

# **Oregon 4-H Procedure Manual**

**Division of Outreach and Engagement  
Oregon State University Extension Service**



# Oregon State University Extension Service



## **Purpose:**

The Oregon 4-H Procedure Manual is designed to clarify standards and best practices for the effective implementation of the Oregon 4-H program. The following procedures are in effect for all persons associated with the Oregon State University 4-H Youth Development program. A county may have additional procedures so long as those reflect inclusivity, sound practice, and legal obligation and do not contradict this Manual.

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## 1.0 The 4-H Organization

**1.1 The mission of 4-H** is to provide young people with intentional, high quality learning experiences that promote positive interactions with adults and peers, sustained and active participation across time, and opportunities to make meaningful contributions to the world around them.

**1.2 4-H programming** is based on the theory and practice of positive youth development. Positive youth development is an approach that builds internal assets and community supports that enable young people to experience economic and social success in adulthood and make positive contributions to communities.

**1.3** 4-H at the national level is administered by the **National Institute for Food and Agriculture** (NIFA) of the United States Department of Agriculture (USDA).

**1.4** The operation and oversight of the 4-H program in Oregon is the responsibility of **Oregon State University (OSU)**. Specifically, the Vice Provost for Outreach and Engagement assigns this operational and oversight responsibility to the Extension Program Leader for 4-H Youth Development. OSU 4-H Youth Development faculty provide leadership for the 4-H program within their respective counties. OSU faculty with responsibility for 4-H have their academic home in the College of Public Health and Human Sciences.

**1.5 The 4-H name and emblem is protected** by Federal law. Permission to use the 4-H name or emblem within a specific county is granted by the OSU faculty member responsible for the 4-H program in that county. Permission to use the 4-H name or emblem across county lines is granted by the Extension Program Leader for 4-H Youth Development. Violations related to the improper use of the 4-H name or emblem may be punishable by fines and/or imprisonment.

**1.5.1** All use of the 4-H Name and Emblem is to be guided by the document *“4-H Name and Emblem: Policy Guide for 4-H Professionals”*.

**1.5.2** The name of any 4-H club, group, or program shall be reviewed and approved by the OSU faculty member responsible for the 4-H program, with guidance from Extension Program Leader as needed. The name must reflect consideration of the character of the 4-H program and our non-discrimination policies as to provide a welcoming and inclusive environment for any possible member.

**1.6 4-H policies, rules, and guidelines** must be consistent with evidence-based best practices in youth development, as well as all applicable federal, state, and local laws and OSU standards and policies.

**1.7 The Oregon 4-H program follows all non-discrimination policies as stated in the following statement:** *In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA.*

**1.8 The 4-H program year** begins on October 1 and ends on September 30.

## **2.0 Membership**

2.1 Membership in 4-H is open to all youth ages 5 through 19, consistent with statement in 1.7

2.1.1 It is expected that 4-H faculty, staff, and volunteers make all reasonable efforts to extend opportunities for participation to youth from groups historically underrepresented in 4-H.

2.1.2 All 4-H faculty, staff, and volunteers must provide reasonable accommodations to individuals with disabilities to ensure equal opportunity and access to 4-H programs and activities. Youth with disabilities will not be denied meaningful access to programs or activities due to safety concerns based on mere speculation, stereotypes, or generalizations.

2.1.2.1. All 4-H faculty, staff, and volunteers will plan programs and educational activities that are as accessible as possible to all interested youth. This will not eliminate the need for accommodations and a well-defined accommodation process. It will provide as inclusive an environment as possible, by focusing proactively on how youth with disabilities would engage in specific activities.

2.1.2.2 When a request for an accommodation is received, and if a faculty, staff or volunteer is (a) unsure of what to do, or (b) is uncertain as to whether an accommodation request is required, contact the State 4-H Office staff and/or consult with OSU's Office of Equal Opportunity and Access to ensure that access is not denied to the 4-H program in violation of state or federal law. (No single individual shall make a decision about whether an accommodation request is unreasonable.)

2.1.2.3 Youth with disabilities in the 4-H program will not be evaluated, tested, or assigned requirements that are not required of youth without disabilities in the 4-H program, unless agreed to as part of an accommodation plan.

## 2.2 4-H membership has the following components:

**2.2.1** To become a 4-H member, youth must create an individual enrollment in the **4-HOnline enrollment management system**. This can be done by completing necessary paperwork that is submitted to the approved 4-H volunteer, the Extension office, or directly on the 4-HOnline system.

**2.2.2** Members must complete and submit a **health form** that is signed by a parent or guardian as a part of the individual enrollment. If there is a change in the member's health at any time during the year, an updated health form should be completed and signed by a parent or guardian

**2.2.3** Members must sign and submit a **code of conduct**. In addition, members are expected to adhere to the rules and behavioral expectations associated with particular activities and events. When violations occur, 4-H faculty have the authority to suspend or cancel participation privileges, particularly if continued participation may compromise the health or safety of any participant.

**2.2.4** A parent/guardian of each member must sign and submit the OSU Acknowledgement of Risk and Waiver of Liability (INDIVIDUAL) form with other, annual enrollment forms listed above (2.2.1-2.2.3). For activities that are not part of an ongoing club, 4-H faculty or designated volunteer must fill out an OSU Acknowledgement of Risk and Waiver of Liability (GROUP) form and a parent/guardian of each participant must sign as indicated on the form.

