



# VOLUNTEER AND RISK MANAGEMENT GUIDE



THE UNIVERSITY OF ARIZONA  
Cooperative Extension





THE UNIVERSITY OF ARIZONA  
Cooperative Extension

### **AZ1820-2020**

## The University of Arizona Cooperative Extension 4 H Youth Development Volunteer and Risk Management Guide

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## SECTION 1 — Overview

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### 1.1 **What is 4-H?**

4-H is the largest out-of-school youth development program in the United States with over seven million youth members. 4-H is the youth education component of Cooperative Extension, which is conducted jointly by the state Land-Grant University (The University of Arizona). 4-H is Arizona Cooperative Extension's dynamic, non-formal, educational program for young people. The program is a cooperative relationship between youth, volunteers, state Land-Grant Universities, state and local governments, tribal colleges, tribal government, Arizona 4-H Youth Foundation, and the United States Department of Agriculture (USDA). Arizona 4-H is comprised of youth and adults who want to learn citizenship, leadership, and other life skills. Screened and certified adults are involved as volunteers, working with youth as club leaders, project leaders, committee members, or board members, providing the framework for the 4-H Youth Development program. All partners are working to assist youth in developing the knowledge, skills and attitudes that will enable them to become productive and contributing members of society. 4-H serves youth from all ethnic, racial, and socio-economic backgrounds who live in rural, suburban, and urban communities. 4-H is for everyone. 4-H policy is essential for all partners to work toward a program that focuses on positive youth development.

### 1.2 **4-H Philosophy and Beliefs**

The following statements reflect the philosophy and beliefs of the Arizona 4-H Youth Development Program:

*Positive youth development is our goal. Positive youth development occurs from an intentional process that promotes positive outcomes for young people by providing opportunities, relationships, and the support necessary for youth to fully participate.*

*4-H youth development helps youth acquire the life skills necessary to meet the challenges of adolescence and adulthood through voluntary participation in planned experiential, research-based educational programs. These experiences immediately yield new knowledge, which leads to changed behavior, and through prolonged participation, gradually promotes attitudes, characterizations and outcomes of the 6 C's:*

*Competence - advanced skills in some important subjects of interest*

*Character - clear, consistent moral precepts that effectively guide behavior*

*Caring - willingness to respond to the needs and concerns of others*

*Confidence - willingness to take on new challenges, and expect success*

*Connections - establishing and maintaining relationships at many levels*

*Contributions - making a difference in the lives of others through service*

*4-H Youth Development includes any youth educational program supported by Extension personnel. These programs use a variety of delivery methods such as clubs, project groups, camps, non-formal groups, afterschool programs, school enrichment programs, and special interest programs.*

*All youth are eligible to participate in any 4-H program. Some restrictions apply to Cloverbuds participation.*

*Programs designed to fit the specific needs of the youth involved are determined at the state and county level.*

*The role of the Cooperative Extension 4-H Youth Development Agent is to develop, lead and manage a program that provides opportunities for volunteers to work more effectively with youth as well as develop individually.*

*Volunteers provide direct contact and support of youth on a continuing basis.*

*As a family-centered program, 4-H encourages parents to work with their own children as well as others.*

### **1.3 Using the UACE 4-H Youth Development Volunteer and Risk Management Guide**

*The University of Arizona Cooperative Extension (UACE) 4-H Youth Development Volunteer and Risk Management Guide is an abbreviated set of rules, guidelines, and implementation procedures for 4-H volunteers to utilize as they provide leadership for their 4-H clubs and programming for the University of Arizona Cooperative Extension 4-H youth development program.*

Questions surrounding the content of this handbook should first be addressed to your county-based 4-H youth development professional.

### **1.4 4-H Policy**

4-H policy provides a consistent framework for 4-H programs throughout the state. Policy is created to ensure that 4-H programming is consistent, fair, and legal.

The primary goals of an Arizona 4-H youth development professional or volunteer are to help youth develop competency in their projects, compassion for others, confidence in themselves and others, connections in their community, contributions to community life, life skills, and sound character. Adults are to help youth do what they are capable of doing and to promote teamwork, citizenship, and leadership while helping 4-H members to learn and have fun.

Failure to follow policy could result in the loss of authorization to use the 4-H name and emblem or potential dismissal from the 4-H program as deemed appropriate by the University of Arizona Cooperative Extension administration.

