



FAMILY
GUIDE



THE UNIVERSITY OF ARIZONA
Cooperative Extension





THE UNIVERSITY OF ARIZONA
Cooperative Extension

AZ1821-2020

The University of Arizona Cooperative Extension
4-H Youth Development
Family Guide

Revised April 3, 2020

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SECTION 1 — Overview

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 Family Guide

The University of Arizona Cooperative Extension (UACE) 4-H Youth Development Family Guide is an abbreviated set of rules and guidelines, designed to help families participate successfully in 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 4-H Club Educational and Youth Development Principles

4-H Club money must support the education mission of the 4-H program. A 4-H club:

- Uses experiential learning – learning by doing – as a primary teaching approach.
- Must provide the Eight Critical Elements of positive 4-H Youth Development: <https://nifa.usda.gov/resource/essential-elements-4-H>
- Includes planned opportunities to learn and apply the life skills of leadership, citizenship, community service, and public speaking.
- Provides individual project experiences to take a youth's spark to mastery in science, technology, engineering, and math (STEM); citizenship; and healthy living.
- Provides programs, curricula, and procedures that are based in research and are developmentally appropriate.

- Provides members and volunteers access to land-grant university resources and to county, state, and national 4-H opportunities.
- Fosters youth-adult partnerships that encourage active involvement and participation by youth and adults.
- Provides 4-H member participation that leads to positive youth development outcomes, called thriving. The 4-H Thriving Model explains how 4-H program quality contributes to youth development: <https://health.oregonstate.edu/thriving-model>

SECTION 2 – Arizona 4-H Policy

2.1 ***Arizona 4-H Codes of Conduct***

The Codes of Conduct (youth and adult) are the behavioral guidelines for the 4-H youth development program.

All participants (youth and adults) must uphold the standards of the Arizona 4-H Code of Conduct. 4-H members and 4-H volunteers must annually sign a Code of Conduct form in the 4-H membership management system at the time of enrollment. Volunteers and youth participants will be required to uphold these standards at all meetings, events, and activities where they are representing the 4-H name and emblem.

When the Code of Conduct is violated, the Arizona 4-H discipline process will be implemented by the county-based 4-H youth development professional.

2.2 ***Use of Alcohol/Tobacco/Controlled Substances During 4-H Activities***

Using or possessing alcohol or any controlled substances, not under a physicians' prescription, at any 4-H event or program, by participants, youth or adults, is prohibited. Infraction of the rules may result in dismissal from the event or program, the withholding of premiums, or other disciplinary action. Tobacco products, e-cigarettes, vape usage, etc. by 4-H youth is strictly prohibited. 4-H should not sponsor events where alcohol is served when youth are present.

Cooperative Extension professionals, in consultation with those volunteers supervising the relevant event, will determine the appropriate disciplinary action. In the event of dismissal, the Cooperative Extension professional responsible and the parent/guardians of the 4-H member will be contacted before the 4-H member is sent home.

2.3 ***Inclusivity***

The University of Arizona Cooperative Extension and Arizona 4-H will not discriminate. Specific situations will be addressed with guidance from the nondiscrimination policy on a case-by-case basis.

Additional resources and materials can be accessed in the following locations:

University of Arizona Nondiscrimination and Anti-Harassment Policy
<http://policy.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy>

University of Arizona Office of Institutional Equity
<https://equity.arizona.edu>

University of Arizona Affirmative Action Statements
<http://policy.arizona.edu/nondiscrimination-and-affirmative-action-statements>

Overview of the USDA civil rights statement
<https://nifa.usda.gov/civil-rights-equal-employment-opportunity>

2.4 Religion and 4-H Youth Development Programs

The United States Department of Agriculture prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, and marital or family status. As a result, 4-H programs must have secular purposes focused on education and must not advance religion. Promoting religion, or explicitly or implicitly requiring religion or practices that specifically support one denomination, such as Christianity, as a condition for participation in 4-H club meetings or activities not only has religious purpose, it has the obvious effect of promoting one religion over others and can create a barrier for participation among other groups. If 4-H activities and programs included prescribed religious prayers, scriptures, or religious components to club bylaws, activities, or names, it would inject impermissible sectarian overtones. Such violations could create the impression that 4-H is not open to participation by all.

2.5 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 Youth Safety
<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>

2.6 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>.

2.7 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/Professionals-Handbook-2017.pdf>

2.8 County Rules and Procedures

All university and county Cooperative Extension faculty, staff, and volunteers representing the University of Arizona Cooperative Extension have the responsibility to support and implement Arizona 4-H policy. 4-H participants and families are responsible for following the policy.

