

Central Kansas Extension District



4-H Policies, Management Practices, and 4-H Resources

K-STATE
Research and Extension



Central Kansas
District

Adopted by the Central Kansas District 4-H PDC and the Extension Board in July, 2022; Reviewed September, 2022

Central Kansas Extension District 4-H Policy Manual

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Section 1

Kansas 4-H Non-Discrimination and Disability Accommodations Processes

Kansas State University Statement of Non-Discrimination

Kansas State University prohibits discrimination on the basis of race, color, ethnicity, national origin, sex (including sexual harassment and sexual violence), sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status, in the university's programs and activities, as required by applicable laws and regulations.

Youth with Special Needs/Disabilities

4-H programs should be designed to consider the needs of participants with special needs/disabilities. Kansas State University is committed to making its services, activities, and programs accessible to all participants. If a youth participant has special requirements due to a physical, vision, or hearing disability, contact your local KSRE office. Kansas 4-H Youth Development & the Central Kansas Extension District complies with the Americans with Disabilities Act. 4-H is accessible to individuals aged 7 to 19 with or without reasonable accommodations. Persons whose chronological age exceeds 19 years but who identify with a developmental and/or intellectual disability may be eligible to continue with participation until the age of 21. Each disability accommodation request must be reviewed individually at the local level, in consultation with the State 4-H Office.

K-State Research and Extension Statement of Accommodation Request Definition and Process

Title II of the Americans with Disabilities Act states "Subject to the provisions of this title, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs or activities of a public entity, or be subjected to discrimination by such entity." K-State Research and Extension and Kansas 4-H strive to make its programs and events accessible to all Kansans who are otherwise eligible to participate in the activities. This applies to local and state events/programs. Reasonable accommodations are often possible for persons with disabilities who wish to participate, so long as granting the accommodations does not fundamentally alter the nature of the program, cause undue hardship or otherwise cause a direct threat to the health or safety of the participant or others. K-State Research and Extension and Department of 4-H Youth Development will work with the participant to identify a reasonable accommodation which provides access to the desired program. Please note that the accommodation may not be the one proposed by the participant. K-State Research and Extension recognizes that accommodations may be requested orally and in person, up to the date of the event. In collaboration with your local Extension professional, it is essential for the Accommodation Request Form to be completed to launch a formal accommodations process.

Because it can take time to plan for some accommodations, KSRE requests that the form be submitted no later than two weeks prior to the event or activity. Submitting a request for accommodation on shorter notice may reduce or limit our ability to implement the accommodations. Upon receipt of the Accommodation Request Form, you will be invited to an in-person, virtual or phone intake process and be asked to complete a Verification of Disability Form. An eligibility team will review the request and determine accommodations. The team may consist of KSRE and K-State Human Capital Services personnel, as well as people knowledgeable about the day-to-day activities of the participant. Following the eligibility meeting, persons requesting accommodations will be notified via email of the results.

If the participant requires special accommodations, please visit https://www.ksre.k-state.edu/employee_resources/dei/access.html to become familiar with the process for requesting and providing accommodations.

Disability Accommodations Process and Definitions https://www.ksre.k-state.edu/employee_resources/dei/access.html

KSRE Accommodations Request form https://kstate.qualtrics.com/jfe/form/SV_6ysgNQjcK9pzg7r

KSRE Accommodations Notice (sample) https://www.ksre.k-state.edu/employee_resources/dei/documents/accommodations-notice.docx

(Kansas 4-H Policy Section 2.3.1 & 2.3.3 – 2021)

Section 2

4-H Enrollment

The Philosophy & Background

Enrollment

For members, enrollment includes completing online enrollment in 4HOnline, paying a State 4-H program fee, selecting a club, Cloverbud, or independent membership, and selecting at least one project.

Age

4-H is open to all youth between the ages of 5 and 18 (4-H Age):

- 4-H Age: The age of the youth before January 1 of the current year.
- If your birthday is on January 1, your 4-H age is the age you were on December 31.
- 4-H eligibility is determined based on the 4-H age.
(The age of the member on December 31 of the previous year)
- The first year of eligibility for the regular 4-H program is the 4-H age of seven (7).
- The last year of eligibility is 4-H age of eighteen (18).
- Certain programs may admit youth outside established age limits stated above. Each request must be individually reviewed at the local level and submitted to the accommodations process in consultation with the State 4-H Office.

Deadlines

Youth may enroll in 4-H at any time. The 4-H calendar year begins October 1 and concludes on September 30. However, 4HOnline may be shut down near the end of the 4-H year for state maintenance. Once enrolled, 4-H youth will be eligible to use curriculum and participate in club meetings, workshops, day camps, and any 4-H sponsored event from the local to the national level. Selected events, such as the county fair, and certain project areas may have specific project enrollment deadlines for participation. These deadlines must be met for participation.

Re-Enrollment Deadline

Any returning Central Kansas District 4-H member who re-enrolls in the Central Kansas District 4-H Youth Development program must complete the re-enrollment process by December 1 of the current 4-H year. If re-enrollment is not completed by this deadline, youth will become ineligible for the current year to:

- 1) exhibit at the county fair, which includes participating in premium auctions,
- 2) participate in District 4-H Club Day,
- 3) hold a leadership position at the county/district level (*i.e., Ambassadors, 4-H Council officer, etc.*),
- 4) represent the District on a team or for an award at a state competitive 4-H event (*i.e., 4-H judging teams, shooting sports matches, State 4-H Project Award judging, etc.*), and
- 5) receive any local 4-H scholarship or support dollars for registration/travel.

These deadlines are to ensure that exhibits or presentations reflect knowledge and skills gained in the 4-H project experience.

Project Selection Add/Drop Date

Enrolled 4-H members will have until May 1 to make additions or deletions to their project enrollment for the current 4-H year. It is generally expected that youth will be enrolled in a 4-H project before participation in that project will be allowed (*i.e., enrolled in market swine before purchasing and tagging swine*).

Fair Participation

Youth between the ages of seven (7) and eighteen (18) can join 4-H anytime of the year but have restrictions on participation in county fair activities. Youth must turn 7 before January 1 of the current year to be eligible to participate in the current year fair as a 4-H member. New members should be enrolled by May 1 to participate in county fair, and for returning members, this deadline is December 1 (see *Re-Enrollment Deadline* above). This rule supersedes any club, county, or fair rules.

Age Restrictions in Projects

Certain projects have age restrictions for participation in areas or phases. Members should check age restrictions before enrollment in projects. Shooting Sports, as an example, has age requirements based upon disciplines and is not open to 7-year-old members.

(Kansas 4-H Policy Section 5.1.1 – 2021)

(Kansas 4-H Policy Section 5.2 – 2021)

(Kansas 4-H Policy Section 4.1 – 2021)

Section 3

4-H Cloverbuds

The Philosophy & Background

“It is neither the intent nor the objective of the 4-H Cloverbuds program to duplicate the 4-H member experiences that are designed for older youth, nor to create a ‘mini-4-H’ concept. While the 4-H Cloverbuds program is a component of the overall 4-H Youth Development Program and 4-H Cloverbuds members are recognized as 4-H members for the purposes of enrollment, they are considered to be in a ‘special’ membership category with regard to program and policy. As a result, the 4-H Cloverbuds program is fundamentally different than general membership in 4-H.” *Source: National 4-H Cloverbuds Policies*

The overall purpose of the 4-H Cloverbuds program is to foster the development of life skills that are essential for the cognitive, social, emotional, and physical maturation of five- and six-year olds by providing a unique educational opportunity. Participation, safety, personal development, learning, and fun are the highest priorities in providing the 4-H Cloverbuds program. The policies for the 4-H Cloverbuds program outlined in this document seek to ensure that the 4-H Cloverbud remains safe and has a positive, developmentally appropriate experience in 4-H. *Source: National 4-H Headquarters*

4-H Cloverbuds is an educational, youth development opportunity specifically for five- and six-year old children. To be eligible to participate, a child must have celebrated his or her 5th or 6th birthday before January 1 of the current year. Five- and 6-year-old children do not pay a State 4-H program fee. For additional information consult the Kansas 4-H Cloverbuds Guide at <https://bookstore.ksre.ksu.edu/pubs/4H1077.pdf> and at <https://www.kansas4-h.org/4-h-programs/cloverbuds/index.html>

Age Definitions

The Cloverbud program is open to youth ages 5-8. Youth may enroll in the Cloverbud program any time after they reach the age of 5. They may join a 4-H club as a 4-H member if they are age 7 before January 1, of the current 4-H year. At the time of transition, parents and their child will be responsible for completing the appropriate 4-H enrollment process. If youth choose to participate in the Cloverbud program until they are the age of 8, they may not belong as a 4-H member to a 4-H club. Due to the unique nature of the 4-H Cloverbuds membership, no 4-H member may hold membership in both a 4-H club and 4-H Cloverbuds.

