



Arizona 4-H Policy & Procedures Handbook

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SECTION 1 – INTRODUCTION

1.1 Using the 4-H Policy and Procedure Handbook:

The 4-H Policy and Procedure Handbook is an established set of rules, guidelines and implementation procedures for 4-H professionals to utilize as they provide leadership for 4-H Youth Development work and programming at various levels within the organization. Throughout this document, the words *Cooperative Extension* are used when quoting Extension policy and legislation at the federal level. When federal language is used in this document, it is copied verbatim from National 4-H Headquarters and the U.S. Department of Agriculture web site.

Questions surrounding the content may be addressed to the University of Arizona Cooperative Extension Director and/or the Director of Arizona 4-H Youth Development.

SECTION 2 – ARIZONA 4-H POLICY

2.1 The 4-H Policy:

The 4-H policy provides a consistent framework for 4-H programs throughout the state. The 4-H Policy and Procedures Handbook is a guide for the management of these programs in Arizona. Policy is created to ensure that 4-H programming is consistent, fair and legal.

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 University of Arizona Extension Administration.

Policy

- Statement of beliefs, values, and objectives of the organization that causes the association to act;
- May not contradict anything in the governing documents of The University of Arizona

Procedures

- Processes to be followed to accomplish policy objectives;
- May not contradict anything in the governing documents of The University of Arizona

Rules/Regulations/Guidelines

- Defines expected behaviors of members in the organization;
- Identifies limitations of actions for members in the organization;
- May not contradict anything in the governing documents of The University of Arizona

Policy Determination in Arizona 4-H Youth Development

For the Arizona 4-H Youth Development Program, a Policy Review Team may bring forth recommendations to the Assistant Dean/Associate Director, 4-H Youth Development. Policy determination is indicated in the table below at various levels, who is responsible for policy determination and who has input.



Policy Determination

Level	Who	Input
Club	Members/Volunteers	Agent
County	4-H Youth Development Agents County Extension Director	Volunteer Boards/Committees Extension Advisory Board 4-H Advisory Board
State	Extension Director/Assistant Director, 4-H Youth Development University Resources i.e. risk management, legal, etc.	County Agents and Extension Directors Extension Specialists
National	Federal Staff Congress	National 4-H Council Assistant Dean/Associate Director 4-H YD National Teams

2.2 County versus State Policy:

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

Policies of the local 4-H Council or advisories will not contradict, violate or supersede the University of Arizona Extension, State or National 4-H policies. As a part of their job responsibilities, employees of the University of Arizona Extension are expected to adhere to these policies.

2.3 4-H Non-Discrimination Statement:

The following affirmative action statement shall be placed on all 4-H correspondence, materials and publications.

Issued in furtherance of Cooperative Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Jeffrey C. Silvertooth, Associate Dean & Director, Extension & Economic Development, College of Agriculture Life Sciences, The University of Arizona.

The University of Arizona is an equal opportunity, affirmative action institution. The University does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information in its programs and activities.

2.4 Code of Conduct/Behavioral Guidelines

The primary goals of an Arizona 4-H Youth Development employee or youth 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, promote teamwork, citizenship and leadership while helping 4-H members learn, and have fun. Every volunteer and youth participant must have a signed Code of Conduct form on file at the local 4-H Office.

<https://extension.arizona.edu/sites/extension.arizona.edu/files/attachment/adult-code-of-conduct.pdf>
https://extension.arizona.edu/sites/extension.arizona.edu/files/attachment/youth-code-of-conduct_0.pdf



2.5 Faculty and Staff Counseling and Grievance Procedures

Faculty and Staff Counseling and Grievance Procedures as taken from the [Extension Policy and Procedural Manual](#) Section 4.04 - Names, addresses, and telephone numbers of the state Affirmative Action Officer and other EEO counselors will be provided to new employees. These names are published at least once a year to keep current employees informed. Other complaint procedures are reviewed with faculty periodically, including the normal procedures available to employees of The University of Arizona.

2.6 The University Nondiscrimination and Anti-Harassment Policy

<http://policy.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy>

You can find additional resources and materials at <http://equity.arizona.edu/resources-materials>(link is external), including links to University services at <http://equity.arizona.edu/resources-materials/university-arizona-resources>(link is external).

2.7 Pertinent Arizona Statutes

When the Arizona Legislature accepted the provisions of the Smith-Lever Act of 1914, it empowered county governments to appropriate funds to provide additional support to each local county Extension program. It was this cooperative funding from federal, state and county governments that led to the current name, "Cooperative Extension."

In 1921 the State Legislature endorsed the organization of County Farm Bureaus to be the official, county-level sponsors for Extension programs.

The enactment of Arizona Senate Bill #179 in 1964 repealed the 1921 legislation. This 1964 legislation established County Extension Boards, appointed by the Board of Supervisors, to be the official sponsors of Extension programs offered in each respective county.

House Bill #2125 passed in 1974, amended the 1964 legislation to provide greater latitude in the criteria for appointment of County Extension Board Members. This legislation also allows counties greater flexibility in the amount of their financial support of county Extension budgets. A further revision in 1986, Senate Bill #1306, addressed the responsibility of each County Board of Supervisors to provide reasonable office space for Cooperative Extension.

Child Protection Act of 1993 and pertinent Arizona Revised Statutes regarding reporting child abuse are covered in Section 8.1 Youth Protection Policy of the University of Arizona Cooperative Extension.

2.8 Arizona Cooperative Extension Policies

The Cooperative Extension Program and Procedural documents found at <https://confluence.arizona.edu/display/ACEKB/Cooperative+Extension+Program+and+Procedural+Manual> are designed to be used in concert with other University of Arizona and College of Agriculture and Life Sciences documents. Among them are:

[University Handbook for Appointed Personnel \(UHAP\).](#)

<http://policy.arizona.edu/university-handbook-appointed-personnel>

[Arizona Board of Regents Policy Manual.](#)

<http://www.azregents.edu/board-committees/policy-manual>

[University of Arizona Financial Records System \(FRS\) Departmental Manual.](#)

<https://policy.fso.arizona.edu/fsm>



The contents of this manual reflect policies and procedures that most closely affect personnel of Arizona Cooperative Extension. The reader should not assume that its contents are all inclusive and is encouraged to read the contents of above publications relevant to their employment as a University faculty member.

SECTION 3 – 4-H ELIGIBILITY

3.1 Age Requirements:

4-H is open to all youth between the ages five (5) and 19, regardless of race, color, national origin, gender, religion, age, disability, sexual orientation, political beliefs, and marital or family status as determined by the following age criteria:

4-H eligibility is determined based on the age of the youth during the calendar year, which begins January 1 and ends December 31.

- Youth must be five (5) years of age prior to January 1 of the program year to enroll in Cloverbuds.
- Youth must be nine (9) years of age prior to January 1 of the program year to enroll in the regular 4-H program.
- Youth cannot enroll if they have passed their nineteenth (19th) birthday prior to January 1 of the program year.
- Certain programs designed for children with special needs/disabilities may establish age limits outside of those stated above, but they must not have past their 21st birthday as of January 1.

4-H age is how old the youth is prior to January 1 of the calendar year.

3.2 Cloverbuds:

Cloverbuds is the ONLY project in which children 4-H ages 5-8 can be enrolled. Cloverbuds explore through small groups various learning experiences. Youth within this age are not yet ready for competition. Curriculum has specifically been selected to allow Cloverbuds to be involved in activities and learning experiences that are developmentally appropriate and non-competitive. See Section 14 for special policies for Cloverbuds.

3.3 Youth with Special Needs/Disabilities:

4-H programs can be designed to consider the needs of participants with special needs/disabilities. Youth with disabilities cannot have passed their 21st birthday as of January 1 of the program year. All applications to any program will contain the following question:

Do you request any accommodation for a disability in order to participate in this program? If so, please explain.

When you encounter a participant, either adult or child, in need of, or requesting accommodation for disability, contact the UA Disability Resource Center, 520-621-3268, <http://drc.arizona.edu> for assistance in evaluating what actions might be necessary or appropriate.

3.4 Marriage/Parenthood/College:

Marriage, parenthood, and/or college enrollment will not be a barrier to 4-H Youth Development participation provided other requirements are met.

3.5 Termination of Membership:

ARIZONA 4-H YOUTH DEVELOPMENT YOUTH CODE OF CONDUCT DISCIPLINARY PROCESS



The following sets forth the process for addressing alleged violations of the Arizona 4-H Youth Code of Conduct (“Code”) whenever Arizona 4-H Youth Development seeks to suspend a participant for one-year or longer or permanently terminate a participant’s future involvement with Arizona 4-H Youth Development:

1. The alleged offender will be notified in writing by an authorized Arizona 4-H Youth Development official that he/she is being charged with violating the Code. Such notice may be hand-delivered to the alleged offender or mailed to him/her at his/her last-known address of record using regular U.S. first class mail. The notice will describe the conduct that allegedly violates the Code, where it occurred and, as best known, the dates and times of the alleged conduct. The notice will specify which provision(s) of the Code was violated by the alleged conduct and shall set forth a recommended sanction for the alleged violation(s). The notice may include supporting materials or exhibits.
2. The alleged offender may respond in writing to the notice, and will include all arguments and materials that he/she wishes to be considered in his/her defense. The response will be due **within ten (10) calendar days** of the date of hand-delivery or **fifteen (15) calendar days** of the date of mailing. Failure to submit a timely response will be deemed an acknowledgement of the violations alleged and shall entitle the authorized Arizona 4-H Youth Development official to enter a summary disposition.
3. However, if a response is received within the time stipulated, Arizona 4-H may choose to submit a reply to the alleged offender’s response **within five (5) calendar days** of receipt of such response.
4. The charging notice, response, and reply will all be submitted to a Code of Conduct Committee (“Committee”) consisting of 2 adult Arizona 4-H Youth Development participants and 1 young person. Committee members will be chosen by the County Extension Agent where the 4-H member is enrolled or other Extension staff if the 4-H agent is the one who initiated the disciplinary process. This faculty member shall first ascertain that the members are willing to keep an open mind on the disposition of the matter before reviewing all materials submitted and deliberating with other Committee members. In the event the County Extension Agent has already formed an opinion as to the facts and/or discipline to be imposed, he/she shall select another designee to choose Committee members.
5. The Committee shall select one of its members to serve as Chair, who shall be one of the adult participants. The Committee shall meet as soon as is practical to consider the materials submitted, but **not later than 10 days** following receipt of the charging notice, response and reply. It may meet in person or telephonically in its discretion. The Committee may consider all relevant information submitted, including hearsay. It may ask either party to submit additional information or material, and may submit written questions to either party. It may interview witnesses and undertake such other investigation which, in its discretion, is necessary to fully and fairly ascertain the facts and impose discipline if warranted. In its discretion for good cause shown, the County Extension Agent or his/her designee may reasonably extend any deadline set forth herein.
6. Following consideration of the materials submitted, the Committee shall issue a written recommendation to the County Extension Agent in charge setting forth proposed factual findings and disciplinary recommendation. In making its recommendation to the County Extension Agent in charge, the Committee shall apply a preponderance of the evidence (i.e., more probably true than not) standard. The recommendation shall be hand-delivered to the parties or send via U.S. mail as set forth above.
7. Either party may thereafter file objections to the recommendation within 20 days of its issuance by mailing his/her objections thereto to the County Extension Agent or his/her



designee. The objections shall set forth with specificity, the grounds upon which reversal or modification of the recommendation is sought.

