition Purchase Request Authorization](#)
- [4-H Shooting Sports - Application for Certification \(PDF\)](#)
- [4-H Shooting Sports - Training Request and Registration Form \(Word\)](#)
- [4-H FFA Grange CDFA Agreement](#)
- [Events-Definition of Proposed Statewide, Regional, Sectional, and Multi-County Events for Consideration by State 4-H Policy Committee](#)
- [Events-Process for Sanctioning State/National 4-H Activities Flow Chart](#)
- [Events-Proposal for CA Participation in New National Event/Activity/Competition](#)
- [Events-Proposal for New State 4-H YDP Event/Activity/Competition](#)
- [Events-Review Sheet for State and National Events/Programs/Competitions](#)
- [Livestock Project Transfer Form](#)
- [Primary Member-Adult Volunteer Guide](#)
- [Primary Member-Fact Sheet](#)
- [Primary Member-FAQ](#)
- [Program Criteria Checklist](#)
- [Project and Activity Evaluation Checklist](#)
- [Shooting Sports-FAQ](#)
- [Shooting Sports-Programs Policies and Procedures](#)

### **Links to Websites**

- [4-H State Leadership Conference](#)
- [Administrative Policies and Business Contracts](#)
- [4-H Technology Leadership Team](#)
- [California 4-H YDP Website](#)
- [California Focus](#)
- [Division of Fairs and Expositions](#)
- [How ANR Peer Review Works](#)
- [Outcomes](#)
- [National 4-H Center](#)
- [National 4-H Directory of Materials](#)
- [National 4-H Conference](#)
- [Sectional 4-H Conferences](#)
- [Service Learning](#)
- [Shooting Sports](#)
- [State Rules for California Fairs](#)
- [Washington Focus](#)

## **Chapter 8: 4-H Council and Club Management in the 4-H Youth Development Program**

## Word, PDF, and Other Documents

### 4-H Policy Documents Chapter 8

- [4-H Officers' Manual \(1999\)](#)
- [4-H and Religion FAQ](#)
- [Bylaws-4-H Club Template](#)
- [Bylaws-County Council Template](#)
- [Bylaws-Sectional Council Template](#)
- [Bylaws-State Council Template](#)
- [Charter Request for 4H Charter](#)
- [Charter Requesting Charter Flow-Chart](#)
- [Club Business Meeting Agenda Guide](#)
- [Complaint-Council Complaint Review Board Procedure](#)
- [Constitution-4-H Club Template](#)
- [Constitution-County Council Template](#)
- [Constitution-Sectional Council Template](#)
- [Constitution-State Council Template](#)
- [County Organizational Chart](#)
- [Program Planning Guide](#)
- [Program Planning Guide FAQ](#)
- [Program Criteria Checklist](#)

### Links to Websites

- [Essential Elements](#)
- [Guiding Principles](#)
- [Outcomes](#)
- [Naming 4-H Clubs, Clubs, Programs, Events, and Websites](#)
- [National 4-H Headquarters Fact Sheet on Religion](#)
- [Sectional 4-H Leaders' Councils](#)
- [University Neutrality on Religious and Political Matters](#)

## Chapter 9: Financial Management in the 4-H Youth Development Program

### Word, PDF, and Other Documents

- [Application for Authorization to use the 4-H Name and or Emblem](#)
- [Authorization to Use the 4-H Name and Emblem Flow Chart](#)
- [Banking-Establishment of County Office Banking Procedures Flow Chart](#)
- [Banking-Monthly 4-H Bank Statement Verification Form](#)
- [Banking Deposit Cards Electronic Banking FAQ](#)
- [Banking Electronic Check Conversion FAQ](#)
- [Banking Policy FAQ](#)
- [Banking Reviewing Council Club Monthly Statements Checklist](#)
- [Banking Statement of Cash Collections](#)
- [Form 6.2 Annual Inventory Report](#)
- [Form 6.3 Annual Financial Report](#)
- [Form 8.5 Year-End 4-H Club Peer Review Report](#)
- [Form 8.6 Peer Review Checklist](#)
- [Form 8.7 Fundraising Approval](#)
- [Games of Chance FAQ](#)
- [Gifts to and Fundraising for Individuals and Organizations by 4-H Clubs FAQ](#)