Participation

Cloverbuds will be asked to complete 4HOnline enrollment.

4-H Cloverbuds requires a safe environment. The Cloverbuds program must ensure that members remain safe and have a positive, developmentally appropriate 4-H experience.

Cloverbuds is strictly non-competitive. Cloverbud exhibits and participation in traditionally competitive events such as the fair or 4-H Club Day will not be judged and instead will receive a participation ribbon.

4-H Cloverbuds is activity-focused, rather than project-focused. A 4-H Cloverbuds member participates in noncompetitive, age-appropriate, properly supervised events or activities sponsored/conducted by another 4-H group.

Cloverbud members are not allowed to exhibit an animal project of any kind.

(Kansas 4-H Policy 14.1)

Best Management Practices

Family involvement is typically one of the key components of the 4-H program. Because parents and/or guardians are a vital part of the development of their children, it is suggested that youth not participate in activities unless their parent/guardian is present to attend the 4-H Cloverbuds activities, assist and support their child, as well as the 4-H Cloverbuds group.

Programming

The 4-H Cloverbuds programming is cooperative, rather than competitive.

The 4-H Cloverbuds program is based on cooperative learning. The Cloverbuds member is to participate in activities and opportunities where the member practices developmental skills, discovers talents and learns about fairness in a nonjudgmental environment.

Cloverbuds may not participate as a competitive exhibitor in traditional 4-H events.

The 4-H Cloverbuds may exhibit or showcase activity-related items from their 4-H Cloverbuds' experiences at appropriate locations (i.e., 4-H Cloverbud meetings). The 4-H Cloverbuds may not participate as a competitive exhibitor and is not eligible to receive premiums or awards in traditional 4-H events. The 4-H Cloverbud may receive a 4-H Cloverbuds or participation ribbon.

Best Management Practices

The 4-H Cloverbuds should participate in group-type activities with cooperative experiences. Products made during the group activities may be showcased for public display or show-and-tell. The 4-H Cloverbuds may showcase a product, poster or notebook of 4-H Cloverbuds activities.

Meetings & Club Affiliation

It is suggested that there be a minimum of five (5) youth to have a Cloverbud group.

Cloverbuds are often affiliated with a traditional 4-H Club. If this is the case, Cloverbuds need to meet at either a separate time or have a separate location where they can have the necessary space and time to perform their activities.

Cloverbud meetings are not run like traditional 4-H club meetings. Cloverbud meetings include a variety of activities that are educational and teach youth a single concept or skill. A typical Cloverbud meeting may include 3-4 activities, each lasting no more than 20 minutes with a meeting lasting no more than an hour. Cloverbuds may join the traditional 4-H club to take part in the 4-H pledge or watch the talks and demonstrations. Cloverbuds should not participate in the business portion of meetings or be required to give talks or demonstrations.

4-H Cloverbuds groups do not have officers. 4-H Cloverbuds groups may not conduct formal business meetings; therefore, they do not have officers. Children ages 5 and 6 are not developmentally ready to fulfill the responsibilities of a club office. A structured routine for the 4-H Cloverbuds group is, however, important when conducting Cloverbuds activities. Additionally, maintaining age appropriate activities is essential, and therefore:

- No annual records are to be kept or submitted for judging.
- 4-H Cloverbuds earn recognition based on participation. All 4-H Cloverbuds are, however, to receive the same recognition, meaning that placements and other competitive awards are not age-appropriate.

Cloverbuds are not allowed to handle money, pay dues, or have fundraisers. They may work with a traditional community 4-H club to raise funds, but can never be on their own without members of the traditional club and adults present.

Districtwide Cloverbuds Meetings

Cloverbuds meetings are held periodically throughout the 4-H year. Meetings are typically held in Salina at a location TBD by the Districtwide Cloverbud Leaders. Meeting dates and times are published in the Central Kansas District 4-H newsletter. At meetings, Cloverbuds will recite the 4-H pledge, answer roll call and do an activity. Cloverbuds are also encouraged to participate in day camps and other non-competitive events and activities.

Best Management Practices

The 4-H Cloverbuds should participate in group activities and cooperative experiences with the entire activity completed in one short session. 4-H Cloverbuds activities should use the 4-H Cloverbuds curriculum when conducting 4-H Cloverbuds meetings. For financial management purposes, 4-H Cloverbuds group finances may be handled by a sponsoring 4-H club or the local 4-H Council.

Public Event/Fair Showcase & Recognition

The 4-H Cloverbuds are encouraged to showcase a product, poster or notebook of 4-H Cloverbuds activities. Suggested locations include noncompetitive show-and-tell-type displays at local fairs, libraries, schools, 4-H Parents' Nights, 4-H Achievement Night, churches, community festivals, parades, etc.

A separate "4-H Cloverbuds" division is available for showcase entries at the fair. 4-H Cloverbuds recognition ribbons may be given, but all members should receive the same ribbon to maintain the noncompetitive nature of the showcase. A show-and-tell type experience between the 4-H Cloverbuds member and the "judge" (an adult or older teen) is encouraged to provide positive feedback on the entry. **Three (3) entries are allowed for exhibition in the 4-H division of Fair.**

4-H Achievement Programs. Youth may be recognized at Achievement night, but as with any Cloverbud recognition it must be the same for all Cloverbud members no matter the age, years involved, etc.

Districtwide Cloverbud Recognition. Cloverbuds are recognized for participation, and no record keeping is required. Interested families should contact either Extension Office or a 4-H Club to inquire about Cloverbud opportunities.

Cloverbuds Leadership

A Ratio of Two Adults to 12 4-H Cloverbuds members (2:12) is required.

A minimum of two adult leaders is required to start a 4-H Cloverbuds group. 4-H Cloverbuds group must have two (2) adults per twelve (12) children (ratio of 2:12). There must be appropriate adult supervision (leaders, parents or teens) at every 4-H Cloverbuds meeting and/or activity relative to the size of the group. Adult and teen volunteers must be registered through the Kansas 4-H Volunteer Screening Process. Additionally, Cloverbuds Leaders must attend Cloverbuds training before they can serve as Cloverbuds Leaders.

Best Management Practices

Before each activity the adult or older teen leader must identify any potential hazards and avoid putting the 4-H Cloverbuds members at risk. 4-H Cloverbuds Leaders should know and practice safety precautions and consult with the Extension Agent concerning insurance coverage. American Income Life Insurance covers each registered member while they are participating or attending approved and adult supervised group activities.

Additional Requirements

Cloverbuds groups that become an established club must follow *Kansas 4-H Youth Development Policy Handbook Section 7*.

(Kansas 4-H Policy Section 5.1.2 – 2021)

Section 4

4-H Membership

The Philosophy & Background

Generally, youth are expected to participate in units and states where they live with their parent(s) or legal guardian(s). Extension agents and Extension Boards are encouraged to minimize burdens to participation and strive to make beneficial arrangements for all youth to engage in 4-H programming. Youth should pay the program fee only one time during any 4-H program year.

Enrollment

Kansas youth typically enroll in 4-H within the Extension Unit (county/district) in which they reside. However, individuals living in one Extension Unit may join 4-H in another. There may be educational or social reasons for an individual joining 4-H in a different Extension Unit than that of their primary residence. Although a 4-H member may choose to participate in another Extension Unit, they can only enroll and exhibit in one Extension Unit.

In the event a project is not offered in the primary 4-H program, a 4-H member may participate in a specific project area in a different Extension Unit, but not enroll in that 4-H program.

These policies are not intended to provide an escape mechanism for troubled 4-H members and families who are unwilling to follow the terms and/or conditions in their current 4-H enrollment. Decisions regarding 4-H membership in a non-resident Extension Unit (a county/district you do not live in), rests with the County/District Extension Governing Board in the receiving Extension Unit.

Transferring Membership from Another State

If a 4-H member transfers from out of state, in the current online enrollment system, existing youth 4-H members can transfer from another state. Agents are asked to solicit from the new enrolling family the county extension/4-H point of contact to aid in the verification of prior 4-H enrollment. Otherwise, youth will need to sign up for Kansas 4-H as if they were a new member.