### **1.5 Where to Locate Additional Policies**

Policies that apply to all 4-H families (including volunteers) are contained within the UACE 4-H Youth Development Family Guide. Those policies are not duplicated in this document. The policies contained within this document are specifically for 4-H volunteers. Volunteers are responsible for knowing the policies contained within the following documents:

*UACE 4-H Youth Development Family Guide*

*UACE 4-H Youth Development Club Chartering and Financial Management Guide*

In addition, volunteers should be familiar with policies located on the University of Arizona Cooperative Extension 4-H website, such as policies related to competitive events.

## SECTION 2 – Adult Participation In 4-H

### 2.1 *Adult Participation in 4-H Overview*

Adults play a vital role in the ongoing growth and development of those in the 4-H youth development program. 4-H is a volunteer-based organization that welcomes your service.

Arizona 4-H is committed to providing safe places for youth to thrive and caring adults who build relationships with young people. To ensure these positive environments, Arizona 4-H requires a minimum level of certification for all adult volunteers. Counties may impose additional requirements.

Arizona 4-H recognizes that caring adults provide many types of service to the Arizona 4-H program, and they do this without salary or expectation of any type of compensation. This section will describe the types and requirements of service.

Adults volunteering with the Arizona 4-H program are responsible for understanding their roles and responsibilities and for maintaining proper requirements for service (e.g. certification, screening, training). Arizona 4-H youth development professionals will inform 4-H volunteers of the insurance coverage, liabilities, and risk management policies and procedures on an as-needed basis for event planning purposes.

### 2.2 *Types of Adults Providing Service to the Arizona 4-H program*

*Chart 1: Types of Adults Providing Service*

|   | <b>Certified 4 H Volunteers:</b><br>University of Arizona<br>Authorized Adults | <b>Adults Providing Support:</b> Adults who must be accompanied by at least one University of Arizona Authorized Adult at all times when in the presence of 4 H youth |   |
|---|--|---|---|
| <b>Job Titles Possible</b>                                | Club Leader, Project Leader, Resource Participant                              | Accompanying Adults   | Guest Presenters  |
| <b>Function</b>   | Leader: Club, Project  | Parents, guardians, grandparents, siblings, former 4 H members ages 19 and 20   | Presenter, speaker, demonstrator, facilitator for single presentation     |
| <b>Level of Authority and Responsibility</b>              | Care, custody and control of youth; line-of-sight supervision                  | Always accompanied by a UA Authorized Adult when in the presence of youth   | Always accompanied by a UA Authorized Adult when in the presence of youth |
| <b>Age</b>  | Must be at least 21 years old  | Must be at least 19 years old   | Must be at least 19 years old   |
| <b>Amount of Participation</b>                            | Regular and consistent participation   | Varies  | Single time within a 4 H year   |
| <b>Level of Coverage</b>                                  | Limited Liability Coverage and Accident Insurance                              | None  | None  |
| <b>Check National Sex Offender Registry for Clearance</b> | Yes, prior to background check   | Yes   | Yes   |
| <b>Fingerprint-based Background Check</b>                 | Yes, prior to certification  | No  | No  |
| <b>Complete Designated Campus Colleague (DCC) Process</b> | Yes  | No  | No  |
| <b>Trainings</b>  | University and 4 H   | None  | None  |

*Chart 1: Types of Adults Providing Service*

|   | <b>Certified 4 H Volunteers:</b><br>University of Arizona<br>Authorized Adults | <b>Adults Providing Support:</b> Adults who must be accompanied by at least one University of Arizona Authorized Adult at all times when in the presence of 4 H youth |  |
|---|--|---|--|
| <b>Registration in the 4-H membership management system</b> | Yes, with leadership role  | Yes, without leadership role  | Register on club attendance sheet, and notify the UACE volunteer systems manager |
| <b>Review</b>   |  |   |  |
| <b>Annual Report</b>  |  |   |  |

***Certified 4-H Volunteers (University of Arizona Authorized Adults)***

- Work under the direction of 4-H youth development professionals to ensure that the objectives and standards of the Arizona 4-H program are met.
- Serve as the officially designated representatives and leaders of the 4-H youth development program.
- Participate regularly and consistently in the 4-H youth development program by supervising and directing county and club 4-H programs and projects.
- Are authorized adults responsible for the care, custody, and control of youth during 4-H activities.
- Maintain line-of-sight supervision of all youth within their care at all times (1 adult for every 10 youth). See Section 3: Youth Safety Policies for additional details on supervision ratios.

