



# Adams County 4-H Program Policy

Revised 1993

“Intended to be a guide for leaders”



## ARTICLE I NAME

### SECTION 1: NAME SELECTION

A 4-H club shall choose its own name, providing it is not a duplicate of another club name in the county, nor in conflict with Civil Rights Compliance Acts.

### SECTION 2: REQUEST FOR ORGANIZATIONS FORM

Each club, upon deciding a name, must complete and submit a Request for Organizations to use the 4-H Name and Emblem to the Extension Office.

## ARTICLE II 4-H PLEDGE/MOTTOES/SLOGAN

### SECTION 1: 4-H PLEDGE

I pledge . . . My **HEAD** to clearer thinking,  
My **HEART** to greater loyalty,  
My **HANDS** to larger service, and  
My **HEALTH** to better living,  
for my club, my community, my country,  
and my world.

### SECTION 2: CLUB MOTTO

National 4-H Club Motto... "**To Make the Best Better**"

### SECTION 3: SPORTSMANSHIP MOTTO

Sportsmanship Motto... "**Keep Your Head When You Win, and your Heart when You Lose.**"

### SECTION 4: SLOGAN

Slogan... "**Learn by Doing**"

## ARTICLE IV PURPOSE

### SECTION 1: PURPOSE OF 4-H

4-H Clubs, WSU cooperative programs and activities organize with the help of County Extension Agents for instruction and educational materials. Adult volunteers in the local communities teach 4-H'ers to:

- \* *Be good citizens in their home, club and community;*
- \* *Develop into good neighbors through wholesome companionship in club and community activities;*
- \* *Learn to work with people carrying out group projects and plans;*
- \* *Grow in wisdom and stature through mature guidance in varied experiences.*

### SECTION 2: WSU, EXTENSION AND COUNTY PARTNERSHIP

A three-way partnership between Washington State University Cooperative Extension, Adams County and USDA provides instruction, training and educational materials for the 4-H clubs, programs and activities in Adams county.

## ARTICLE IV CLUB ORGANIZATION

### SECTION 1: TYPES OF 4-H CLUBS

The types of 4-H enrollment are defined as:  
Traditional Club, Family, Special Interest, School Enrichment.

- SECTION 2: TRADITIONAL CLUB**  
**A)** There are many projects or subject areas from which to choose. Educational materials for these projects are made available by WSU Cooperative Extension.  
**B)** No uniforms nor club dues required.  
**C)** Clubs are organized and led by volunteer leaders from the community who have skills in the 4-H project.  
**D)** A club may be centered around one project or it may include several project areas. Projects can vary within the same club from year to year. Many clubs may have duplicate projects.  
**E)** The size of the club may be set by abilities and limitations of a leader, i.e., Safety, Parental Participation, Teen Leadership.  
**F)** A club will be responsible for its own meetings. They must set time, place and frequency for the meetings.  
**G)** A business meeting may be held separate or in conjunction with a project meeting.
- SECTION 3: FAMILY CLUB**  
 Parents may teach projects to their own child(ren) using 4-H materials.
- SECTION 4: SPECIAL INTEREST**  
 (i.e., school-age child care, camps, Know Your Government, Exchange, and other short-term groups.)
- SECTION 5: SCHOOL ENRICHMENT**  
 Volunteers and/or Extension Agents use 4-H materials to present hands-on learning to school students.
- SECTION 6: ENROLLMENT PERIOD**  
 The 4-H program year is October 1 through 30. August 30 is the last day for processing enrollments through the computer.