8. No later than **twenty (20) days** following receipt of the objections, the County Extension Agent or his/her designee shall issue a decision accepting, rejecting, or modifying the Committee's recommendation and the reasons therefor. Such decision shall be final and no further review or appeal shall lie therefrom.

The letter should be brief and should not give any specific reasons or leave any room for any further discussion. See the example below:

Sample letter:

Dear _____.

Participation in 4-H is a privilege not a right. We have determined that your conduct negatively impacts the 4-H program and so your continued membership in the program is no longer desirable. Effective ____ (Current Date), we have terminated your membership in the _____ County 4-H program. This decision is final and not open to appeal.

Sincerely,

4-H Professional

County Extension Director

SECTION 4 – ENROLLMENT

4.1 Types of Enrollment:

University of Arizona Extension county and reservation faculty/staff are responsible for conducting proper enrollment procedures, following the 4-H enrollment process and meeting State 4-H Office payment deadlines established for state 4-H program fees.

4.1.1 Individual Enrollment

- Youth
 - All individually enrolled 4-H members must annually complete all forms in the 4hOnline enrollment system, including the Member Enrollment Form, Member Treatment Authorization and Health History, Member Code of Conduct and the Waiver of Liability; and must pay state 4-H program fees and any county or 4-H unit program fees. The 4-H member's parent/guardian provides approval and signature of all enrollment forms listed above.
- Adult
 - All individually enrolled 4-H adult volunteers must annually complete all forms in the 4hOnline enrollment system, including the Adult Volunteer Treatment Authorization and Health History, Adult Volunteer Code of Conduct, Waiver of Liability and Adult Volunteer Confidential Self Disclosure; and must pay state 4-H program fees and any county or 4-H unit program fees. The 4-H adult volunteer completes all enrollment forms listed above.
- Group



- Group enrollees who are under the direct supervision of another agency do not complete the individual enrollment process. Participation is reported on the 4-H Group Enrollment Form. Youth and adult participants enrolled through the group enrollment process are not covered under 4-H YDP accident/sickness or liability pool insurance.

4.2 Enrollment Period:

The Arizona 4-H Youth Development Program year is October 1st through September 30th. Youth may enroll in 4-H at any time. They will be eligible to use curriculum and participate in club meetings, workshops and day camps, etc. However, selected events, such as the county fair, and certain project areas may have specific enrollment deadlines for participation. These deadlines must be met for participation.

4.3 Changes in Residence:

When 4-H members/volunteers move to another county, enrollment and participation will be transferred to the new county upon request of the 4-H family. Enrollment fees required in each county do not transfer with members and may need to be paid when a member moves to another county. Records transferred into the county will be accepted and considered as a part of the individual's achievement records. 4-H members meeting the 4-H enrollment regulations in the county they have transferred to are eligible to participate in respective county 4-H events and programs.

4.4 Cross-county and Cross-state Line Participation:

Youth will generally enroll in the county/state in which they reside, and only in that county/state. The agents in the affected counties/states handle exceptions in which a youth member wishes to enroll in a county/state other than that of primary residence on a case-by-case basis. If a youth member wishes to join an adjacent county/state, he/she may do so by notifying the Extension staff in each county involved. Extension staff must then mutually approve exceptions to this rule. The agreement will be in writing and a copy of the agreement will be held on file in each Extension office. Under no circumstances is an agent to feel obligated to accept an enrollment from an individual with a primary residence in another county/state.

4.5 Multiple County/State Enrollment Procedures:

Youth will generally enroll in the county/state in which they reside, and only in that county/state. Exceptions in which a youth member wishes to enroll in more than one county/state are handled on a case by case basis by the agents in the affected counties/states. Agreement must be reached by the agents in all affected counties/states. Under no circumstances is an agent obligated to accept an enrollment from an individual with a primary residence in another county/state.

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

- A member cannot enroll in the same 4-H project area in more than one county or state in the same year. (Example: beef [feeder calf, market beef and breeding beef are among those listed within the beef project area], clothing, horse, foods, etc.)
- A member **may not duplicate** specific 4-H experiences by enrolling in more than one county or state in the same year. (Example: public speaking, demonstration, scholarship eligibility, record books.)
- A member may exhibit market animals in only one county fair and participate in only one 4-H related county fair auction during a 4-H year.
- 4-H members may apply for county level awards and scholarships in the unit where they are enrolled, as long as they are not applying for similar awards or scholarships in another county where they may also be a member.
- 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.

Some examples of exceptions would be:

Split residence situations in which a member lives part of the year in one location and part of the year in another location. An example would be the case of a member with divorced parents in which the member lives part time with each parent. Another example would be if the family has a legitimate summer residence and legitimate winter residence.

Lack of project selection availability. If a member wishes to participate in a project that is not offered in the primary county/state of residence and wishes to enroll in another county/state that does offer that project.

4.6 Native American/Reservation Policy:

4-H Youth residing within the boundaries of a reservation are expected to participate in the county in which they reside. Exceptions will be accommodated, in cases where appropriate, and negotiated between the reservation agent and neighboring county.

4.7 Privacy Policy:

4.7.1 Web Postings

Arizona 4-H is sensitive of the need to protect the privacy of youth under the age of 18. As a result, we will not knowingly collect personal or identifiable information for anyone under age 18 without providing the parent with the information and having parental permission. In addition, and in compliance with the Children's Online Privacy Protection Act, we will not require anyone under the age of 18 to disclose more information than is reasonably necessary to participate in the activity as a condition of participation. 4-H will not post identifiable information of a 4-H member on a web site as per the Children's Online Privacy Protection Act of 1998, which provides protection for children under the age of 13. To view the Children's Online Privacy Protection Act of 1998, visit: <http://www.ftc.gov/ogc/coppa1.htm>. Only limited identifying information will be posted. For example: first name and last name, but not address, phone number, or social security number; month and day of birthday, but not year of birthday.

4.7.2 Confidentiality

The University of Arizona Extension 4-H protects the confidentiality of the names and personal information of 4-H members and leaders. 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.

4.7.3 Use of Social Security Identification

The University of Arizona Extension 4-H must have a purpose for social security numbers. Social Security Numbers are required for volunteer background screening. (See Section 8.6, *University of Arizona Social Security Number Usage Policy*.)

4.7.4 Social Media

1. 4-H Staff should not be friends/follow 4-H volunteers, members, or parents on personal social media accounts.
2. 4-H Staff are permitted to be friends/follow with 4-H social media accounts and are welcome to post appropriate items.
3. Personal social media accounts should be set to block public view, as you are a 4-H Staff member who people look to be a positive role model to youth.

4.8 Media Release forms:



A signed release form is **required** to use 4-H members name or photographs in any 4-H publication, ad, news article or website. 4-H parents/guardians must update this release form annually as part of the re-enrollment process. At minimum this release statement should be used on all 4-H (re-)enrollment/registration forms for both members and leaders.

MEDIA RELEASE

From time to time photographs, videos, and/or audio clips may be taken of youth and adults engaging in Cooperative Extension programs and activities.

I grant permission to The Arizona Board of Regents, on behalf of The University of Arizona and its agents or employees, to use photographs, video and/or audio recordings of me for educational purposes. These may be used for, but not limited to, promotional brochures, educational and promotional videos including posting on iTunes and/or YouTube, Web sites, CD, DVD, MP3, MP4, RSS, newsletters, local newspapers and other not-for-profit purposes. I understand these will not be used for commercial gain, but to support the mission of the University of Arizona and Arizona Cooperative Extension.

[Adult Media Release Form](#)

[Youth Media Release Form](#)

For items where a more formal release is needed such as with Terrapod films, go to <https://eagle.sbs.arizona.edu/ticket/doc.php?id=79> for the UA multimedia release.

4.9 Consent to Participate in Impact Studies:

Following 4-H events/programs, youth may be asked to voluntarily participate in a 4-H evaluation to assess educational impact and life skill development gained from 4-H participation. Information gained will be utilized to help improve 4-H programs. There should be no known risks associated with these assessments. All information obtained will be reported as aggregated data.

Studies beyond program improvement surveys and those where results will be published must be submitted to the Human Subjects Protection Program <https://rgw.arizona.edu/compliance/human-subjects-protection-program> for approval. Annual Performance Report On-Line (APROL) is not considered published.

SECTION 5 – METHODS OF PARTICIPATION

Youth are classified for reporting purposes as a contact, a participant or a member based on the length of involvement and commitment to the program. Youth may participate in 4-H through a variety of program delivery modes, including organized 4-H clubs, 4-H special interest or short-term programs, 4-H camping programs, 4-H school enrichment programs, 4-H individual study/mentoring/family learning programs, school-aged child care education programs, and instructional TV/video/internet programs.

The following definitions describe the various ways youth can participate in 4-H, both their classification and the program delivery mode.

5.1 4-H Classification

4-H Contact: Individuals that come in contact with the 4-H program through office visits, recruitment efforts, exhibits or displays, ceremonies, etc. These numbers are counted on [AAP-5 forms](#), but are not input into the 4-H enrollment management system.

4-H Participant: Any youth taking part in programs provided as a result of action by Cooperative Extension personnel (professional, paraprofessional, and volunteer). This includes youth participating in programs conducted through 1862, 1890 and 1994 land-grant universities, EFNEP, urban gardening and other programs which may not actually use the 4-H name and emblem with participants.



4-H Member: Any youth who has completed individual enrollment in an organized ongoing local 4-H unit and is aware of their involvement in 4-H

5.2 Organized 4-H Clubs:

An organized group of youth, led by an adult, with a planned program that is carried on throughout all or most of the year. 4-H clubs may meet in any location and typically have elected officers and a set of rules approved by the membership to govern the club, or for very young groups, other developmentally appropriate structures and operating processes. See Section 6 for 4-H Club Standards. Includes the following:

5.2.1 Community/Project clubs

Community clubs typically meet in the evenings or on weekends and offer self-chosen multiple learning experiences and activities.

5.2.2 In-school clubs

In-school clubs meet during school hours, but have officers and planned activities beyond school enrichment.

5.2.3 4-H after-school clubs

4-H after-school clubs are organized within after-school programs administered by Cooperative Extension staff or other organizations. They follow the above definition of a 4-H Club and the young people and staff identify themselves as 4-H members and volunteers. They may have officers and other elements of a club structure.

5.2.4 Military 4-H clubs

Military 4-H clubs are organized by the Armed Forces, often on military installations, and principally for military dependents.

5.3 4-H special interest/short-term programs:

Groups of youth meeting for a specific learning experience that involves direct teaching by Extension staff or trained volunteers, including teachers. The program is not part of school curriculum and not restricted to members of 4-H clubs. Multiple-day meetings, for example on college campuses, should be reported as short-term programs. The direct audience contact hours should be at least six for enrollment to be reported.

5.4 4-H camping programs:

Youth taking part in an Extension-planned educational experience of group living in the out-of-doors.

5.4.1 Overnight camping

Overnight camping includes being away from home at least one night (resident, primitive, or travel camping) and is not restricted to members of organized 4-H clubs.

5.4.2 Day camping

Day camping consists of multiple-day programs, with youth returning home each evening and is not restricted to members of organized 4-H clubs.

5.5 4-H school enrichment programs:

Groups of youth receiving a sequence of learning experiences in cooperation with school officials during school hours to support the school curriculum. Involves direct teaching by Extension staff or trained volunteers, including teachers.

5.6 4-H individual study/mentoring/family learning programs:

Planned learning that occurs independently of a formal group setting, such as a club, an



individual, paired, or family learning effort. Self directed, usually with limited adult involvement except for parents, or mentor. Examples include self study, home study courses, advanced placement courses, mentoring or shadowing with an "expert," whole families learning together.