Policies of the local 4-H council or advisory boards will not contradict, violate, or supersede the University of Arizona Cooperative Extension, state, or national 4-H policies.

SECTION 3 — Adult Participation In 4-H

3.1 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. All volunteers are fully screened by the University of Arizona and must complete ongoing training. For more information, contact your county-based 4-H youth development professional and consult the *UACE 4-H Youth Development Volunteer and Risk Management Guide*.

SECTION 4 — 4-H Eligibility

4.1 Age Requirements

4-H is open to all youth between the ages 5 and 18, regardless of race, color, national origin, gender, religion, age, disability, sexual orientation, political beliefs, and marital or family status as determined by the following eligibility age criteria.

4-H age is determined by the age of a member at 11:59 p.m. on December 31 of the current 4-H year (October 1 through September 30).

4.2 4-H Age Groups

Cloverbuds - 4-H age 5 to 7

Youth must be five years old on or before December 31 of the current 4-H year to enroll. Youth in this age range may only enroll in the non-competitive Cloverbuds project in which they explore 4-H through various small group learning experiences. See details below.

Juniors - 4-H age 8 to 10

Youth in this age range may enroll in the projects, events, and activities open to junior members.

Intermediates - 4-H age 11 to 13

Youth in this age range may enroll in the projects, events, and activities open to intermediate members.

Seniors - 4-H age 14 to 18

Youth in this age range may enroll in the projects, events, and activities open to senior members. Youth cannot have passed their nineteenth birthday on December 31 of the current 4-H year.

4.3 Participants with Special Needs/Disabilities

4-H programs can be designed to consider the needs of participants with special needs/disabilities. Families should request accommodations by contacting their county-based 4-H youth development professional. Requesting accommodations as early as possible prior to the event will result in the highest level of responsiveness.

The 4-H youth development professionals and volunteers will work with the families on a case-by-case basis to provide a positive youth development experience.

4.4 Cloverbud Participation

Cloverbuds is a separate program that may be affiliated with a community or project club. Cloverbuds do not participate alongside older youth as the Cloverbud program is significantly different.

In general, the policies that apply to youth who are juniors, intermediates, and seniors in the 4-H program also apply to youth in the Cloverbud program. However, there are some important differences that should be noted.

Cloverbuds may not have animal projects – large or small – because within the 4-H program, animal projects are designed to be long-term. In general, the handling of animals of any size requires discipline and motor skills that have yet to be fully developed in most children in the Kindergarten through third grade age range, and when coupled with the unpredictable behavior of animals, does not provide the optimal safe educational environment.

Cloverbuds may not participate in shooting sports activities or projects.

Cloverbuds must be given appropriate support by caring adults in order to handle equipment that could be dangerous such as ovens, blenders, etc.

Consult with your county-based 4-H youth development professional for more information.

SECTION 5 – Enrollment And Participation

5.1 Enrollment Requirement, Fees, and Procedures

Youth participating in a series of 4-H experiences must be enrolled in a 4-H club in the 4-H membership management system prior to participating. (Arizona 4-H does not permit independent membership.)

Enrollment must be completed annually, and all forms must be completed in the 4-H membership management system for a member to be officially enrolled. The 4-H member's parent/guardian provides a signature of approval on all enrollment forms. In addition, members must pay 4-H enrollment fees (check with the county-based 4-H youth development professional for details about the state, county, and club fees).

Youth who are not enrolled **may not participate** in 4-H competitions or any overnight activities including camps, conferences, etc.

5.2 Changes in Residence

When 4-H members change residence from one county to another county within Arizona, enrollment and participation will be transferred to the new county upon request of the 4-H family.

5.3 County of Participation

Youth enroll in the county in which they reside unless a written request for an exception is submitted and approved at the time of enrollment. (Mid-4-H year transfer of county participation will not be entertained except for changes in residency.)

Exceptions in which a youth member wishes to enroll in a county other than that of primary residence are handled on a case-by-case basis by the county-based 4-H youth development professionals in the affected counties.

5.4 Multiple-County Participation

Youth enroll in just one county unless a written request for an exception is submitted and approved at the time of enrollment.

Exceptions in which a youth member wishes to enroll in more than one county are handled on a case-by-case basis by the county-based 4-H youth development professionals in the affected counties.

If an exception is made, the following criteria must be met:

1. A member cannot enroll in the same 4-H project area in more than one county in the same year. (Example: feeder calf, market beef, and breeding beef are among those listed within the beef project area.)
2. A member may exhibit animals only at the county fair in the county in which they reside and may participate in only one 4-H-related premium auction during a 4-H year. County fairs determine eligibility for sale participation.
3. 4-H members may apply for county-level awards in the county where they participate in that project, as long as they are not applying for similar awards in a second county.
4. 4-H members represent the county in which they are enrolled when competing for state/national awards and scholarships. If they are selected in

two or more situations for the above, they must choose which award they will accept. A member cannot receive two or more trips, awards, etc., for the same activity.