To serve as a certified 4-H volunteer, an adult must successfully:

1. Register in 4-H membership management system
  - a. Sign the Arizona 4-H Code of Conduct
2. Complete the application form
3. Pass a check of the National Sex Offender Registry
4. Interview with a 4-H youth development professional or their designee(s)
5. Pass a reference check
6. Complete the University of Arizona Authorized Adult procedures:
  - a. Pass a fingerprint-based background check and, if necessary, submit fees
  - b. Become recognized as a designated campus colleague (DCC) (<https://it.arizona.edu/service/designated-campus-colleague-accounts>)
    - i. Obtain a NetID for login
    - ii. Complete the Personal Information Questionnaire
    - iii. Submit a signed Volunteer Agreement form
  - c. Complete the Youth Safety Training for Authorized Adults (online module)
    - i. This training informs 4-H certified volunteers of the incident reporting policies and youth protection policies.
  - d. Sign the Youth Safety Training Code of Conduct



- e. Title 7 & Title 9 Training (Discrimination and Sexual Misconduct)
- 7. Complete all required Arizona 4-H program trainings
- 8. Once all screening and trainings are complete, the profile in the 4-H membership management system will be moved to “active” volunteer status.
- 9. Complete the University of Arizona Driver Certification if they wish to drive on university business
  - a. This training informs 4-H certified volunteers of the insurance coverage and liabilities related to driving, and it informs them of the driving privilege policies.
  - b. If a certified volunteer chooses to not complete driver certification, they must be notified by the county-based 4-H youth development professional that they cannot drive on university business.
- 10. Complete an annual report
  - a. Each volunteer must submit an annual volunteer report indicating the kind and amount of volunteer service provided as well as the number of people reached.
- 11. Complete an annual review with a county-based 4-H youth development professional.
- 12. Certified 4-H Volunteers (University of Arizona Authorized Adults) must comply with ongoing University of Arizona training requirements throughout their service.

### ***Accompanying Adults***

- Work under the direction of 4-H youth development professionals and certified 4-H volunteers (University of Arizona authorized adults) to ensure that the objectives and standards of the Arizona 4-H program are met.
- Participate as family members who are regularly present during 4-H programs (e.g., parents, guardians, grandparents, siblings, former 4-H members ages 19 and 20, etc.).
- Must be accompanied by a University of Arizona authorized adult when in the presence of youth.
- Are NOT permitted to drive on university business.

To serve as an accompanying adult, an adult must successfully:

1. Pass a check of the National Sex Offender Registry conducted by the county-based 4-H youth development professional
2. Register in the 4-H membership management system
  - a. Sign the Arizona 4-H Code of Conduct
3. Continued participation is dependent upon meeting the standards of the Arizona 4-H Code of Conduct

### ***Guest Presenters***

- Work under the direction of 4-H youth development professionals and certified 4-H volunteers (University of Arizona authorized adults) to ensure that the objectives and standards of the Arizona 4-H program are met.

- Participate as presenters, speakers, or demonstrators who facilitate a single presentation within the 4-H year.
- Must be accompanied by a University of Arizona authorized adult when in the presence of youth.
- Are NOT permitted to drive on university business.

To serve as a guest presenter, an adult must successfully:

1. Be entered into the Arizona 4-H guest presenter database and receive notification of approval (<https://arizonace.quickbase.com/db/bpxzg2drx?a=nwr>).

### 2.3 **Age Requirements for Volunteers**

Adults providing service to the Arizona 4-H program are individuals who are no longer eligible to participate in 4-H as a youth (they are 4-H age 19 or older). Any individual who is 4-H age 18 or younger should be enrolled as a 4-H member.

### 2.4 **Additional Certifications**

Volunteers for select roles or positions (e.g., certified shooting sports instructors) will be required to attend additional training. Additional required training may arise as new programs and situations dictate.

| Type  | Age   |
|---|---|
| Certified 4 H Volunteers<br>(University of Arizona Authorized Adults) | Must be at least 21 years old   |
| Accompanying Adults   | Must be at least 19 years old   |
| Guest presenters  | Must be at least 19 years old. Youth guest presenters should be registered on the club attendance sheet as a guest. |
| Chaperones  | Must be certified 4 H volunteers who are 21 years old   |
| Shooting Sports Education Instructors                                 | Must be certified 4 H volunteers who are 21 years old   |

### 2.5 **Volunteer Residence**

Volunteers are not restricted to service in the county in which they reside.

When a volunteer first enrolls as a 4-H volunteer, that county is automatically their primary county.

Volunteers may assist in other counties with the approval of the county-based 4-H youth development professionals in both counties. 4-H youth development professionals are obligated to verify the certification level of all adults volunteering in their county, and they may require additional county-based training.