Family clubs and independent members are not permitted in Arizona 4-H.

5.7 4-H instructional TV/video/web programs:

Youth offered learning experiences through Extension via broadcast or closed circuit television, including satellite transmission or videotape replays of such series. May also include instruction delivered by internet.

SECTION 6 – 4-H CLUB STANDARDS

The majority of the information in this section is from a National 4-H Fact Sheet – [“What is a 4-H Club?”](https://nifa.usda.gov/sites/default/files/resource/What%20is%20a%20Club%20v.7-11.pdf)
<https://nifa.usda.gov/sites/default/files/resource/What%20is%20a%20Club%20v.7-11.pdf>

6.1 4-H Club Definition:

A 4-H Club is an organized group of at least 5 youth from three different families who meet regularly with adult volunteers or staff for a long-term, progressive series of educational experiences.

6.2 Club Purpose:

The purpose of a 4-H club is to provide positive youth development opportunities to meet the needs of young people to experience belonging, mastery, independence, and generosity – the [Essential Elements](#) – and to foster educational opportunities tied to the Land Grant University knowledge base.

6.3 Structure of a 4-H Club:

- Enrolls at least 5 youth members from at least 3 families.
- Conducts a minimum of 6 club meetings per year.
- Selects youth officers or youth leaders to provide leadership to the club.
- Meets in any location – a home, community center, military installation, library, public housing site, school, afterschool program, and/or many other places.
- Meets interests and needs of youth in same-age or cross-age groupings and using single project or multiple project formats.
- Is advised by adult staff or volunteers who have been screened, certified and trained.

6.4 Educational and Youth Development Principles of 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
- Includes planned opportunities to learn and apply life skills such as leadership, citizenship, community service and public speaking.
- Provides individual project experiences to develop in-depth knowledge about science, engineering and technology; citizenship; and healthy living and other topics.
- Provides programs, curricula, and procedures that are based in research and are developmentally appropriate.
- Provides members and volunteers access to resources of land-grant universities and to county, state and national 4-H opportunities.
- Fosters youth-adult partnerships that encourage active involvement and participating by youth and adults.
- Offers projects in a wide range of subject matter areas relevant to the Land Grant University knowledge base to meet youth needs and interests.

6.5 4-H Project:



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.

6.6 Club Names:

Any organization that functions for the purpose of furthering 4-H objectives and programs and has been formally authorized to use the 4-H name and emblem by the appropriate representative of the Cooperative Extension Service must have names that:

- Are specific to the 4-H club or organization either through a unique name or by identifying the county or location. Examples: Share-N-Win 4-H Club (unique name); Calvert County 4-H Horse Club (generic name with county);
- Contain the words “4-H” in the name;
- Are not overtly religious or represent the beliefs of one denomination over another;
- Do not imply that membership is limited or exclusive; and,
- Are not offensive or generally seen as demeaning to any group protected by equal opportunity regulations.

6.7 National Club Charter:

Charters must be issued upon establishing a 4-H entity. The Arizona 4-H office will maintain documentation on the issuance of Charters to 4-H entities within Arizona. If a 4-H Club or an affiliated 4-H organization has been long established and verification of a valid Charter is not available, issuance of a new Charter is recommended. Charter verification will be required yearly. [Charter Application](#)

A National 4-H Charter is required before any 4-H entity can:

- Use the 4-H Name and Emblem
- Fundraise as a 4-H Club/Group

6.8 National Standards for IRS Compliance:

Clubs with more than \$50 or with a bank account must obtain an Employer Identification Number (EIN). In addition, clubs are required to file annual financial documents with the Arizona 4-H Youth Foundation.

[Sample EIN application](#)

https://confluence.arizona.edu/display/ACEKB/Sample+123?preview=/73974493/73980427/Sample_SS-4_EIN_Application_2011.pdf

6.9 Club Constitution and Bylaws:

It is recommended that all clubs function formally through a constitution and by-laws. This document outlines the make-up of the 4-H club. It describes how the club operates, what offices are elected, when they are elected and the duties of each office. A current copy of the club Constitution and Bylaws must be kept on file in the Extension office/4HOnline.

[Sample constitution template:](#)

https://extension.arizona.edu/sites/extension.arizona.edu/files/attachment/policy_constitution_0_0.pdf

[Sample bylaws template:](#)

https://extension.arizona.edu/sites/extension.arizona.edu/files/attachment/policy_bylaws_0.pdf



- 6.10 **Recruitment:**
4-H clubs/groups must recruit only individuals who are not involved in another 4-H club/group, or do not have access to a particular project in that club/group.
- 6.11 **Club Treasury:**
Funds handled at the club level must comply with Arizona 4-H Youth Development and Federal policy. Bank accounts must be established with a minimum of two persons, not from the same family with signature authority. Financial account information must be kept on file in the Extension office. (See Section 10, *Financial Management* for detailed information.)
- 6.12 **Dissolution Clause:**
In accordance with laws governing non-profit organizations, if a 4-H club/group disbands, all funds in the club/group treasury and any other property can only be given to another non-profit organization, such as the Arizona 4-H Youth Foundation or The University of Arizona not to individuals in the club/group.
<https://extension.arizona.edu/sites/extension.arizona.edu/files/data/Dissolution%20Statement.pdf>

SECTION 7 – 4-H VOLUNTEERS

A volunteer is any adult or youth recognized by Extension who is providing service to the 4-H program without salary, or expectation for any type of compensation.

7.1 Types of 4-H Volunteers

Certified Volunteers--- They have completed the screening process (found in the Volunteer Screening Process Binder) and are officially designated as representatives and leaders of the 4-H program. They supervise and direct county and club 4-H programs and projects. They work under the direction of Cooperative Extension personnel to insure that the objectives and standards of the Arizona 4-H program are met.

Arizona 4-H professionals are obligated to inform 4-H certified volunteers of the volunteer policies, insurance coverage, liabilities, driving privileges, risk management, and youth protection policies are adhered to. Volunteers are expected to participate in education regarding their roles and responsibilities.

4-H Collaborators- They work or volunteer for other agencies and are partnering with Cooperative Extension to utilize 4-H programs and/or curricula in their programs. They are expected to provide appropriate reporting and updates to their supervising 4-H professional. Generally these types of volunteers participate in 4-H Afterschool, School Enrichment and Military programs.

7.2 Age Requirements for 4-H Volunteers:

The general age requirement for a 4-H volunteer to be certified is 19 years of age. (21 years of age for Shooting Sports) Youth may help as teen club leaders or co-leaders under the direction of an adult volunteer. Agents have the discretion to have teen leaders undergo the complete certification process; however, teen leaders must still have adult supervision.

7.3 Volunteer Residence:

4-H Volunteers who have been successfully screened will be eligible to volunteer in the county/counties of their choice. Volunteers may give service to a county other than the county in which they reside and should not be discriminated against because of their place of residence.

7.4 Volunteer Certification:

Arizona 4-H is committed to providing safe places and caring adults who build caring relationships with young people. To ensure these positive environments, Arizona 4-H requires a



minimum level of certification for all volunteers. This process can be found in the Volunteer Screening Process Binder.

Effective June 1, 2018, the policy for **ALL** 4-H volunteers states that they must hold a valid Arizona DPS Level One Fingerprint Clearance Card. Arizona DPS Level One Fingerprint Clearance Cards expire every six (6) years; therefore, all 4-H volunteers will have to recertify within a 6-year period. Please note, the previous policy allowing for unscreened Resource Volunteers is no longer allowable.

All volunteers who were previously screened through the UAHR background screening process will be required to obtain an Arizona DPS Level One Fingerprint Clearance Card within five (5) years of the completion of their previous certification. For example, if a volunteer completed the UAHR screening process in 2013, they must recertify with the above certification level by the end of 2018 in order to continue to serve as a 4-H volunteer.

Native American volunteers can choose to have their background check conducted by tribal authorities, or can use an Arizona DPS Level One Fingerprint Clearance Card. Regardless of which process used, the results of the background check must be shared with the county Extension office. It is recommended that reservation agents discuss and make arrangements with the Tribal attorney general.

7.5 Transfer of Certification:

Individuals who have gone through the Arizona 4-H Youth Development Volunteer Screening Process are certified as volunteers for the Arizona 4-H Youth Development Program. Leaders' certification files may be transferred to another county. It is at the agent's discretion for ensuring that when a volunteer transfers from another county whether they will need additional training.

Their place of residency does not establish their venue for volunteering. Certified volunteers who move from one county to another may ask for their Arizona 4-H Youth Development certification to be transferred. The extension agents have the right to accept or not accept the volunteer.

Agents are requested to inform the agents in the county impacted with any changes of residence of a volunteer. The volunteer must maintain their status as a certified volunteer in the county where they are volunteering and meet those requirements such as annual enrollment. Volunteers who lose their certification in one county may not transfer their certification to another county.

7.6 Fees for Service by Volunteers:

Volunteers may not charge for their personal services while acting in their official capacity. They may with prior approval of a county extension agent, however, recoup actual expenses for educational materials provided to clientele provided that they, the volunteer, made the initial purchase. Any program related fees collected by certified volunteers must be turned over to the supervising Extension faculty for deposit in the appropriate Extension account.

7.7 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 University of Arizona endorsement is prohibited.

7.8 Reporting

Each volunteer will submit an annual volunteer report indicating the kind and amount of volunteer service provided as well as the number of people reached.

[Annual Volunteer Report](#)

7.9 Dispute Resolution:

It is the policy of The University of Arizona Cooperative Extension to insure 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 follows.

- Complaints are first to be addressed to the Cooperative Extension faculty in the county. The Extension Agent assumes leadership for this process. Whenever a participant under the age of eighteen is involved in a grievance, the parents/guardians of that youth are to be notified in writing by the agent having responsibility for the complaint.
- Problems arising between/among participants and volunteers that cannot be resolved through a conciliation process will then be addressed by the Cooperative Extension faculty responsible for the appropriate program.
- An accurate, detailed statement of the complaint must be made in writing to the county Cooperative Extension office, to the Extension Agent or other Extension faculty member assigned by the County Extension Director to handle the complaint.

7.10 Agent and Volunteer Relationship with Youth Policies:

Overall Guidelines

1. Extension personnel, staff and volunteers will endeavor to provide safe and healthy programs for youth. 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. Parent or guardian will be contacted as soon as possible.
2. Extension personnel, staff and volunteers are to avoid, where possible, being alone with a single youth, including sharing sleeping quarters/rooms with non-related youth.
3. Extension personnel, staff and volunteers will not, under any circumstances, discipline youth by the use of physical punishment or by failure to provide the basic necessities of care, such as food or shelter.

7.11 Special Certifications:

Volunteers for select roles or positions (i.e., Shooting Sports leaders) will be required to attend certification training. All 4-H volunteers and/or leaders are highly encouraged to attend programs and/or receive additional training that will help them become a successful volunteer. Additional required training may arise as new programs and situations dictate.

7.12 Volunteer Suspension/Termination Procedure:

Volunteers are expected to adhere to the expectations of the Arizona 4-H code of conduct and follow both the expectations and policies set forth by state and county 4-H policies. Volunteers may be dismissed from their status as volunteers at any time, for any or no reason. Before discontinuing an individual's volunteer status, the 4-H employee will obtain approval from the county extension director. All volunteers will be notified in writing regarding any dismissal or suspension. Certified mail is recommended.