**2.2.5** A registration process for a 4-H event, such as 4-H Camp or 4-H Summer Conference, constitutes the same membership components, thereby establishing an individual as a 4-H member.

**2.2.6.** For insurance and liability reasons, 4-H volunteers and 4-H members should not be participating in 4-H program activities until they are completely enrolled in the 4-H program.

**2.3** A young person's age on **September 1** shall be used to determine their age for the upcoming 4-H program year (which begins on October 1 and ends on September 30). A young person who is 19 on September 1, and graduated from high school, is not eligible to participate in 4-H in the upcoming 4-H program year (with the exception of the circumstances described in 2.3.1 and 2.8). Age is considered the best determinant of youth development.

**2.3.1** Students who are 19 on September 1 and **have not** yet graduated from high school, may participate in 4-H in the upcoming 4-H program year.

**2.4** Oregon 4-H uses the following age divisions for eligibility in competitive events. (Effective October 1, 2014)

Juniors	9-11 years of age on September 1
Intermediates	12-14 years of age on September 1
Seniors	15-19 years of age on September 1

**2.4.1** 4-H provides numerous opportunities for youth to be recognized for their achievements. Some recognition comes as a result of competition against peers. **4-H members will be allowed to participate in competitive events in the upcoming 4-H program year if they have reached their ninth birthday by September 1 and otherwise qualify to participate.**

**2.5** Some 4-H experiences are **limited to young people of specific ages**. For example, young people under age nine participate as "Cloverbuds" and do not participate in competitive events.

**2.6** School-aged youth **may participate in 4-H without being enrolled in a public school.**

**2.7** Individuals who have surpassed the upper age limit for membership in Oregon **may participate in national contests and events if they qualified for those contests and events as members if national rules allow.**

**2.8 Young people with developmental disabilities** remain eligible to participate in 4-H during the upcoming program year in which they are 21 on September 1.

**2.9 4-H members enroll in their county and state of residence.** Exceptions must be approved by the 4-H faculty serving both the surrendering and receiving county, which should be based on sound reasons. Members may not be enrolled in the same project in two different counties or states.

**2.10 Individual (or single family) membership is an option available only under approved special circumstances.** Group settings, where youth are engaged with multiple youth, from several families, over a period of time are the most effective in producing the full array of positive youth development outcomes. The 4-H faculty member may approve an individual membership if it is deemed that a factor such as geography, disability, or economic hardship merit this form of membership. Individual members must still be under the guidance and supervision of a 4-H volunteer who is approved by the county Extension 4-H faculty member.

**2.11 Accommodating joint 4-H and FFA membership.** Young people can be enrolled in both the 4-H and FFA programs. Members may not be enrolled in the same project in both programs unless there is a specific agreement delineating market vs. breed animals or agreeing on the horse project arrangements.

**2.12** Documentation of enrollment is maintained by the Extension Office serving the county in which the young person is enrolled. **Permanent records** of participation in 4-H are maintained electronically in 4-HOnline. Other documents related to 4-H participation **should be retained for three years** following the event, activity, or program year.

**2.13** Membership lists and/or contact information is to be kept confidential and is not to be distributed for commercial purposes.

### **3.0 Enrollment Deadline and Fees**

**3.1** Youth who have never enrolled in 4-H, are welcome to enroll at any time during the 4-H year.

**3.2.** A 4-H member, who wants to be eligible to exhibit at the County Fair, must be enrolled by the County Fair exhibition deadline established by the county, which would be at least 90 days prior to the County Fair. Counties are encouraged to set this deadline early enough in the year to allow

youth the opportunity to gain the knowledge and skills so fair will be a positive youth development experience.

**3.3** A state **annual fee** of twenty-five dollars shall be assessed for each member of an organized 4-H club, including Cloverbud club members. The fee shall be assessed when members join or re-enroll in 4-H for the program year. Fees must be collected at the county level and transferred to the designated OSU index no later than **January 31** of the current program year. After January 31, the fee shall be thirty dollars and this should be reflected in funds transferred to the designated OSU index after January 31. The fee will be assessed for each of the first two family members who join 4-H. The maximum fee shall be fifty dollars per family, if paid by January 31, and sixty dollars if received February 1 or later. Fees may be paid by the member's family, but they may also be paid by funds raised by the 4-H club, a grant, or by funds raised by the County 4-H Association.

Counties may also choose to implement a fee in addition to the state fee when necessary for the operation of the program. The use of these fees must be tracked and defensible.

## **4.0 Engagement Strategies**

**4.1** 4-H programs engage young people through five recognized means. These are Cloverbuds, clubs, residential camps, school enrichment, and special interest programs.

**4.2 “Cloverbud”** programs are the mechanism by which young people ages 5 through 8 may participate in 4-H. Cloverbud programs introduce young people to cooperative learning and the many things they can do in 4-H.

**4.2.1** Children under age nine participating in 4-H, **may not** ride on motorcycles, motorbikes, or all-terrain vehicles or participate in shooting sports as part of their 4-H experience. They also are **not to** have direct contact or be responsible for the care and maintenance of cattle, horses, sheep, llamas, goats, swine, and dogs as part of their 4-H experience. (Also 10.5)

**4.2.2** Children under age nine may not participate in competitive events as a part of their 4-H experience, where they or the items they have constructed are evaluated. They may participate in non-competitive events for participation recognition only.