It is the responsibility of the volunteer to inform the county-based 4-H youth development professionals in the counties impacted of any changes in residency. The county-based 4-H youth development professional has the right to accept or not accept

the volunteer transfer, and they may also require additional county-based training.

To transfer their volunteer status from one county to another, the original DCC must be terminated and a new DCC relationship established.

Volunteers who lose their certification in one county may not transfer their certification to another county.

## **2.6 Payment for Services**

Adults providing service to the Arizona 4-H program may not charge for their personal services while acting in their official capacity with Arizona 4-H and cannot require payment of services to participate in an official 4-H activity. See the UACE 4-H Youth Development Club Chartering and Financial Management Guide for information regarding the reimbursement of supplies.

Examples to consider:

A horse leader who gives riding lessons cannot charge 4-H members for riding lessons during an official 4-H event.

A cake decorating leader who teaches classes cannot charge 4-H members for cake decorating classes during an official 4-H event.

## **2.7 Volunteer Application Denial**

Applications may be denied at any point during the volunteer application process. The University of Arizona does not provide the volunteer with a reason for their denial.

## **2.8 University of Arizona Volunteer Coverage**

<https://risk.arizona.edu/insurance/volunteer-coverage>

### **Limited Liability Coverage**

The University provides limited liability coverage for authorized volunteers. The University's insurance program, administered by the State of Arizona, covers liability arising from the acts of volunteers while providing service in an authorized capacity. This coverage will provide a legal defense for claims made against the volunteer for alleged harm to others or damaging the property of others. Settlement of claims and/or payment of court judgments is by the State of Arizona Risk Management Division on behalf of the University of Arizona. This insurance program is statutory, governed by Arizona Revised Statutes §41-621 et seq, which can be accessed online at: <https://www.azleg.gov>.

### **Accident Insurance**

Volunteers who are injured while performing work for the University of Arizona are provided accident insurance to cover medical expenses incurred up to \$25,000. Coverage is excess other available insurance, and there are specific limitations and exclusions. There is no cost to volunteers for this insurance. For program details, visit: <https://risk.arizona.edu/insurance/accident>.

### **Coverage Requirements**

For coverage, 4-H volunteers need to submit to the county Cooperative Extension office (prior to the event) a summary of their activities. This information needs to

include:

1. Name of the event
2. Date of the event
3. Club name
4. Names of leaders/coordinators
5. Location of the event
6. Estimated number of participants
  - a. Please note: Their attendance should be documented, and 4-H professionals and/or certified 4-H volunteers should maintain line-of-sight supervision of participants.

#### ***Worker's Compensation Insurance***

Volunteers are non-employees, and therefore, they are not provided worker's compensation insurance for injuries that might arise while providing volunteer service to the university. More details can be found in the "Volunteer Agreement": [https://hr.arizona.edu/sites/default/files/hr/Workforce-Systems/training-guides/manager-quick-reference/MSS\\_DCC\\_Reference\\_Guide.pdf](https://hr.arizona.edu/sites/default/files/hr/Workforce-Systems/training-guides/manager-quick-reference/MSS_DCC_Reference_Guide.pdf)

#### ***Volunteer Safety***

Tasks that require special training, certification, or equipment should only be conducted by volunteers who are appropriately equipped, qualified, and trained.

### **2.9 *Driving on University Business***

If a volunteer's duties will include driving on University business, the volunteer must be authorized by a university department or program and must complete the online registration process prior to driving on university business. Drivers must provide to their department evidence of liability insurance for their personal vehicle as required by Arizona state law. University of Arizona Fleet Safety Policy can be accessed at: <https://policy.arizona.edu/facilities-and-safety/fleet-safety-policy-summary>

### **2.10 *Use of Volunteers' Personal Property***

Volunteers' personal property is not automatically covered by statute. Property that is not owned by the University of Arizona can be insured under the state program only if certain criteria are met. In order to qualify, there must be a contract, lease, or written agreement that makes the University of Arizona responsible. The contract must clearly identify the property to be covered and define the basis on which any loss will be valued. Please contact your county-based 4-H youth development professional for more information.

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## SECTION 3 – Youth Safety Policies

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### **3.1 *The University of Arizona Office of Youth Safety Policies***

The University of Arizona Office of Youth Safety is responsible for the Interactions with Non-Enrolled Minors policy. The purpose of this policy is to establish reasonable safeguards for official university programs or activities open for participation by minors. ("Non-enrolled minors" are defined by the policy as individuals under the age of 18 who

are not University of Arizona enrolled students.)