When the 4-H professional (in consultation with the County Director), decides that the actions of a 4-H volunteer are inappropriate, a certified postal letter will be sent to inform that person of the decision to suspend or terminate their services. The decision is final. The letter should be brief and should not give any specific reasons or leave any room for any further discussion. See the example below:

Sample

Dear _____.

The University of Arizona acknowledges your service to the 4-H program. Effective ____ (Current Date), we deem your service to be no longer necessary.



Sincerely,

4-H Professional
County Extension Director

SECTION 8 – RISK MANAGEMENT

8.1 Youth Protection Policy – Responsibility to Report:

4-H Extension believes in the right of every child to a safe and supportive environment. Actions against children that lead or contribute to abuse or neglect are contrary to the values of 4-H. Such actions are inappropriate in any setting, especially where youth are concerned. All reasonable effort is made to comply with State of Arizona statutes and University of Arizona guidelines in this area. See the following web site for Arizona definitions of child abuse and neglect:

http://www.childwelfare.gov/systemwide/laws_policies/state/

Any child who participates in educational programs conducted under the auspices of Arizona Cooperative Extension is entitled to a safe environment. In addition, employees are entitled to information related to the laws pertaining to child abuse and neglect and sexual offenses. All employees and volunteers working with minors will receive training in order to take steps to ensure that neither they nor children are in situations which place them at risk under various Arizona Statutes related to child and sexual abuse.

Arizona Revised Statutes require any person who has reasonable cause to believe that a child is being abused or neglected must make a report to Child Protective Services (CPS). The following persons are required by law to report: any physician, hospital intern or resident, surgeon, dentist, osteopath, chiropractors, podiatrist, county medical examiner, nurse, psychologist, school personnel, social worker, peace officer, parent, counselor or any other person having responsibility for the care and treatment of children.

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.

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

Arizona State law requires 4-H faculty/staff and volunteers to report suspected abuse to CPS. Call the Arizona Abuse/Neglect Hotline at 1-888-SOS-CHILD. [Child Abuse Report form:](https://confluence.arizona.edu/display/ACEKB/Sample+123?preview=%2F73974493%2F73975381%2F20.+Policy+8.1+-+Child+Abuse+Report.pdf)
<https://confluence.arizona.edu/display/ACEKB/Sample+123?preview=%2F73974493%2F73975381%2F20.+Policy+8.1+-+Child+Abuse+Report.pdf>

More information from Health and Human Service is located at: <http://www.azdhs.gov/>

8.2 Risk Management Office:

The Department of Risk Management and Safety (RM & S) is responsible for assuring a safe and healthful campus and field environment for the entire University community. RM&S staff evaluate potential hazards and coordinate campus programs to prevent injuries and work related illnesses at the University. In conjunction with University academic departments, RM&S develops training, monitoring and accident prevention programs. Interpretation of health and safety regulations and assistance in meeting these requirements is also a service of this department. In addition, RM&S coordinates the Insurance and Worker's Compensation program which aim to minimize the financial impact of personal injury and property damage on campus.



RM&S Contact Information

220 W. 6th St., Tucson, AZ 85701-814

2nd Floor, USA Bldg. #300B

Phone: (520) 621-1790, FAX: (520) 621-3706, E-mail: risk@email.arizona.edu

8.3 University of Arizona Volunteer Coverage:

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

The University provides limited liability coverage for authorized (certified and resource) 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.

Volunteers who are injured while performing work for the U of A are provided accident insurance to cover medical expenses incurred up to \$25,000. Coverage is excess beyond other available insurance, and there are specific limitations and exclusions. There is no cost to volunteers for this insurance.

Workers' Compensation Insurance: 4-H volunteers are not covered by the State Workman's Compensation Act.

Volunteer Safety: Departments should plan for the safety of volunteers just as they would regular employees. Tasks that require special training, certification, or equipment should only be conducted by volunteers who are appropriately equipped, qualified, and trained.

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 <https://risk.arizona.edu/fleetsafetypolicy-2> 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.

The online registration system requires user authentication with a university NetID. All university employees and students have NetIDs. Volunteers who are required to drive on university business must obtain a university NetID through the Designated Campus Colleague (DCC) process. Information about the DCC program is available at:

<https://it.arizona.edu/service/designated-campus-colleague-accounts>

8.4 Accident/Health Insurance:

American Income Life Special Risk Division provides blanket group activity insurance designed to cover accidents and illnesses that may occur during youth programs and events. All information can be found at: <https://www.aillife.com/SpecialRiskDivision>

8.5 Use of Alcohol/Tobacco/Controlled Substances during 4-H Activities:

Using or possessing alcohol or any controlled substances, not under physicians' prescription, at any 4-H event or program, by participants, youth or adults are 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.

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

8.6 University of Arizona Social Security Number Usage Policy:

The University of Arizona Cooperative Extension shall not use Social Security Numbers to identify 4-H members, employees, or other information providers, outside of those identification uses



specifically required by law, such as for financial aid, payroll, reimbursements, benefit functions and background checks. (See Section 4.7.3, *Use of Social Security Identification*.)

8.7 Request for Certificate of Insurance:

The insurance provisions in most contracts require the parties to provide written evidence that they indeed have obtained the types and amounts of insurance coverage required by the agreement. This is called a Certificate of Insurance. The insurance industry uses standard forms for this purpose so there is consistency in format. Information includes coverage types, limits, dates that coverage is in effect, and names of insurance companies providing coverage. For complete details see <https://risk.arizona.edu/insurance/certificates>
[Request for Certificate of Insurance Form](#)

Have the organization requesting the certificate of insurance complete the form. In many cases, the party requesting evidence of coverage will accept a written statement of coverage letter from the U of A in lieu of a formal Certificate of Insurance. If this approach is acceptable, the Director of Risk Management and Safety will provide a written statement to the requesting party that describes the university's statutory insurance program, with references to the coverage statute. Contact Risk Management and Safety for information about obtaining a statement of coverage letter.

8.8 Use of Volunteer's Personal Property:

Volunteer's personal property is not automatically covered by statute. Property that is not owned by the U of A 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 U of A responsible. The contract must clearly identify the property to be covered, and define the basis on which any loss will be valued. Please contact Risk Management at 621-3482 for information on this process.

8.9 Risk Management Plans:

4-H has a good record regarding protection from potential risks. Volunteers and Extension agents must develop risk management plans for all activities. A list of emergency contacts must be completed before the event. A sample document is available at:

<https://confluence.arizona.edu/display/ACEKB/Sample+123?preview=/73974493/73976946/4-H%20Event%20Risk%20Management%20Plan%20Revised%20April%202018.docx>
[Accident Incident Report](#)
[Accident Incident Witness Report](#)

SECTION 9 – 4-H ADVISORY BOARDS/COUNCILS/FOUNDATIONS/PARTNERSHIPS

9.1 4-H Advisory Boards:

Local 4-H advisory boards are partners in the 4-H Youth Development Program of the Cooperative Extension system, specifically the University of Arizona. As stated in other parts of this handbook, 4-H is authorized by the USDA through the State 4-H Office at Land Grant Universities and then to the local Extension Offices throughout the state.

4-H Advisory Boards provide support to Extension staff and assist in determining the direction of the 4-H program. They are volunteers who are selected in a variety of methods; check with local Extension offices for their procedure. Board membership must represent a large section of the community and reflect the diversity of the community.

The volunteers who serve on 4-H Advisory Boards are assigned the task of collaborating with the 4-H Agent in determining the needs of 4-H youth in the county and how to meet those needs with University personnel. Specific 4-H Program Advisory Boards are not required, but highly recommended. Agents may have multiple ways to solicit input from the community and a formal advisory is one of those ways. The important point is that every 4-H program should have ways



for the community to be engaged in strengthening and expanding the program. Advisory Boards are not chartered.

9.2 4-H Councils:

Active 4-H Councils provide local input to the 4-H program. Many 4-H councils provide additional funds to support 4-H programs through scholarships to 4-Hers for events and college, for leader forums, and for awards offered at county events.

4-H Councils exist in many counties to support the 4-H Youth Development Program. Since these organizations are usually created to provide additional financial support, they must follow the financial management requirements found in Section 10 of this document.

The input from both Advisory Boards and Councils is important but must follow the policies, procedures and guidelines of the University of Arizona, Cooperative Extension as well as the State 4-H Office and USDA. Decisions of neither group can be adverse to the mission of the 4-H program. Ultimately, if the council and the local 4-H faculty/staff were at odds, the final decision would rest with the County Extension Director. These partnerships are very important so all efforts need to be made to make it a productive effort.

9.3 4-H Foundation:

Most of the previous information also applies to the Arizona 4-H Youth Foundation. The Foundation is generally made up of people with a passion for the program that are committed to raising funds and providing opportunities for young people. However, there are some additional considerations since 4-H Foundations are a legal corporation.

The Foundation must follow all the laws that apply to non-profit or not-for-profit corporations. They also need to follow the policies, procedures, and guidelines of 4-H. Since the name 4-H is in the title, 4-H does have the final say when it comes to the use of the 4-H name and emblem. (See Section 16.6, *4-H Name and Emblem Regulations*.) The establishment of any new local 4-H foundations must have permission from the Arizona State 4-H Office and the Director of Extension.

9.4 Partnerships: Schools and Community Centers:

As part of the 4-H program, many counties offer 4-H programs at schools and/or community centers. These two additional outreach audiences enhance the program, as well as teach youth who might not have received the advantage of being in the 4-H organization.

How each county works with these entities is a local decision; however, there are some over-reaching guidelines that should be followed. If the centers or schools function as a club, they should follow the rules that govern 4-H clubs. If they function as special interest or school enrichment, they should follow the rules governing 4-H school enrichment programs. In all cases, any money that is handled must be accounted for following the financial management guidelines found in Section 10 of this document.

SECTION 10 – FINANCIAL MANAGEMENT

Those who raise funds under the 4-H name and emblem are ultimately accountable and responsible for their appropriate use. Under U.S. Department of Agriculture and University of Arizona guidelines, the county UA Extension office is authorized to monitor such accounts and request audit reviews of all transactions related to finances in 4-H clubs, 4-H Councils and any groups operating under the 4-H name and emblem. Club volunteers or others responsible for handling 4-H funds can be removed (7.13) by the County Extension agent for misappropriation, inadequate reporting or mismanagement of such funds.

Any committee that serves the 4-H program at the county level and has a checking account must



be accountable to the UA County Extension office for the proper use of such funds. They are also responsible to the 4-H Youth Foundation and must report annually using the provided [financial forms](#). It is extremely important that all 4-H clubs show the source or donor of any money they have raised and how it is disbursed. Funds raised in the name of 4-H must be carefully accounted for and used only in direct support of the 4-H program and appropriate records should be maintained.

Federal income tax exemption status for 4-H organizations is a privilege, but also carries a responsibility for openness and accountability. Our tax-exempt status provides opportunities to expand 4-H programs to serve important needs of youth by enabling taxpayers—individuals and businesses—to claim deductions for contributions to 4-H.

10.1 4-H Club Money:

Most 4-H clubs raise money to support club activities through the collection of enrollment fees or by holding specific fundraisers. Because 4-H is an educational nonprofit organization authorized through the USDA, several procedures must be followed when working with a club treasury. The key point to remember is the ability to show and prove proper accountability.