**4.2.3** As part of their 4-H experience, children under age nine may participate in team sports like soccer, basketball, and volleyball without keeping score to avoid a competitive experience. If awards are provided, every child should be recognized equally with a participation award.

**4.3 Clubs** may be organized in communities or schools. Young people who are nine on September 1 of the current 4-H program year may participate in organized clubs. Clubs should strive to enroll **at least five youth from at least three different families** and meet essentially year round, **at least six times per year, at minimum**. They may meet during or outside of the school day and focus on a single project or multiple projects. Clubs typically elect officers to help lead the club.

**4.3.1** Clubs must be chartered, nondiscriminatory, and abide by the guidelines for the use of the 4-H name and emblem. Clubs should be supervised by at least two approved volunteers, according to procedures described in section 7.0 and receive training appropriate for their role prior to their engagement with members. At least one of the approved volunteers must be 25 years of age or older. A teacher may lead an in-school club in the classroom, by themselves, if an MOU is in place.

**4.4 4-H residential camps** promote positive youth development by engaging youth in a group experience that features some engagement with the out-of-doors. Overnight camps involve at least one overnight stay away from home.

**4.4.1** Youth and adults assisting with camps must be enrolled as approved volunteers according to procedures described in section 7.0 and receive training appropriate for their role prior to the start of the camp program.

**4.4.2** Day camps are multiple-day, positive youth development experiences where youth return home each evening. Youth and adults assisting with Day Camps follow guidelines in 4.4.1.

**4.5 School enrichment programs** provide young people with a series of learning experiences designed and/or conducted in collaboration with school officials to support or enhance an approved school curriculum. Teaching may be done by Extension faculty, staff, trained volunteers, or teachers. The school enrichment program should engage, essentially, the same youth regularly for 3 months, 6 months or an entire school year.

**4.6 Special interest programs** (such as a photography course) engage young people in learning experiences taught by Extension faculty, staff, or

trained volunteers. These experiences, of short duration, are not considered 4-H clubs because they do not meet the criteria for clubs set forth above; however, they can be used to introduce youth to longer-term and ongoing educational opportunities.

**4.6.1** Short-term school enrichment: School enrichment programs that are explicitly designed to be a part of or support an approved school curriculum, lasting at least 6 hours.

**4.6.2** Topic-focused retreats: Overnight events targeted toward skill development and engagement centered on a single or group of subjects, for example leadership retreats and citizenship events.

**4.6.3** Community enrichment: Community-based short-term programs for youth, often offered in partnership with other community organizations, ie. Parks & Rec, Boys & girls clubs.

**4.6.4** International in-bound and out-bound exchange programs, where young people engage in learning about another culture by hosting an international youth or traveling abroad.

## **5.0 Cloverbud Program**

**5.1** The Oregon 4-H Cloverbud Program is designed to provide an opportunity for young people ages 5 through 8 to participate in a developmentally appropriate learning experience separate and distinct from the regular 4-H club experience.

**5.2** Cloverbuds should participate in a wide array of short-term learning experiences over the course of a given year allowing them to explore and discover different topics of interest. They may have items that they have constructed as a part of a short-term learning experience but do not have “projects” to exhibit in the same manner as regular members.

**5.3** The ideal Cloverbud experience is through a dedicated Cloverbud club comprised of similar-aged youth. An alternative model allows 5 through 8 year olds to participate in a sub-group of a regular 4-H club, but with a trained Cloverbud volunteer working separately with the 5 through 8 year old youth. Cloverbuds can meet at the same time as the regular club, but should not participate in project-focused work beside the older members. Cloverbuds may participate in the community service activities of the club, so long as their contributions are age-appropriate and led by trained Cloverbud leaders.

**5.4** Approved volunteers who work with Cloverbud groups should receive training that introduces them to the goals of the program, familiarizes them

with the characteristics and needs of 5 through 8 year old youth, and provides them with curricula and lesson plans they can use with their Cloverbud group.

**5.5** Oregon ascribes to the policies and guidelines contained in the 4-H National Headquarters Fact Sheet on involving youth under the regular 4-H age. This document can be accessed at [http://www.csrees.usda.gov/nea/family/res/pdfs/Cloverbuds\\_2011.pdf](http://www.csrees.usda.gov/nea/family/res/pdfs/Cloverbuds_2011.pdf)

**5.6** Members of Cloverbud groups should be entered into 4-HOnline as individual (not group) enrollments. They can be assigned to a particular club but should not be enrolled in individual projects. Staff should record their “project” as Cloverbuds.

**5.7.** Cloverbuds are not to be in direct contact or be responsible for the care and maintenance of cattle, horses, sheep, llamas, goats, swine, and dogs. Cloverbuds are not to participate in any shooting sports programs, or any motorcycle, motorbike or all-terrain vehicle projects as part of their 4-H experience. (Also 4.2.1 & 10.5)

**5.8** Cloverbuds may not participate in competitive events where they or the items they have constructed are evaluated as part of their 4-H experience. Cloverbuds may receive participation ribbons only and may not receive premiums. Cloverbuds may keep records or journals but not for the purpose of competition or qualifying for competition.