Transferring Membership Between Clubs

An enrolled 4-H member may transfer clubs during the 4-H year. The Central Kansas District 4-H Club Transfer Form (located at <https://www.centrankansas.k-state.edu/4-h/> under 4-H Member Forms & Documents) must meet one of the two deadline dates in order to maintain eligibility requirements for 4-H Club Day, County Fair, and Awards.

- Deadline for 4-H Club Day is between October 1 and December 1.
- Deadline for County Fair and Awards is between October 1 and May 1.

Enrollment is completed online via the Kansas 4HOnline enrollment website which includes the required health information and various other permissions (i.e., publicity release, evaluation release). <https://v2.4honline.com/>

(Kansas 4-H Policy Section 5.3 & 5.3:1 – 2021)

Section 5

Deadlines, Participation, Exhibition and Completion

Deadlines

The proper compliance with established, stated and published final dates and deadlines is considered an appropriate expectation of 4-H membership. Submitting things that are time sensitive and following the rules is part of the 4-H learning experience and is considered a reasonable thing to do. Individuals not complying with these expectations may lose awards and privileges. This is especially true in animal projects where animal ownership, raising and identification have a specific time period as part of the project requirements. Members not complying with established and published dates and deadlines for exhibition may be denied exhibition privileges, as well as premiums or awards for that project.

Participation

Attendance and participation at 4-H meetings is highly encouraged as a part of the overall educational experience. Club meeting attendance, however, cannot be required as criteria for project completion or fair participation. 4-H meetings should be of the quality that 4-H members want to attend, participate and learn something beneficial. Also, rewarding 4-H clubs, 4-H members and 4-H volunteers for attendance and participation in meetings, tours, workshops, local, and county exhibits, etc. is encouraged. The rewards for participation should be significant enough that 4-H members have a positive experience. According to the Kansas 4-H Policy, 4-H clubs may establish attendance policies for a member to run for election as a club officer, apply for a club scholarship and/or participate in other special club opportunities offered to club members at the club level.

Exhibition

Exhibition of 4-H projects in local, county or state fairs is considered a privilege and is voluntary on the part of the exhibitor. The exhibition of 4-H projects provides members an opportunity to display their 4-H projects, entertain wholesome competition and enjoy an educational and social environment with their peers. With the privilege of exhibition also comes the responsibility for abiding by all the qualifications and requirements pertaining to their respective 4-H project(s). Not following the established rules of the fair may limit participation.

Completion

The completion of a 4-H project must not be misinterpreted as exhibiting at the fair, rather it is the learning experiences reflected and reported in the record keeping! 4-H members are considered complete in their project work when they have:

1. Enrolled in a project by May 1 or met previous deadlines;
2. Filled out their 4-H Record Book or 4-H Project Award Application(s); and
3. Submitted their Record Book or 4-H Project Award Application(s) to club leaders for proper signatures.

(Kansas 4-H Policy Section 5 – 2021)

Section 6

4-H Club, Independent Member and Other Delivery Mode Standards

Definition of a Club

Kansas 4-H and 4-H National Headquarters define a 4-H Club as: an organized group of at least five youth from three different families who meet regularly with adult volunteers or staff for a long-term, progressive series of educational experiences and have enrolled in 4-H Online.

Structure of a 4-H Club

Community Clubs

The 4-H Community Club structure is intended to be flexible, but these minimum standards must be maintained:

- Be led/advised by two or more screened and board approved adult volunteers.
- Enroll at least five youth members from at least three families.
- Emphasize project exploration, leadership, and civic engagement.
- Conduct a minimum of six regular educational experiences per year; many clubs hold 9 to 12 regular activities throughout most or all of the year. Gatherings include but are not limited to business meetings, project meetings, service-learning opportunities, and other 4-H learning activities.
- Select/elect youth leaders to provide direction to the club with shared youth leadership opportunities with shared decision-making, with agreed-upon rules or bylaws.
- Keep meeting, project and financial records, and submit required reports.
- Follow state and local 4-H Policy.
- 4-H Charter.

Project Clubs

A 4-H Project Club is an organized learning community that meets regularly with adult volunteers or staff for a long-term, progressive series of educational experiences.

Project clubs are organized around a specific subject matter (project) area (e.g. robotics, shooting sports, rabbits, dairy goats, horse, dogs, electricity, etc.). The youth and adult volunteers use club meetings to learn together about the subject around which they have organized. They have a progressive series of educational experiences that include lessons, field trips, and teaching each other about related concepts. They often prepare an exhibit for a county fair. They develop leadership skills (club officers/leadership roles) and group process skills by working together and completing projects that are meaningful to each other or their community.

Similarly, a 4-H Project Club structure is intended to be flexible, but these minimum standards must be maintained:

- Be led/advised by two or more screened and board approved adult volunteers.
- Enroll at least five youth members from at least three families.
- Emphasize project exploration, leadership, and civic engagement.
- Conduct a minimum of six regular educational experiences per year; many clubs hold 9 to 12 regular activities throughout most or all of the year. Gatherings include but are not limited to business meetings, project meetings, service-learning opportunities, and other 4-H learning activities.
- Select/elect youth leaders to provide direction to the club with shared youth leadership opportunities with shared decision-making, with agreed-upon rules or bylaws.
- Keep meeting, project, and financial records and submit required reports.
- Follow state and local 4-H Policy.
- 4-H Charter.

Other Delivery Modes of 4-H

Other learning communities or delivery modes of 4-H are available to provide educational experiences for children and youth who may not otherwise be exposed to 4-H Youth Development opportunities. These delivery modes are carried out by extension staff, screened and board approved volunteers, or site-based staff. These delivery modes do not typically have elected officers or conform to a set of bylaws to govern the group.

Independent Member

This mode includes learning that occurs independently of a formal group setting. It might be individual, in a pair, or a family learning effort. This includes self-directed learning, usually with limited adult involvement except for parents (or a mentor). Examples include self-study, home study courses, advanced placement courses, mentoring or shadowing with an “expert,” or entire families learning together.

An independent membership is not valid until the youth project and study plan is reviewed and approved. Resources for independent member expectations and a project and study plan template are available at <https://www.kansas4-h.org/4-h-programs/independent-members/index.html>.

Independent members should be engaging regularly with local agents and must review their project and study plans annually.

Independent members can contribute to the larger 4-H program by participating in county, district, regional, and state events; volunteering to lead or assist with 4-H committees, programs and activities; reading and responding to extension office correspondence; and remaining informed and current on 4-H opportunities, procedures and guidelines.

Independent members may participate in organized fundraising activities that benefit the local unit program. Independent 4-H youths may not do independent fundraising as 4-H youths.

For anyone to participate as an Independent Member in the Central Kansas District 4-H Program, it will require approval by the Central Kansas District Extension Board.

Additional resources are available from the Central Kansas District Office.

(Kansas 4-H Policy Section 6 – 2021)

Section 7

4-H Financial Review

The Philosophy & Background

Financial Responsibility

Kansas Extension law, as well as federal and state expectations for use of all funds generated in support of Extension programs, require the Director of Extension and Extension Council/District Boards to be accountable for all funds generated for Extension programs within their jurisdiction. In other words, the Director of Extension and the Extension Board are accountable for funds raised and/or collected by such groups as 4-H Clubs, 4-H Groups, 4-H Councils, Master Gardeners, etc.

Club Financial Management

The Central Kansas District Governing Body is responsible for all non-appropriated funds generated for Extension Programs each year. This includes all funds collected/raised in the name of Extension 4-H Youth programs. This means that all clubs, project clubs and the 4-H Council operate according to policies and procedures determined by USDA, K-State Research and Extension and the Central Kansas Extension District Governing Body. In order for the Extension District Governing Body to ensure compliance with financial requirements for 4-H programs, a yearly financial review of those accounts is required.

Each 4-H club or Extension related bank account **must have two signatures** for withdraws (writing checks).

While banks do not require two signatures, Kanas 4-H Policy does.

All club/group accounts must have their own federal employer identification number (FEIN) from the Internal Revenue Service. **No account should have an individual's Social Security Number listed.**

Club & Affiliated Organizations Annual Review

The annual internal financial review should be conducted by an internal financial review committee, composed of two (2) or three (3) members of the organization. Committee members should not be signatories or have family or financial relationships to the treasurer. The Central Kansas District Extension Annual Financial Report form will be the official document to complete. The Governing Body is asked to review the completed Financial Report Form as presented with any comments and recommendations documented for correction. The required documentation can be found at <https://www.centralkansas.k-state.edu/4-h/orgleaders/index.html> which is updated annually.

The Financial Review Report is **due to the Extension Office by November 15, at 5:00 p.m.** If November 15, falls on a Saturday or Sunday, then it is due on Monday.

