4-H Youth Development Council Handbook

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Indiana 4-H Youth Development Council Handbook

Introduction

In nearly every county of the United States, the 4-H Youth Development Program provides an opportunity for young people and adults to learn relevant information, develop life skills, and gain special abilities that enable them to contribute to their communities. Each local 4-H Youth Development Program is guided by local decision makers who understand the mission of Extension and how 4-H helps to achieve that mission. This publication is designed to help those 4-H decision makers contribute to the development of a quality 4-H Youth Development Program in their community.

How to Use This Handbook

Individuals in 4-H leadership roles should review the responsibilities of the 4-H Youth Development Council volunteers and the salaried 4-H staff. It is important that each function of the 4-H Youth Development Council is understood and accomplished. Relevant laws and state 4-H departmental policies must be followed. This handbook will serve as a reference tool and will help 4-H Youth Development Council members and salaried staff fulfill their roles and responsibilities in representing youth and adults. Its contents should be discussed with those who are invited to serve on the 4-H Youth Development Council.

The 4-H Youth Development Program across the United States contributes to the development of capable, productive, self-disciplined, and mature citizens. There is strong evidence that 4-H programs have had significant impact on the leadership capabilities and well-being of millions of people in the United States. But we cannot rest on our laurels. We (4-H Youth Development Councils, volunteers, and salaried staff) must work together to make 4-H programs high-quality, relevant, up-to-date, and appropriate for today's youth and tomorrow's adults. 4-H Youth Development Programs will make a significant contribution to the future of the United States if we continue to enthusiastically shape those programs based on the best of what we know. Together we can celebrate 4-H - its past, the present, and our future.

Organizational Overview

Organization of Extension

There is an Extension office in almost every county in the United States. The Extension system is the outreach link between local communities, the educational base of the land-grant universities, and the United States Department of Agriculture (USDA), through the National Institute of Food and Agriculture (NIFA). In 1914, this educational system was developed to assist in the well-being and productivity of people throughout the United States. This link was designed to transmit information from the university to the people where they live, work, and play.

To effectively meet the immediate needs of citizens, Extension staff work with community advisory groups. These groups help establish local operating procedures which are in line with state and federal guidelines. This process assures that the mission of Extension is effectively achieved. The County Extension Program Organization and Plan Chart shows the organizational arrangement of various groups that function in Indiana counties. All Indiana counties are not organized exactly the same, but the chart shows a typical arrangement. It is through this arrangement that local residents communicate needs, create a working relationship with Extension staff, and help establish a list of local priorities.

Extension Organization and Environment

https://www.youtube.com/watch?v=kLz_hHHFN8w

Purdue Extension Mission

We deliver practical, research-based information that transforms lives and livelihoods.

Purdue Extension Vision

We will be a leader in providing relevant, high-impact educational programs that transform the lives and livelihoods of individuals and communities in Indiana and the world.

County Extension Board

Policy established by the director of Purdue Extension, based on the Clore Act of 1911, gives local Extension boards the responsibility to guide the local Extension program.

An Extension board's primary function is to assure that the mission of Extension is met in the local community. Hence, Extension boards review local needs, evaluate program achievements, participate in the employment process of salaried staff, and seek necessary funds from county councils.

Because taxpayer appropriations and private contributions support Purdue Extension, local people have the right to participate in and benefit from the Extension Service. County Extension boards and their related advisory groups help assure the usefulness of their county's Extension program and that there is local input and local access to it.

Organization of Indiana 4-H Youth Development

The 4-H Youth Development Program in each state is organized and administered by the land grant university. In Indiana, Purdue University, through Purdue Extension, has that responsibility.

4-H Mission

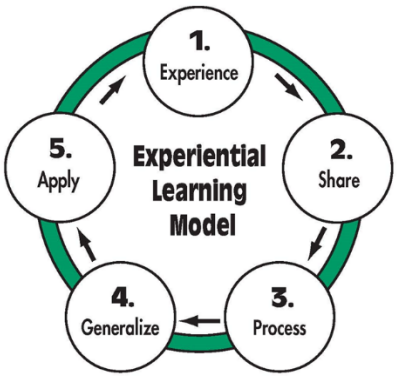
The Indiana 4-H Youth Development mission is to provide real-life educational opportunities that develop young people who will have a positive impact in their communities and the world.

4-H Vision

Indiana 4-H Youth Development strives to be the premier, community-based program empowering young people to reach their full potential.

The Character and Design of 4-H

- Positive youth development education is the central focus of 4-H.
- Subject matter from the land-grant university system is used to enhance 4-H youth development.
- 4-H is a nonformal education program emphasizing experiential learning, providing youth with hands-on learning experiences and application to real-world situations.
- Youth, parents, and families work cooperatively to encourage learning in 4-H.
- 4-H utilizes a variety of delivery methods, including community clubs, project clubs, after school programming, school enrichment, and camps.
- 4-H Youth Development Programs are designed to meet significant community needs through input from the local citizens involved.
- Approved adult volunteers work with staff to extend the program to youth throughout the state.
- Direct interaction of youth and adults provide positive role models.
- Rewarding educational growth opportunities are provided on an ongoing basis.



Pfeiffer, J.W., & Jones, J.E., "Reference Guide to Handbooks and Annuals"
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Essential Elements of 4-H Youth Development

The elements included in the table below are ones that research has shown contribute to the positive development of youth. We strive to include each of these elements in some way in each 4-H opportunity provided to our youth.

Belonging • Positive Relationship with a caring adult • An inclusive environment • A safe enviroı	**Mastery** • Engagement in Learning • Opportunity for Mastery
Independence • Opportunity to see oneself as an active participant in the future • Opportunity for self-determination	**Generosity** • Opportunity to value and practice service for others

4-H Youth Development Councils

The 4-H Youth Development Program is designed to assist in carrying out the mission of the Extension Service. In carrying out that mission, the program vision is always evolving, and that vision must be shared at the local, state, and national levels. The Indiana 4-H Youth Development Program established the following goals that will guide and create the reality of that vision.

Goals of Indiana 4-H

- To use the subject matter of Purdu**e** University and the land-grant system to teach young people the life skills that are necessary to function effectively in the rapidly changing world.
- To disseminate the knowledge and expertise of the land-grant university to willing adults who function as teachers, leaders, and role models for young people in communities across Indiana.
- To educate 4-H adult and youth participants through practical**,** hands-on methods (experiential education).
- To be recognized as the state's highest quality community-based, nonformal educational program for youth.
- To foster maximum youth participation in planning, conducting, and evaluating 4-H educational programs.
- To identify priority youth development issues within the context of Purdue Extension's efforts and to develop educational programs consistent with the 4-H mission and goals to address these issues.
- To significantly increase private support to 4-H at all levels of the program.

Source: A Vision for 4-H: Purpose, Mission, and Goals, 1989

Through 4-H Programs, Youth…

- Set and achieve goals
- Develop life skills such as, leadership, responsibility & community service, public speaking, and many others
- Gain experiences in the National 4-H Mission Areas of Science, Healthy Living, and Citizenship
- Are involved in the planning process
- Serve as officers and committee members
- Receive recognition for efforts & accomplishments

It is by working together that 4-H Youth Development Councils, salaried county Extension professionals, volunteers, state Extension specialists, national program leaders, and 4-H Foundations will create and accomplish a healthy, viable, relevant, and meaningful 4-H Youth Development Program. It is important that each of these groups accurately and carefully assess the needs of people at the local level, use the resources and information available from the land-grant system, and systematically design local programs directly related to issues. The vision, consistent with the mission, will lead to making individuals, families, and communities better places to live and work.