**5.9** It is acceptable to allow Cloverbuds to share (as an individual or as a group) what they have constructed or learned in a public setting such as a county fair. This may occur at a time and place adjacent to when regular members are exhibiting their projects, but must remain separate and distinct from what regular members are doing at that time. It is not permissible to have a “pee wee” or Cloverbud class as a part of a 4-H show. It is acceptable, however, to designate a place and time that Cloverbuds can “show and tell” what they did in their Cloverbud experience to either an audience or designated individual.

## **6.0 Supervision of Youth**

**6.1** Every **club** must be supervised by **at least two approved volunteers**, with at least one being 25 years of age or older. The exact ratio of volunteers to youth should take into consideration the type of project, age of youth, and experience of volunteer.

**6.2** 4-H members or groups of 4-H members who are **traveling outside their county or are participating in an overnight activity** must be

accompanied by at least one approved volunteer chaperone (two is recommended) who is at least 25 years old or a 4-H faculty or staff member.

**6.3** The recommended supervision **ratio** for all out-of-county and overnight events is one adult for every eight youth.

**6.4** Those who supervise youth and are under the age of 18 must be at least 3 years older than the youth they are supervising.

**6.5** Faculty, staff, and volunteers (adult and teen) **should avoid** placing themselves in situations where they are alone with a single, unrelated minor.

**6.6** Generally, adults 18 years of age or older shall **not** be housed in sleeping quarters (dormitory rooms, hotel rooms, tents) with unrelated minors. However, when adult presence in sleeping quarters is necessary to protect the safety and well-being of the youth (such as in large barracks or gymnasiums), it is permissible to house adults in the same room, provided that there are at least two adults. All minors must have a designated adult, 21 years of age or older, who is specifically responsible for their whereabouts and safety.

**6.7.** Those who supervise youth should encourage youth to move around or hang out in groups of three or more (buddy system).

## **7.0 Volunteers**

**7.1** Oregon 4-H relies on approved volunteers to expand the reach of the program, and bring diverse knowledge and skill to benefit participants. Approved 4-H volunteers must operate under the direction and supervision **of an Oregon State University faculty or staff member.**

**7.2 Individuals of different ages, experience, and skills are welcome to become an approved volunteer.** However some roles require that a volunteer be of a certain age or possess unique credentials to serve in that role. Examples include overnight chaperones, shooting sports instructors, lifeguards, and any driver who is transporting youth.

**7.3** An OSU criminal history check is **required** for any faculty or staff, as well as any approved 4-H volunteer who would at any time in their duties, possibly: a) have unsupervised interaction with populations under the age of 18, b) perform functions or duties that provide access to restricted or secured data systems or access to confidential information about minors, or c) receive money, process credit card purchases, or perform fiscal

operations. This includes 4-H volunteer roles such as club leader, show chairman, fair superintendent, chaperone, camp staff, etc. For a complete list of security-sensitive access types, please review the Criminal History Check Crosswalk found at:

<http://hr.oregonstate.edu/sites/hr.oregonstate.edu/files/ercc/criminal-history/background-check-crosswalk.pdf>

**7.4** Individuals interested in serving as an approved 4-H volunteer must submit (a) an **application form**, (b) **names and contact information for three personal references**, (c) **successfully pass an OSU criminal history check**, (d) **must complete and sign the Conditions of Volunteer Service**, and (e) **participate in at least three (3) hours of required orientation conducted by the supervising staff member prior to the start of service**. Applicants will also have a personal conversation with the faculty or staff member. Applicants may or may not be accepted for service with the 4-H program.

**7.4.1** An individual who desires to assist an OSU professional or an approved 4-H volunteer, at an event, is exempt from the process described in 7.4 provided their duties are not described in 7.3 and do not involve overnight stays. Roles are limited to tasks such as clerking for a judge, operating a show gate, or setting up for event. They must, however, sign the **Conditions of Volunteer Service** each time they serve in an assistant volunteer role to be recognized and protected as a representative of Oregon State University during performance of their short-term duties.

**7.4.2** An individual may serve simultaneously as an approved 4-H volunteer in two counties; however, the approved 4-H volunteer must be able to adhere to, and respect, the individual county policies and programs. 4-H faculty in both counties must be aware of the dual volunteer leadership and will determine between themselves which county will conduct the ongoing required background check.

**7.4.3** Any adult individual, over 18 years of age, in a home hosting an interstate or international exchange youth delegate, must become an approved 4-H volunteer. (see 7.4)

**7.4.4.** An individual is required to complete specialized training in order to start service as an approved 4-H volunteer in the areas of shooting sports, ATV, challenge course, and Cloverbuds. (see 5.4)

**7.5** Continued service as an approved 4-H volunteer is contingent upon successfully passing a background check every two years.

**7.6** An individual approved for service as a 4-H volunteer is required to enroll as a volunteer and complete the entire enrollment packet *annually*, including, but not limited to, signing the **Volunteer Enrollment Form, Health Form, Conditions of Volunteer Service, and Adult 4-H Volunteer Expectations** form.

**7.7** An approved 4-H volunteer with the OSU 4-H Youth Development Program is considered to be an agent of the University and therefore protected from civil liability for injuries or damages to persons or the property of others provided the volunteer is (a) working under the direction of an OSU Extension supervisor, (b) acting within the scope of their volunteer duties as assigned, and (c) performing duties in good faith.