## **ARTICLE V MEMBERSHIP**

- SECTION 1: MEMBERSHIP POLICIES**  
 Refer to Washington State 4-H/Youth Program Policy (EM0758).
- A)** Membership in 4-H is limited to youth who are in kindergarten through the 12th grade or who have not reached their 19th birthday before January 1 of the current 4-H year.
- B)** The following groups identified for special programs and activity participation are:
- 1)** Primary: K-2nd grades
  - 2)** Junior: 3rd-5th grades
  - 3)** Intermediate: 6th-8th grades
  - 4)** Senior: 9th-12th grades
- For purposes of summer and September events, grade completed determines 4-H divisions
- C)** Members must be in the 3rd grade and have reached their 8th birthday before January 1 of the current 4-H year to be eligible for:
- 1)** competitive situations
  - 2)** enrollment in large animal projects including beef, dairy, dairy goat, horse, sheep, and swine.
- D)** Special Education youth who are older than 19 may be enrolled with approval of the county 4-H agent.
- E)** Marriage and parenthood are not a barrier to 4-H membership, provided other requirements are met.
- F)** The county of residence is the primary county for 4-H enrollment. Youth are encouraged to enroll in their home county. In any case, a 4-H member cannot be enrolled in the same project in different counties at the same time.
- G)** 4-H members transferring from one county to another should be accepted by that county and given full credit for their past 4-H work achievements.
- H)** Enroll in 4-H through the 4-H Data Processing (DP) system, either, in an organized 4-H club on form C0549 or; in Special Interest or School Enrichment programs on group enrollment for C0626
- I)** 4-H membership is open to all without discrimination (4-H complies with Federal Civil Rights and Americans with Disabilities Act in order to receive funding. Therefore, Leaders must accept members into their club regardless of race, color, national origin, religion, gender, disability, or gender preference.)
- J)** Members exhibiting animals must be enrolled in the appropriate 4-H project prior to deadlines forth under The State 4-H Livestock Management and Ownership Policy. (See ARTICLE VIII, Section 4 B)
- K)** Members participating in 4-H events will be expected to conduct themselves in a manner reflecting a positive 4-H image. If behavior is not appropriate, the party or parties may be asked to leave by the Event Committee in charge.

**SECTION 2: INSURANCE COVERAGE**

- A) Accident insurance coverage is available to each club and its members and leaders. It is strongly recommended that each club subscribe to this accident insurance in the beginning of each year.
- B) Leaders must examine their homeowners or tenants policy and be responsible for adequate personal liability coverage. (information on volunteer liability & accident coverage is provided by Washington State to qualified individuals--see state guidelines)

**SECTION 3: MEMBERSHIP IN MORE THAN ONE CLUB**

Members enrolled in more than one club are subject to requirements of each club.

**ARTICLE VI  
LEADERSHIP**

**SECTION 1: LEADER REQUIREMENTS**

4-H clubs may be organized only when adequate leadership is provided.

- A) All new club & project leaders must complete new leader training conducted by WSU Cooperative Extension.
- B) When requested, "adequate leadership" will be determined by the Leader's Council Advisory Board and WSU Cooperative Extension Agent.
- C) Volunteer leaders must be willing and capable to assume responsibilities of establishing positive and knowledgeable guidance for youth within confines of State and County 4-H Policy. Leaders may be terminated by WSU Cooperative Extension & County Leaders' Council.

**SECTION 2: LEADER RESPONSIBILITIES**

There are several categories of volunteer leadership: Volunteers must enroll as a leader after October 1st and prior to August 30th for the current 4-H year.

**A) 4-H Club Leader is responsible for:**

- 1) the operation of the 4-H club, filing of enrollment and completion forms and distributing project materials.
- 2) organizing the club
- 3) guiding the club's general meetings
- 4) enrolling and re-enrolling members and leaders
- 5) recruiting project and activity leaders
- 6) attendance at activities related to their area of responsibility
- 7) helping plan the club's program
- 8) advising officers and teen leaders
- 9) involving parents in the 4-H program
- 10) guiding plans for community projects
- 11) informing the public about 4-H activities
- 12) ordering supplies
- 13) participating in County Leaders' meetings and reporting
- 14) serving on County Leader Committees to plan activities.
- 15) reviewing members record books
- 16) submitting Treasurers records to Extension Office.
- 17) organizing and collecting completion pins and certificates from Extension Office.
- 18) encouraging members to turn in forms for County awards, State-National Awards, Scholarships, Grants