Each Indiana county will have an established, functioning group such as the 4-H Youth Development Council to advise and support the overall 4-H Youth Development Program. The Council will ensure that the 4-H Youth Development Program continues to evolve in ways that meet the current needs of the people in communities throughout Indiana.

4-H Youth Development Councils may be incorporated with the Indiana Secretary of State. 4-H Youth Development Councils may receive both public and private money to support the operating expenses of the 4-H program. The 4-H Youth Development Council members have the responsibility of advising, planning, and implementing an educational program in their community. They have been empowered and positioned to help carry out a public trust. A recommended role description for a 4-H Youth Development Council member can be found here.

4-H Youth Development Council Structure

Purpose
The purpose of the 4-H Youth Development Council is to help plan and implement a 4-H Youth Development Program that is consistent with the mission and vision of both Purdue Extension and the Indiana 4-H Youth Development Program. The county 4-H program should offer a variety of high-quality 4-H youth educational opportunities, be adequately supported, and be in accordance with the developmental needs of today's young people.

Goals and Objectives
The county 4-H Youth Development Council goals should be similar to and supportive of the statewide 4-H youth program goals previously listed. In addition, it would be advisable for each 4-H Youth Development Council to establish three to five long-term goals to serve as a guide for future decisions. Realistic goal setting is not easy to accomplish, but if a group fails to plan, it plans to fail. Long-term goals and short-term objectives are needed to guide a program effectively in the current changing environment. Short-term objectives should help focus work to achieve long-term goals. Council tasks and activities should be based on objectives and address specific goals. Some objectives a 4-H Youth Development Council may wish to consider:

- Conduct an annual program-planning process to assure the relevancy of the program.
- Maintain and support a year-round 4-H Youth Development Program.
- Maintain and support qualified 4-H Youth Development professionals.
- Assure representation of the County's demographic categories on the 4-H Youth Development Council.
- Assure representation of the County's demographic categories as 4-H participants and volunteers.
- Assure reasonable and friendly access for all grade-eligible youth to participate in 4-H Youth Development Programs.
- Assure year-round program promotion in local media.

Membership
Membership on the 4-H Youth Development Council should provide an opportunity for a broad-based support group of youth and adults who are willing to work for the benefit of the total 4-H Youth Development Program. These people are expected to use their personal expertise, interest, and energy in the process of guiding the 4-H Youth Development Program. When the 4-H Youth Development Council meets the membership guidelines and is representative of the total community, then the members' cooperative efforts and ideas will be successful.

It is recommended that 4-H Youth Development Councils consist of 12 to 30 members. A group this size can effectively achieve progress. The following criteria are good guidelines to use when selecting 4-H Youth Development Council members. Each council member should:

- Show enthusiasm.
- Be willing to grow.
- Demonstrate effective, reasonable problem-solving ability.
- Have an understanding of youth development.
- Demonstrate leadership ability.
- Be grounded in the present.
- Have a focus on the future.
- Be interested in helping 4-H Youth Development serve the entire community.

It is important that the composite group of 4-H Youth Development Council members:

- Represents all geographic areas of the county.
- Includes people of different ages (youth, young adults, and older adults).
- Represents all ethnic groups included in the county.
- Includes a mix of community leaders including educators, business representatives, public servants, clergy, professionals, and homemakers.

- Brings an understanding of various family structures, economic levels, and related concerns.
- Understands the planning function.

The selection and renewal process of council membership is critical. The by-laws of the 4-H Youth Development Council should establish a selection process that clearly describes a method for membership renewal and change. Three years is an ideal term for membership, with about one-third of the members rotating onto the council each year. A combination of appointment and election methods likely will be needed to create and maintain a viable and effective 4-H Youth Development Council.

Each individual will have successfully completed the Purdue University 4-H Volunteer Application and Screening process with the 4-H Youth Development Extension Educator prior to having his or her name considered as a representative on the 4-H Youth Development Council. Each 4-H Youth Development Council member will successfully re-enroll annually as a 4-H Volunteer in order to maintain his or her position on the 4-H Youth Development Council. A sample 4-H Council Member Role Description provides additional information about responsibilities and qualifications of 4-H Council Members.

Responsibilities

The 4-H Youth Development Council's success rests on being both effective and efficient. The mission of Extension and 4-H and the needs of local residents must be reviewed on a regular basis, to ensure that 4-H programs are helping youth participants to gain the knowledge and skills they will need for their future.

Items to be considered so that the council may successfully fulfill its responsibilities include:

- Needs of local citizens, youth, and volunteers.
- Goals and objectives to be achieved.
- Tasks to achieve those goals and objectives.
- Action plan.
- Extension mission.
- 4-H mission.
- Philosophy of the Extension system.

Purdue Extension is supported with federal, state, and county tax dollars, which lead to obligations related to the use of these monies. Further, since many people are involved in and affected by Extension programs, efficient operations are required to involve and serve a large number of people. Some of the ways in which a 4-H Youth Development Council can be efficient include:

- Conducting organized meetings in a democratic way; (i.e. using basic format and guidelines of parliamentary procedure).
- Taking action that is consistent with state and federal laws.
- Using an agenda that is written and communicated to members.
- Valuing different opinions.
- Making group decisions.
- Sharing the workload through the use of committees (Note: Committees can include non-council members as long as they are approved volunteers).
- Operating within a consistent, yet flexible, structure (i.e., constitution).
- Following appropriate and accepted financial procedures.
- Communicating actions and decisions clearly and within a reasonable time frame (i.e., posting meeting minutes to accessible website).
- Communicating and interacting with the 4-H Youth Development Extension Educator.
- Staying current on issues relevant to positive youth development.

4-H Youth Development Council Functions

Successful 4-H Youth Development Councils work in conjunction with the 4-H Youth Development Extension Educators to plan and implement meaningful activities for participants. This arrangement results in the creation of a quality, county wide 4-H Youth Development Program.

1. Program Planning
The first function of the 4-H Youth Development Council is to help plan a 4-H Youth Development Program that meets the needs of youth and families in the county. The steps to consider during program planning are listed and described below. Programs must be based on the needs and interests of young people and the developmental stages of youth.

a. Assessment: The first step in program planning is to conduct a needs assessment of the current issues facing youth in the county. A needs assessment is an organized approach that identifies issues and contributes to the establishment of priorities. It is a tool from which making decisions about programs and allocation of available resources can be made. This information is then used as criteria for development of a year-long 4-H Youth Development Program, including activities and delivery methods. There are several questions that should be asked when conducting a needs assessment:

- Who is in need?
- What is needed?
- How do these needs align with the educational mission of Extension and 4-H?
- What programs and materials are needed?
- How can the program best be delivered?
- When will the programs be most useful?
- How much of each program and material are needed?
- What will it cost?
- How can it be funded?
- What is currently a part of the 4-H program that should be revised, phased out, or eliminated?

b. Program Methods: The 4-H Youth Development Council must design and support, both in principle and with financial resources, a variety of 4-H Youth Development Program delivery methods. There are different ways to reach youth: community and subject-based clubs, school enrichment programs, camps, special interest groups, afterschool programs, international exchanges, and issue-related workshops/conferences. By using these different delivery methods and by being flexible, more youth can be included in the 4-H Youth Development Program.

c. Implementation: Initiating a program involves salaried staff, volunteers, a curriculum, an appropriate audience, and methods. The 4-H Youth Development Council should establish reasonable guidelines for conducting the 4-H Youth Development Program. Locally developed guidelines allow the program to uniquely fit each county, even though it is critical that the local guidelines be consistent with state and federal guidelines and allow for local participation in state activities. Guidelines should be developed for the general population and should assure safety,

fairness, and equity. They should also provide for efficient management of the county 4-H Youth Development Program.

d. Risk Management

Risk, the possibility of suffering harm or loss, is something that we face on a daily basis. While risk generally cannot be completely eliminated, it can be managed in such a way that it is at a minimal, acceptable level. Our primary goal in 4-H Youth Development is to provide a safe environment in which youth can learn, develop, and have fun. Families should be confident that we are providing a safe, nurturing environment in which their children can participate.