**7.8** OSU practices a Culture of Responsibility (CoR) thus requiring all approved volunteers to be mandatory reporters while they are involved (see 7.7) in 4-H roles and while representing OSU. Volunteers are asked to help protect those who may not be able to protect themselves, by immediately reporting suspected child abuse to Oregon Department of Human Services, or to local law enforcement if the individual is in immediate danger. If suspected abuse has occurred during a 4-H activity, an Extension 4-H professional must also be notified immediately after the notification to DHS or law enforcement.

**7.9** Position descriptions communicate the duties and expectations of approved volunteers. Approved 4-H volunteers should have a **position description** for each different role they may hold in the organization.

**7.10** Volunteer service may be suspended or terminated at any time with or without cause. Oregon State University is not obligated to provide reasons for dismissal. Dismissals shall be made only after consultation with the Extension 4-H Program Leader (or designee) and communication with Oregon State University General Counsel.

## **8.0 County 4-H Associations**

**8.1** Each county in Oregon is expected to establish and maintain a single tax-exempt organization known as a County 4-H Association. The overall purpose of these groups is to (a) provide information and advice to OSU Extension faculty and staff regarding program direction and to (b) mobilize local resources in support of 4-H Youth Development Programs. The County 4-H Association may inform policy, but policy is set by the 4-H program.

**8.2** A signed agreement between the County 4-H Association and Oregon State University shall exist at all times which delineates the responsibilities of both parties.

**8.2.1** Every four (4) years the County 4-H Association reads and signs an “Assurance of Nondiscrimination” document in compliance with the USDA Civil Rights Statement. This document is filed at the local County Extension Office.

**8.3** Each County 4-H Association will maintain a single Taxpayer Identification Number (EIN) for the purpose of opening bank accounts and transacting Association business. All 4-H clubs and committees are expected to use this number for their accounts and business as well.

**8.4** County 4-H Associations must establish and maintain status as a not-for-profit corporation operating in the state of Oregon with the primary purpose of supporting the educational and charitable purposes of the Oregon 4-H program.

**8.5** County 4-H Associations shall receive their tax-exempt status from a group exemption granted to the Oregon 4-H Foundation and shall submit a copy of their IRS Form 990 to the Oregon 4-H Foundation within 30 days of filing with the IRS. County 4-H Associations are also required to annually file a copy of their CT12 report, provide a list of current County 4-H Association board members, and a list of assets to the Oregon 4-H Foundation.

**8.6** Financial activity and assets of 4-H clubs and committees are to be accounted for in the annual tax filings of their County 4-H Association. These groups must provide financial summaries to the County 4-H Association on an annual basis by a date established by the Oregon 4-H Foundation. The County 4-H Association fiscal year is July 1 through June 30.

**8.7** The address of record for a County 4-H Association shall be the County Extension Office.

**8.8** Extension offices, on occasion, may receive funds on behalf of County 4-H Associations and other 4-H-related organizations. The money received should be double-receipted (signed off by two individuals) and kept in a secure location until it is turned over to the Association treasurer, or their designee, for deposit.

**8.9** County 4-H Associations are not responsible for authorizing, requiring, or preventing 4-H club or group fundraising. The authorizing of fundraising is the responsibility of the 4-H faculty member.



## 9.0 Financial

**9.1** Cooperative Extension, including 4-H, is a tax-assisted entity that relies on federal, state and local appropriations for the conduct of its day-to-day work. These appropriations, however, are not enough to fully support the broad mission of 4-H. Consequently, efforts to generate additional private support of 4-H are valued and expected.

**9.2** All fundraising activities must be done in accordance with **Title 7 of the Code of Federal Regulations section 8 and USDA Guidelines pertaining to the 4-H program**. Consequently, all fundraising activities conducted under the name of 4-H must have the approval of the appropriate Extension 4-H Youth Development faculty member.

**9.2.1** As Oregon State University **does not** recognize fundraising activities as a part of the educational mission of the 4-H program, the tort liability normally extended to volunteers is not provided during these fundraising efforts. This means that 4-H volunteers, clubs and 4-H associations conducting fundraising activities should take out their own liability insurance to cover such events.

**9.2.2** The annual accident insurance, purchased by most counties for their 4-H members and volunteers does not cover fundraising. 4-H clubs and County 4-H associations who are conducting fundraising activities should take out event accident insurance, if they so choose to be covered.

**9.3** All moneys received from 4-H fundraising programs, except those necessary to pay reasonable expenses, must be expended to further 4-H educational programs.

**9.4** Fundraising activities should only be undertaken for a specific purpose and a budget for expenditure of the funds raised should be developed prior to the commencement of fundraising.

**9.5** All such monies must reside in bank accounts of organizations recognized as being tax-exempt under section 501(c)(3) of the IRS code.

**9.5.1** Raffles are not recognized as being tax exempt. While not prohibited, raffles, lotteries and games of chance are discouraged as 4-H fundraisers. Navigating the state laws and reporting requirements can be complex and difficult. It is the 4-H group's responsibility to research and understand that process. If then, a 4-H group is still considering a raffle, lottery, or game of chance, as a fundraising option, the State 4-H Program Leader, or designee, should be consulted.