If the deadline is not met, a letter from the Central Kansas District Board Chair will be mailed to the Organizational Leaders. If the club does not comply, all 4-H members in the club (current and future members) will not be allowed to participate in any competitive 4-H events for the remainder of the 4-H year. Therefore, the members could not participate in 4-H Club Day, FCS Judging, Photography Judging, the County Fair, etc. This does not prevent the members from participating in leadership workshops, attending state events (that are noncompetitive) and other noncompetitive events. This went into effect January, 2018, to be enforced then and in the future.

Fundraising in the Name of 4-H

Things to Ask Before Deciding a Fundraiser

Before 4-H clubs and groups decide on a fundraiser, it is important that they observe these guidelines to promote healthy youth development:

1. Is the fundraiser appropriate for youth in a 4-H group? Does it emphasize greater youth ownership and less adult responsibility?
2. In addition to raising funds, is the project one in which 4-H members can learn some life skills such as public relations, bookkeeping, salesmanship...? There should be some education for the youth by going through this project.
3. Will funds be used for educational or community service purposes sponsored by the 4-H organization? Funds may not be used for personal use.
4. Money raised in the name of 4-H is to be used for the benefit of the total group. If the group provides scholarships to individuals for trips, activities, etc. those individuals should give back to the club in some way. Upon completion of the activity, 4-H members are expected to teach or share what they have learned so that others may benefit. Any excess funds for a particular project should be returned to the total group or sub group according to an approved county policy.
5. The leadership team (adult leaders, treasurers, youth) for each group should prepare a budget with a fund-raising and spending plan. This will prevent duplicate fundraisers and solicitations within a county.
6. Check with your 4-H Youth Development Extension Agent regarding each fundraiser that you plan. There are rules about the use of the 4-H name and emblem in fundraising. If working with a fundraising company or business, be sure that they have approval to use the 4-H name and emblem. All money raised using the 4-H name must be used for 4-H Activities.
7. If you are planning a food related fundraiser (bake sale, meal, etc.) check with the Extension Family and Consumer Science Agent regarding food safety and health requirements.
8. Submit itemized receipts in order to get reimbursed for expenditures for legitimate 4-H expenses.

These guidelines were adapted from:

Minnesota 4-H Youth Development Financial Handbook for Leaders -1998

Compiled by Gary Gerhard, Retired State Specialist; and Beth A. Hinshaw, Area Specialist.09/2021

4-H & Raffles

Due to the recent changes in 2015 Kansas law, it is now possible for nonprofit and education entities to conduct raffles. Refer to the Kansas raffle amendment SCR 1618 for state statute requirements

<http://www.ksrevenue.org/bingoraffle.html>

A raffle has three components: prize, consideration (ticket cost) and chance (luck). If a raffle is held, it must be conducted under the following conditions and policy. Raffles must be transparent and open, so there is no question that the raffle is above board. There also must be an equal chance for winning and equity for everyone who purchases a ticket.

- The Extension board must agree to support the conducting of raffles. The Extension board may opt in or out of conducting raffles at any time, by passing a motion noted in the official minutes.
- The group conducting the raffle must be an Extension unit-affiliated group, e.g., 4-H club or project group, Master Gardeners, etc.
- Any group that wishes to conduct a raffle must first submit an application.
- All raffles must be approved by the Extension unit prior to conducting the raffle. Since boards meet once per month, groups wishing to conduct a raffle must allow sufficient time for approval.

- Groups must specify in the application, the primary purpose of the raffle and how the money will primarily be used.
- Groups that begin a raffle process (including selling tickets) prior to board approval will be required to cancel the raffle and return all monies collected.
- All raffle tickets must be pre-printed with a numbering system, e.g., 001 to 1,000. No hand numbering of tickets is allowed. The Extension Office should not be expected to print the tickets.
- All raffle tickets must have a pre-numbered ticket stub and matching ticket number. Tickets may be perforated, so the stub may be separated easily from the ticket. The ticket must be given to the person buying the ticket at the time of sale, and the stub with contact name and information must be retained for the drawing.
- Unsold tickets must be collected and returned to the raffle coordinator within seven days after the raffle is conducted. A log must be used to keep track of the numbers of tickets issued and to whom they were issued for accounting purposes.
- The raffle ticket must include the following information: name of raffle sponsor, (e.g., Clover County Master Gardeners), the word raffle on the ticket, cost of the ticket, date of the raffle drawing, prizes to be given away, whether or not person must be present to win (generally not necessary), contact name, phone and e-mail for winning list of prizes, and location of the raffle, if it is occurring at a particular event.
- Ticket stub must include the following information: name of raffle sponsor, (e.g., Clover County 4-H Council), the word raffle on the ticket, cost of the ticket, date of the raffle drawing, space for name, mailing address, phone number and e-mail of the purchaser, so they may be contacted to collect the prize.
- For the drawing of ticket stubs, a large container must be used so the ticket stubs can be thoroughly mixed. A wire cage with an opening door is desired, so that the tickets can be mixed additionally between drawings.
- Any person who is sponsoring or closely affiliated with the raffle may not draw the winning ticket(s).

Final accountability of the raffle must be submitted within 10 days after the raffle to the Central Kansas Extension District 4-H Youth Development. Approved by the District Board September, 2020.

Fundraising for Clubs & Approval Process

4-H members may not solicit funds to help fund their individual 4-H projects.

4-H members may fundraise for a specific 4-H educational trip.

Donations given directly to a 4-H member are not tax deductible because they do not go to a 4-H club or group.

Any fundraising programs by clubs or individuals must be approved by the 4-H Youth Development Extension Agent; the funds must be used to further the 4-H mission; the account procedures must be appropriate and in accordance with the policy; and the 4-H name and emblem must be properly used. In order to receive approval, email the 4-H Youth Development Extension Agent with as much detail as possible regarding the fundraiser. Allow 7 to 10 business days for a response.

4-H Clubs & Groups Request for Tax-Exempt Letter

District 4-H clubs, councils and groups are exempt from paying Kansas sales tax on purchases of goods, merchandise or lodging.

Purchases must be made directly by the 4-H organization. Cash payments do not qualify for exemption, nor do purchases made by an individual to be reimbursed by the organization. Some retailers request a copy of the exemption certificate with each purchase; others keep a copy on file.

Clubs needing a letter indicating their tax-exempt status should send the request to the Central Kansas District 4-H Youth Development Agent and include their EIN number and what the tax-exempt status is for (i.e., purchasing items for a fundraiser, etc.). Since this request will be sent to the State 4-H Office, please allow 5-10 business day for the request to be processed. A hard copy of the letter will be given to the club representative and another hard copy will be placed in the club's financial review folder. These letters should be good 9-12 months from the date on the letter.

(Kansas 4-H Policy Section 7.4.1 – 2021)
(Tax Issues for Local Extension Offices)

Section 8

Central Kansas District 4-H Apparel Approval

It is important that the 4-H name and emblem is used in the appropriate manner. Therefore, any 4-H club or group must have their apparel design approved before printing, to ensure the proper use of the 4-H clover and co-wordmark.

Request for approval must be provided to the Extension office or electronically submitted. The information needed for this request can be found at <https://www.centrankansas.k-state.edu/4-h/orgleaders/index.html> under Leader Forms & Additional Information – Apparel (T-Shirt) Approval Form.

A color design is required.

Please allow at least 10 business days for the design to be reviewed. If edits need to be made, the individual indicated as the contact will be the only one communicated with.

4-H club or group apparel will need to have one of the following wordmarks (in color, black & white, black, or white). Email the 4-H Youth Development Agent to receive the electronic version of the wordmark.

List of approved vendors for K-State apparel can be found [here](#).

[K-State Brand Guidelines](#)

[4-H Name and Emblem Use Handbook](#)



Section 9

4-H Volunteer Screening

Volunteers are fundamental to the 4-H program. They provide assistance needed to enable youth to become healthy, self-directing and contributing members of society. The Kansas 4-H Strategic Plan calls for a diverse, volunteer-led youth program which focuses on providing a safe, positive, caring, and nurturing environment for youth to develop life skills.

K-State Research and Extension takes its obligation seriously to provide a safe environment for all persons involved in youth activities. Therefore, all adults wanting to contribute to the 4-H program as organizational leaders, project leaders, fair superintendents, chaperones, or drivers must complete a Volunteer Service Application and the Volunteer Screening Process.