UA Office of YouthSafety

<https://youthsafety.arizona.edu>

UA Youth Program Planning Checklist

<https://youthsafety.arizona.edu/toolkit/planning-checklist>

UA Interactions with Non-Enrolled Minors Policy

<http://policy.arizona.edu/ethics-and-conduct/interactions-non-enrolled-minors>

The following are excerpts from the Interactions with Non-Enrolled Minors policy, effective February 23, 2015. Please note: This is not a complete version of the University of Arizona Office of Youth Safety Interactions with Non-Enrolled Minors policy and all adults are responsible for reviewing the policy in full.

### ***Supervision of Minors***

Authorized Representatives will avoid one-on-one interactions with Minors that cannot be observed by another Authorized Representative. There may be situations, however, in which such interactions are necessary. Examples may include off-site auditions, interviews, mentoring, and tutoring sessions. Where one-on-one interactions are planned or can reasonably be anticipated in advance, the Program must obtain written administrative and parental or legal guardian approval using an “Administrative Approval of One-on-One Interaction with a Minor” (Appendix A: <http://policy.arizona.edu/sites/default/files/uploads/minors-APPENDIX-A.docx>) and a “Parental/Legal Guardian Disclosure of One-on-One Interaction with a Minor” form (Appendix B: <http://policy.arizona.edu/sites/default/files/uploads/minors-APPENDIX-B.docx>), or customized Program forms containing, at a minimum, all of the information required in Appendices A and B.

### ***Images of Minors***

Authorized Representatives may photograph, videotape, or digitally record a Minor only (a) for programmatic purposes, and (b) with the express written authorization of the Minor’s parent or legal guardian using an “Image Release” form (Appendix C: <http://policy.arizona.edu/sites/default/files/uploads/minors-APPENDIX-C.docx>) or a comparable Program-specific form providing for such consent.

### ***Communications with Minors***

While a Program is being conducted, Authorized Representatives may communicate with Minors by phone, social media, or other electronic means (e.g., e-mails, text messages) only to convey programmatic information, and may not have contact with Minors outside of official programmatic activities.

### ***Medical Contacts with Minors***

1. Depending upon a review of factors such as Program duration, location, and activities, Programs will, if appropriate, develop individualized protocols regarding medical contacts with Minors. Such protocols may include medical information to be collected about Minors, administration of medication to Minors, and use by Minors of health-care-provider-prescribed medical devices to treat

emergency or chronic conditions (e.g., “Epi” pens and respiratory-related inhalers).

2. At least one Authorized Representative with current first-aid and CPR certifications shall be reasonably accessible during all Program activities. Program staff will call 9-1-1 in the case of a medical emergency involving a Minor.

### **3.2 Volunteer Expectations of Conduct**

The University of Arizona requires all Authorized Representatives (all employees and volunteers) to agree to abide by the following behavioral expectations:

1. I will not consume alcohol if I am under the age of 21 and/or while on duty or responsible for the care of Minors.
2. I will not bring firearms or other weapons to any Program site unless use of such firearms or weapons is a part of officially sanctioned Program activities.
3. I will not sell, use, possess, or distribute illegal drugs or related items that would violate the law.
4. I will not provide any legal drugs, including prescription medications or over-the-counter medications, to Minors unless expressly authorized to do so in accordance with a release from the Minor’s parent(s) or legal guardian(s).
5. I will not engage in any threatening or intimidating behavior, including stalking, bullying, or hazing.
6. I will not engage in behavior that will or is intended to cause physical or emotional harm either to myself or to others participating in this Program.
7. I will not engage in gambling or gaming activities while on duty or responsible for the care of Minors.
8. I will not engage in any sexual activity, sexual offenses, or activities involving sexual favors with any Minor.
9. I will not engage in or solicit prostitution or use escort or related adult entertainment services.
10. I will not engage in any discriminatory activities, including harassment or retaliation.
11. I will abide by all state and federal laws.
12. I will not conceal an act of misconduct prohibited by these Behavioral Expectations.
13. I will use audio or video recording devices only if approved by the Program for purposes consistent with authorized Program activities.
14. I will make a report by calling 9-1-1 if I believe any Minor has been the subject of abuse or neglect, with or without physical or emotional harm.
15. I will follow directions of Program supervisors that are reasonably required to fulfill my duties as a staff member.
16. I will read the University’s Policy on Interactions with Non-enrolled Minors and will abide by its terms and conditions.

### **3.3 Duty to Report**

All University of Arizona employees and volunteers (designated campus colleagues)

are mandated reporters and are required to report suspected abuse or neglect of a minor.

A person making a report or providing information about a child is immune from civil or criminal liability unless said person has been charged with, or is suspected of, the abuse or neglect in question.