**9.5.2** Fundraising via social media is not tax-exempt. While not prohibited, choosing social media to conduct some aspect of fundraising, should be done with the full understanding that (a) a donor is making a contribution to the social media entity, not to the 4-H program, (b) the social media entity will be keeping a portion of each donation, and (c) the social media entity will then issue a payment to the 4-H program. A donor may not be able to consider this a charitable contribution.

**9.6** Money raised on behalf of the 4-H program may not be used to influence legislation (including that to create Extension service districts) or to support candidates for elected office.

**9.7 Fundraising at state 4-H events is generally discouraged**, but may be permissible in some situations. In any case, approval to conduct a fundraising activity at a state event must be obtained from the event coordinator prior to the start of the event.

**9.8** Money raised on behalf of the 4-H program **may not be used to purchase personal property** or for the **exclusive benefit of an individual member or volunteer**. Funds raised are to be expended in a manner to be of equal benefit to all members, such as 4-H shirts for all members. Exceptions include raising funds to support youth, volunteer or chaperone participation in a conference, camp, contest, trip or other event for which the individual has qualified through a selection process managed by faculty or staff of the Oregon 4-H Program. Funds received must be deposited into a 4-H account. It is not permissible for 4-H funds to be raised for a relative who is not a chaperone and wishes to accompany their child to the event.

**9.9** All funds totaling \$25,000 or more received for the purpose of creating permanent income for the 4-H program **must be invested in endowments created** by the Oregon 4-H Foundation utilizing the management services of the OSU Foundation.

**9.10** Current use gifts and grants in excess of \$10,000 must be received by the Oregon 4-H Foundation unless prior approval has been received from the Extension 4-H Program Leader for those funds to be received locally. These funds will be placed in a Foundation account and held exclusively for the county or program for which they were received.

**9.11** The 4-H name and emblem shall not be used in a way that it implies a recommendation or endorsement of a commercial service or product. 4-H does not facilitate the sale of livestock, tack, products or services

through its publications, e-mail, or websites. 4-H also does not endorse an event that is not of direct benefit to the 4-H members.

**9.12** 4-H clubs and associations may not give funds to other charities unless the funds to be given were received expressly for that purpose. The best practice for 4-H clubs and the County 4-H Associations to raise funds for another charity is to have the funds given in the name of the charity, ie. checks received are made out in the charity name. Funds given to 4-H to advance the 4-H mission may not be redirected toward another cause. Funds raised to repair, maintain, and/or improve facilities that the 4-H program uses, but does not own, should be raised through the charity organized for the purpose and not through the County 4-H Association.

**9.13** 4-H clubs and county committees are expected to a) employ an accounting system that has effective internal controls as recommended by Extension 4-H Guidelines and Forms and (b) report to the County 4-H Association annually by the deadline established in that county.

**9.13.1** Debit cards do not have effective internal controls and therefore are not allowable for 4-H clubs or committees to use for financial transactions.

**9.14** The financial policies stated in this section do not apply to 4-H members who gain income through sales that occur during their project work. Such as Entrepreneurship project. This is personal income and may be subject to Federal tax laws. Consult a tax advisor.

**9.14.1** If an Auction is conducted as part of the annual 4-H Fair exhibition, it is conducted by a separate organization or committee, not the OSU Extension 4-H program. Participating 4-H youth may receive income at this event. According to Federal tax laws and the IRS, all 4-H members, organizations and contributors involved in the sale of animals at a 4-H auction are strongly encouraged to seek guidance from their tax advisors regarding specific accountability.

**9.15** If a 4-H Club dissolves (e.g. lack of members) then club assets shall be distributed in the following way: (a) funds will be donated to the local County 4-H Association for continued use toward the 4-H educational mission; and (b) all club property (e.g. equipment, flags, materials) will be delivered to local County Extension 4-H office to be used or redistributed for educational purposes, in accordance with the 4-H mission and understanding when purchases or donations were made.

## **10.0 Health and Safety**

**10.1 CODE OF CONDUCT** 4-H policies and guidelines apply to enrolled 4-H members, volunteers and participating guests. 4-H members and volunteers are to abide by the Oregon 4-H Program Code of Conduct, which must be signed and agreed to as a part of the enrollment process. (see appendix) 4-H supervision and 4-H program policies are not applied to the general public or participants of other organizations (e.g., FFA, etc.) unless a written agreement is on file with each organization.

**10.2 LAWS** If an adult or youth 4-H participant breaks a county, state or federal law during a 4-H event, a report shall be made to local law enforcement authorities.

**10.3 FIRST AID** 4-H staff and adult volunteers should have access to individual youth/adult health forms and a basic first aid kit during any 4-H event. A system for accessing medical attention should be in place.

**10.4 BUDDY SYSTEM** 4-H youth are encouraged to hang out in groups of three at 4-H events such as camps, county fair, and other suitable settings.

**10.5 CLOVERBUDS** In the Oregon 4-H program, children under age nine, may not ride on motorcycles, motorbikes or all-terrain vehicles, participate in shooting sports, or be responsible for the care and maintenance of cattle, horses, sheep, llamas, goats, swine, and dogs. (Also 4.2.1)

**10.6 HORSE** All youth and adults participating in 4-H equine activities must wear, with fastened chin strap, a properly-fitted, ASTM-SEI approved headgear when riding or driving. Oregon 4-H may provide opportunities for young people to participate in a limited number of Western gaming activities (Figure-8 Stake Race, Idaho Figure-8, Pole Bending, Key Race, Keyhole Race, Texas Barrels, 2-Barrel Flag Race, and NSCA Flag Race) No other gaming, rodeo, bareback, or racing events are allowed. Approval checks on helmet and equipment regulations should follow state regulations & certifications.