There are a number of risk management steps we can take to help insure that our program is a safe one for our participants. In general the 4-H Youth Development Council should:

- Take "reasonable and prudent" precautions and actions – use common sense and good judgment.
- Work with the Purdue 4-H Youth Development Extension Educator while planning special events.
- Follow basic 4-H program guidelines.
- Keep within the scope of the educational mission of 4-H and within your 4-H volunteer responsibilities.

This section provides some recommended practices to follow to effectively manage risk.

Risk management definition: The identification, analysis, assessment, control, and avoidance, minimization, or elimination of unacceptable risks (BusinessDictionary.com)

- **Insurance Basics**
    - Definitions
        - A contract (policy) in which an individual or entity receives financial protection or reimbursement against losses. (Investopedia.com)
        - A promise of compensation for specific potential future losses in exchange for a periodic payment. Insurance is designed to protect the financial well-being of an individual, company or other entity in the case of unexpected loss. (Investorwords.com)
    - Disclaimer
        - The information provided in this section serves as a resource to help 4-H Youth Development Councils better understand insurance basics. Extension staff members and 4-H Volunteers are NOT expected to be insurance professionals. It is HIGHLY recommended that an insurance professional be consulted for insurance questions specific to your situation.
    - Insurance Tips
        - Consult a trusted insurance professional for all insurance-related questions.
        - Read all insurance policies carefully and look for exclusions for events

such as carnivals or fairs.
        - Read all contracts carefully; ask for an attorney to review.
        - Avoid assuming responsibility for risks which you do not directly control.
        - Require proof of insurance from vendors, carnivals, etc. Name the 4-H entity, Purdue, Trustees of Purdue, County Commissioners, and Purdue Extension as additional insureds.
        - Request an insurance audit from your insurance carrier annually to verify the policy is sufficient to cover all events and activities and to fill any gaps identified.
            - Inform the insurance professional of all lease/rental agreements and any new events planned for the coming year.
    - Risks associated with property ownership or use
        - Injuries on owned premises (slips and falls).
        - Damage to 4-H entity-owned property from natural hazards (fire, wind, hail, etc.) as well as human element hazards like theft and vandalism.
        - Other liabilities associated with hosting events on the premises (lack of supervision, premises maintenance, or crowd control).
        - Contractual liability.
    - Other general risks
        - Employment related risk - An employee sues alleging wrongful termination.
        - Employee dishonesty - An employee embezzles money or property from the entity.
        - Personal and advertising injury - Someone from your organization harms the reputation of someone else.
        - Contractual liability risk - A contract you or your entity enters into may require you to take on certain liabilities.
        - Event host liability risk - You or your entity may be found liable for the actions of others you invite to an event you host.
        - Negligent supervision - You neglect to provide adequate supervision
        - Child molestation accusations.
        - Actions by directors and officers - Negligent actions of directors and officers.
        - Property damage to the property of others - You damage someone else's property in your care and control.
        - Auto liability - Your entity owns or uses non-owned vehicles (i.e., borrowed trucks, tractors)

- **Types of Insurance**
    - Liability for employees & volunteers working within the scope of their duties
        - Provided by Purdue University for its employees and approved volunteers acting within the scope of their assigned duties.
        - Protects individuals from claims that arise as a result of their service to

programs offered by the University.

- Limited accident/injury coverage for 4-H members and approved volunteers
  - Provides limited coverage for medical expenses incurred as a result of an accident or injury from participation in a 4-H activity.
  - Available via annual policy purchased by Indiana 4-H from American Income Life Insurance Company (AIL).
  - Special Activities policy may be purchased from AIL by local programs to provide coverage for activities such as overnight events or events held outside the county and non-4-H participants.
- Equipment and property damage or loss
  - Insurance coverage is the responsibility of each County.
  - Purchased through local insurance carrier.
- Livestock/Animal damage or loss
  - There is no Purdue coverage for individuals whose animals injure someone else or whose animals are injured.
  - Individuals are responsible for the actions of their own animals (e.g., if your dog was to bite someone, you would be responsible for the damages caused).
- Property liability
  - Property owner's insurance is in effect.
  - If requested by property owner, the Extension Educator may request a Purdue Certificate of Insurance as proof of insurance for liability which may result from 4-H participation while on the property.
- Automobile property damage and liability
  - Personal vehicle policy is always primary.
  - No coverage provided by the University.
- Private/School Bus liability
  - Certificate of insurance coverage provided by owners of the bus.
  - No coverage provided by the University.
- Directors & Officers (D & O)
  - Provides protection for wrongful acts associated with the decisions and actions of the board, its directors, and officers.
  - Review this potential exposure with your local insurance professional.
  - Covers agreements and or contracts for services that have no direct bearing on the 4-H educational mission/purpose of the organization.
    - Examples of such agreements include, but are not limited to, carnivals, entertainment, food vendors, buildings, rental space/facilities, etc.
  - Directors may be held liable for the nonperformance of the organization.
  - Directors and officers may be held liable for claims made against the council at meetings and other functions.
  - Board decisions may be seen as being made in a biased or unfair manner.
  - All directors and officers can be held personally liable for the actions of

any one person acting outside of his/her duty to the organization.
        - Ignorance is not a defense in many cases when someone (like a new member) isn't aware of any wrongdoing.
    - Bonding treasurers
        - Individuals who serve as the treasurer for county organizations such as 4-H Councils or 4-H Fair Boards should be bonded.
        - Protects the organization from loss due to dishonesty and fiscal malfeasance.
        - Bonds may be purchased from a variety of bonding underwriters.
        - Address this issue and exposure with your local insurance professional to assess your organization's exposure.