The Philosophy & Background

All individuals who work directly with youth are required to complete the Kansas 4-H volunteer screening process. Volunteer screening is done in order to ensure a safe, positive, and nurturing environment for all youth involved with the Kansas 4-H program and provide protection for the child, the volunteer, the K-State Research and Extension professional, the extension board, and K-State Research and Extension. Initial screening of volunteers will occur when they sign up to volunteer.

Kansas 4-H Volunteers serve at the discretion of Kansas State Research and Extension (KSRE) and the local Extension unit and there is no ongoing expectation to be engaged in that role. All volunteers are required to review and abide by the Kansas 4-H Code of Conduct prior to and during any volunteer engagement with Kansas 4-H.

Definition of a Volunteer

A volunteer, adult with authority to independently plan and conduct educational experience for youth in a public setting **OR** a volunteer whose position put them in close, ongoing, one-to-one interaction with youth must complete the Kansas 4-H Volunteer Screening process. Volunteer roles include (but are not limited to), community leader, organizational leader, project leader, judging team coach, camp counselor, camp assistant, event chaperone, exchange trip chaperone, chauffeur for any 4-H activities, and county/district-wide leader.

Volunteer Training & Requirements

New volunteers will complete and submit the Kansas 4-H Volunteer Service Application through 4HOnline at the beginning of their first year of volunteer service, including providing references. First time volunteers must also complete an in-person orientation session. Volunteer Screening Orientations are offered only a few times a year and listed in the 4-H Newsletter and Master 4-H Calendar. Thereafter, continuing or ongoing volunteers will complete and submit the Kansas 4-H Volunteer Service Renewal on an annual basis through 4HOnline. *(CKD volunteers will follow the current Kansas 4-H Volunteer Screening Approved process.)*

The Volunteer Service Application, which is completed in 4HOnline (online enrollment system), consists of two major sections: General Information and Personal Information. In addition, applicants must submit three references and undergo background checks to assure that we have appropriate volunteers working with our youth. These checks are conducted at NO COST to the applicant, but are mandatory for completion of the Volunteer Screening Process.

References will be handled by the Extension Office. However, the applicant is responsible for submitting information so their background check can be completed against the National Criminal Background Registry. This information is provided at the Volunteer Screening Orientation along with any instructions needed to

complete this portion of the Volunteer Screening requirement. All of the above information is kept confidential and secure. Only authorized members of the District Volunteer Review Committee in addition to District and State Staff may review the information.

Once the potential volunteer has completed the required items and been reviewed by the Volunteer Review Committee, the District Governing Body will act and either approve, modify (restrictions added), or deny the applicant. Notification is then made by the Extension Office via mailed letter. Volunteers with approved (or approved with restrictions) status must complete an annual renewal in 4HOnline along with any requested background check requirements to retain screened volunteer status.

Volunteer Recognition

Volunteers will be recognized at Achievement celebrations, noting years of service. Any volunteer who has not completed the Kansas 4-H Volunteer Screening process will not be recognized and their years of service as a leader will be interrupted.

(Kansas 4-H Policy Section 8.2.1 & 8.2.3 – 2021)

Section 10

4-H Ambassadors

The Philosophy & Background

An ambassador represents and promotes the 4-H program. 4-H Ambassador groups are designed to work together with a team of youth Ambassadors and at least two adult advisors to develop a public information program for the District 4-H Program.

Age Definitions

4-H Ambassadors will be 4-H members, who are currently in the 8th grade but no older than the 11th grade and have been a member of 4-H for two or more years.

Application & Selection

Ambassadors will be selected using an application and/or interview process. The Ambassador Interview/Selection committee will make the final determination on Ambassador appointments. The application used will be posted on the Central Kansas District 4-H website <https://www.centrankansas.k-state.edu/4-h/> under 4-H Member Forms & Documents. If selected to serve as a district Ambassador, the member will serve a two-year term.

Training & Terms

4-H Ambassadors will commit to a two-year term. The 4-H Ambassadors must attend the Central Kansas District Ambassador Retreat(s) annually. Ambassador terms will begin and end at the 4-H Celebration of Achievements. Ambassador Advisors may establish required activities for Ambassadors to participate in, and failure to meet these requirements will result in dismissal as an Ambassador.

4-H Ambassadors will have the option to apply for a third-year, if desired. This role is to be determined by the Ambassador Advisors.

Ambassador Advisors will serve a two-year term, with no term limits. Ambassador Advisors must be approved District Screened Volunteers.

Section 11

Central Kansas District 4-H Council

The purpose of the Central Kansas District 4-H Council is to help determine matters of districtwide policy that affect 4-H activities and events. 4-H Council is to help promote and strengthen events and activities within the District 4-H program, including community clubs and project clubs.

The voting membership of 4-H Council is made up of four youth representatives and two adult representatives elected from each community club. Other youth in each club are encouraged to attend the council but are not considered voting members. This group of individuals meets bimonthly (November, January, March, May, July, September) on the fourth Monday of the month. The only exception to the Monday meeting day is when it is a holiday, and Council will pre-determine the new meeting date. The meetings begin at 7 p.m. and alternate locations between the Salina and Minneapolis Extension Meeting Rooms.

Youth who wish to serve as a youth representative must be 12 years of age or older, according to his/her 4-H age of the year in which elected. 4-H age is determined by the 4-H member's age before January 1 of the current 4-H year (i.e., for the 2020-21 4-H year, 4-H age will be based on the age the 4-H member is before January 1, 2021).

Central Kansas District 4-H Council has ten standing committees in which any 4-H member may participate. The committees are: 4-H Club Day, Ag Development, Celebration of Achievements, FCS Judging, Photography Judging, Finance and Fundraising, Ottawa County Fair, Promotion and Recruitment, Social, Trips & Awards (adults only), and Tri-Rivers Fair.

Section 12

4-H Animal Ownership

The Philosophy & Background

These policies will be guidelines for 4-H animal projects for members of Central Kansas Extension District. District consistency, while being respectful of differences in each county fair and management of fairs, is the goal.

4-H member participation for 4-H fairs or the 4-H division is based on the following criteria:

- The exhibit is the result of knowledge and skills learned within the 4-H project experience in the local club, group, event, enrichment program, or individual participation.
- The 4-H member is owner of the project. In the case of dairy and horse projects, in which leasing of animals for 4-H projects is allowed, the 4-H member is considered the owner of the animal during the current project year.
- Local extension units will determine ownership and enrollment deadlines for local fairs/expositions/shows/events of 4-H divisions to meet state qualifications. In some cases, 4-H age may determine enrollment. Individual projects may have requirements such as enrollment, weigh-in or tagging. State nominations or qualifying shows will determine ownership and enrollment deadline (i.e., Market Animal nomination due date or District Horse Shows.) The Extension Agent with 4-H or livestock responsibilities is responsible for verifying 4-H membership/eligibility. Market animal nominations are due to Department of Animal Sciences and Industry at Kansas State University for participation at Kansas State Fair and Kansas Junior Livestock Show.

Ownership

Central Kansas District will follow the ownership guidelines recommended by the State 4-H Office. A 4-H member may attend any weigh-in within the District. Ownership and care of breeding/companion animal projects will also follow these guidelines.

Beef

Market & Commercial Breeding Heifer

- Must weigh animal at the districtwide weigh-in (typically scheduled in March)
- Ownership must be established by weigh-in

Registered

- Must present registration papers at fair to show in specific breed classes. Papers must be in the 4-H member's name by June 15.

Bucket Calf

- Born between January 1 and May 1
- Must be tagged and ownership established by May 1

Dairy Cattle

- Ownership must be established by May 1

Dairy Goat

- Ownership must be established by May 1
- Must have a USDA scrapie tag

Horse

- ID must be completed and signed by June 1
- ID must be current to use a horse in the 4-H county fair, district, and state shows

Meat Goat & Sheep

- Must have a USDA scrapie tag

Market and Breeding

- Must be tagged and ownership established by May 1

Swine

Market and Breeding

- Must be tagged and ownership established by May 1

All Other Animals

All other 4-H animal projects not identified above must have ownership established by May 1 (includes dog, cat, and hand pets, etc.).

Livestock Premium Sale

4-H exhibits, including animals sold at public or private auction, whether for immediate or future delivery, cannot, from the time of such sale be shown by the seller in any subsequent 4-H fair/exposition/show. This policy applies to those exhibits including animals which have gone through a premium auction, whether or not ownership has changed. Females of all species retained for future breeding projects are included.

Animal Health Guidelines

Spring shows, County Fairs and other exhibitions should follow the State of Kansas Animal Health Department requirements, which are updated each spring. Special note: All poultry must be pullorum tested or originate from pullorum-free flock.