**10.7 BICYCLING** Youth participating in 4-H bicycle activities must wear a properly-fitted and secured helmet meeting ANSI Standard Z90 4 when riding.

**10.8 ATV** Youth participating in 4-H ATV activities must possess an endorsed OPRD Safety Education Card, wear a DOT approved helmet with fastened chin strap, goggles or face shield, full-finger gloves, long pants, long-sleeved shirt or jacket, and over-the-ankle boots, and meet OPRD Rider Fit requirements. Three-wheeled ATVs are not permitted.

**10.9 CAMPING** Resident camps must comply with the mandatory standards found in the Oregon 4-H Benchmarks and Standards.

**10.10 CHALLENGE & ADVENTURE** UIAA approved climbing helmets, harnesses, carabineers, and ropes must be worn and used by all persons engaged in aerial challenge course activities. Faculty and volunteers leading activities must have successfully completed specialized training.

**10.11 SHOOTING SPORTS** Youth participating in 4-H Shooting Sports program are to wear eye and ear protection as stated in guidelines. Non-explosive targets (reactive targets) are to be used in the program. Faculty and volunteers leading any shooting sports activities must have successfully completed specialized training.

**10.12 ANIMAL SCIENCE** Youth participating in a 4-H Animal Science project must be able to safely control the animal. Unruly animals may be dismissed from competitions or educational events.

## **11.0 Internet and Social Media**

**11.1** Any 4-H internet and social media presence must comply with the Children's Online Privacy Protection Act of 1998, (which prohibits unfair or deceptive acts or practices in connection with the collection, use, and/or disclosure of personal information from and about children, under the age of 13, on the Internet).

**11.2** 4-H Club websites and social media sites must be administered by an approved 4-H volunteer or by a teen leader supervised by an approved 4-H volunteer, with oversight by county 4-H faculty member with administrative rights.

**11.3** State or county 4-H websites and social media sites must be administered by a faculty or staff member of Oregon State University or by another individual working under their direction and supervision.

**11.4** Pictures and videos may be posted on a 4-H website so long as a member does not have a Photo Opt Out Form on file. Only first names may be used. Contact information for 4-H members must not be visible to individuals outside of their 4-H club. The Opt Out form can be found at: <http://risk.oregonstate.edu/forms> If the form is not signed and returned, then OSU is not prohibited from making use of images.

**11.5** 4-H photos, that have been pre-approved with a signed release, are accessible in the National 4-H Council photo library and the Oregon State University photo archive.

**11.6** 4-H Name and Emblem are to be properly branded.

## **12.0 Reporting Accidents and Incidents (Child abuse, neglect, sexual harassment, sexual violence, etc.)**

An **accident** is where a 4-H member or 4-H volunteer is physically hurt and requires medical attention. An **incident** is an act which places a 4-H member or 4-H volunteer or others in an unsafe situation or a federal, state or local law has been broken.

**12.1** When an accident occurs, it is the responsibility of faculty, staff, and volunteers to make sure that the person who is injured receives proper medical attention. Accidents should immediately be reported to the OSU faculty or staff member responsible for the activity or event. The OSU faculty or staff member must report the accident to the OSU Office of Risk Management within 24 hours of the accident. The link to the accident report form is: <http://hr.oregonstate.edu/benefits/workers-compensation-resources/incident-reporting#mandatory>  
Accidents occurring at 4-H camps should also be reported to the state 4-H faculty member responsible for camping.

**12.1.1** Information needed to report an accident online includes the time and place of the event, the names of the individuals involved, a clear description of what happened, and the medical attention provided. Insurance providers may have specific deadlines for reporting accidents and submitting claims.

**12.2** The State of Oregon requires that all 4-H faculty and staff are mandatory reporters of suspected child abuse. OSU policy considers approved volunteers in service to the University as mandatory reporters as well. 4-H faculty, staff and approved volunteers are required to report suspected abuse or cause a report of such abuse to be made to law enforcement officials or the Department of Human Services within 24 hours of witnessing or being notified of suspected abuse. The State 4-H Office should also be notified and a report filed with OSU, which can be found at: <http://hr.oregonstate.edu/benefits/workers-compensation-resources/incident-reporting#mandatory>

**12.2.1** Oregon State University requires all those who are mandatory reporters to go through a Youth Protection Mandatory Reporter training which can be found at:

<http://hr.oregonstate.edu/policies-procedures/employees/mandatory-reporting-child-abuse>

**12.3** Reports or complaints of sexual discrimination including sexual harassment and sexual violence must be reported to Oregon State University's designated Title IX Compliance Officer in the Office of Equal Opportunity and Access.

## **13.0 Animal Welfare and Animal Care**

**13.1** Oregon 4-H program requires the **humane treatment** of all animals. Members are expected to treat their animals with respect and provide for their continuous well-being through proper feeding, watering, handling, disease prevention, sanitation and attention to their safety.

**13.2** The Oregon 4-H Program is a youth development program. Young people are the individuals to be **doing the work** involved in raising and exhibiting any animal project.