Mandated reporters must inform youth of their status as a mandated reporter discussing sensitive issues. All youth disclosures must be considered confidential except to the relevant responsible adults.

Any individual in a University-Sponsored Program who knows, suspects, or receives information indicating that a Minor has been abused or neglected, or who has other concerns about the safety of a Minor MUST immediately (within one business day) contact their supervisor. For volunteers, this is their county-based 4-H youth development professional.

To review the legal statutes regarding Arizona child abuse and neglect, go to the following site and review the codes: <http://law.justia.com/arizona/codes>

***How to Report Suspected Abuse or Neglect of a Minor***

<https://youthsafety.arizona.edu/report-a-concern>

### **3.4 *Privacy and Confidentiality***

Arizona 4-H protects the confidentiality of the names and personal information of 4-H members and volunteers. No commercial or unauthorized use is made of names, addresses, and other confidential information of its members. Access to this information is strictly limited to the University of Arizona system.

In compliance with the Children's Online Privacy Protection Act, no one under the age of 18 will be required to disclose more information than is reasonably necessary to participate in the activity as a condition of participation. To view the Children's Online Privacy Protection Act of 1998, visit: <https://www.ftc.gov/enforcement/rules/rulemaking-regulatory-reform-proceedings/childrens-online-privacy-protection-rule>

### **3.5 *Multimedia Release Forms***

A signed release form is required to use 4-H members' names or photographs in any 4-H publication, ad, news article, or on any website. 4-H parents/guardians must update this release form annually as part of the enrollment process.

***Adult Multimedia Release Form:***

<https://extension.arizona.edu/sites/extension.arizona.edu/files/attachment/adult-multimedia-release.pdf>

***Youth Multimedia Release Form:***

<https://extension.arizona.edu/sites/extension.arizona.edu/files/attachment/youth-multimedia-release.pdf>

### **3.6 *Web Postings***

Arizona 4-H is sensitive to the need to protect the privacy of youth under the age of 18. As a result, personal or identifiable information will not knowingly be shared or distributed for anyone under the age of 18 without parental consent provided through the Arizona 4-H Media Release Form.

When permission is given, only limited identifying information will be posted (e.g., first

name and last name, but not address, phone number, or social security number; month and day of birthday, but not year of birthday).

### **3.7 Medical Care**

In cases of illness or injury, youth will be treated on site by an appropriate health care provider or taken to an appropriate health care provider if necessary, when a parent or guardian is not available for consultation. The parent or guardian will be contacted as soon as possible.

For more information, review the *Interactions with Non-Enrolled Minors policy concerning “medical contacts with minors”* from *Section 3.1: The University of Arizona Office of Youth Safety Policies*.

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## SECTION 4 — 4-H CLUB & PROGRAMMING MANAGEMENT

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### **4.1 4-H Clubs**

For details about the purpose of a 4-H club, structure of a 4-H club, or policies regarding 4-H clubs, see the UACE 4-H Youth Development Club Chartering and Financial Management Guide.

### **4.2 4-H Programming**

For details about what constitutes a 4-H event, activity, or program, see the UACE 4-H Youth Development Family Guide

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## SECTION 5 — 4-H COMMUNICATION & MARKETING

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### **5.1 4-H Name and Emblem Regulations**

The 4-H name and emblem are protected under federal statute Title 18, U.S. Code 707. This statute protects other federal emblems, like the seal of the president of the United States.

For detailed information about the use of the 4-H name and emblem, visit:

<https://nifa.usda.gov/sites/default/files/resource/fy-2019-4-h-name-emblem-use-guide-20191108.pdf>

### **5.2 Product Endorsement or Implied Endorsement**

The affiliation of a volunteer with a commercial activity or commercial product in a manner that implies Cooperative Extension or the University of Arizona endorsement is prohibited.

### **5.3 University of Arizona and 4-H Identifiers for Print Materials**

All print materials created and distributed by 4-H volunteers must contain the following:



1. The University of Arizona Cooperative Extension/4-H logo lockup
2. Appropriate University of Arizona Cooperative Extension Statements and 4-H EEO Statement
3. In all private and commercial use of the 4-H emblem, the statement 18 USC 707 must legibly appear either to the right of the base of the stem or below the lower right leaf of the clover.
4. Promote a link between 4-H, the University of Arizona Cooperative Extension, and the University of Arizona.
5. For more procedural resources, instruction and downloads, visit: <https://brand.arizona.edu>

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## SECTION 6 – 4-H ADVISORY BOARDS, COMMITTEES, AND COUNCILS

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### **6.1 Overview**

Input from participants and stakeholders is a hallmark of the Cooperative Extension system. County-based 4-H youth development professionals may have multiple ways to solicit input from the community, and formal advisory boards and councils are one of those ways. Within the 4-H youth development program, advisory boards, project advisory committees, and councils are used to facilitate input to the program.

