

# COLUMBIA COUNTY 4-H LEADER'S ASSOCIATION

## STANDING RULES

Revised 1/13/2022

Youth and adults participating in the Columbia County 4-H program must be in compliance with all policies and program safety regulations as outlined by the Wisconsin 4-H Youth Development Policies and Columbia County 4-H. These standards apply to all 4-H activities, regardless of location.

### **Columbia County 4-H Club in Good Standing – In order to be a 4-H club in good standing in Columbia County:**

1. Each club will help staff the Eat Stand during the Columbia County Fair.
2. Each club will provide an adult representative at a minimum of four council meetings during the 4-H year running October 1<sup>st</sup> – September 30<sup>th</sup>. Any parent or adult leader is eligible to fulfill the requirement.
3. Each club must have one representative at the Mandatory Annual Training and complete their Annual Charter paperwork.
4. Each club will participate in their designated rotation for making BBQ, cleaning the Eat Stand and providing refreshments at Awards Day.
5. A club not fulfilling these stated requirements will not be considered in good standing, resulting in:
  - a. The Leader's Association will not pay for leader literature or leader training the following 4-H year.
  - b. Participation restrictions follow the members of a club that is determined to be "not in good standing" no matter which Columbia County 4-H club the member joins the following year even if the not in good standing club disbands.
  - c. Club members will not be eligible to participate in the Older Youth Awards and Educational Travel Opportunities Process the following 4-H year.
  - d. Club members will not be eligible to participate at events requiring Extension Educator approval the following 4-H year. (*Examples include: State Fair, State Horse Show, Older Youth Awards and Educational Travel Opportunities, State Dog Show*)
  - e. A hearing with the Executive Committee of the Columbia County 4-H Leader's Association will be scheduled with club members and leaders to determine an agreed upon plan of action when a club receives a "not in good standing" designation.

### **4-H Youth Enrollment/Membership:**

1. Members enrolled in the Cloverbud Project: Youth in 5 year old kindergarten, first and second grades may only enroll in the Cloverbud Project. The Cloverbud project is not competitive. Cloverbud record books are encouraged but not required. Cloverbud project members are encouraged to participate in age appropriate club and county activities and may vote.
2. 4-H has open enrollment. Youth may enroll at any time of the year; however, for 4-H youth development

programming purposes, the member re-enrollment deadline is November 30 and new member enrollment deadline is March 1. It is preferred that all enrollments and re-enrollments be completed by the November 30 deadline. All project specific deadlines must be adhered to (i.e., livestock weigh ins, horse project guidelines, dog project trainings, etc.) Youth who miss the November 30 re-enrollment deadline or March 1 new enrollment deadline must submit a letter of support from the 4-H club leader which acknowledges the 4-H club's willingness to welcome them even though the re-enrollment or enrollment deadline was missed. Send to: Columbia County Extension Office, Attn: 4-H Program Educator, and the re-enrollment or enrollment will be processed

3. Members may also add or drop projects until March 1st. Members need to inform their General Leader and the Extension Office if they wish to add or drop specific projects.
4. The deadline for Columbia County 4-H members to switch from one Columbia County 4-H Club to another Columbia County 4-H Club is May 1 with notification by the family to the Extension Office and the General Leaders of both 4-H Clubs.
5. A member assessment of \$5.00 is paid by each Columbia County 4-H member to the Columbia County 4-H Leader's Association. Each club establishes a policy for paying the member assessment. (\$1.50 supports the Wisconsin 4-H Foundation and \$3.50 supports county 4-H programming.)
6. Columbia County 4-H members must be enrolled in a specific project (or related project) in order to participate in project related competitions and contests. Non 4-H members may participate in educational activities if they are required in order to show at the Columbia County Junior Fair. Clubs and county project teams may offer community-wide invitational events. Non 4-H members participate in camping programs, robotics, county Cloverbud activities, and other county activities.