5.5 *Cross-State Line & Multiple-State Participation*

Approval to participate in another state's 4-H club program must be granted. Youth wishing to participate across state lines should submit a written request to their county-based 4-H youth development professional.

No out-of-state club participation or volunteer certification will be approved for shooting sports projects.

SECTION 6 – 4-H Clubs And Projects

6.1 *4-H Club Definition & Purpose*

A 4-H club is an organized group of at least five youth from three different families who meet regularly with adult volunteers or 4-H youth development professionals for a long-term, progressive series of educational experiences.

The purpose of a 4-H club is to provide positive youth development opportunities to meet the needs of young people to experience belonging, independence, generosity, and mastery – the Essential Elements of 4-H – and to foster educational opportunities tied to the land-grant university knowledge base.

While 4-H programs may also utilize additional tools such as events, camps, competitions, etc., club participation is the foundation of the 4-H experience and provides long-term opportunities for sustained growth and positive development for young people.

For more information on the Essential Elements of 4-H, visit: <https://4-H.org/wp-content/uploads/2016/02/TheEssentialElementsof4HYouthDevelopment.pdf>.

6.2 *4-H Club Structure, Chartering, and Club Treasury*

For details about the structure and chartering requirements or the financial management policies pertaining to 4-H clubs, see the UACE 4-H Youth Development Club Chartering and Financial Management Guide.

6.3 *4-H Club Educational and Youth Development Principles*

A 4-H club:

- Uses experiential learning – learning by doing – as a primary teaching approach.
- Must provide the Eight Critical Elements of positive 4-H Youth Development: <https://nifa.usda.gov/resource/essential-elements-4-H>
- Includes planned opportunities to learn and apply the life skills of leadership, citizenship, community service, and public speaking.
- Provides individual project experiences to take a youth's spark to mastery in science, technology, engineering, and math (STEM); citizenship; and healthy living.

- Provides programs, curricula, and procedures that are based in research and are developmentally appropriate.
- Provides members and volunteers access to land-grant university resources and to county, state, and national 4-H opportunities.
- Fosters youth-adult partnerships that encourage active involvement and participation by youth and adults.
- Provides 4-H member participation that leads to positive youth development outcomes, called thriving. The 4-H Thriving Model explains how 4-H program quality contributes to youth development: <https://health.oregonstate.edu/thriving-model>

6.4 4-H Project

Completing a 4-H project is a key component of the 4-H club experience. A 4-H project is a planned sequence of age appropriate and research-based learning opportunities. As a result of long-term active engagement in the project, the youth gains knowledge and develops skills based on planned goals and identified outcomes. 4-H project work is guided by trained adults who help youth set goals and provide access to appropriate curricula and resources.

SECTION 7 — Organizational Support

7.1 4-H Advisory Boards, Committees, and Councils

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. See the *UACE 4-H Youth Development Volunteer and Risk Management Guide* for more information on these types of committees.

7.2 Arizona 4-H Youth Foundation (AZ4-HYF)

The Arizona 4-H Youth Foundation supports positive youth development by raising and distributing funds in support of Arizona 4-H programs. The AZ4-HYF serves as an umbrella organization for the finances of 4-H clubs, committees, and councils. The AZ4-HYF holds the 501(c)(3) designation.

7.3 Partnerships

4-H has many partnerships. Consult with your county-based 4-H youth development professional to learn more about partnerships in your *community*.

Meeting Spaces and Property Related Partnerships

If the 4-H program uses another organization's building, space, or property to advance the UACE 4-H Youth Development Program, and significant financial investment is being made to alter the space to provide the programming, an MOU is required and

must cover in detail (time and space) when UACE 4-H is responsible for the property. Specific use(s) of the UACE and 4-H name and emblem needs to be addressed in the MOU. Consult your county-based 4-H youth development professional for more information regarding MOU requirements.

7.4 *The Role of 4-H in County and State Fairs*

The University of Arizona Cooperative Extension holds a responsibility to establish guidelines for eligibility to show in 4-H programs that exemplify the educational outreach mandate of Cooperative Extension.

The University of Arizona Cooperative Extension may hold responsibility in cooperation with the 4-H Council and local Fair Board for developing rules at county fairs and events. These rules must be consistent with the 4-H mission, affirmative action regulations, age definitions, enrollment, methods of participation, and place of residence.