- [Guidelines for Giving Gifts by 4-H Clubs](#)
- [IRS 990 Filing for All Clubs Councils Flow Chart](#)
- [IRS 990 Filing for Clubs Response Sheet](#)
- [IRS Instructions for Filing 990N ePostcards for Clubs and Councils](#)
- [IRS Response Template Letter](#)
- [IRS Steps to Obtaining and Maintaining Federal Income Tax Exemption Flow Chart](#)
- [Public Law 772](#)
- [Record Retention Guidelines](#)
- [Request for 4-H Club Change Form](#)
- [Request to Use the 4-H Name and Emblem for Commercial Purposes in CA](#)
- [Requesting a Contract Flow Chart](#)
- [Treasurer Manual \(2008\)](#)

#### **Links to Websites**

- [Annual Electronic Filing Requirement for Small Exempt Organizations -- Form 990-N \(e-Postcard\)](#)
- [ANR Administrative Handbook Section 206, Gifts](#)
- [ANR Development Services Director](#)
- [Financial Reporting](#)
- [Granting Authorization to Use the 4-H Name and Emblem](#)
- [Raffles, Lotteries, Gaming and 4-H](#)
- [Sales and Use Taxes: Exemptions and Exclusions](#)
- [SS4 Form](#)
- [Tax Tips for Non-Profit Organizations](#)
- [Using the 4-H Name and Emblem](#)

## **Chapter 10: Business, Insurance and Risk Management in the 4-H Youth Development Program**

#### **Word, PDF, and Other Documents**

- [4-H Guidelines for Social Media](#)
- [Contract Limited Term Employee Flow Chart](#)
- [General Liability and Automobile Insurance FAQ](#)
- [Honorarium Processing Flow Chart](#)
- [Honorarium Processing for 4-H Payments FAQ](#)
- [Honorarium Request for Payment of an Honorarium](#)
- [Insurance-Procedures for 4-H Accident Illness Claims](#)
- [Insurance Accident and Illness Insurance FAQ](#)
- [Insurance and 4-H Animal Projects FAQ](#)
- [Insurance CA 4-H Accident/Sickness Insurance Program Brochure](#)
- [Insurance Hartford Notice Claim](#)
- [Insurance Incident Report Form](#)
- [Insurance Procedures for Accident Illness Claims for Staff](#)
- [Insurance Request for Certificate of Insurance Form](#)
- [Member Code of Conduct](#)
- [Payment of Services and When/Why the Need to Hire an Employee](#)
- [Record Retention FAQ](#)
- [Record Retention Guidelines](#)
- [Requesting a Contract Flow Chart](#)
- [Steps to Hiring Camp Employees with 4-H Funds](#)

- [UC Waiver FAQ](#)
- [Waiver of Liability \(PDF\)](#)

#### Links to Websites

- [Administrative Policies and Business Contracts](#)
- [ANR Office of Risk Services: General Liability and Automobile Insurance FAQ](#)
- [ANR Insurance Coverage Brochure](#)
- [ANR Office of Risk Services](#)
- [California Department of Motor Vehicles Minimum Liability Insurance Requirement](#)
- [Fairs and Exposition Letter](#)