#### **Financial Sponsorships:**

1. The 4-H Leader's Association will sponsor  $\frac{1}{2}$  the cost of one educational travel opportunity granted through the Awards and Educational Travel Opportunities Program per member annually. An exception will be made for a member nominated and then selected to attend National 4-H Conference. The 4-H Leader's Association will sponsor  $\frac{1}{2}$  of the member's financial responsibility for National 4-H Conference. The member may choose to attend one other trip, with 4-H Leader's Association sponsorship, in the year they are selected for the National 4-H Conference. Members may be sponsored for each award and educational travel opportunity only one time, but may attend as allowed.
2. If a member does not wish to complete an awards application, he/she may choose to attend any State or County 4-H Educational Travel Opportunity by paying the entire cost.
3. The 4-H Leader's Association will pay \$75.00 per member per year for approved 4-H opportunities not granted through the Awards and Educational Travel Opportunity Program per Columbia County 4-H Leader's Association, Inc., Reimbursement Procedure.
4. The 4-H Leader's Association will consider reimbursing the cost of training meetings and workshops attended by adult leaders and junior leaders. The participant must identify how the training will benefit the Columbia County 4-H program.
5. The 4-H Leader's Association will pay for 4-H leader literature.
6. Funds raised by committees for program use will be held in a restricted fund within the Columbia County 4-H Leader's Association for their use. If a committee has restricted funds and is not active for a period of three

years, the restricted funds will be absorbed back into the 4-H general fund.

7. Money budgeted to county 4-H committees will be used first, followed by any money raised by specific groups. Budgeted money not used by a committee during the current 4-H year will return to the general fund. Money raised by the group and held in a restricted fund will carry over to the following year.
8. The 4-H Leader's Association will annually sponsor \$15 per day per 4-H member for participation in one 4-H summer camp experience. (Youth who opt to participate in more than one 4-H summer camp experience will not receive funding a second time.)

## **Columbia County 4-H Activity and Program Policies and Guidelines**

### **4-H High School Senior and Alumni Scholarships**

- Applicants must have five or more years of active membership in the Columbia County 4-H Program (excluding Cloverbuds) to receive a 4-H Scholarship the first time and seven or more years of active membership in the Columbia County 4-H Program (excluding Cloverbuds) to apply for a 4-H Scholarship a second time. An applicant may not receive a Columbia County 4-H High School Senior and Alumni Scholarship more than two times total.
- The maximum age, as of January 1<sup>st</sup>, is 25 years old. 4-H High School Senior Scholarship recipients will receive their scholarship when the first semester is completed and a copy of passing grades (*2.0 or better on a 4.0 scale*) is received by the Leaders Association.
- 4-H Alumni Scholarships require that a past Columbia County 4-H member be re-enrolled in a post high school educational institution and have successfully completed at least one semester (*2.0 or better on a 4.0 scale*), plan to continue in a post high school educational institution during the coming year, submit a copy of their college/technical school's transcript or grades. Scholarship money will be sent when a copy of confirmation of registration for that coming year and proof of payment for at least the first installment of fall registration is received by Leaders Council.
- Completed scholarship applications must be to the Columbia County Extension office by March 15<sup>th</sup>.

### **Columbia County 4-H Record Book and Awards Policy**

- First time 4-H Project Award Winners will be recognized by a permanent plate and project disk, and repeat winners will be recognized with additional disks to be affixed to the project award plate.
- Project disks (based on 4-H record book review) will be awarded based on the 4-H club selection process. Activity/event medals will be based on participation in county and state level events. There is no limit to the number of project awards a 4-H club may award.
- The Columbia County 4-H Leader's Council will pay for Cloverbud awards and bronze 1<sup>st</sup> year, silver 5<sup>th</sup> year, and gold 10<sup>th</sup> year member pins.
- Overall Outstanding 4-H Performance Awards, in addition to the club selected project awards, will be awarded to 15% of enrollment for each grade. Nominees must have 80% of their project records complete and must have given a demonstration.
- The following awards will be given for club officer books:
  - Outstanding Secretary's Books - 15% of clubs submitting
  - Outstanding Historian's Books - 15% of clubs submitting
  - Outstanding Treasurer's Books - 15% of clubs submitting
- Each club *MUST* send one (1) leader to help check county record books for every ten (10) overall, treasurer, secretary, & historian books nominated. Failure to do so will mean not all your club's record books will be considered for a county award.