- **Safety Plan**
    - It is highly recommended that each 4-H Youth Development Council have a comprehensive safety plan that addresses basic steps to take in the event of an emergency situation at facilities and/or during events held throughout the year. This safety plan can be of tremendous help to staff and volunteers when information is needed to quickly and calmly handle an emergency situation. Our primary purpose is to keep all participants at 4-H-related events safe and healthy.
    - The components included in the safety plan will be determined in part by the roles and responsibilities of each 4-H Youth Development Council (e.g., whether or not the Council has responsibilities for a property such as a Fairgrounds or an event such as a Fair). Some components to consider include:
        - Weather Alerts
        - First Aid/Medical Emergencies
        - Fire
        - Lost Child
        - Civil Disturbances
        - Bomb Threat/Active Shooter
        - Protestors/Demonstrators
        - Emergency Veterinary Services
        - Emergency Amusements/Entertainment Shutdown
        - Emergency Phone Numbers
    - Several resources are available to help the 4-H Youth Development Council develop a suitable safety plan. Some of these include:
        - County Emergency Management Service
        - Local law enforcement agencies
        - School Corporations
        - Other County 4-H Youth Development Councils (an example is provided for the Carroll County 4-H Fairgrounds)

- **Volunteer Screening and Placement**
    - The Purdue 4-H Youth Development Extension Educator in each county is responsible for screening each applicant that is seeking to serve as a volunteer for Purdue University and the Indiana 4-H Program.
    - The Educator is charged with following the policies outlined for volunteer screening and placement. The end goal is to help insure that we have adults working with the 4-H Program who have the best interests of the youth in mind.
    - Caring, capable and contributing adults assist in the 4-H program as role models for youth.
    - The support of the 4-H Youth Development Council is critical toward the success of the 4-H Educator in successfully meeting these responsibilities!
        - When members of the 4-H Youth Development Council have completed all of the required steps for volunteer approval, they lead by example for others who also wish to volunteer for the 4-H program.

- **Operating Procedures for Programs Involving Minors**
    - Purdue University has campus-wide policies related to programs involving minors. These policies are designed to ensure the protection of minors who participate in any University-supported program or activity, including 4-H.
    - As a part of this policy,
        - Each Purdue Extension staff member and Adult 4-H Volunteer will complete the Minors Safety Training, which covers methods to help keep minors safe and guidelines related to the mandatory reporting of suspected cases of child abuse or neglect.
        - All programs for minors will be registered with the University.
        - Contact the 4-H Youth Development Extension Educator for more information.

- **Supervision of Youth**
    - Always have at least two approved 4-H Volunteers with the group before the first child arrives until after the last child leaves.
    - Adults should not be alone in a room (or car) with a 4-H member that is unrelated to them.
    - There is no set ratio for adult/youth because the best ratio depends on:
        - The type of activity
        - Number of participants
        - Age of participants
    - When in doubt, remember that more supervision is better than not enough!
    - Review the Child Sexual Abuse Risk Exposure Matrix to help assess the level of risk for child sexual abuse present in the 4-H program.

- **Accessibility and Equal Opportunity**
    - All 4-H programs fall under the federal guidelines for accessibility and equal opportunity.

- It is the policy of 4-H to be an inclusive organization. No county policy or practice should be used to arbitrarily exclude youth from either membership or participation.
- We should do all we can to ensure that 4-H programs are open to all youth in our community according to the Purdue Extension EEO statement.
- Meeting and activity locations should be assessed to determine any physical barriers that may limit participation by individuals with physical limitations.
- Refer to Equal Opportunity section "e" of this Handbook (below) for further information.

- **Risk Management Forms, Waivers, and Signage**
  - Liability Release
    - Signed by each 4-H Member and Adult 4-H Volunteer at time of annual re-enrollment.
    - Contains specific language approved by Purdue University Legal and Risk Management Departments that may not be altered.
  - Accident/Incident Report Form
    - Documents any accidents or incidents that occur as a result of a 4-H activity.
    - Completed by Extension Educator with support of 4-H Volunteers and those involved in the accident/incident.
  - Health Form (Youth and Adult)
    - Includes health and emergency contact information for participants.
    - Generally kept by the Purdue 4-H Youth Development Extension Educator and shredded immediately following the event.
  - Field Trip and Activities Permission Form
    - Designed for parents/legal guardians to indicate their approval for a child or youth to attend a 4-H activity.
    - Separate forms available for 4-H member and non 4-H member.
  - Equine Liability Signs
    - Should be posted anywhere people are riding equine on the fairgrounds and at any equine business in the community.
    - May be purchased from the Indiana Horse Council.
  - Other
    - The Purdue 4-H Youth Development Extension Educator will keep the Council apprised of additional forms related to risk management.

e. Equal Opportunity: The council should assure that the 4-H Youth Development Program is available to all people who live in the county. Since 4-H Youth Development receives federal funds, the local guidelines and policies must be in compliance with federal laws. 4-H Youth Development Councils are obligated to ensure the county 4-H Youth Development Program provides all youth equal access and opportunity.

Affirmative action is a set of proactive measures to counteract the effects of past and present discrimination, intended or unintended, in employment and program delivery. The law identifies affected groups who have been historically underprivileged or underserved. They are women, Blacks, Hispanics, Asians, Native Americans, Vietnam era veterans, special disable veterans and individuals with disabilities. By law, we must act affirmatively toward people of affected groups in both employment and program delivery. We view affirmative action as an opportunity to contribute to the development of an increasingly diverse society.

Equal Opportunity is the right of individuals to be judged on the basis of relevant education/training, skills, experience and previous performance, but not on the basis of race, religion, ethnicity, national origin, gender, disabilities, age, sexual orientation, or other personal differences.

The statement below should be on **all** Extension publications.

> "It is the policy of the Purdue University Cooperative Extension Service that all persons have equal opportunity and access to its educational programs, services, activities, and facilities without regard to race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability or status as a veteran. Purdue University is an Affirmative Action institution. This material may be available in alternative formats."

The basic components of the Indiana 4-H Youth Civil Rights Compliance program are on file in the Extension office in each county and in the office of the director of Extension at Purdue University.

Civil rights and affirmative action should be an integral part of the program development process and should be integrated into all Extension programming. Careful documentation is important to show that all reasonable effort has been made to include minorities in Extension programming. Records should be kept for each planned activity for which Extension staff and 4-H Youth Development Councils are responsible. The records need to reflect that a conscious attempt has been made to include minorities in specific programs, and they should include any supporting evidence as to how Extension staff and 4-H Youth Development Councils have complied with civil rights responsibilities.

Extension staff and 4-H Youth Development Councils do not consciously exclude people; nonetheless, the law requires proof that those using public money are regularly and consciously finding ways to include people. One way to do this is through public notification. Letting people know that Extension programs are open and available is a means of advising minorities of program availability on a nondiscriminatory basis. To be effective, the techniques usually consist of a series of communication methods that advise the public about program availability.

Individuals acting on behalf of the Cooperative Extension Service, Extension staff, and Extension volunteers must make all reasonable effort to comply with civil rights regulations. All reasonable effort can best be accomplished by following steps outlined in the state affirmative action plan.

https://extension.purdue.edu/civilrights/Pages/default.aspx

Equal employment opportunity can best be described as being fair and equal to people in a nondiscriminatory way. Civil rights laws affect everyone, especially those who have a responsibility for employing, recruiting and supervising others. Volunteers are considered program employees and must therefore be treated with the same fairness and concern.

County Extension Directors are responsible for Purdue Extension's civil rights compliance in their respective counties. Violations or possible violations of any civil rights regulations should be brought to the attention of the County Extension Director.

f. Recognition: Plan for individual and group recognition. Recognition and feedback allow participants to know when their work is completed in a way that meets standards and/or surpasses the minimum level of achievement. Recognition is most appreciated when it is appropriate, meaningful, and timely. Rewards can be categorized as either intrinsic or extrinsic.

Intrinsic rewards are those that a person gives himself/herself. Examples include "I did a better job this year than I did last year," or "I feel really special because I helped my grandparents this weekend." It is extremely important that people learn to give self-praise that is appropriate, relevant, and based on feelings of personal self-worth.