**B) 4-H Project Leader is responsible for:**

- 1) finding or giving project assistance in the 4-H club. Ideally, a club would have at least one project leader for each project carried in the club.
- 2) teaching and keeping current on project subject matter
- 3) organizing the project group; scheduling meetings
- 4) helping members and parents choose a project, plan it, and learn it
- 5) helping members keep records
- 6) integrating project group into the general club
- 7) helping project members plan and present demonstrations
- 8) presenting educational programs for the general club
- 9) helping guide community projects
- 10) encouraging members to turn in forms for County Awards, State-National Awards Scholarships, Grants
- 11) participating in County Leader meetings.
- 12) serving on County Leader Committees to plan activities

**C) 4-H Activity Leader:**

- 1) responsible for designated 4-H activity(ies) in the 4-H club such as; tours, hikes, cookouts, songs, recreation, community service, fairs parent night, parties.
- 2) attending relevant leader meetings

**D) 4-H Service Leaders responsible for:**

- 1) promoting 4-H
- 2) helping get new clubs started
- 3) recruiting and/or training new leaders
- 4) judging or helping at contests and activities
- 5) helping with fairs, camps, county or area events

**E) 4-H County Program Leader:**

- 1) works with other 4-H leaders in an area or County to coordinate a specific project, such as; Ambassadors, LABO cross-cultural exchanges, Livestock, Horses, Home Ec, etc.

**F) 4-H School Enrichment Volunteer:**

- 1) teaches or helps teach hands-on science skills to youth in a classroom during school hours
- 2) project may be taught in one class period session or in a series of sessions.

**G) Youth Leadership** - can be provided by 4-H members through the 4-H Leadership Project. Eligible members are encouraged to take leadership projects.

1) Eligible members:

- a) 6th-8th grades: Junior Leadership
- b) 9th-12th grades: Teen Leadership
- c) **9th-12th grades: Ambassadors**

2) Junior Leadership:

- a) works under the direction of an adult or teen leader
- b) assists two or more new members with; getting acquainted, keeping parents informed, selecting a project, participating in club meetings, record keeping.

3) Teen Leadership

- a) works with adult leaders and other teen leaders
- b) assumes assigned responsibilities such as: teach project skills, teach demonstration skills, teach judging skills, help prepare for fairs, help club officers, help with record & awards, supervise Jr. Leaders, recruit & enroll new members
- c) works with special club interests (community pride, safety, health, etc.)

4) Ambassadors

- a) work with County Leaders' Council and other County Ambassadors
- b) assume responsibilities for assigned leadership roles
- c) help determine county 4-H needs
- d) conduct county 4-H promotional programs in schools
- e) help plan and conduct county events
- f) assist local 4-H clubs
- g) plan recognition for adult leaders in the county
- h) participate in County Ambassador Group

**SECTION 3: LEADER RECOGNITION**

Leaders may be recognized for their time and effort in many ways at club level.

- A) Leader completing his/her 1st year of 4-H leadership shall be awarded a leadership pin. Successive years of service shall be recognized with Certificates of Leadership denoting the years of service. Five, 10, 15 etc. years of service to 4-H leadership shall be awarded clovers and certificates.
- B) Activity, Service, Program, Special Interest and School Enrichment leaders will receive certificates of leadership annually.
- C) Special Recognition Awards may be presented.

**SECTION 4: CLUB POLICY-MAKING AND MANAGEMENT DECISIONS**

Leadership decisions involving club level policy and management must be reached by the consensus of all the leaders of that club.

**A) Leaders' Council**

- 1) All of the leaders of each club in the county have the opportunity and are encouraged to attend leaders meetings - (County Leaders' Council) - and have a voice in the Adams County 4-H governing body.
- 2) Standing committees of leaders and other volunteers will be nominated/appointed annually with the leadership being rotated among the communities to plan and conduct county level 4-H activities and events with help of Cooperative Extension Agents.