Swine Identification

Due to concerns of animal disease and prevention, a centralized tagging will not be held in each county. However, pigs will need to be tagged and identified, with a completed local swine identification form, by the date set for the District.

Youth for the Quality Care of Animals (YQCA)

YQCA is designed as an annual education and certification program focused on food safety, animal well-being and character awareness for youth ages 8 to 21 producing and/or showing pigs, beef cattle, sheep, and goats. The program has been designed by extension specialists and national livestock program managers to ensure it is accurate, current and relevant to the needs of the animal industry and shows and is appropriate for youth. Youth exhibiting animals in the above-mentioned species must complete an annual certification before participating in County Fairs. Any youth in the United States will have access to the online YQCA program and certification. YQCA in-person workshops will be offered to Central Kansas District youth by certified trainers in a face-to-face workshop setting on an annual basis, as well.

Eartags

Tags will be paid for when received. Charges for eartags may vary, as individual counties may have additional fees for buyer ribbons, etc. Lost tags should be reported to the Extension office as soon as discovered. Replacement of eartags will be handled by the Extension office.

Section 13

4-H Shooting Sports

Youth must be age 8 before January of the current 4-H year to enroll in any discipline offered through Kansas 4-H Shooting Sports and be enrolled through 4HOnline, as an active member for insurance coverage and current 4-H participation information before shooting any firearm. No Cloverbud or 4-H member age 7 (before January 1 current year) may participate in this project.

Kansas 4-H Policy indicates competitive age for 4-H shooting sports state matches and qualifiers will be age 9 before January 1 of the current 4-H year; however, local extension 4-H shooting sports programs may offer a county fair or single county competitive event or non-competitive educational shooter clinic open to all enrolled 4-H shooting sports members.

Discipline and competitive eligibility for youth is determined locally, based on project participation deadlines. Certified Instructors have the authority to determine if a 4-H member has not met minimum safety requirements or skills to participate in a discipline. Eligibility to use firearms in the Kansas 4-H Shooting Sports Program is subject to the approval of the Level 1, 4-H shooting sports instructor.

Kansas 4-H Shooting Sports does not impose any minimum age for any discipline, as long as the 4-H member is age 8 before January 1 of the current 4-H year. Participation in any discipline is based upon the 4-H member's ability to follow instructions, adhere to safety rules and physical capabilities. A firearm is defined as any device that emits a projectile.

A parent cannot serve as a project leader without 4-H Shooting Sports, Level 1 certification.

At no time shall a 4-H member be allowed to enroll in 4-H shooting sports as an independent learning member or choose shooting sports as a self-determined project.

Ear and eye protection are required by all participants and instructors.

A 4-H member may participate in a neighboring county/district program if discipline is not offered locally; however, for competitive events, 4-H member must enter competition from where 4HOnline enrollment is recorded. This must be approved jointly by the Shooting Sports Coordinator(s), specific discipline Instructor and the Central Kansas District 4-H Youth Development Agent.

Additional information regarding this project can be found in the Kansas 4-H Shooting Sports Handbook.

Kansas Firearms Laws

Kansas firearm laws regarding possession require that a person be at least 18 years of age. Minors under the age of 18 may possess firearms if under the supervision of a parent, legal guardian or qualified instructor. Possession of firearms at the minor's place of residence is also allowed, in so far that permission is granted by a parent or guardian.

Kansas firearm laws place a strict focus on situations that involve people convicted of felonies and the involvement of firearms.

Kansas 4-H Shooting Sports Training

A District 4-H Volunteer who has been approved through the screening process may be trained to serve as a volunteer through the shooting sports program. Any mandatory training to become an instructor, coordinator, etc., will be paid for through the Central Kansas District Extension Board. This includes cost of the training, and the lodging and mileage up to the state rate. This went into effect August 1, 2017.

(Kansas 4-H Shooting Sports Handbook)

Section 14

Competitive 4-H Judging Events

The Philosophy & Background:

State Judging and Related Contests

Age divisions, eligibility and participation as individuals or teams will be determined by the Kansas 4-H Youth Development and appropriate partners. Kansas 4-H Youth Development may develop stricter policies than national events. Age-appropriate participation/competition is based on current research and national 4-H policy. Each district may enter the number of teams equal to the number of counties in the district.

Any team member who participates in the designated National 4-H contest is ineligible to compete again as a team member at the state level contest. For individual participation please refer to specific contests for procedures, eligibility, etc. An individual may enter a designated national 4-H competitive event in a specific program area only once. Participating members of a team entry (even if they are designated alternate by low score) are ineligible to enter the same event again as a part of another team at a designated national 4-H competitive event. The membership of the team at the designated national contest must be individuals who participated in the state event.

Team Representation/Qualifying Events

Central Kansas Extension District Team Representation for competitive judging events will be defined as three or four youth (*or as defined by the judging contest they are planning to attend*) from the District to come forward with a Kansas 4-H Screened Volunteer adult leader/chaperone/coach/advisor when registering their team in their local Extension office, with no limit on the number of youth or teams an adult leader/chaperone/coach/advisor may work with.

Individuals interested in participating in a competitive judging event should work closely with an interested Kansas 4-H Screened Volunteer adult leader/chaperone/coach/advisor and will enroll, as a team defined above, in their local Extension office prior to the announced registration deadlines for each event.

It does not matter where in the District the 4-H members are from for competitive events as long as we do not exceed the number of teams or participants allowed. If the number interested does not exceed the number of spots the District is allocated for teams, those members will automatically be given a spot on the judging team. If the number of registered teams interested does exceed the number of spots the District is allocated for teams, the District 4-H Agent and/or local Extension Office will work with the adult leader/chaperone/coach/advisor to determine team membership.

Consideration for team membership for competitive events that limit the number of teams or participants entered, will include, but may not be limited to, the following criteria: previous judging team experience and participation in practices and/or related learning events, District 4-H enrollment status with preference given to District 4-H members first, a qualifying contest using real samples, pictures, or videos. Depending on the resources available, contests held prior to the registration deadline, will also be considered and will be dependent on interest of those 4-H families, adult volunteers and members involved. Should a determination not be made using the criteria listed, the Extension office will consider a random drawing of names.

Individual Participation

Depending on the rules of the contest, individuals who do not register with a team may participate as an individual in a state contest. This is only if the contest allows individual participation and space is available. Individuals will need to follow the same registration requirements as those participating as a team.

(Kansas 4-H Policy Section 13.5.2 – 2021)

Section 15

Grievance Procedure

The Central Kansas District 4-H program has a committee to take grievances throughout the year (including county fairs). Grievances may include decisions regarding deadlines, rule interpretations, etc. The purpose of the District Grievance Committee is to understand the rules of the Central Kansas District 4-H Program and accept grievances from 4-H members and/or families throughout the 4-H year.

After receiving the decision made by the Central Kansas District Extension Agent(s), any further dispute must be made in writing to the 4-H Youth Development Agent by mail, email, and/or hard copy hand delivered to the Extension Office. The committee will be presented facts from the 4-H Youth Development Agent and the written dispute from a 4-H member and/or family regarding a decision.

The grievance committee is anonymous and is made of up to five adults representative of the areas of the Central Kansas District. The 4-H Youth Development Agent is not a committee member. However, the 4-H Youth Development Agent will share the ruling on the situation that was made based on the rules, guidelines and precedence that has been set for similar situations. In short, the 4-H Youth Development Agent will provide you with factual information regarding these things, and the committee will be able to ask questions of the Agent throughout the process.

The committee will review each written protest individually.

The decision of the Grievance Committee will be communicated in writing (email and mailed letter) to the 4-H member and/or family by the 4-H Youth Development Agent.

For County Fairs Only

To receive a ruling from the Grievance Committee, the 4-H member and/or family must complete the grievance form found on the county fair website (within 2-3 hours of the decision by 4-H division superintendent or staff member), and it must be accompanied by a \$50 fee (cash, personal check or money order made payable to "4-H Council"). The Grievance Committee will review the complaint and the 4-H Youth Development Agent will get back with the individual named on the complaint form as soon as possible via email. The fee will be refunded upon the ruling from the Grievance Committee. If no decision is reached due to lack of information, the fee will not be refunded. Any collected fees will be considered a tax-deductible donation to 4-H Council.

For Tri-Rivers Fair Only in Regard to Pre-Entry Deadline

No grievances will be accepted if you miss the registration deadline. Instead, you will have two business days following the July 1, 11:59 p.m. deadline to submit \$50/division (NOT class) where the pre-entry was missed (max of \$100/child and \$200/family). The payment must be made out to the Central Kansas District 4-H Council and will be accepted until 5 p.m. two business days following the July 1 deadline. After this time, no late entries will be accepted, and no grievance will be heard by the committee.