Extrinsic rewards come from someone else. These rewards are such things as compliments, premiums, ribbons, certificates, or a word of congratulations from another source. Extrinsic rewards are important to help a person know that others recognize his or her achievements and success in work and learning.

Whenever possible, 4-H should facilitate both intrinsic and extrinsic rewards. The 4-H Youth Development Council and salaried staff should establish guidelines for appropriate and timely recognition of all the youth and adults who participate in the 4-H Youth Development Program. The recognition needs to be equitable and should encourage people to do excellent work and try hard to achieve. Below are questions that should be considered when designing a 4-H recognition program:

- Is the award system appropriate for the age and developmental stage of the individuals? For example, children in grades K-2 should not be compared to their peers and should not compete for ribbons of different colors.
- Are there awards for members, volunteers, and sponsors?
- Are there equitable awards for participation in various projects and activities?

- Are there criteria for selecting award recipients?
- Are various levels of recognition available to encourage growth and continued participation in 4-H?
- Are the potential recipients knowledgeable of the different awards for which they can strive?
- Is there a budget for award recognition? Is it equitable and allocated to all areas of 4-H Youth Development Program achievement?
- Does the awards system promote achievement in after-school programs, school enrichment, project club work, and one-day workshops?
- Do the awards serve multiple purposes; i.e. promotion, education, and retention?
- Are in-county and out-of-county educational opportunities made available to many youth, or are they held back as awards for a select few?

To assist in your development of age-appropriate and effective recognition programs here is 139 Ways to Say Thank You.

National Volunteer Week occurs each year in April and is a week dedicated to the recognition of active community volunteers. To learn more visit the Indiana 4-H National Volunteer Week site.

g. Evaluation:

A critical program-planning step is to evaluate and refine the program based on the mission, goals, and objectives. The 4-H Youth Development Council should regularly assess the extent to which the 4-H Youth Development Program is achieving its stated goals. The following questions provide a basis for a 4-H program evaluation:

- Is the county program based on the needs and developmental stages of youth?
- Do most youth and parents in the county understand the goals and availability of the 4-H Youth Development Program?
- Is the program focused on the statewide goals for 4-H Youth Development?
- Does the program promote the success and achievement of youth?
- Do all volunteers in the 4-H Youth Development Program understand the needs of youth?
- Is the curriculum based on research and accurate knowledge?
- Is the program sufficiently flexible to allow participation in a variety of ways?
- Is financial support allocated for programs that are targeted for underrepresented or underserved youth?

- Is the 4-H Youth Development Council balanced in membership, representing both genders, all geographic areas of the county, people from various ages and backgrounds?
- Is there necessary financial support to conduct the program?
- Is the recognition program well balanced?
- Is the program properly reported to and supported by the media?

Members of the 4-H Youth Development Council must assess their work for three significant reasons: a) to make needed program revisions; b) to focus their energy to improve the program; and c) to be accountable to appropriate funding sources.

Evaluation reports need to be shared with sponsors, other agency supporters, and county commissioners to make them aware of the 4-H Youth Development achievements and the need for strong, continuous financial support. A well-done evaluation, completed with the assistance of volunteers who serve on the 4-H Youth Development Council, promotes pride in program achievements and supports the local Extension professional.

2. Audience Development

Recruitment for 4-H youth programs occurs throughout the year. Recruitment for particular programs may be focused at a special time of the year, but the total program recruitment should take place year round. Therefore, program opportunities need to be available for newcomers having short-term interests. Program visibility and program development make recruitment more successful.

It may be advisable for a 4-H Youth Development Council to focus an audience development effort toward a specific group of young people or adults. Intentionally promoting the 4-H Youth Development Program to new audiences will likely be necessary as the demographics of a community and family lifestyles change. 4-H youth development needs to be available to all members of a community to assure non-discrimination and open access to the 4-H Youth Development Program.

The 4-H Youth Development Council is responsible to guide and aid in promoting the total 4-H Youth Development Program. There should be a written public notification plan that focuses on audience development and identifies specific promotion tasks for each council member to complete.

3. Volunteer Staff Development

Supporting the 4-H Youth Development Extension Educator’s efforts to provide adequate volunteer development is a significant function of a 4-H Youth Development Council.

The 4-H Youth Development Program will not exist without a significant number of qualified, screened, and approved volunteers. Volunteers with the 4-H Program are also considered to be volunteers of Purdue University. Various roles and opportunities for volunteers are explained later in this handbook.

While it is the responsibility of the 4-H Educator to administer the volunteer program, the 4-H Youth Development Council can work alongside the Educator to assure that there is a group of volunteers who are involved and ready to offer their time and energy to help make their county 4-H Youth Development Program succeed.

Volunteers must be recruited, selected, oriented, educated, evaluated, and recognized in order to be contributing members of the 4-H Youth Development Program. While the 4-H Youth Development Council can provide valuable assistance with the majority of these aspects, the 4-H Educator will have the responsibility to confidentially select and evaluate the 4-H Volunteers, following the policies set forth by the Indiana 4-H Youth Development Program.

A first step the 4-H Council can take with the 4-H Educator is to identify the many different roles volunteers can fill. Orientation of new volunteers is critical, because 4-H volunteers need to know what is expected of them, what skills they will use, and who will help them. The 4-H Youth Development Council can provide 4-H volunteers with ample opportunity to learn and grow. Learning opportunities need to be provided and supported locally and beyond. Learning relevant and appropriate information is a motivator for many volunteers.

Recognition is also critical to a volunteer's continued involvement. Different volunteers seek different forms of recognition. Educational opportunities and local acknowledgement are significant, but tangible awards are also often appreciated. 4-H Youth Development Councils are asked to assure that a well-balanced, relevant, and appropriate recognition system is in place for all volunteers who contribute to the 4-H Youth Development Program. Guidelines to help each 4-H Youth Development Council design appropriate recognition programs are found in the Program Planning section (1.) under Recognition (f.).

4. Resource Development

The 4-H Youth Development Council has the responsibility to support, in principle and with financial resources, the opportunities available to all youth in the community through the many 4-H delivery methods.

A 4-H Youth Development Council should prepare an annual program budget detailing the projected income and expenses for the fiscal year (January 1 – December 31). If part of these funds are to be provided by local tax dollars, a budget request is normally submitted through the county Extension board to the county council.

To supplement public funds, the 4-H Youth Development Council should also raise private funds, according to approved guidelines discussed next, to help support the wide variety of programs.

Below are some general tips and guidelines related to resource development:

- Volunteers are well-suited for raising funds in support of the 4-H Program.
- Private donors and public decision makers are interested in the needs and interests of the members of their community.
- Private donors are careful to listen to people who live, work, and volunteer in their community.

- Donors will be more likely to give funds to programs or groups that ask for it, that have a well-developed financial plan, and that have a reputation of being fair, community-minded, and well-organized.
- People give to people. People who are excited, knowledgeable, and involved give of themselves.
- Members of the Council should consider giving a personal gift to the 4-H Program first, before they ask others to also contribute.

4-H Youth Development Programs need funds to operate, and the 4-H Youth Development Councils are well-positioned to manage a coordinated resource development effort.

Approved Guidelines for Fund Raising in 4-H

The purpose of having a treasury in a 4-H Youth Development Council is to provide funds to support the activities of 4-H Members and Adult 4-H Volunteers in their pursuit of educational and community goals. Funds raised/donated in support of the 4-H Program are in public trust and therefore must be carefully managed in order to safeguard the positive image of the organization for future generations.