**B) Cooperative Extension**

- 1) provides training and support for volunteers
- 2) provides postage, photo copies, and mailing lists/labels for county or area events

**ARTICLE VII  
PROJECTS & PUBLICATIONS**

**SECTION 1: PROJECTS**

- A) Selection of projects in which enrolled should be made carefully.
- B) Leaders should discuss guidelines for the projects with the members parents as listed in EM2778 - Projects & Publications before selecting project(s) to enter on Computer Enrollment Form.
- C) For each project enrolled there must be adequate guidance provided to facilitate member's education in that project.
- D) Projects may be added (ad), dropped (dp) or changed (ch) during the 4-H year. (See C0425 - Guide to Enrollment. Also, ARTICLE V, Section 1:K)

**SECTION 2: PUBLICATIONS**

- A) Leaders will order member materials for projects from WSU Cooperative Extension in Pullman. There is a charge for materials.
- B) Leaders may obtain the project publications (for projects in which they are enrolled) free from the WSU Cooperative Extension Office. The leader should use the Leader Literature Order Form.
- C) Leaders publications and project materials shall be ordered from the county where enrolled.

**ARTICLE VIII  
COMPETITION**

**SECTION 1: COMPETITION/JUDGING/EVALUATION**

- A) Each 4-H leader shall advise members early in project work about available contests and activities at the County level.
- B) Work exhibited for competition must be that of the member.
- C) Members must enroll in the appropriate 4-H project or project area in order to compete or exhibit in that project area.
- D) Contestants will compete by grade: (See ARTICLE V, Sect. 1:B&C)

**SECTION 2: JUDGING AND EVALUATION**

- A) Exhibits, contests and activities shall be judged on the Danish System, by judges of the sponsoring committee's choice.
- B) The judge shall score member's work according to the standard set forth for that project or activity, and make supportive comments.
- C) The sponsoring committee shall back the judge's decision and such will be final.

**SECTION 3: STATE FAIR COMPETITION**

- A) All contestants to qualify for State Fair in any project or activity must be named in the designated contest prior to deadline (contact Extension Office for date information).
- B) Contestants & alternates will be named for State Fair according to Judge's ranking. Number of participants to be allowed will be determined by the allotment given to the County by State Fair.

**SECTION 4: LIVESTOCK/HORSE PROJECTS**

- A) The rules governing competition in 4-H Livestock Projects are set forth in 4-H Livestock Policy, written by Livestock Leaders Subcommittee.
- B) The rules governing competition in 4-H Horse Projects can be developed as needed by a subcommittee made up of Horse Project leaders.
- C) Shows and Fair Boards may have additional or other regulations to be met by contestants. See Fair specific show or fair rules.

**ARTICLE IX  
RECORD BOOKS**

**SECTION 1: RECORD BOOK ORGANIZATION/EVALUATION/COMPLETION**

- A) Refer to record book inside cover for instructions & order of content.
- B) Record book keeping is an expectation of all 4-H members in order to complete his/her 4-H year.
- C) Record books may be evaluated in each of the clubs by judges of the leaders' choosing according to standards set forth in the Record Book Score Guide E) Leaders may award an appropriate ribbon for his/her members record keeping in their club annually.

**SECTION 2: RECORD KEEPING STANDARDS**

- A) Standards for record keeping shall be determined annually by the Record Book and Awards Committee. All judging shall be according to this standard guideline.

**SECTION 4: RECORD BOOK FOR COUNTY AND/OR STATE NATIONAL AWARDS**

- A) 4-H members interested in County and/or State-National Awards Competition must submit their record books by deadline date to the Extension Office (contact Extension Office for date).

**ARTICLE X  
DEMONSTRATIONS**

**SECTION 1: COUNTY GUIDE-LINES FOR DEMONSTRATIONS**

- A) Each 4-H member is expected to give a demonstration, public presentation or illustrated talk annually (refer to Public Speaking Guide or any guideline set forth by sponsoring event for requirements).
- B) Demonstrations may be presented at the local club, other clubs, fall fair, County Demonstration Day, State Fair Demonstration Day, Civic Club Meetings, Community Group Meetings, etc.
- C) To maximize the learning experience, members should select presentations which relate to a project the member is enrolled in.
- D) Team public presentations (two or more members) are encouraged. One team score will be earned and a ribbon given to each member.
- E) Mixed age division teams are allowed and will be judged in the highest age division represented.
- F) Animals may be used in presentations as designated by sponsoring event.

**SECTION 2: DEMONSTRATION EVALUATION**

- A) Will be evaluated according to standards set forth in the 4-H Demonstrations Evaluation Sheet (score sheet).