Section 16

4-H Member Records and 4-H Recognition

This section highlights the Central Kansas District 4-H Awards System and what awards and recognition are available to 4-H members and volunteers. 4-H members and parents are strongly encouraged to stay up-to-date on these processes by going to the District website, <http://www.centrankansas.ksu.edu/> → 4-H Youth Development → Awards, Recognition & Records

Events occurring after the due date for District awards will count towards the next 4-H year.

Pin Applications/Member Achievement Plan (Revised 09/21)

The Achievement Pin Application is available on the District website (<http://www.centrankansas.ksu.edu/4-h>). The 4-H Member Achievement Plan/Pin Application is found under 4-H Youth Development → Awards, Recognition, & Records → Member Achievement Pin Application. Regardless of what pin the 4-H member is applying for, they will all fill out the same form, but the items required will vary (see the details on the first page of the application).

The Achievement Pins or **Standard of Excellence Award Categories**: Where a “standard” is set and completion of categories is determined by a minimum requirement.

- | | | |
|----------------|--|---------------------|
| 1. Membership | 5. Silver Pin | 8. Gold Pin |
| 2. Bronze | 6. Silver Guard | 9. Gold Guard |
| 3. Clover Pin | 7. Leadership Pin (must be enrolled in: Civic Engagement & Leadership) | 10. Citizenship Pin |
| 4. Emerald Pin | | |

Only one Achievement Pin can be received by each 4-H member per year.

A pin may be skipped, but once a pin is skipped, a 4-H member may not go back and apply for it. For example: If a 4-H member received the Emerald Pin in 2013 and received the Silver Guard in 2014, he/she could not apply for the Silver Pin in 2015.

Only Central Kansas District 4-H Member Achievement Plan / Pin Application will be accepted.

Members are encouraged to **check all boxes** for the events / activities / accomplishments. This will assist the review committee if there is a problem with one of the items selected on the application. **Any item left blank, will result in an automatic deferral, and the 4-H member will not receive the pin.**

Project Award Applications

Any 4-H member can complete a Project Award Application. All 4-H members will submit their Project Award Application to their club leaders, and the leaders will turn all of the Project Award Applications in to either Extension Office. If the member’s goal is to receive a District Award in a 4-H Project Area, then they will want to complete the Project Award Application for their age category. Project Awards can be received more than once during a 4-H member’s career.

There are three age levels for the Central Kansas District 4-H Project Awards. They are 7-8 year olds, 9-12 year olds and 13 years old and older. All Project Award Applications are available on the District website under 4-H Youth Development → Awards, Recognition & Records → Project Award Applications. The awards will be divided by age groups: 7-8 years old; 9-12 years old; and 13 years old and older.

4-H Age Definitions *(October, 2020)*

- Juniors are considered youth with a 4-H age 7-8, before January 1 of the current 4-H year.
- Intermediates are considered youth with a 4-H age 9-12, before January 1 of the current 4-H year.
- Seniors are considered youth with a 4-H age 13 and older, before January 1 of the current 4-H year.

These age definitions will be used to create award divisions for project recognition within Central Kansas District. Please know the state forms which we use may indicate **DIFFERENT** age groups.

Binders

Each Project Award Application should be in its own binder. Binders should be a ½ inch or 1 inch 3-ring binders. No clipart or pictures are allowed on the cover page. The notebooks should have a label (or sheet of paper for the presentation/view binder notebooks) with the following:

4-H Member's name (First and Last name)
Central Kansas District
4-H Club Name
4-H Project Area

Order of the Project Award Application

The Project Award Application for each project submitted for an award should be in its own binder (i.e., one project per binder).

The order of the book should be as follows:

- Personal Information Page
- Project Award Application (includes the project story and photos)

Guidelines by Age Group

7-8 years old *(October, 2020)*

This age group will fill out the project award application for the 7-8 year olds. There is a specific project award application for animal projects (this includes ALL animal projects). This age group will need to turn in their award application in a **red or blue** binder. Everyone in the 7-8 year old group who has turned in a project award application will receive a participation certificate and a “token” of recognition (i.e., 4-H item, such as a pencil, key chain, magnet, etc.). Be sure to complete the 4-H Personal Page and include in the front of the Project Award Application.

9-12 years old *(October, 2020)*

This group will need to use the project award application for the 9-12 year olds. There is a specific project award application for animal projects (this includes ALL animal projects). This age group will need to turn in their award application in a **white** binder. Be sure to complete the 4-H Personal Page and include in the front of the Project Award Application.

13 years old and older *(October, 2020)*

This group will need to use the project award application for the 13 years and older. There is a specific project award application for animal projects (this includes ALL animal projects). This age group will need to turn in their award application in a **black** binder. Be sure to complete the 4-H Personal Page and include in the front of the Project Award Application.

The 9-12 year old group and 13 years old and older group will be recognized using the following guidelines: Youth will be recognized based on the enrollment in the age group. 10% or up to 4 books/individuals may be recognized. If 15 or more books are turned in within a project area, more youth may be recognized. For every 5 books over 10, one more 4-H Member may receive recognition. For example, if the photography project had 23 award recognition books turned in and had an enrollment of 43, 6 books/individuals may be recognized (10% up to 4 and for every additional 5 books after 10, 1 more youth can be recognized...4+1+1 = 6). Only books in the 9-12 year old and 13 year old and older groups that warrant recognition will be recognized for an award.

4-H Project Award Areas

- | | | |
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| <ul style="list-style-type: none"> • Beef • Civic Engagement (formerly Citizenship) • Clothing & Textiles (includes construction, buymanship, fashion revue) • Communications (includes public speaking, other medias) • Dairy (cattle, goats) • Dog Care & Training • Entomology • Environmental Science • Family Studies • Fiber Arts • Foods & Nutrition (includes foods preservation) • Geology | <ul style="list-style-type: none"> • Health & Wellness (includes health/fitness, bicycle, recreation, outdoor adventures) • Home Environment • Horse • Leadership • Meat Goats • Performing Arts • Pets (includes cats, hand pets) • Photography • Plant Science (includes forestry, horticulture, field crops) • Poultry • Rabbits • Reading • Self-Determined (includes CO₂ cars) | <ul style="list-style-type: none"> • Sheep • Shooting Sports • STEM (includes computers, rocketry/aerospace, robotics, astronomy, UAS, architectural block construction) • STEM: Energy Management (includes electric/electronics, renewable energy, ag mechanics [welding and smithing], small engines) • Swine • Visual Arts • Wildlife (includes sport fishing) • Wood Science |
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Kansas 4-H Key Award *(November, 2019)*

The Kansas 4-H Key Award is a State Award. The basic requirements are: 1) a 4-H member must have passed their 16th birthday before January 1 of the current year; 2) completed four or more years of 4-H work; and 3) enrolled in leadership for four or more years. There are several other requirements for this award. The Kansas 4-H Key Award is found under 4-H Youth Development → Awards, Recognition & Records → Key Award Application (found under Additional Award Forms). Applicants are encouraged to attach additional pages to be able to describe in detail the answers to the questions. **While this award application is due in September with the other awards, there is an optional "review deadline" the end of August.** Watch the 4-H newsletter and email for details. If a 4-H member submits their Key Award Application for review in August, the Trips & Awards Committee will review it and provide them feedback on what they will need to change in order for the 4-H member to receive the Kansas 4-H Key Award. If a 4-H member does not turn an application in until the September deadline and the application is not thorough, the 4-H member will not receive an opportunity to revise the application. They will have to apply for the award the following year, if eligible. **This application should be submitted to the club organizational leader to be submitted to the Extension Office.**

A 4-H member may apply for the Kansas 4-H Key Award (State Award) in addition to an Achievement Pin (District Award) in the same year.

Ten-Year Award (2023)

In order for a 4-H member to receive a plaque for being in 4-H for 10 years, they will need to complete the Ten-Year Award Application. The Ten-Year Award Application is found under 4-H Youth Development → Awards, Recognition, & Records → Ten-Year Award Application (found under Additional Award Forms). This application will be due on the September awards deadline.

Outstanding 4-H Member Award

4-H members 15 years old and older before January 1 of the current year who complete and turn in a Project Award Application in any 4-H project award area by the September awards deadline, will be eligible for this award. There is no separate application to complete. After all the books are judged, the members with the top scoring books will be interviewed by a panel on a Sunday afternoon (the date will be published in the August and/or September 4-H newsletter). Interviewees will be notified by email with their scheduled time and location of the interview.