- 10.1.1 Each club/group maintaining funds (more than \$50) on hand or having material assets must have a club savings/checking account. All accounts require a minimum of two, preferably three, authorized signors on the account and two signatures on **ALL** checks and they must not be from the same family.
- 10.1.2 Debit cards are not permitted on any account.
- 10.1.3 Youth participants will be permitted, and are encouraged, to handle money matters and serve as the elected Treasurer. This can be a great learning experience. They may need guidance from a volunteer, but this can be given and still permit maximum participant involvement.
- 10.1.4 A Treasurer's Report will be part of the Secretary's book and retained with club records.
- 10.1.5 Sound businesslike financial transactions of funds include:
 - Use of a budget which is compared to actual figures on a monthly basis.
 - Pre-numbered duplicate copy receipts must be issued for all money at the time it is received. The duplicate copy must be kept for seven years.
 - Cash collections should be under the control of two people.
 - All receipts must be deposited in the bank, intact and on a timely basis.
 - All disbursements should be made by check, and supporting documentation must be kept for each disbursement.
 - Two signatures (not from the same family) required on all club accounts and two signatures **REQUIRED** on all checks.
 - Fixed asset records must be maintained and an inventory taken annually.
 - A committee of three to five persons must review the books and financial report yearly (before submitting their [Annual Financial Summary Report](#) to the county Extension office).
 - o The reviewers who conduct the financial record review **cannot** be the treasurer, an account signatory, or a parent or guardian of the treasurer or of an account signatory. The reviewers do not have to be certified CPA's or accountants.
- 10.1.6 Minimal treasury balances (less than \$1,000) are preferred unless funds are being raised for an authorized major project or endowment.
- 10.1.7 Expenditures are to be authorized only by club members for club purposes. Never allow one person or clique to control the treasurer, not even the unit's organizational leader.
- 10.1.8 Club leaders or volunteers are not allowed to submit proposals for funding without approval from the County Extension Agent and a vote from the club.



10.1.9 Club End of Year Financial Report

Arizona 4-H policy requires all 4-H clubs to submit an End of the Year Financial Report to account for the dollars raised in the name of 4-H across the state. This report, included in the [4-H Charter Annual Renewal Packet](#), is due to each county office annually at a date determined by the county. It is due to the Arizona 4-H Youth Foundation by November 14th every year.

10.1.10 Employer Identification Numbers: All US Extension-sponsored groups with bank accounts are required to obtain an Employer Identification Number (EIN) and notify the county Extension office, and the financial institution with which they do business of the number. Volunteers should never use their personal Social Security Number (SSN).

10.1.11 IRS Form 1099: Any payment of club funds to an individual or business over \$600 must be accompanied by a 1099 form. If anyone wins a prize valued over \$600, they will also need to fill out a 1099. The 4-H Youth Foundation needs to be notified of all 1099 forms completed.

10.1.12 Handling Funds from Disbanded Clubs

Any 4-H club or group that disbands with money left in its account must distribute those funds as stated in the club's [Financials and Dissolution Statement](#) within a minimum of one (1) month after disbanding. All funds in the club/group treasury and any other property must be dispersed as stated in this document.

When a 4-H unit is disbanded, the Regional Internal Revenue Service office in Ogden, UT must be notified so that the EIN number can be canceled for the unit. More information can be found at: <https://www.irs.gov/businesses/small-businesses-self-employed/canceling-an-ein-closing-your-account>

10.1.13 Handling Funds in Clubs That Split

If a club or group decides by a vote of the youth membership to divide itself (for example, because it has become too large), creating more than one recognized and properly registered club or group, the funds from the original club must be evenly disbursed, based on membership, in each club. Dollars are not to be split out on an individual basis.

If a portion the club membership voluntarily decides to leave an existing club and form a new club, the members of the old club may choose, by voting, to provide the new club with a portion of the funds from the original club. However, any sub-group that decides to leave an existing club is not automatically entitled to any funds from the original club. Leaving an existing club to start a new club relinquishes any claim to funds from the original club, regardless of the amount of previous fund-raising efforts provided by individual members. 4-H monies do not belong to individuals.

10.2 4-H Council Finances:

10.2.1 One of the primary functions of a 4-H Council is the task of resource development, including the preparation of an annual budget and fundraising. It is appropriate for a University of Arizona County Extension Faculty member or delegate, for the sake of convenience, acting on behalf of a Volunteer Council (Association/Board), to take custody of, or have in their possession, non-University Funds. These funds could include registration fees or fund raising proceeds. Such collections should be documented with:

- signed forms by person bringing in funds
- registration forms
- deposit slips
- receipts (where appropriate)

The University of Arizona Office of the Attorney General and the Department of Risk Management have agreed that if collecting or depositing of funds not belonging to the



University is within the course and scope of Cooperative Extension employees duties, then the University has a fiduciary responsibility for these funds.

- 10.2.2 If a county volunteer council wishes to hire anyone on a temporary basis, it is responsible for all Social Security taxes for each employee who is paid \$100 or more (not reimbursement for expenses) in a calendar year. This could include employees of 4-H camps, fair assistants, part time para-professionals, etc. The organization paying salaries of the individual(s) is liable for payment of the Social Security taxes for the respective employee(s). You need to check with your local Social Security office to find out if any employees might be exempted.

These persons would not be covered under University liability insurance if they are hired through the Volunteer Council. The preferred alternatives are to hire needed personnel through The University of Arizona system or a Temporary Employee Agency supported by The University of Arizona.

- 10.2.3 Volunteer Councils (Association/Board/Program Committees) under the authority of the designated Cooperative Extension Agent shall be held accountable for all funds raised. All program committees must maintain their funds within the County Volunteer Council or be directly responsible to the designated Cooperative Extension Agent. In most cases these funds will be held in separate accounts for designated purposes. County Volunteer Councils must have their financial accounts reviewed each year.
- 10.2.4 The County Volunteer Council (Board/Association/Program Committees), in cooperation with the Extension faculty, should establish an annual balanced budget. The budget must be approved by the Extension agents with 4-H responsibility. Project, activity, curriculum, and development committees with accounts should establish budgets that become part of the Council budget. At the end of the year, a financial summary of the income and expenses against the budget should be prepared. The budget and financial summary will be kept on file in the county Extension office.

10.3 Policies Affecting Both 4-H Councils (Boards/Associations/Program Committees) and Clubs and/or Groups:

- 10.3.1 A designated Cooperative Extension Faculty member *may* be listed on the bank signature card for any County 4-H Council account for the purpose of accessing account information and accountability. It is the policy of Cooperative Extension that faculty members of The University of Arizona *do not have the authority* to sign checks and should not. Special circumstances may require a faculty member's signature on club/unit accounts to provide access to information or to close an account due to a group's failure to comply with financial reporting requirements or suspected mishandling of funds. Signature authority on any checking or savings account rests with designated volunteers/members.
- 10.3.2 The persons with signature authority (non UA employees) should be bonded if a significant amount of money (e.g., \$5,000 or more) is involved. University liability does not cover volunteer/member mishandling/absconding of money.
- 10.3.3 University of Arizona Cooperative Extension faculty are responsible for educating the club/group/4-H Council so they can properly handle the issues of such organizations, including financial issues, e.g. tax and filing issues, keeping books, etc.
- 10.3.4 4-H clubs/councils are not to own property - 4-H clubs and county councils cannot become involved in purchasing real property or in building club houses, etc. This does not include items such as meeting flag sets and routine consumable supplies essential for operating a club. Items used for instructional purposes such as a portable sewing



machine are also acceptable. However, careful thought as to management of the equipment should be considered prior to securing it. If items such as these are secured, all of the members should benefit from it.

- 10.3.5 Bank accounts must be established in the 4-H group's name with a minimum of two persons not from the same family with signature authority. An Internal Revenue Service Employer Identification Number (EIN) is required by the banks to open an account. All checks must have two signatures. [Sample EIN Application form](#)
- 10.3.6 4-H groups should have only a minimum carry over from year to year. Long-range fundraising is discouraged for the following reasons:
 - a. 4-H membership is fluid. Each year you lose some members and gain some new ones. Therefore, those who raised the money should benefit from it.
 - b. Group leadership can also change and there have been instances where a sum of money was abandoned in bank accounts, due to lack of continuity.
 - c. 4-H is considered a non-profit organization and therefore, comes under I.R.S. regulations, which also discourages a carry-over of funds, unless those funds are established endowments.
 - d. There must be a plan for the use of carry-over funds. If the group is saving for a major project or endowment, the money should be given to the project or endowment annually. The major project or endowment must be approved by the Cooperative Extension Agent.

10.4 Sale of Products by 4-H Clubs:

10.4.1 4-H Sales and Donations

4-H groups may secure private funds to support their goals and activities through such activities as a sale of items. These groups must request approval for their fundraising plans on amounts over \$100 from the local Extension staff by completing the [form](#) found at <https://confluence.arizona.edu/display/ACEKB/Sample+123?preview=/73974493/73975371/10.%20Policy%2010.4.1%20-%20Fundraising%20Request.pdf> This is necessary to ensure compliance with Federal Laws pertaining to the "Use of The Name and Emblem." 4-H may not be viewed as endorsing any particular company or product. It is the responsibility of the 4-H group to follow Arizona State Laws in obtaining any required licenses or permits, such as food permits. The Extension Office may consult with the county 4-H Leaders' Organization, 4-H Council, and/or consult the Arizona State 4-H Program Administrator as needed.

10.5 Grants and Donations:

Grants and donations are often received for the benefit of education programs for 4-H. Funds are managed in one of two ways:

10.5.1 Extension Staff Generated Funds

Grants should be routed through the UA Sponsored Projects office <https://rgw.arizona.edu/services/sponsored-projects-services> Funds generated by UA Extension professionals through fee revenue or donations to be used to support educational programming are deposited in a UA county miscellaneous account.

10.5.2 4-H Council/Club Generated Funds

4-H Councils/Clubs can receive donations and fund-raising revenues. These funds are generated and managed by the 4-H Council or Club and must be reported on the annual financial report. A copy of the [official receipt letter](#) signed by the 4-H Youth Foundation president must be sent to the 4-H Youth Foundation.

10.6 IRS Tax Exemption

All chartered 4-H Clubs with Employer Identification Numbers (EINs) as well as formally



recognized affiliated 4-H organizations under the control of Cooperative Extension are considered eligible activities under the 501(c)(3) status of the Arizona 4-H Youth Foundation. This means that 4-H clubs and councils would continue to operate as programs of the University of Arizona's Cooperative Extension, but would, for tax purposes only, derive their tax exempt status under the Arizona 4-H Youth Foundation. 4-H clubs and affiliated organizations can request a donor letter on Arizona 4-H Foundation letterhead from their county Extension office to provide to donors who are making donations for which they would like to claim a tax deduction.

[501\(c\)\(3\) Status letter](#)

New 4-H clubs will need to apply for their own EIN number for banking purposes only. The 4-H club's revenues and expenditures will be reflected on the 990-series return filed by the Arizona 4-H Youth Foundation. Contributions to a 4-H club or council would be considered contributions to the Arizona 4-H Youth Foundation, an organization exempt from Federal income tax. Individuals clubs and councils would not be listed in Publication 78 as an organization qualified to receive charitable contributions, but they would be listed on the Arizona 4-H Youth Foundation's 990-series return, allowing a donor to confirm their existence.

[Sample EIN Application Form](#)

See Section 16.1, *Tax Exempt Status for 4-H Clubs* for more information.