### **6.2 County 4-H Councils**

#### ***Objective:***

County 4-H Councils serve to support, expand, and grow the 4-H Youth Development Program. Active councils provide consultative input to the county 4-H program.

**Membership:** County 4-H Council members are youth and adult volunteers who are selected in a variety of methods; check with local Cooperative Extension offices for their procedure. Council membership must represent a large section of the community and reflect the diversity of the community. Youth voice should be considered and is strongly encouraged.

#### ***Convened By:***

County 4-H Councils direct input regarding the county-based 4-H program to the county-based 4-H youth development professionals who are responsible for 4-H youth development programs in the county.

#### ***Additional Responsibilities:***

Many County 4-H Councils provide additional funds to support 4-H programs through scholarships to 4-H members for events and college, for leader forums, and for awards offered at county events. Councils must follow the financial management requirements found in the UACE 4-H Youth Development Club Chartering and Financial Management Guide. Councils fall under the fiduciary responsibility of the Arizona 4-H Youth Foundation.

**Charter Requirements:**

County 4-H Councils are chartered.

### **6.3 County 4-H Project Advisory Committees**

(e.g. Horse Advisory Committee, Large Stock Advisory Committee, Small Stock Advisory Committee, Shooting Sports Advisory Committee, Dog Advisory Committee, General Projects Advisory Committee, Robotics Team Advisory Committee)

**Objective:**

County 4-H Project Advisory Committees exist in many counties to support the educational opportunities offered to 4-H members regarding a specific project or set of project areas. These committees do not set county-based rules in regard to 4-H program participation and contests in their project of concern; they provide consultative input to the county-based 4-H youth development professional(s).

**Membership:**

County 4-H Project Advisory Committee members are youth and adult volunteers who are selected in a variety of methods; check with local Cooperative Extension offices for their procedure. Membership must reflect the diversity of the community. Youth voice should be considered and is strongly encouraged.

**Convened By:**

County 4-H Project Advisory Committees direct input regarding their project area(s) to the county-based 4-H youth development professionals who are responsible for 4-H youth development programs in the county.

**Additional Responsibilities:**

Many County 4-H Project Advisory Committees provide additional funds to support 4-H programs to support project educational opportunities (e.g. learning experiences, contests, and events). Committees must follow the financial management requirements found in the UACE 4-H Youth Development Club Chartering and Financial Management Guide. Committees fall under the fiduciary responsibility of the Arizona 4-H Youth Foundation.

**Charter Requirements:**

County 4-H Project Advisory Committees are chartered.

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## SECTION 7 – 4-H TRIPS AND OVERNIGHT ACTIVITIES

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### **7.1 Overall Policies When Traveling with Youth**

These policies apply to both 4-H youth development professionals and volunteers.

1. Chaperones must be University of Arizona 4-H youth development professionals and/or certified 4-H volunteers over the age of 21. All chaperones are strongly encouraged to complete the Arizona 4-H chaperone training prior to traveling with youth.
2. Permission must be granted by parents for youth to travel with the chaperones.

3. As with any other 4-H activity, adults must avoid one-on-one interactions with 4-H youth at all times.
4. Chaperones must always travel with at least two or more youth. Pick up and drop off youth by two's or more at an agreed upon meeting site, thus not leaving adults with one single youth.
5. Event rules will state when male and female chaperones are needed for mixed delegations. Occasionally, a mix of male and female chaperones at the overall event will be adequate coverage.
6. Youth and adults are not to stay in the same sleeping quarters unless dorm-style facilities are provided. All appropriate efforts to separate youth and adults should be made.
7. Chaperones must conduct regular room/bed checks.
8. Youth of opposite gender identification sleep in separate quarters.
9. Only adult volunteers of the same gender as the youth members may supervise those youth members in the sleeping and restroom areas of an event.
10. No single youth member is permitted to sleep in the room of an adult volunteer other than their parent/guardian.
11. An unrelated youth member and adult volunteer must never share a bed.
12. Consult with the Arizona 4-H director when these recommendations are unable to be followed to identify reasonable accommodations.

## **7.2 Required Plans and Documentation**

The following information must be documented prior to travel. Items with an asterisk (\*) must accompany the chaperones on the trip.