Fund raising is one of the 4-H Youth Development Council's significant objectives. Funds should be raised for specific purposes that include 4-H program development, community service, assisting youth who do not have the resources to participate without financial assistance, etc.

Any fund-raising program using the 4-H Name or Emblem must be conducted in compliance with federal USDA guidelines.

Any use of the 4-H Club Name or Emblem is forbidden if it exploits the 4-H program, its volunteers or 4-H participants, the United States Department of Agriculture, Purdue Extension, or the land grant institution and its employees. Fund raising programs using the 4-H Name or Emblem may be carried out for specific educational purposes. Such fund raising activities should be approved by the appropriate entity as follows:

1. Approval by the County Purdue Extension office (via the 4-H Youth Development Extension Educator) if the fund raising activity is to be carried out in a single county.
2. Approval by the Director of Purdue Extension if the activity is to be carried out on a multi-county level or state wide.

Each organization should be able to show proof of its authorization to use the 4-H name and emblem.

- For a 4-H Club, a 4-H charter signed by State Extension Officials indicating the group is organized in accordance with 4-H program objectives is sufficient.
- For a 4-H Youth Development Council, a current signed Memorandum of Understanding with the county Extension Office is evidence of a group's authorization to use the 4-H name and emblem.

Under no circumstances may the 4-H Name or Emblem be used for fund raising purposes in any games of chance such as bingo, raffles, etc. It is the responsibility of the 4-H Youth Educator to inform 4-H organizations of this policy.

Several fact sheets and references have been prepared by 4-H National Headquarters to explain the use of the 4-H Name and Emblem and fund-raising guidelines for Extension staff and 4-H volunteers.

Additional Fundraising Fact Sheets that have been prepared by 4-H National Headquarters include:

http://nifa.usda.gov/resource/4-h-fundraising-winnings-and-donors-factsheets

- Fundraising: Private Support for the 4-H Program
- 4-H Fundraising: Sponsorships & Promotions
- Raffles, Lotteries, Gaming and 4-H
- 4-H Contests and Awards

5. Resource Accountability

4-H is a public organization. Funds received from dues, fund-raising, county appropriations, and other sources are 4-H property intended for the benefit of all 4-H participants. No single member, volunteer, or committee owns these funds.

4-H Youth Development Council members can ensure accountability of funds by following the basic operating procedures outlined in this section. Council members are obligated to document financial activity in accordance with state law and to follow guidelines from the United States Department of Agriculture, Purdue Extension, and the Indiana 4-H Youth

The "4-H Club/Unit Financial Checklist" incudes basic accounting procedures that the 4-H Youth Development Council and all other 4-H groups should follow to help ensure the appropriate and acceptable use and management of public and private funds given to support the 4-H Youth Development Program.

The local 4-H Youth Development Council is responsible for working with the 4-H Extension Educator to be certain that on an annual basis each 4-H unit (council, club, committee, project group, etc.) completes the following:

- Maintains a record of its activities (4-H Unit Activity Report Form) including a calendar of events;
- Prepares and keeps on file a record of its financial transactions and the contributions it has received;
- Files all necessary state and federal forms (including the IRS Form 990 return by May 15th annually - contact the 4-H Youth Extension Educator for current filing procedures); and
- Submits an annual report (Annual 4-H Club/Unit Financial Report) to the Extension Educator responsible for the county 4-H program.

Annually, a financial review using the "4-H Unit/Club Financial Review/Audit" form shall be conducted on one-fifth of the county's 4-H units, resulting in a review being conducted for each unit at least once every five years. A review shall also be conducted at any time there is a change in the primary adult volunteer working with the finances of the unit. A signed copy of the financial review results for each club/unit will be maintained in a file in the Extension Office. The Extension Educator will establish the schedule for financial reviews and notify the clubs of the review. Reviews for 4-H Clubs and committees may be conducted by a committee selected by the local 4-H Youth Development Council. Under no circumstances should the members of the financial review committee be related to the adult volunteer who is a signatory on the account.

4-H Clubs and 4-H Youth Development Councils which have completed the required steps to be part of the Purdue Group Federal Tax Exemption Number are considered to have federal tax exempt status. This status means that the participating 4-H groups are exempt from paying federal income taxes and may receive charitable contributions.

Basic Operating Procedures for 4-H Youth Development Councils

Financial guidelines relevant to the 4-H Youth Development Council include:

1. Due to the relatively large size of its financial account, the 4-H Council should contract with a professional financial advisor to conduct a financial audit of the 4-H Council's financial records on an annual basis.
2. The professional financial advisor can be hired to also file the relevant federal forms with the IRS and state forms with the appropriate State of Indiana government office on an annual basis:
    a. Federal IRS Form 990 by May 15 – required of ALL 4-H groups
    b. Business Entity Report with the Indiana Secretary of State (https://inbiz.in.gov/BOS/BusinssEntity/Filing)
    c. State Sales Tax Exemption Report with the Indiana Department of Revenue (if applicable) (https://secure.in.gov/dor/3782.htm)
3. The treasurer should be bonded, since that officer handles money that belongs to the 4-H Youth Development Council. Generally, an inexpensive rider that will bond the treasurer can be added to the liability policy that covers the 4-H Youth Development Council.
4. The 4-H Youth Development Council may wish to explore the option of becoming a nonprofit corporation, which helps to reduce individual liability and increases the financial accountability of the council. For information and forms to file for incorporation and nonprofit status, visit http://www.in.gov/sos/business/2428.htm.
    a. When a 4-H Youth Development Council becomes incorporated, articles of incorporation and a permanent mailing address must be recorded with the Secretary of State's office. It is recommended that this address be either the county Extension office or a post office box that can be used year after year.
    b. Amendments to the Articles of Incorporation are made with the Secretary of State, and submitted along with a filing fee (http://www.in.gov/sos/business/2426.htm).
    c. Any amendments must align with the five standard provisions required of groups in the Purdue Group Federal Tax Exemption Number.
5. The 4-H Youth Development Council should give careful consideration to how it invests its funds. Interest that is earned can be used to help underwrite the annual budget. A reliable local bank representative or a professional financial advisor should be consulted for advice on investing funds. One option is to ask the bank that handles the council's checking account if it will move unneeded funds into a trust account to earn a higher rate of interest. This eliminates the problem of when and where to invest 4-H Youth Development Council funds.

4-H Club/Unit Financial Checklist

Basic accounting procedures for all 4-H groups to follow include:

1. Checking/savings accounts are opened with a unique Employer Identification Number (EIN) obtained from the Internal Revenue Service (IRS). Personal Social Security Numbers are NOT to be used to open an account. All 4-H funds shall be kept in an official financial institution. Funds should not be kept in ANY individual's personal account, home, or place

of business.