## Chapter 11: Health and Safety in the 4-H Youth Development Program

#### Word, PDF, and Other Documents

- [Adult Medical Release and Health History Form \(PDF\)](#)
- [Adult Medical Release and Health History Form - Spanish \(PDF\)](#)
- [Adult Volunteer Code of Conduct - Responsibilities and Rights \(PDF\)](#)
- [Child Abuse Acknowledgement Statement Suspected Child Abuse](#)
- [Child Abuse Child Safety Info Adult Volunteers](#)
- [Child Abuse Reporting Flow Chart](#)
- [Child Abuse Suspected Child Abuse Report Form](#)
- [Child Safety Information for Adult Volunteers](#)
- [General Liability and Automobile Insurance FAQ](#)
- [Insurance-Procedures for 4-H Accident Illness Claims](#)
- [Insurance Procedures for Accident Illness Claims for Staff](#)
- [Medical Handling Medical Release Health History Fact Sheet](#)
- [Medical Medical Release Health History FAQ](#)
- [Member Code of Conduct](#)
- [No Use of Alcohol Drugs or Tobacco in the 4-H YDP FAQ](#)
- [Parent Adult Behavior Guidelines](#)
- [Petting Zoos and Interactive Animal Displays FAQ](#)
- [Safety Meeting Training Record](#)
- [Youth Medical Release and Health History Form \(PDF\)](#)
- [Youth Medical Release and Health History Form - Spanish \(PDF\)](#)

#### Links to Websites

- [4-H Petting Zoo Guidelines](#)
- [4-H Safety Manual](#)
- [4-H Water Safety Guidelines](#)
- [All-Terrain Vehicle Safety](#)
- [ANR EH&S Clover Safe Notes](#)
- [ANR EH&S Clover Safe Notes Listed by Project Area](#)
- [ANR EH&S Home Page](#)
- [ANR Office of Risk Services](#)
- [Association for Challenge Course Technology](#)
- [ASTM/SEI Standards - University of Connecticut Helmet Safety](#)
- [Bicycling Safety](#)

- [California Bicycling Requirements](#)
- [California Penal Code](#)
- [Child Abuse Mandated Reporter Training](#)
- [Child Abuse Prevention Councils in California](#)
- [Child Safety Online Training: Creating Safe Spaces for Youth](#)
- [Driving Safely While Towing a Trailer](#)
- [EH&S 4-H Resources](#)
- [Emergency Preparation and Response Guidelines](#)
- [Food Safety Brochure](#)
- [Food Safety Education](#)
- [Food Safety Program Letter](#)
- [Holding and Attending 4-H Meetings in Private Residences](#)
- [International Mountaineering and Climbing Federation](#)
- [Meeting Space Safety Checklists](#)
- [National Association of State Public Health Veterinarians \(NASPHV\)](#)
- [Preventing 4-H Member Injuries and Illnesses](#)
- [Professional Ropes Course Association](#)
- [UC Incident Report Form](#)

## **Chapter 12: Collaborations and Relationships in the 4-H Youth Development Program**

### **Word, PDF, and Other Documents**

- [4-H FFA Grange CDFA Agreement](#)
- [Adult Volunteer Code of Conduct - Responsibilities and Rights \(PDF\)](#)
- [Collegiate 4-H Handbook \(2008\)](#)
- [Dual Employee Volunteer Status FAQ](#)
- [Guide Dogs For Blind Staff Memo](#)
- [Guide Dogs For the Blind Summary of Roles and Responsibilities](#)

### **Links to Websites**

- [Administrative Policies and Business Contracts](#)
- [Collegiate 4-H](#)
- [National Collegiate 4-H Organization](#)
- [National Collegiate 4-H Organization, Club Establishment Guidelines](#)
- [Western Regional Collegiate 4-H Council](#)

## **Chapter 13: Incentives and Recognition in the 4-H Youth Development Program**

### **Word, PDF, and Other Documents**

- [4-H Junior and Teen Leadership Development Report \(PDF\) \(2011\)](#)
- [4-H Officers' Manual \(1999\)](#)
- [Bylaws-4-H Club Template](#)
- [Constitution-4-H Club Template](#)
- [General Liability and Automobile Insurance FAQ](#)
- [Member Code of Conduct](#)
- [Personal Development Report \(PDF\) \(2011\)](#)
- [Primary Member - Personal Development Report Form \(Word\)](#)
- [Primary Member-Adult Volunteer Guide](#)
- [Primary Member-Fact Sheet](#)

- [Primary Member-FAQ](#)
- [Program Planning Guide](#)
- [Program Planning Guide FAQ](#)
- [Program Criteria Checklist](#)
- [Recommendations for Developing an Inclusive 4-H Recognition Program](#)