**13.2.1 Ethics.** All members will abide by the Oregon 4-H Animal Science Ethical Standards. Not abiding by these or other rules, is a serious violation of expected conduct and significant consequences may apply.

**13.2.2 Docking Lambs' tails** Lambs' tails are docked for cleanliness and to minimize fly strike, but cosmetic, excessively short tail docking can lead to an increased incidence of rectal prolapses and is unacceptable for the welfare of the lamb. Oregon 4-H adheres to the American Veterinary Medicine Association's recommendation that "lambs' tails be docked at the level of the distal end of the caudal tail fold". Animals showing any evidence of prolapse or mechanical repair will not be allowed to participate in 4-H shows.

**13.3** There are **inherent risks** in raising an animal and bringing the animal to show or events for exhibition or competition. The risks of injury or death to an animal and any veterinary care required of the animal are taken on by the member and their family.

## **14.0 Tractors and All-Terrain Vehicles (ATV)**

### **14.1 Tractors**

- 14.1.1** No one under the age of 14 shall be permitted to operate a tractor or machinery.
- 14.1.2** Youth ages 14 to 17 permitted to operate machinery shall have completed a tractor safety education, training and certification program.
- 14.1.3** Tractor operators should wear all personal protective equipment (i.e. approved safety helmet, goggles/glasses, gloves, full-length pants, long-sleeved shirt, and over-the-ankle boots).

#### **14.2. ATV (Quad Dirt Bike, or UTV with Roll-Over Protection Structure, aka ROPS)**

- 14.2.1** No one under the age of 9 shall be allowed to operate an ATV.
- 14.2.2** Operators 9 to 15 years of age shall have completed the Oregon Parks and Recreation Department on-line ATV Safety Education course and be in possession of an endorsed (hands-on training) ATV Safety Education Card.
- 14.2.3** Operators 16 years and older shall have completed the Oregon Parks and Recreation Department on-line ATV Safety Education course and be in possession of an ATV Safety Education Card.
- 14.2.4** Operators 9 years of age and older shall wear all personal protective equipment (i.e. DOT approved helmet, goggles, gloves, full-length pants, long-sleeved shirt, and over-the-ankle boots).
- 14.2.5** The UTV may be used to transport any age individual only in the event of an emergency.

#### **15.0 Selling Firearms at 4-H Fundraisers**

**15.1** 4-H Program-appropriate firearms may be sold at a 4-H fundraiser event if the following steps have been taken to assure safety:

- A) Ammunition for the firearm is not present at the facility.
- B) The OSU Extension Professional has been made aware of this item being present at the event and has approved the documentation for the safe transfer of ownership.

**15.2** The following two statements shall be visible at multiple locations at such an event/fundraiser:

- A) *The 4-H Name and Emblem is used for the educational and character-building purposes of a positive youth development program as authorized by Oregon State University (Land Grant University) and granted by OSU Extension Service 4-H Youth Development professionals.*
- B) *The 4-H Name and Emblem does not imply endorsement of any commercial products, firms, or services*

## **16.0 Alcohol and 4-H Fundraising**

**16.1** 4-H members may not be present at a 4-H fundraising event where alcohol is served except that:

**16.1.1** 4-H members may be present to set-up or take-down the event BEFORE and AFTER alcohol is served, as long as alcohol is no longer available while members are present;

**16.1.2** 4-H members accompanied by a parent or guardian may be present at a 4-H fundraising event at which alcohol is served and during the time that alcohol is being served for so long as the parent or guardian remains at the event.

**16.2** If an adult, who may legally consume alcohol, is under the influence, that individual shall not be in a role to represent the 4-H program at that time.

**16.3** If any individual is disruptive during a 4-H fundraising event, that individual may be asked to leave the 4-H event.

**16.4** If the appropriate contracts and insurance are in place and documentation is available to OSU Extension Professional(s), alcohol may be present and available to adults during a 4-H fundraiser, as long as all guidelines above are followed.

**16.5** External organizations asking 4-H youth members to serve at their fundraising event, must be willing to follow these same guidelines regarding alcohol, in order to have 4-H members engaged in the event.

## **17.0 Contracts and Proof of Liability Insurance**

**17.1** 4-H faculty, staff, and volunteers are **not permitted** to sign contracts which obligate Oregon State University in any way. Contracts may only



be signed by individuals authorized at the Procurement and Contract Services (PaCS, on OSU listserve.) Contact the State 4-H Office if you have questions.

**17.1.1** Signing of liability releases for participation in local community events such as parades, community promotion or education booths, etc. should also be signed by the PaCs office, not by 4-H faculty, staff or volunteers.

**17.2** When 4-H activities and events are conducted at facilities that are not owned by Oregon State University, then the owner of the facility may request that a **facility use agreement** be signed. Such documents **MUST** be reviewed and signed by the Procurement and Contract Services office of Oregon State University: <http://pacs.oregonstate.edu/>

**17.3** When the owner of a facility requests **proof of liability coverage** in conjunction with the execution of a facility use agreement, such proof must be obtained from Oregon State University Risk Management office: <http://risk.oregonstate.edu/insurance/certificates>

**17.4** Grants and Contracts are processed through the Office for Sponsored Research and Award Administration (OSRAA)

<http://research.oregonstate.edu/osraa>

The office provides support and assistance. The Cayuse system is used to submit and process grants.

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