10.7 Fund Raising:

In seeking private support for 4-H programs through fundraising, State and local Extension officials must insure that the funds are given and used in accordance with **USDA Guidelines Pertaining to the 4-H program**. Critical elements of these regulations and guidelines include:

- **Fundraising programs** using the 4-H Name and Emblem may be carried out for specific educational purposes. Such fundraising programs and use of the 4-H Name and Emblem on or associated with products and services for such purposes **must have the approval of [the] appropriate Cooperative Extension office** (local, county, state or national level).
- **All monies received** from 4-H fundraising programs, except those necessary to pay reasonable expenses, **must be expended to further the 4-H educational programs**.
- Private support moneys should be:
 - Given and used for priority educational purposes.
 - Accounted for efficiently and fully.
- Fundraising groups properly authorized to use the 4-H Name and Emblem are to be held accountable to the 4-H program granting authorization. **There must be a definite plan to account for funds raised prior to authorization**. Such a plan should be within the policy guidelines of the State for handling funds.
- **Any use of the 4-H Name and Emblem is forbidden if it exploits the 4-H programs**, its volunteer leaders, 4-H youth participants, or the USDA, Cooperative Extension, land-grant institutions, or their employees.
- **The 4-H Name and Emblem shall not be used to imply endorsement of commercial firms, products or services**. In connection with 4-H fundraising purposes, **the following disclaimer statement must be used on products or services offered for sale**:
"A portion of the sales price of this product or service will be used to promote 4-H educational programs. No endorsement of the product or service by 4-H is implied or intended."

<https://nifa.usda.gov/sites/default/files/resource/Professionals-Handbook-2017.pdf>

SECTION 11 – 4-H RESOURCES AND/OR PROJECT MATERIALS

11.1 4-H Curriculum/Publications:

Curriculum is at the heart of the 4-H project experience. Curriculum includes project manuals,



events and activities, record keeping, video resources, training and all other components that support learning in 4-H. Project materials offered through the University of Arizona Cooperative Extension 4-H Youth Development Program provide hands-on learning experiences with the intention of helping youth learn leadership, citizenship and life skills. All counties are encouraged to order project literature and other support materials from CALSmart <https://4harizona.3dcartstores.com/> if unavailable from CALSmart, please order from National 4-H <https://4-h.org/parents/curriculum/> Project publications are the “textbooks” for 4-H learning experiences. As an educational organization and as educational professionals, we have a responsibility to put research-based curriculum materials in the hands of every 4-H member to support their learning, growth and development. Lifelong learning is our goal.

11.2 Newsletters:

11.2.1 Confidentiality

Home addresses and email addresses are for the sole use of Extension personnel and shall not be furnished directly or indirectly to any other person, firm association, or Federal Government agency.

11.2.2 4-H Newsletter Content - On Line, Hard Copy or Email

4-H newsletters are a useful vehicle for communicating information with 4-H youth and their families. Nevertheless, because they represent the University of Arizona Cooperative Extension 4-H and are being produced and distributed with tax dollars, it is important to think carefully about their content. Please refer to the following guidelines when compiling information for your newsletter:

- Information in 4-H Newsletters should contribute to the overall mission of 4-H, such as educating young people. It is appropriate to provide information about upcoming 4-H events, workshops, etc. It is also appropriate to provide success stories of 4-H'ers (example of project successes, recognition received by 4-H'ers, etc.).
- Information in the newsletter should focus on educational programs sponsored by the University of Arizona or other land grant universities. It is not appropriate to advertise for other organizations/businesses in the newsletter. Educational events that are co-sponsored by Arizona Cooperative Extension and other non-profit organizations, such as producer associations and commodity organizations, are appropriate to include in newsletters.

The following guidelines are intended to allow UA units to appropriately recognize supporters without overly commercializing a website. Many of these same guidelines are appropriate for newsletters also. <https://brand.arizona.edu/>

As appropriate, you should include this non-endorsement statement:

Any products, services, or organizations that are mentioned, shown, or indirectly implied in this publication do not imply endorsement by The University of Arizona.

- Events sponsored by 4-H Clubs are Arizona Cooperative Extension events. Promotional materials must include appropriate use of the 4-H Clover and Arizona Cooperative Extension logos.
- Flyers, brochures, and promotional summaries from other businesses should not be included as an attachment to or within the content of the newsletter. For example, it is not appropriate to include flyers on club livestock sales or promotional summaries about fabric sales in 4-H newsletters. Again, this appears as University endorsement and is an inappropriate use of tax dollars.
- Since our mission is education, it is appropriate to put listing and contact information for scholarships open specifically to 4-H'ers.



When youth are being recognized for achievements at Extension sponsored events, it is appropriate to provide a group listing of sponsors of those programs. However, the goal is to keep the focus on the recognition of the young person.

11.3 University of Arizona and 4-H Identifiers for Print Materials:

All print materials created and distributed by Arizona Cooperative Extension 4-H Youth Development professionals **must** contain the following:

- Arizona Cooperative Extension/4-H logo lockup
- Appropriate Arizona Cooperative Extension Statements and 4-H EEO Statement
- 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.
- Promote a link between 4-H, Arizona Cooperative Extension and CALS

For more procedural resources, instruction and downloads, go to: <https://brand.arizona.edu/>

SECTION 12 – COMPETITIVE PROGRAMS AND EVENTS

This section defines the policies under which 4-H competitive events are conducted. State and National entries from Arizona 4-H members or programs must conform to both state and national policies and regulations.

12.1 Competition and Youth Development:

In competitive events, parents and others focusing on winning the competition and not on developing the youth can overlook the mission of youth development. The following principles must be recognized for determining rules regarding 4-H members doing their own work.

- 4-H is a family-oriented organization and help from family members is appropriate for some aspects of the project. However, the exhibitors should have increasing responsibility as they mature in their project skills.
- Teamwork is a life skill and working together with other 4-H members is appropriate.

Along with principles, the following questions should be asked for determining rules regarding 4-H members doing their own work:

- Is the 4-H member physically capable of completing the work, even if the level of expertise is different from other youth or adults?
- Are other youth of similar age capable of completing the work?
- Is the assistance offered by other exhibitors or family members focused on competition for exhibition or is the youth involved in the process and able to improve his/her own skills?

12.2 Competitive Event Definition and Criteria:

12.2.1 4-H Competitive Event Definition

A 4-H competitive event is one in which 4-H members compete individually or as teams for special recognition. The 4-H name and/or emblem is used to name and promote the event. The term “event” is used for 4-H divisions/classes and activities that are part of a larger program, which includes non-4-H competitive events, as well as those events exclusively 4-H. 4-H competitive events include judging contests, oral presentations, project exhibits and other performance events open to 4-H members. When competition is a major part of an event, it must be understood that competition is secondary to the education and development of youth.

12.2.2 Criteria for 4-H Competitive Events

- Sponsored/co-sponsored and/or conducted by University of Arizona staff.
- Approved by and/or conducted by Extension staff responsible for the event.



- Rules and regulations established by or approved by Extension staff responsible for the event.
- Open to participation by 4-H members from county, group of counties, state, region, or nation (at level appropriate for the contest).
- Participants must be enrolled in 4-H during the current calendar year.
- Approval to use the 4-H name and emblem.
- Utilize the name and emblem of 4-H in promotion and recruitment.
- Provide a safe and healthy environment with a positive educational experience for youth.

12.2.3 4-H Competitive Event Awards

In 4-H, a “modified” Danish system is used that uses standards of excellence adjusted according to member’s age and years of experience in the project. The Danish system is used in 4-H for 9 through 18 year olds because it is a way to provide recognition to greater numbers of youth who may all be making significant progress in their projects. The Danish Award System, used in 4-H, provides blue, red or white ribbons to each participant based on scores received when judged against a set of standards of excellence. The Danish system is considered by National 4-H Policy to be a competitive form of judging and is therefore not to be used for 4-H members under the age of 9

The National 4-H Recognition Model includes five types of recognition. It is important for adults who work with 4-H’ers to provide appropriate recognition to all participants.

- **Participation** – This type of recognition program emphasizes the importance of acknowledging young people who have been involved in 4-H educational experiences.
- **Progress Toward Self-Set Goals** – Recognition for progress toward self-set goals, no matter how small, is an integral part of this type of recognition.
- **Achievement of Standards of Excellence** – Youth can gain insight into their own efforts and abilities.
- **Peer Competition** – Subjectively identifies, in a concrete time and place, the best team or individual. It is not appropriate for youth under age eight.
- **Cooperation** - helps youth learn and work cooperatively, preparing them for living in today’s inter-dependent, global society.

12.3 Age Divisions for 4-H Events:

Age divisions are as follows for county and state events. Age divisions for National contest vary; therefore, it is important to review specific event age rules.

- Cloverbuds Division: 4-H age (as of Jan. 1) five (5) to eight (8) years, via non-competitive participation only.
- Junior Division: 4-H age (as of Jan. 1) nine (9) to thirteen (13) years.
- Senior Division: 4-H age (as of Jan. 1) fourteen (14) to eighteen (18) years. Can not have passed their nineteenth birthday as of Jan. 1.

12.4 Arizona 4-H Policy on Representation at National Competitive Events

4-H offers many opportunities to practice their communications and evaluation skills. Competitive judging, public speaking, and live animal evaluation are important skills for many young people to learn. At the same time, education is a primary focus in 4-H youth development programs. The following state policy is designed to bring some consistency and clarity to how teams or individuals are selected to represent Arizona 4-H and to what events they are eligible to participate. In addition, our goal is to encourage and facilitate greater participation in other educational opportunities. Arizona National Livestock Show (ANLS) is the State qualifying event for all competitive events unless otherwise stated below.



The Western National Roundup is the official national contest for winning competitive teams in Arizona. All registrations for this event need the approval of the State 4-H Office.

Eligibility:

1. Contestant must not have reached his or her 19th birthday as of January 1 of the year in which they qualified for the Western National Roundup event.
2. All contestants must be members of 4-H in the state they are representing during the year in which the National 4-H competitive event is held.
3. State 4-H contestant(s) or team(s) must be selected by an individual state process, and be certified as the official state entry by the state 4-H leader or by a person designated by the state 4-H leader. The individual(s) or teams(s) may be selected by any procedure the state 4-H leader believes is appropriate. Individual team members must be a minimum of 14 years old at the time of the qualifying event.
4. The contestant, his or her county 4-H faculty member, and the state 4-H leader must certify as follows on the application form: *"This contestant has not participated in post-secondary coursework in the subject area of the National 4-H competition, nor has he or she participated in training for post-secondary competition in the subject area of the National 4-H competition."*

Please see WNR website for most current requirements and rules.

<http://www.westernnationalroundup.org/index.aspx>

Replacing Team Members—If, for some reason, a team member cannot attend the national contest a replacement may be made by the county 4-H Agent. One team member may be replaced on a team. These replacement team members must have gone through a county elimination and have participated in the state qualifying event. Under no circumstances may two members be replaced as that would not be considered the same team that won the state event. Each team member must be enrolled in the county they are representing in the National contest. National contest eligibility is determined by the rules of the specific contest.

Competitive Events

- Livestock judging—The top four Senior individuals will be selected to attend Western National Roundup. The top Senior team will attend the National Livestock Judging Contest in Louisville.
 - If the first place team decides not to attend the contest in Louisville, the second place team will be contacted by the Arizona 4-H Office and will have 30 days from notification to accept the nomination as the Arizona representative at Louisville. If the second place team does not accept the nomination, the third place team will be extended the invitation to represent Arizona and also has 30 days from notification to accept the nomination. Arizona will not be represented at the contest for that year if all of the top three county teams decline the nomination.
 - Individuals competing at the Western National Roundup are still eligible in the future to participate in the National Contest in Louisville. However, once members have competed in the Louisville contest they are no longer eligible to participate in the Arizona National Livestock Show Judging Contest or in the Western National Roundup Judging Contest. All members must meet specific contest age requirements.
- Horse judging – The top four individual Senior members will be selected to attend Western National Roundup.
 - If one of the top four members drops out, the next eligible top-placing judging member will be selected



Other Contests/Competitive Events

The Western National Roundup also provides opportunities for a number of other competitive events—

- Horse Classic, which includes hippology, horse quiz bowl, horse public speaking, and horse demonstrations. The qualifying event for these contests in 2018, is the Coconino County event in July.
- Prepared Speech and Impromptu Speech. The qualifying event for these contests in 2018 is the Communications Day event in Maricopa County in March.
- FCS Classic, which includes consumer decision-making (TBD), fashion revue, FCS bowl, FCS Presentations, FCS Skill-a-Thon. The qualifying event for these contests in 2018, is the Maricopa County event in May.