1. Arizona 4-H Travel Packet
  - a. 4-H Event Risk Management – Contacts\* (see Section 22.1: Risk Management Plans)
  - b. 4-H Event Risk Management - Worksheet (see Section 22.1: Risk Management Plans)
  - c. 4-H Event Risk Management – Checklist\* (see Section 22.1: Risk Management Plans)
  - d. Educational purpose/impact
  - e. Itinerary/length of trip
  - f. Budget description
  - g. List of chaperones and participants\*
  - h. What to do?: 4-H Event Crisis Management\*
  - i. Incident Reporting resources\* (see Section 22.2 Incident Reporting)
2. Travel Authorization forms (required for Cooperative Extension professionals only)
3. Health forms\* (completed)
4. Photo Releases\*
5. Code of Conducts\*

### **7.3 Additional Out-of-State Trip Approval**

All 4-H state-to-state exchanges, multi-state trips, and national trips must apply from the Arizona 4-H office prior to the event. The Arizona 4-H Travel Packet must be submitted to the Arizona 4-H director by the county-based 4-H youth development professional in charge of the event prior to incurring any expenses (i.e. lodging or transportation).

### **7.4 Chaperone Ratio**

The minimum adult to youth ratio is 1:10 (one 4-H youth development professional or certified 4-H volunteer chaperone for every ten youth). Groups should be accompanied by certified 4-H volunteer chaperones with specifically defined responsibilities and expectations. Chaperones should make every reasonable accommodation to have a supporting authorized adult at events.

### **7.5 Chaperone Responsibilities**

Chaperones are representing the Arizona Cooperative Extension Program and are expected to uphold the Behavioral Guidelines as signed. As chaperones, you have volunteered to help make this event the most educational and meaningful experience possible for your delegation.

It is imperative to understand what is expected of the youth as well as the adults in attendance. In addition to general discipline procedures, the procedures for reporting incidents should also be discussed prior to the event. This may include completing any reports and notifying 4-H youth development professionals, as well as other parties, of an incident.

County chaperones are responsible for supervision, advising, and any needed disciplinary action of their county delegation in coordination with event directors. Primary responsibility rests with the chaperones who are acting on behalf of the county Cooperative Extension program. Youth serving in leadership roles are responsible to the county-based 4-H youth development professional advisors of said event.

In the event of an incident, inform the county-based 4-H youth development professional, county Extension director, and the Arizona 4-H director. The incident must also be reported according to *Section 8.2: Incident Reporting*.

#### ***Handling Sensitive Issues***

Handling sensitive issues means being prepared for the ups and downs of working with youth. Issues need to be handled immediately and with utmost care and compassion to prevent escalation. As a mandated reporter, you are required by law to report suspicion of physical or emotional abuse. Contact your 4-H Youth Development professional for support through the reporting process.

#### ***Driving on University Business***

Refer to *Section 2.9: Driving on University Business* for chaperone driving requirements and procedures.

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## SECTION 8 – RISK MANAGEMENT

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### **8.1**     ***Risk Management Plans***

4-H has a good record regarding protection from potential risks. County-based 4-H youth development professionals and volunteers must develop risk management plans for all activities. Use the Arizona 4-H Risk Management Packet available here (<https://extension.arizona.edu/sites/extension.arizona.edu/files/attachment/4h-risk-management-packet.pdf>).

### **8.2**     ***Incident Reporting***

If an accident occurs during a 4-H event or function the incident must be reported to the county-based 4-H youth development professional.

The responsible person at the incident (e.g. volunteer) must complete the Arizona 4-H Accident/Incident Report Form found in Arizona 4-H Risk Management Packet (<https://extension.arizona.edu/sites/extension.arizona.edu/files/attachment/4h-risk-management-packet.pdf>) and must submit it to their county extension office promptly after the incident.

### **8.3**     ***Request for Certificate of Insurance***

If a facility requests a certificate of insurance, contact your county-based 4-H youth development professional for assistance.

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THE UNIVERSITY OF ARIZONA  
Cooperative Extension



Delivered by University of Arizona Cooperative Extension, Arizona 4-H empowers young people across the state with the skills they need to lead for a lifetime. Youth collaborate with caring adult mentors to lead hands-on projects in areas like science, health, agriculture and citizenship. Mentors provide a positive environment where youth learn by doing.

Arizona 4-H serves more than 100,000 youth and is delivered in every county—through in-school and after-school programs, school and community clubs and 4-H camps.

Learn more at [extension.arizona.edu/4H](https://extension.arizona.edu/4H)

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