The Outstanding 4-H Member(s) will be named at the *Central Kansas District 4-H Celebration of Achievements*.

This award may only be received once during a member's 4-H career.

Additional Club Forms

4-H members who want to keep records and not compete for a 4-H Project Award will need to complete Project Award Application, but it will not need to be submitted to the Extension Office.

The 4-H Permanent Record (Word – 2020) is also a great record keeping tool for 4-H members. The Permanent Record is found under 4-H Youth Development → Awards, Recognition & Records → Record Keeping Materials → Permanent Record.

Most clubs use the CKD Record Book Check Sheet (Revised 09/2022) to help review the 4-H Record Books and 4-H Project Award Applications before they come to the Extension Office. The CKD Record Book Check Sheet is found under 4-H Youth Development → Awards, Recognition & Records → CKD Record Book Check Sheet (found under Record Keeping Materials).

A complete 4-H Record Book includes: Personal Information Page, 4-H Project Award Application for each project enrolled in, and Permanent Record. Note: The Story and Pictures are included in the 4-H Project Award Application document.

Club Record Keeping and Awards

Also, organizational leaders, the Club Summary (or annual summary) (Revised 03/2022) for the club seal is available under 4-H Youth Development → Organizational Leaders → Club Summary → (found under Award Forms). This form is due on the September awards deadline to either Extension Office.

Don't forget the Club Secretary's Book and Treasurer's Book are also due on the September awards deadline to either Extension Office.

Awards Specific to the Minneapolis Area Club Members - \$50 award

Below is a list of project areas that are included in this series of awards. The recipients of these awards are the senior winners in the respective project based on the 4-H Member's Project Award Application.

- Beef Award – Everett Harris Award
- Citizenship Award, Leadership Award – Sponsored by: Ottawa County 4-H Foundation
- Lucky Seven 4-H Club Horse Award – Sponsored by: Ottawa County 4-H Foundation
- Sheep Award, Swine Award – Sponsored by: Ottawa County Pork Producers Association

Additional District Awards

All of the awards below will be due on the September awards deadline to either Extension Office.

4-H Alumni

Each 4-H Community Club or Individual can nominate an individual(s) for this award. The nomination should be typed and the requirements are as follows:

- ✿ Submit a name of someone whom you feel has contributed a great deal to Central Kansas District 4-H.
- ✿ The nominee does not have to serve in a volunteer leader role.
- ✿ The nominee should be a past 4-H member, but does not have to have been a 4-H member in the Central Kansas District (Ottawa or Saline County).
- ✿ While a nomination form can be found under 4-H Youth Development → Organizational Leaders → Award Forms, nominations can be made in a letter form to the review committee and contain the criteria mentioned above.

Family of the Year

Each 4-H Community Club or Individual can nominate several families for this award (one nomination form per family). The nomination should be typed, and the requirements are as follows:

- ✿ To be eligible, at least one member of the family must be a current Central Kansas District 4-H Member or 4-H volunteer leader.
- ✿ The selection criteria for this award includes:
 - Balance of total family involvement in 4-H
 - Contributions family has made to the 4-H program (most weight given to club and local levels)
 - Years of service to 4-H
 - Involvement and contributions given to community
 - Evidence family has benefited from 4-H
- ✿ While a nomination form can be found under 4-H Youth Development → Organizational Leaders → Award Forms, nominations can be made in a letter form to the review committee and contain the criteria mentioned above.

Friend of 4-H

Each 4-H Community Club can nominate a maximum of one individual for this award. The nomination should be typed, and the requirements are as follows:

- ✿ Submit a name of someone whom you feel has contributed a great deal to Central Kansas District 4-H.
- ✿ The nominee does not have to serve in a volunteer leader role.
- ✿ The nominee does not have to be a past 4-H member.
- ✿ While a nomination form can be found under 4-H Youth Development → Organizational Leaders → Award Forms, nominations can be made in a letter form to the review committee and contain the criteria mentioned above.

Volunteer of the Year Award

This award is for individuals who have served as 4-H volunteers for **less than 10 years** at the district or state level as determined before January 1 of the current year. Nominations can come from the club or individuals.

Self-nominations are accepted and encouraged. One award will be given each year. Nominations may be made in a letter form indicating why the nominee is deserving of this award.

Outstanding Lifetime Volunteer Award

This award is for individuals who have served **10 or more years** at the district or state level as determined before January 1 of the current year. Nominations can come from the club or individuals. Self-nominations are accepted and encouraged. One award will be given each year. Nominations may be made in a letter form indicating why the nominee is deserving of this award.

Deferred Pin Applications and Appeal Process for Deferred Pin Applications/Member Achievement Plans & 4-H Club Summary Applications *(Revised 09/2022)*

If a 4-H member has their pin application deferred on the club level, the organizational leader is to notify the 4-H member. If the 4-H member wishes to appeal the deferral, they may do so by completing the Appeal Process Form. The Deferral Appeal Process Form is found under 4-H Youth Development → Awards, Recognition & Records → Member Achievement Pin Application.

The appeal must be made in writing, up to two pages typed. The Deferral Appeal Process Form and the written appeal must be attached to the deferred pin application or completed 4-H club summary application and turned in to either Extension Office by **May 1 or the September award deadline by 5 p.m.**

The appeal should include the reason why the:

- Requirements were not met
- Trips & Awards Committee should consider granting the award

The parent(s)/guardian(s), organizational leader(s), or other adult leader(s) working directly with the 4-H member or 4-H club making the appeal, will not be allowed input at the Trips & Awards Committee Meeting. Only written information attached to this form will be considered by the committee.

Annual 4-H Achievement Pin Application Appeal

This should be used when a 4-H member does not meet all the requirements for their pin AND the 4-H member, parent/guardian, organizational leader or other adult leader, etc., feel they should still receive it and the Trips & Awards Committee should take into consideration. The appeal can **only** come from the 4-H member.

4-H Club Summary Appeal

This should be used when a 4-H Club does not meet all of the requirements for the desired club seal AND there are circumstances which the organizational leaders feel the Trips & Awards Committee should take into consideration. The appeal can **only** come from the organizational leaders or designated representative.

Section 17

4-H Travel & Chaperoning Policy

The Philosophy & Background

4-H is a Volunteer supported organization. 4-H members, staff and volunteers travel to many different events throughout the year.

Chaperones

Chaperones are the adult representative for youth groups at 4-H events. They are asked to be knowledgeable of the rules, details and event they chaperone. By volunteering to be a chaperone, it is understood that you will follow the Kansas 4-H Code of Ethics, as listed in 4HOnline. By volunteering to be a chaperone, it is understood that they participate in the event, including but not limited to; communication with staff, transportation arrangements, assist with youth needs, be “on-call” for emergencies, and generally serve as the point of contact for youth. Chaperones may be paid Extension staff or adult registered volunteers.

Anyone wishing to serve as a chaperone for an event should complete the Chaperone Application found at <https://www.centrankansas.k-state.edu/4-h/> under 4-H Member Forms & Documents. This is typically due December 15.

Chaperone Fee Reimbursement

If a volunteer goes in place of Extension staff, in a 4-H youth chaperone capacity, they can be reimbursed by Central Kansas Extension District for the mileage and registration, if they do the following:

1. Overnight stay with responsibility of monitoring youth.
2. Must participate in the event as a staff member would (actively participate).
3. If there is not a staff member available, a district vehicle is not available, and a personal vehicle is used, mileage will be reimbursed at the current state rate.

Travel Arrangements

1. Central Kansas Extension District will provide “vehicle/transportation” to any 4-H event that applies to the general 4-H Youth Audience. This includes such events as: Discovery Days, Citizenship in Action (CIA), Kansas Youth Leadership Forum (KYLF), etc., ..., if attending in entirety, at the schedule set forth by the event sponsor (district/state).
2. Mileage should be reimbursed to a volunteer only if that volunteer meets the above requirements of a chaperone or is providing transportation to an event that applies to the general 4-H audience.

Section 18

Communication Methods with 4-H Families

There are various communication methods used to keep 4-H families apprised of what is going on in the Central Kansas District. The modes of communication include:

Monthly/Bi-Monthly 4-H Newsletter - The newsletter can be found online at <https://www.centrankansas.k-state.edu/4-h/newsletters/> and it is also mailed to our 4-H families.

Central Kansas District 4-H Website - <https://www.centrankansas.k-state.edu/4-h/>

Email - Email communication is conducted through Extension Staff's email addresses and 4HOnline.

As with anything, it is important to read the communications thoroughly to ensure deadlines and important information are not missed.