**ARTICLE XI  
4-H YOUTH COMPLETION**

**SECTION 1: REQUIREMENTS TO EARN A YEAR PIN**

- A) To earn a year pin, compliments of the Leaders' Council, a 4-H member must:
  - 1) keep a record
    - 2) give a public presentation, i.e., demonstration illustrated talk, fashion review, public speech, managing a display.
    - 3) complete a project.
  - B) Each club may set additional standards for earning a year pin. These standards must be presented, in written form, to 4-H members and their families.
  - C) Loss of project, animal, garden, etc., does not necessarily imply incompleteness. This case is subject to Leaders' discretion.
  - D) A member participating in special interest or school enrichment projects, completing the above requirements, is eligible to receive a 4-H year pin by submitting evidence of completion to Leaders' Council by deadline (contact Extension Office for date).
  - E) 4-H groups must submit the Treasurers books to the Extension Office in order to receive pins.

**SECTION 2: OTHER YOUTH AWARDS**

- A) 4-H clubs, special interest or school enrichment groups may choose to give special awards within their club or group.

**ARTICLE XII  
ACHIEVEMENT**

**SECTION 1: LIMITS ON PIN AWARDS**

- A) Members will receive only one year pin regardless of the number of clubs joined.

**SECTION 2: LEADER AWARDS**

- A) Leaders will earn leadership awards according to ARTICLE VI, Section 3
- B) Pin presentations shall be made annually.

**SECTION 3: LIMITS ON YOUTH-LEADER AWARDS**

- A) Junior, Teen, and Ambassador Leaders completing their first year of 4-H leadership shall be awarded a junior leadership pin for their 1st year of service.
- B) Successive years of leadership by Junior, Teen or Ambassador leaders shall be rewarded by certificates and a number guard.

**ARTICLE XIII  
COUNTY AWARDS**

**SECTION 1: COUNTY AWARDS AVAILABLE**

- A) Annually, the County Awards Committee can select up to 4 County 4-H'ers in each project area to receive County Gold Medals.
- B) Some gold project medals can be sponsored annually by National donors (see annual donor list).
- C) Additional Medals for a project not sponsored in Section 1. b. may be sought locally upon approval from the County Awards Committee. Apply as set forth in Section 3 below.

**SECTION 2: COUNTY AWARDS APPLICANT REQUIREMENTS**

- A) Members shall demonstrate:
  - 1) outstanding project work;
  - 2) contributions to his/her club, community, and the County 4-H program;
  - 3) personal growth and development because of his/her 4-H involvement.
- B) Member must apply in the manner prescribed currently by the Adams County 4-H Awards Committee.
- C) A 4-Her may receive medals in more than one project area in the same club.

**SECTION 3: COUNTY AWARDS APPLICATIONS AND RECOMMENDATIONS**

- A) County Award Applicants must submit a County Awards Application Form AND completed-to-date record book to the Extension Office by deadline set by Leaders' Council.
- B) The County Awards Committee will select County Medal winners according to the standards set forth in the Gold Medal Score Sheet.
- C) Selected County Award recipients will receive Gold Medals or Certificates.
- D) JR, INT and SR members may apply for County Awards. Only INT and SR members will be eligible to receive County medals; JR members will receive certificates.

**ARTICLE XIV  
STATE/NATIONAL AWARDS**

**SECTION 1: INFORMATION AND RECOMMENDATIONS**

- A) For State/National awards contact the WSU Extension Office.
- B) The County Awards Committee will recommend qualified County Award winners to send their applications on to the State for State/National awards.

**ARTICLE XV  
HOME EC ACTIVITY GUIDELINES**

**SECTION 1: WHERE TO OBTAIN INFORMATION**

- A) An appendix entitled Home Ec. Activity Guidelines is available that clarifies procedures for competitive events and judging contests. Copies are available to Home Ec. Leaders through the Extension Office.

**ARTICLE XVI  
LIVESTOCK ACTIVITY GUIDELINES**

**SECTION 1: WHERE TO OBTAIN INFORMATION**

- A) An appendix governing Livestock activities is available that clarifies procedures for judging teams, etc. Copies are available for ewe strings and judging teams.