Shooting Sports

A state team will be selected from the state contest to attend the National 4-H Shooting Sports contest. Each state may send a team of 3 or 4 members in each of nine disciplines: compound archery, recurve archery, air rifle, air pistol, smallbore rifle, smallbore pistol, muzzleloading rifle, shotgun, or hunting. Any member may compete in a discipline only once.

Selection criteria for the Arizona team may include scores from the Arizona State 4-H Shooting Sports Contest, scores from a selection match, or other criteria. The State 4-H Shooting Sports Coordinator will be involved with the qualifying criteria.

Please see the [Arizona 4-H Shooting Sports Education Policies and Procedures](#) manual and the National 4-H Shooting Sports Committee [Minimum Standards & Best Management Practices](#).

12.5 Open Shows/Non 4-H Competitive Events:

Participation is encouraged in other organizational activities such as Arizona Nationals and Arizona State Fair. However, it is not appropriate to identify other organizational activities as 4-H. Participation in these activities by Extension staff does not qualify the activity as a 4-H event. Only activities meeting all the criteria discussed in 12.3.2 will be identified as a 4-H event.

Field days, fairs, 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. Use of 4-H name and emblem must follow federal regulations.

Progress/Prospect/Jackpot shows should follow the guidelines presented above to be considered a 4-H event. To help staff assess whether a show should be advertised as 4-H, "[Tips on Managing 4-H Programs](#)" is available: https://confluence.arizona.edu/display/ACEKB/Sample+123?preview=/73974493/73980896/policy_progressshowtips.pdf

SECTION 13 – COUNTY/STATE FAIRS

13.1 4-H Role in County/State Fairs:

University of Arizona 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.

University of Arizona Extension holds a responsibility to establish guidelines for eligibility to show in 4-H programs that exemplify the educational outreach mandate of Extension. 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 good standing both at the county and club level. These requirements may include but not be limited to:

- Record keeping being up-to-date prior to showing in an animal project
- Attend a percentage of project and community club
- Participate in Demonstration or Judging Events
- Community Service

4-H staff in charge of the 4-H program is responsible for communicating with and upholding State and National 4-H policy to the 4-H Council and the Fair Board.

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. For example: Classes and events designed for Cloverbuds must not be competitive at any level in the organization. Though beginning level classes do not qualify for state fair competition, counties can identify beginning level or county only classes that are different than state fair classes/events for competition at the local level.

In addition, fair rules should strive to offer programs that are:

- In the best interest of all youth
- Educational
- Inclusive to all families
- Fun

Counties should establish a grievance process in conjunction with the local 4-H Council and/or Fair Board.

[Sample MOU](#) between county fair board and 4-H

13.2 Memorandum of Understanding between 4-H and FFA:

To clarify partner roles and responsibilities, a [signed Memorandum of Cooperation](#) has been agreed to between Arizona 4-H and Arizona Association FFA.

SECTION 14 – 4-H PROJECTS REQUIRING SPECIAL POLICY

14.1 Animal Science:

14.1.1 [Horse Helmet Policy](#)

- Beginning January 1, 2015, Arizona 4-H requires that an industry approved ASTM/SEI equestrian helmet be worn by all Arizona 4-H members when they are mounted on a horse and participating in any local club, county, state or national horse event/activity/project meeting/riding practice operating under the sponsorship of the Arizona 4-H Program.
- [Arizona 4-H Horse Show Rule Book](#)

14.1.2 Arizona Youth Livestock Quality Assurance Certification

- The new Youth for the Quality Care of Animals (YQCA) certification system is up and running. This is a new 2018 national system. With the new system, go online to <http://yqca.org/> and register to take the online certification training. The cost is \$12 for the online certification. When you get to the login page, all 4HOnline families should sign in with their 4HOnline login so the certification will show up on your profile. All youth, 4-H



and FFA planning to exhibit in beef, goat, sheep, swine, dairy animals and pygmy goats at the county fair and leaders of these project areas must have a current Quality Assurance Certification. You can check online at <https://cals.arizona.edu/ylqa/> to see when you need to re-certify and for workshop dates, as they are posted

- All youth participating in county and state fair livestock shows must be certified.

14.2 Cloverbuds:

Age of Participation: Participation in Cloverbuds is limited to youth who will be five (5) years of age by January 1st of the current 4-H program year and have not reached their 9th birthday before January 1st of the current 4-H program year. When the age of nine is reached by January 1st of the current 4-H year, youth may enroll in the Junior Division of 4-H and have access to many project areas.

In general, the policies that apply to youth in the 4-H 9-19 year old program also apply to children in the Cloverbuds Program. However, there are some important differences that should be noted.

Cloverbuds is a separate program effort for youth, ages five to eight, that may be affiliated with a community or project club. However, it is not a program where youth who fit that age category participate along with program activities for those youth ages 9 to 19 programs.

Specific Cloverbuds Program Guidelines:

Establishment of Cloverbuds Programs: Cloverbuds Programs, be they clubs, special interest groups, school enrichment, etc. must be officially established with the Cooperative Extension Office in your county. Children involved in the Cloverbuds Program must be enrolled in the 4HOnline system.

Cloverbuds Curriculum: May only use approved Extension 5 to 8 year old curriculum. Approval for other publications may be obtained by the state 4-H office.

Cloverbuds Leadership: Cloverbuds volunteers are to be certified by the Extension Office. Parents and teens that regularly assist or conduct activities also require certification. It is strongly recommended that there always be at least two adult leaders with the group. This is a personal safety precaution for both children and adults. Leaders of Cloverbuds groups are responsible to the Extension Agent.

Competition: Competitive activities are not developmentally appropriate for children of this age range and are strictly prohibited

Animals, Projects and Exhibits. 4-H Cloverbuds members do not participate in the ongoing, planned series of activities, whether it is a 4-H Shooting Sports program (e.g. archery, air gun, hunting, etc.), science project, an animal project (e.g. raising of cows, sheep) or any of the project areas of 4-H. The primary difference between a 4-H Cloverbuds activity and a 4-H project is that a Cloverbud member engages in varied activities which focus on developing a specific skill or concept utilized in completing the activity rather than focusing on a long-term planned course of study in a specific project (subject) area. As a result, 4-H Cloverbuds members should not have ongoing projects, of any kind – including animal projects – nor should they participate as competitive exhibitors with animals – large or small, because within the 4-H program, exhibits are intended to showcase the culmination of a long-term project.

In general, the handling of animals (large or small) requires discipline and motor skills that have yet to be fully developed in most children in the K-3 age range and when coupled with the unpredictable behavior of animals, does not provide the optimal safe educational environment. 4-H Cloverbuds members that have engaged in a group activity may *exhibit or showcase* in a noncompetitive event, or can feature other items from their group activities. However, 4-H



Cloverbuds members are not eligible to receive premium funds as a result of exhibition. 4-H Cloverbuds members may receive participatory ribbons but may not receive regular competitive purple, blue, red or white 4-H ribbons. In addition to the educational focus,

4-H Cloverbuds programs also require additional adult supervision, and do not conduct formal business meetings or elect officers. 4-H Cloverbuds clubs handle their finances differently than clubs of older children, with the majority of funding issues handled by the adults.

14.3 **ATV (All Terrain Vehicle) Training:**

The Arizona 4-H program currently does not have policies regarding ATV safety. The following link is provided for those counties with ATV programs. The 4-H ATV Safety program helps young people, parents, caregivers and other community members come together to help ensure that every ATV ride is a safe.

https://confluence.arizona.edu/pages/viewpage.action?spaceKey=ACEKB&title=Sample+123&review=/73974493/73980965/policy_atvsafety.pdf

14.4 **Shooting Sports Education:**

14.4.1 The University of Arizona Cooperative Extension 4-H Youth Development Shooting Sports Education Risk Management Compliance Policy for County Extension Offices.

The following are risk management policies for the Arizona 4-H Youth Development Shooting Sports Education program. These policies provide controls and safeguards and are mandatory for compliance. Periodic inspection for compliance of said controls are outlined. An oversight committee is composed of the Director, Arizona Cooperative Extension, Assistant Director for 4-H Youth Development, UA Police Department, Director, Safety and Risk Management, a county faculty representative and the Arizona 4-H Shooting Sports Coordinator. The oversight committee will meet annually. Problems as noted will be addressed immediately.

FOCUS OF THE PROGRAM: Youth Development

The focus of all 4-H Youth Development Programs is the development of youth as individuals and to be responsible and productive citizens. The Arizona 4-H Shooting Sports Education Program exemplifies skill development in marksmanship, the safe and responsible use of firearms, archery and air/pellet guns, the principles of hunting and archery, and much more. The activities of the program and the support of caring adult leaders provide youth with opportunities to develop life skills, self-worth and conservation ethics.

SHOOTING EDUCATION INSTRUCTORS

To become a County 4-H Youth Development Shooting Sports Education volunteer requires the following (not in this order):

- Be a certified 4-H Volunteer completing all requirements.
- Be awarded certification from a 4-H Shooting Sports Education volunteer training or recognized alternative training. The training is composed of approximately 20 hours in a particular discipline led by nationally trained instructors.

Definitions:

U of A Property: defined as property for which there is a receipt or purchase order that can be traced to a U of A account.

U of A Property: Arizona Board of Regents policy, 5-302 to -303, prohibits the use, possession, display or storage of any weapons, explosive device, or fireworks on ***The University of Arizona campus and on all land and in all buildings owned or under the control of The University of Arizona on behalf of the Arizona Board of Regents.***



No concealed carry permit exempts a person from this policy.

Weapons: defined by Arizona Board of Regents as “ *Any object or substance designed to inflict a wound, cause injury, or incapacitate, including without limitation all firearms, BB guns, air guns, pellet guns*, switchblade knives, knives with blades five inches or more long and chemicals such as mace, tear gas or oleoresin capsicum, but excluding normally available over-the-counter self-defense repellents...” Arizona Board of Regent’s [Weapon on Campus Policy](https://extension.arizona.edu/sites/extension.arizona.edu/files/data/Weapons%20on%20campus%20policy.pdf) may be found at: <https://extension.arizona.edu/sites/extension.arizona.edu/files/data/Weapons%20on%20campus%20policy.pdf>

4-H Shooting Sports Education Policies for County Extension Offices

- County Extension offices will no longer own nor store any weapons other than archery and air/pellet guns. Cooperative Extension offices may store air/pellet guns and archery equipment as a result of a ruling at the March 9, 2006 ABOR audit committee meeting.
- Faculty and program staff who are involved with shooting sports education will complete appropriate gun safety and handling certification for storage and handling provided at the state certification and training workshop.
- Shotguns, .22 rifles and muzzleloaders will be transferred to entities associated with other state agencies--for example, Arizona Department of Game and Fish, for storage and handling in partnerships with the University of Arizona 4-H Youth Development Shooting Sports Education Program. The state oversight committee may determine other entities.
- Archery and air/pellet guns will follow the policies for storage and handling as outlined below.
- There will be no purchases made by Cooperative Extension faculty for firearms such as shotguns, .22 rifles nor muzzleloaders with the exception of archery and air/pellet guns.