Arizona counties will have different ways of determining ownership/stewardship of county fair rules and premium books. Refer to the specific county MOU to determine the roles of each entity.

Local 4-H fair rules must be in compliance with, and will not supersede, state and national 4-H policy; however, fairs may design local classes and events that enhance the educational mission of the 4-H program.

A 4-H member not fulfilling established requirements may be excluded from participating in county events. To participate in county events as a 4-H member, the member must be in good standing both at the county and club level. "Good Standing" policies should be clearly communicated to 4-H members and volunteers prior to the 4-H participation/enrollment deadline.

7.5 *Other Youth Serving Organizations*

4-H youth development encourages participation in other youth-serving organizations and works collaboratively with other youth-serving organizations, including FFA.

SECTION 8 – 4-H Events

8.1 *Classifications of 4-H Events*

There are two main classifications of 4-H events: events where 4-H is the primary host and events where 4-H participates in an event hosted by another organization or agency.

When 4-H is the primary host:

All participants will abide by the University of Arizona Cooperative Extension 4-H policy and uphold the 4-H Code of Conduct.

When another entity is the primary host:

All participation should protect and uphold the positive youth development values of 4-H that are informed by USDA guidance. In addition, all individuals representing 4-H in an official role must uphold the 4-H Code of Conduct.

8.2 **Criteria for all 4-H Events**

1. Must uphold the principles and policies of 4-H, including:
 - a. Embracing the Essential Elements of 4-H (belonging, independence, generosity, and mastery)
 - b. Providing the Eight Critical Elements of Positive 4-H Youth Development <https://nifa.usda.gov/resource/essential-elements-4-H>
 - c. Fostering educational opportunities tied to the land-grant university knowledge base, utilize experiential learning (learning-by-doing) as the primary teaching approach
2. Sponsored/co-sponsored and/or conducted by Arizona 4-H youth development professionals which provides approval to use the 4-H name and emblem.
3. Uses rules and regulations established by Arizona 4-H youth development professionals responsible for the event.
4. Participants must be enrolled in 4-H (designated as active by the 4-H membership management system) at the time of event registration.

SECTION 9 – 4-H Events And Activities

9.1 **Competitive Programs, Contests, and Events**

Competition is one of many tools utilized by 4-H to foster education and positive youth development. Age appropriate participation and competition is based on current research and national 4-H policy.

County, State, and National Competitions

In Arizona, 4-H youth may participate in county-level, state-level, and national-level competitions. Often, a youth will need to qualify at one level in order to progress to the next level.

More information regarding competitions in 4-H can be found at <https://extension.arizona.edu/4-H-competition-policy>.

9.2 **Non 4-H Competitive Events**

Participation is encouraged in other organizational activities outside of 4-H. However, it is not appropriate to identify other organizational activities as 4-H. Only events that meet the 4-H event criteria will be identified as a 4-H event.

Field days, fairs, livestock and horse shows, and other events not promoted or identified as 4-H and not identifying University of Arizona Cooperative Extension as the sponsor are not classified as 4-H events. 4-H assumes no responsibility for these events. County and state-level 4-H rules may not apply at open shows/non-4-H competitive events and vice versa.

9.3 **Travel**

Both in-state travel and out-of-state travel affiliated with 4-H activity requires approval. Approved travel, both in-state and out-of-state, requires the development

of both education and risk management plans. These documents can be found at this link: <https://extension.arizona.edu/sites/extension.arizona.edu/files/attachment/2020-4h-travel-packet.pdf>. Chaperones for approved 4-H activities must be University of Arizona authorized adults (e.g. DCC certified volunteers) or UACE staff.

When driving a group of youth (more than your own child), check with your county-based 4-H youth development professional for when driving authorization is required. When families travel to 4-H events, the UACE assumes no liability.

SECTION 10 – Dispute Resolution

10.1 ***Dispute Resolution***

It is the policy of The University of Arizona Cooperative Extension to ensure that all Cooperative Extension volunteers and participants of a program have a known and effective forum to air and examine complaints. The procedure for dispute resolution is as follows:

1. Complaints are first to be addressed to the 4-H youth development professional in the county. The University of Arizona Cooperative Extension professional assumes leadership for this process.
2. Problems arising between/among participants and volunteers that cannot be resolved through a conciliation process will then be addressed by the county Extension director.

An accurate, detailed statement of the complaint must be made in writing to the county Cooperative Extension office and addressed to the 4-H youth development professional.

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Acknowledgements:

All Arizona county-based 4-H youth development professionals have contributed to this work. Thank you for your hard work in the process of revamping Arizona 4-H.



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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

Stay connected at facebook.com/Arizona4H 