- Self-Achievement Award applications are to be completed and submitted to the Columbia County Extension office no later than September 1<sup>st</sup> annually.
- Overall Outstanding 4-H Performance Award nominees are due to the Columbia County Extension office no later than September 1<sup>st</sup> annually.

#### **4-H Ambassador**

- 4-H members going into grades 9-12 are eligible to apply for the 4-H Ambassador positions.
- Both new applicants and returning applicants need to complete the application process.

#### **4-H Literature**

- Literature orders will be requested from clubs in early December. The order will be placed and literature will be distributed prior to January club meetings with a club invoice.
- It is up to each club to develop a policy addressing who pays for literature and how the funds will be collected from families. Literature returns will not be accepted. Leader literature is free as long as the Club is a Club in good standing.

#### **4-H Eat Stand**

A letter will be mailed, e-mailed or delivered to each General Leader indicating shifts. The information will include a breakdown of the number of youth grades K-2; youth grades 3-13; and youth 16 years and older. That breakdown will determine the number of shifts each club will be asked to work and if the club is required to work a night shift.

- Club leaders will be asked to use an online selection process to identify shifts they are available to work.
- The schedule will be determined prior to the April 4-H Leaders' Association meeting by the Eat Stand Coordinator. The schedule will be available at the April meeting.
- Youth under age 14 may only work until 9:30 P.M., and youth under age 16 may only work until 11:00 P.M. on a non-school week.
- All clubs will work one shift, with larger clubs working two shifts and small clubs sharing a shift. Clubs with more older youth will be asked to work one evening shift (6:00 – 10:15 p.m. on Wednesday, Thursday, Friday or Saturday)
- Clubs must select and rank at least six possible time period choices and indicate any shifts that will not work and the reason.
- 1997 - Clubs will be assigned a year to make BBQ for the Eat Stand under the supervision of the Eat Stand staff.
- 1997 - \$2.00 Eat Stand worker tickets.
- 2000 - 2002 - The 4-H Eat Stand provides \$5.00 food passes for fair judges and superintendents. They also provide water judges and superintendents. Each Eat Stand shift will deliver bottled water as needed.
- 2001 - Clothing worn should be conservative and hats should be clean and free of offensive advertising.
- 2001 - Clubs need to identify an adult shift advisor for their club.
- 2001 - The last Eat Stand shift is designated as a cleanup shift. (Tickets need to be given to workers prior to their shift.)
- 2002 - 4-H Clubs and groups may use the Eat Stand during the fair if the proceeds benefit the Columbia County 4-H program and must be approved by the Leader's Council.
- 2002 - Superintendents will set the prices at easily added increments with the approval of the Executive Committee of the Leader's Council.
- 2015 – Prices will be set at even dollar amounts

## Dress Code

Policy was developed by State 4-H and approved by the Columbia County 4-H Leader Council.

- Proposed dress code would be implemented at out-of-county 4-H events, and all 4-H participants and their parents will be informed of the dress code before the event.

✓ Recommended Clothing for Girls	✓ Recommended Clothing for Boys
Sleeveless or short-sleeved tops Appropriate T-shirts Slacks Neat jeans Longer shorts	Appropriate T-shirts Polo shirts Short-sleeved shirts Slacks Neat jeans Longer shorts



### Dress Code Violations



- Backless, halter, tube or one-shouldered tops
- Tops with spaghetti straps (straps must be 2 fingers wide and not show undergarments)
- Low cut tops (neckline of tops must be no lower than the armpit)
- Shirts low under armpits (must be tight up under the arm)
- Vulgar language, alcohol/tobacco pictures, inappropriate or poorly placed logo
- Revealing pants (excessive rips, holes) or short shorts
- Short shirts/tops that show midriff (pants and shirts must meet when arms are fully extended over head)
- Excessive accessories/chains
- Visible underwear