Gun Safety and Handling

- All county 4-H Youth Development Shooting Sports Education faculty and program staff who handle guns as part of or on behalf of the 4-H Shooting Sports Education will complete the State 4-H Shooting Education certification course.

Storage and Handling at County Extension Offices of Archery and Air/Pellet Guns

- All archery and air/pellet guns maintained in the county Extension 4-H Shooting Sports Education program must be carried on the UA FSP-Property Management inventory and assigned a University property number to be attached or etched on the firearm.
- Only Cooperative Extension faculty who have UAPD approval for their 4-H Shooting Sports Education program storage and handling procedures may make purchase of archery and air/pellet guns for the 4-H Shooting Sports Education program.
- All purchase orders for archery and air/pellet guns must be reviewed by and receive final approval from the Director of Cooperative Extension and UAPD.
- County Extension offices are prohibited from purchasing pass-through firearm sales.
- County Extension Offices conducting an approved 4-H Shooting Sports Education program must store archery and air/pellet guns in locked gun safes or cabinets, which are secured to a substantial wall or object. At least one gun safe or cabinet must have a combination lock.
- Each county Extension office must maintain a master log of all archery and air/pellet guns owned by or loaned to the county Extension office.
- A master log must be maintained in the respective on-site gun cabinet(s) or gun safe.
- Each county Extension office must maintain all keys for lockable storage containers/cabinet(s) in gun cabinet or gun safe, which is controlled by a combination lock.



- To limit access and liability regarding the handling of archery and air/pellet guns in the county Extension office only the identified Extension agent in charge and program staff, will have access to locked gun cabinet(s) or gun safe. In counties where there is only one identified agent or staff, an alternate person must be trained in safe handling of archery and air/pellet guns in order to access locked gun cabinet(s) or gun safe in case of emergency.
- The combination to the gun safe, along with instructions on how to change the combination, is to be kept in a sealed envelope in the county Extension office administrative safe for access by county Extension administration in case identified Extension agent and/or staff leave county employment. The gun safe combination must be changed upon the departure of any identified agent or certified staff with access to the combination.
- Inspections must be conducted to insure that UAPD approved archery and air/pellet guns control plans are being followed. Identified county Extension agent or program staff must conduct random, independent inspections of off-site storage for 4-H Shooting Sports Education archery and air/pellet guns annually. The identified county agent or program staff will conduct on-site inspection of storage facilities at the county Extension office annually. A person without access to the storage unit(s) must be appointed to observe and participate in the inspection and annual inventory to be conducted by the identified agent or program staff.
- UAPD will conduct inspection of on-site storage of archery and air/pellet guns annually

Policies for 4-H Volunteers

- 4-H Shooting Sports Education Volunteers will be certified 4-H volunteers and have a completed training certification for 4-H Shooting Sports Education which includes appropriate gun safety and instruction on storage and handling of guns.

Policy Implementation

- 4-H Shooting Sports Education volunteers must sign and have on file at the state Extension office an ABOR Weapons on Campus policy. Signature indicates that they have read the ABOR regulations and provisions and will follow the UAPD approved firearms control plans. This form will be provided at the state certification training.
- The 4-H Shooting Sports Education volunteers are responsible for secure transportation and safe handling of firearms.

[Weapons on Campus Policy](#) Intergovernmental Agency Agreement – [I.G.A. Template](#)

SECTION 15 – 4-H TRIPS

15.1 Trip Approval & Crisis Management Form:

All 4-H state-to-state exchanges, national and multi-state trips must notify the State 4-H administration prior to the event. All appropriate documentation is to be submitted prior to the trip by the faculty in charge of the event. The following information must be documented.

- Educational purpose/impact
- Itinerary/length of trip
- Budget description
- Health Forms completed
- Code of conduct signed by participants/parents/guardians
- Crisis management planning form completed
- Travel authorization forms (required for Extension staff only)
- List of chaperones and participants
- Chaperone must be a certified volunteer.



- In the event of an emergency, use the Crisis Management Planning Form to communicate with the proper chain of command. [The Crisis Management Planning Form Template](https://confluence.arizona.edu/display/ACEKB/Sample+123?preview=/73974493/73980966/crisismgmt.pdf) is located at: <https://confluence.arizona.edu/display/ACEKB/Sample+123?preview=/73974493/73980966/crisismgmt.pdf>

15.2 Overall Guidelines:

Extension personnel, staff and volunteers will endeavor to provide safe and healthy programs for youth. 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. Parent or guardian will be contacted as soon as possible.

Extension personnel, staff and volunteers are to avoid, where possible, being alone with a single youth, including sharing sleeping quarters with non-related youth.

Extension personnel, staff and volunteers will not, under any circumstances, discipline youth by the use of physical punishment or by failure to provide the basic necessities of care, such as food or shelter.

15.3 When Traveling with Youth:

It is recommended for both agents and volunteers when traveling with youth:

- To travel with at least two or more youth.
- Require permission from parents for youth to travel with the said adults.
- Drop off youth by two's or more at an agreed upon meeting site thus not leaving adults with one single youth.

Overnight Trips

Regarding overnight trips, the following recommendations are made:

- Youth of opposite gender sleep in separate quarters.
- Youth are chaperoned by same sex chaperones.
- Youth and adults are not to stay in same sleeping quarters.
- Adults conduct regular room/bed checks.

15.4 Chaperone Expectations

Volunteer chaperones are required to complete the Volunteer Certification process prior to chaperoning a trip or event. Failure to fulfill these requirements will disqualify any volunteer from service. In addition adults serving as chaperones for overnight events must:

- Be a minimum of 25 years of age or have approval from the State 4-H Office.
- Be willing to work with people from different backgrounds and abilities.
- Have appropriate knowledge and skills related to project areas, 4-H events and activities.
- If a volunteer's duties will include driving on University business, the volunteer must be authorized by a university department or program, must complete the online registration process and provide Arizona proof of auto insurance. (See section 8.3)
- Demonstrate dependable and reliable traits that will ensure 4-H faculty that you are the person for the assignment.

Statement for use with event: ... *"You 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."*

County chaperones are responsible for supervision, advising, and any needed disciplinary action of their county delegation. Primary responsibility rests with the chaperones who are acting on behalf of the county Extension Program. Youth serving in leadership roles are responsible to the



Agent Advisors of said event. In an emergency situation, contact the State Extension representatives. It is recognized that counties may be sharing chaperoning responsibilities to cover youth, male and female. Please indicate for whom you may have county responsibilities upon check in.

The minimum recommended adult/youth ratio is 1:10, or one 4-H faculty/staff or volunteer for every ten delegates. Groups should be accompanied by adults with specifically defined responsibilities and expectations.

Adult chaperones should reflect the same gender ratio as the youth delegation. Gender balance may be negotiated with another delegation. This criterion will be considered for trip approval by State administration.

Screened volunteers from another state who are volunteering/chaperoning for Arizona 4-H may be accepted with the approval of the Arizona State 4-H Program Administrator.

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 issues escalating.

Understanding Policy

All organizations work under a set of written and unwritten guidelines. Prior to any activity or event, all chaperones/agents should understand these policies. Whether a code of conduct or an informal list of rules, it is imperative to understand what is expected of the youth as well as the adults in attendance. In addition to general discipline procedures, a clear understanding of reporting incidents should be discussed prior to the event. This may include completing any reports and notifying any paid staff as well as other parties of an incident.

Refer to Section 8 – Risk Management for policies for volunteers driving on University business and other related risk management policies.

SECTION 16 – FEDERAL REGULATIONS

Arizona 4-H complies with all federal regulations. Please refer to the [USDA 4-H Professional's Handbook](#)

16.1 Tax Exempt Status for 4-H Clubs and Affiliated 4-H Organization:

NOTE: Tax policies/procedures are being discussed on the national level. The information below may or may not be accurate. Please direct all questions about tax exemption for duly authorized 4-H clubs and affiliated 4-H organizations to the State 4-H Office

The Internal Revenue Service (IRS) has determined that all chartered 4-H Clubs and formally recognized affiliated 4-H organization *under the control of* Cooperative Extension are eligible for inclusion as a subsidiary of National 4-H special exemption from federal income tax under the provisions which *correspond* to section 501(c)(3)* of the IRS Code. This means that:

- Formally authorized 4-H groups are exempt from paying federal income tax on funds raised on behalf of 4-H, or to support educational programs; and
- Donors may deduct contributions to 4-H clubs and affiliated 4-H organizations such as: bequests, legacies, devises, transfers, or gifts as applicable under the IRS Code.
- An important note is that for a 4-H group to be included as a subsidiary, according to the IRS, they must be under the guidance and control of Cooperative Extension. This means that



- affiliated groups that function under the authority of their own Board of Directors or other authorities would not qualify for inclusion and should establish their own tax exempt status.
- Families – While there are many families who participate in 4-H programs, the IRS does not recognize single family groups as qualified subsidiaries for inclusion under the national 4-H GEN. Inclusion of independent groups or families under our National 4-H GEN potentially jeopardizes the special tax exempt status continuing to be granted by the IRS to the 4-H program.
 - Premiums from sales of livestock at county fairs are NOT tax deductible by individuals purchasing livestock. Only contributions to eligible 501(c)(3) organizations can be deducted as charitable contributions. Premiums paid directly to individuals are not eligible for tax deductions.

The tax exempt status addresses only federal income tax and does not provide exemption from any state or local taxes, such as hotel tax, property tax, sales tax, or other taxes.

16.2 Social Security Contribution:

The Social Security Act requires all charitable/educational organizations (unless specifically exempted) to make social security contributions for each employee who is paid \$100 or more in a calendar year. This includes employees of 4-H camps, fair assistants, and part-time paraprofessionals. The organization paying the individuals salaries is liable for the payment of Social Security taxes. For exceptions, check with your local Social Security office.

16.3 Religion and 4-H Youth Development Programs:

The United States Department of Agriculture (USDA), which is home to National 4-H Headquarters and the 4-H Youth Development Program, 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.

16.4 Affirmative Action:

For University of Arizona Affirmative Action Statements:

<http://policy.arizona.edu/nondiscrimination-and-affirmative-action-statements>

An overview of the USDA Civil Rights Statement

<https://nifa.usda.gov/civil-rights-equal-employment-opportunity>

16.5 Copyrighting of Extension Materials:

At one time all Cooperative Extension material was in the public domain and not copyrighted. Today many Extension materials are copyrighted and you should request permission from the author for its use.

U.S. Copyright Law

Everyone who writes, takes photographs, creates or uses computer software, uses the Internet or creates web pages, makes movies or videotapes, or uses the work of others as teaching material needs knowledge of the U.S. Copyright Law.

Information on copyright law is available from the following resources:

- Office of Technology Transfer <http://directory.arizona.edu/office-technology-transfer> - information on fundamental concepts of the law (such as what a copyright is, when it comes into existence,



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which works are protected and which are not, who owns a copyright in a work, how one gets copyright protection and what type of copyright notice is necessary).

- UA Web Resources provides information about copyright <http://www.arizona.edu/home/privacy-copyright.php> and the web
- US Copyright Office <http://www.copyright.gov/>, Library of Congress provides complete information.

16.6 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 use of the 4-H Name and Emblem, go to:

<https://nifa.usda.gov/sites/default/files/resource/Professionals-Handbook-2017.pdf> .