2. Checking accounts should utilize a duplicate check system so that a copy of each check written may be kept with the check register.
3. The account should be set up so that each check requires two signatures – most likely the treasurer and one other officer. The two individuals should not be related.
4. To ensure accountability, all financial transactions related to the 4-H unit should take place by check or money order rather than by cash. Debit or credit cards are **not** approved methods for 4-H units to make financial transactions.
5. Funds should be deposited promptly after they have been received. Official, written receipts should include the source of funds (car wash, candy sales), the date, and if possible, the name of the person from whom the funds were obtained. The receipts are the back-up documentation for bank deposits, and they become a part of the group's records.
6. Money should be spent only for items included in the approved budget. If expenses are incurred for non-budgeted items, those expenses should not be paid until after the 4-H group formally approves the unbudgeted expenditure. For budgeted items, the treasurer should make payments only with proper documentation, such as a purchase order, receipt, or invoice.
7. Maintain a list of receipts and expenses, along with original receipts for purchases.
8. Present an updated, accurate Treasurer's report at each meeting.
9. An official receipt is provided for each donation (including the date of the donation) made to the 4-H group. The individual, business, or group that donates to the 4-H organization may be eligible to deduct the contributions (bequests, legacies, devises, transfers, gifts) to these 4-H organizations on the donors' federal tax returns according to the IRS code, pending the advice of the donors' tax preparers (and assuming the 4-H unit has maintained its federal tax exempt status).
10. A year-end financial report, the "Annual 4-H Club/Unit Financial Report," (see p. 26) is submitted to the 4-H Youth Development Extension Educator annually.
11. An IRS Form 990 Series return is filed annually by May 15th to meet the IRS Filing and Reporting Requirements.
12. Any fund-raising program using the 4-H Name or Emblem must be conducted in compliance with USDA guidelines as discussed in the Resource Development (pg. 23) section of this handbook.
13. Maintain copies of all financial records for seven (7) years.

Instructions for 4-H Clubs and Affiliates that wish to join the Purdue Group Federal Tax Exemption Number

The majority of 4-H Clubs and 4-H Affiliates in Indiana completed the steps necessary to join the Purdue Group Federal Tax Exemption Number (PU GEN) in 2012. For newly-formed 4-H Clubs and 4-H Affiliates, here are the steps to complete to join the PU GEN:

4-H Clubs

Clicking these items will open the "Attachments" pane for downloadable files.

- Approve and sign the standardized 4-H Club Constitution.
- Sign the Authorization Letter for 4-H Clubs.
- Apply for and obtain a unique Employer Identification Number (EIN) from the IRS.

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4-H Affiliates

- Adopt the set of 5 standardized provisions into their governing document.
  - For ***Incorporated*** groups, these provisions will be included in the Articles of Incorporation and filed with the Secretary of State using Articles of Amendment Form 4161 http://www.in.gov/sos/business/2426.htm, under "Non-Profit Corporations (Domestic)".
  - For ***Unincorporated*** groups, these provisions will be included in the Constitution.
- Sign the Authorization Letter for 4-H Affiliates.
- Apply for and obtain a unique Employer Identification Number (EIN) from the IRS.
- Complete and sign a Memorandum of Understanding between the Affiliate and the County 4-H Program (Extension Office).

Clicking these items will open the "Attachments" pane for downloadable files.

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Tax exempt status of 4-H Units/Clubs

1. In August 2013, Purdue University was granted a Group Exemption Number (GEN), 5924, by the IRS which provides federal tax exemption status to the 4-H Clubs and 4-H Affiliates in Indiana which have agreed to be under Purdue University's general supervision and control.

2. The IRS ruled on February 9, 1973, that 4-H Units/Clubs which are operating under the guidance and control of the Cooperative Extension Service, and which are authorized to use the 4-H name and emblem, are exempt from paying federal taxes on income received.

3. The PU GEN does not provide 4-H units/clubs with state sales tax exempt status. Thus, these groups do need to pay state sales tax on items purchased. In general, Units/Clubs should not use the County 4-H organization's state sales tax exemption number.

4. Documentation of tax exempt status:
   a. 4-H organizations may be asked to provide a copy of an IRS determination letter indicating federal tax-exempt status (e.g., grant applications). Federal tax determination letters for each 4-H Club and 4-H Affiliate which is a part of the Purdue Group Exemption Number may be requested by the 4-H Extension Educator through the State 4-H Office. Include the name of the 4-H group, its EIN, and its mailing address in the message. These letters are not to be modified or altered in any way.
   b. NOTE: requests should NOT BE MADE for those county entities (some Fair Boards and 4-H Councils) that have filed for and maintain their own separate 501(C)3 not for profit status.

IRS Filing and Reporting Requirements

1. Funds exceeding disbursements in a given year are exempt from federal income taxes.
2. There is no limit to the amount of income that can be received in a given year or carried over from year to year.
3. If gross receipts in a tax year normally exceed $50,000 (determined by an average of the current and two prior tax years), the 4-H organization is obligated to file Form 990 (gross

receipts include gifts, donations, sale of goods, fees, dues, etc., without reduction for the cost of goods or assets sold or for expenses) by May 15th, using group exemption number 5924. It is additionally recommended that entities that reach the $50,000 threshold submit their records for an annual audit and should seek the advice of a professional tax preparer to assist with the preparation and filing of the federal IRS Form 990. **Note: Copies of annual financial reports, audit forms and the 990 must be maintained and on file in the Extension Office.**

4. 4-H entities whose gross receipts are under $50,000 will file an IRS 990-N, Electronic Notice (e-Postcard) by May 15th. Specific filing instructions are provided to 4-H Educators to share with 4-H Volunteers in the spring of each year.

Back

Sample 4-H Youth Development Council Budget

A budget is a written plan approved by the members of the 4-H Youth Development Council to determine how money will be obtained and spent. Once a budget has been approved by the group, approval for payment of individual items is not required if the items appear in the budget. If a group does not have a budget or an item is not part of an approved budget, the item in question needs to be presented to the group for approval before payment. A record of the group's action is documented in the meeting minutes. This assures that expenditures are made with the approval of the group and helps keep everyone informed about the financial status of the organization.

Estimated Income

Carry over from last year	930.00
Fund raising	7,295.00
Donors (cash)	4,430.00
Junior leaders' contributions	350.00
County council tax allotment	8,500.00
Interest on savings account	150.00
Total Income	**$21,655.00**

Estimated Expenses

4-H Round-Up (10 delegates)	2,000.00
4-H Camp (10 $50.00 partial scholarships)	500.00
4-H Academy @ Purdue (10 delegates)	1,900.00
State 4-H Junior Leader Conference (3 delegates)	480.00
Indiana State Fair Youth Leadership Conference (3 delegates)	375.00
Other out-of-county 4-H experiences	1,000.00
Mini 4-H Programming	500.00
Volunteer Training and resources	1,000.00
Educational materials/curriculum for 4-H members	4,000.00
Indiana 4-H Foundation scholarships	1,000.00
Volunteer recognition	500.00
Publicity	500.00
Career Development Events	300.00
Ribbons and awards	2,000.00
4-H Club programming	500.00
Miscellaneous postage/supplies	1,000.00
After-school program supplies	900.00
4-H Project workshops	500.00
School enrichment materials	600.00
General liability insurance	1,000.00
Special Activities Accident insurance	150.00

Bonding for Treasurer	200.00
Directors & Officers Liability Insurance	750.00
Total Expenses	**$21,655.00**
Projected Net Income	**$0.00**

6. Program Visibility

The 4-H Youth Development Council also functions to promote the many different 4-H opportunities. Program visibility is ultimately a link to future 4-H program success. First, if people do not know about the program, they will not participate. Second, if decision makers do not understand what is happening in 4-H, they will become less willing to support the program with both private and public dollars. The 4-H Youth Development Council must promote the program to make sure that the program will remain successful. The use of the 4-H Name & Emblem must be conducted in compliance with federal USDA guidelines. Purdue Extension branding basics and guidelines should be incorporated.

Program visibility can be achieved in many ways. Several are listed below:

1. Assure that all forms of media have timely and accurate information.
2. Recognize participants in all programs.
3. Publish information about volunteers' contributions.
4. Publish complete program information in county 4-H Youth Development materials.
5. Talk to many people and community groups about 4-H opportunities and accomplishments.
6. Describe the total 4-H Youth Development Program, program direction, impact, and vision.
7. Update 4-H social media accounts regularly with timely information.
8. Publish special flyers explaining new program opportunities.
9. Ask to explain program opportunities and successes to decision makers.
10. Become a speaker and an advocate for 4-H Youth Development expansion.
11. Help conduct a needs assessment and share the results.
12. Staff an information booth at a community fair.
13. Design an informational exhibit for community gatherings.
14. Send program reports to decision makers, including evaluation data and accomplishments.

Developing a positive public image and a community awareness of the program makes recruitment for the program easier. People will want to belong to and join a program that is relevant, has flexibility, and provides an opportunity for achievement and recognition.

Social Media

Social media is technology that is used to connect people with others, and this includes such applications as Facebook, Twitter, Instagram, YouTube, Pinterest, SnapChat and many more. Social media can be an excellent way to promote the Indiana 4-H Youth Development program, to encourage participation, and to keep connected to other 4-H members and volunteers.

National 4-H Council has 4-H training materials to help 4-H professionals and volunteers learn how

to use social media to promote and support 4-H. A free and simple registration is required to access the materials available at http://www.4-h.org/resource-library/4H-marketing-online-resource-center/4H-training-templates/.

Purdue College of Agriculture also has resources and guidelines for using social media for professional use.
https://ag.purdue.edu/Extension/communication/Pages/socialmedia.aspx

For your reference, Indiana 4-H and National 4-H social media sites are listed below.

National 4-H:
Facebook: https://www.facebook.com/4-h
Twitter: https://twitter.com/4H
Instagram: https://www.instagram.com/national4h/
LinkedIn: https://www.linkedin.com/company/national-4-h-council
Pinterest: https://www.pinterest.com/national4h/
Google Plus: https://plus.google.com/100466188995810856010/about
YouTube: https://www.youtube.com/user/national4H

Indiana 4-H:
Facebook: https://www.facebook.com/Indiana4H/
Instagram: https://www.instagram.com/?hl=en
Twitter: https://twitter.com/Indiana4h
YouTube: https://www.youtube.com/playlist?list=PLtXSf1tu3Jd94YLXWTqsLwn1FogVoEPrB
Flickr: https://www.flickr.com/photos/126400905@N08

7. Interagency Programming

The council ensures that the 4-H Youth Development Program is operating cooperatively with other youth-serving educational programs. This includes schools (both curricular and extracurricular), Boys' and Girls' Clubs, YWCA and YMCA programs, Junior Achievement, church and homeschool groups, etc. It is important for the 4-H Youth Development Council to view the community as a whole and to make sure that young people take advantage of available opportunities and learn to make choices that enhance their personal development. The 4-H Youth Development Council and other youth-serving groups can create a stronger total community by sharing resources, information, equipment, facilities, and expertise.

Networking with other Extension-related groups is also important. The process of conducting 4-H Youth Development Programs at the county level is shared by several groups:

- County Extension board
- County Extension staff
- 4-H Expansion and Review Committee
- County 4-H leaders and other volunteers
- County 4-H fair board
- Agriculture and Natural Resources, Health and Human Sciences, and Community Development Educators and Advisory Committees

To be effective, each group must fully understand its own functions, be familiar with functions of the other groups, and be familiar with the relationship among the groups. You may refer to the organizational chart (see p. 5) that shows the Extension organization that exists in most counties. It is incorrect to say that a particular function belongs exclusively to any one of the groups in every county situation, even though some functions are normally aligned with each group. The diagram may provide insights into needed associations among the groups.

The Key People in the 4-H Youth Development Program

A team of individuals filling a variety of roles and responsibilities work together to deliver an effective 4-H Youth Development Program.

Volunteers

Purpose: Volunteers are key to the success of the local 4-H Youth Development Program and should represent all segments of the community. The primary purpose of volunteer involvement is to help assure that the 4-H Youth Development Program is designed and delivered in a way that best serves the community.

The secondary purpose of involving volunteers in the 4-H Youth Development Program is so that adults, too, can benefit and learn because of the university link to their county. All volunteers need to participate in educational updates to assure they are using current techniques and information.

Goals: The personal goals of volunteers involved in the 4-H Youth Development Program are as numerous as the number of volunteers, but six general goals will apply to many volunteers who choose to be involved in the 4-H Youth Development Program. They are:

1. To make their community a better place for young people to grow.
2. To watch young people learn and have educational success.
3. To receive community recognition.
4. To spend time with people they enjoy and who share similar values (including their families).
5. To assure that the 4-H Youth Development Program is viable and available to people in their community.
6. To satisfy a personal need or a perceived obligation to serve their community.

Functions: The activities of volunteers will vary depending upon the roles, programs, and counties to which they are assigned. Functions of volunteers, however, can be stated in general terms and give insight into volunteer roles that lead to an effective county 4-H Youth Development Program. Three main functions are listed below with brief explanations.

1. The Policy-Making Function
When volunteers serve in a policy-making function, they establish guidelines and make decisions that affect the program direction. These volunteers assure that local guidelines and policies are consistent with state and federal 4-H Youth Development Program policies and procedures. Policies should be evaluated periodically to ensure they remain appropriate and are inclusive, rather than exclusive.

2. The Advisory Function
Volunteers who serve in advisory roles provide information to help decision makers reach decisions most suited to the various needs of many people. Advisory groups do not make decisions about program design, but rather make recommendations from their personal perspectives. The advice is often one of several factors that contribute to the final decision.

3. The Implementation Function
Those who work with youth: These volunteers actually implement the 4-H Youth Development Program. They teach, nurture, support, and work with young people. These are the club leaders, the subject matter helpers, special interest volunteers, the teachers, and the judges. These volunteers design educational opportunities to assure what is learned is accurate and current. They are expected to do so while following Purdue University and 4-H Youth Development policies and procedures.
Those who serve in coordinator roles (those who guide the activities of other volunteers): These volunteers teach other volunteers and help the adults or older teens conduct various 4-H Youth Development Program opportunities. Volunteer coordinators serve as subject matter coordinators, advisor/mentors, one-time-event coordinators, and ongoing activity coordinators.
Those who develop and request financial support for the 4-H Youth Development Program: These volunteers work in a variety of ways to raise funds for 4-H in accordance with fundraising guidelines. They write proposals, tell the 4-H story to potential donors and legislators, and support the operations of the state 4-H Foundation.

4. Role of Youth as Volunteers

4-H believes in providing opportunities for youth that prepare them to lead in their lives, communities, and careers. Therefore 4-H wants to encourage the role of youth as volunteers and mentors to younger members. There are many ways to incorporate youth as volunteers and empower youth in leadership development and leadership roles. For example, one way to incorporate youth voices in leadership is to include a youth representative on the 4-H Youth Development Council or Fair Board. Further information on developing strong youth and adult partnerships is found here.

4-H Youth Development Program Assistants

4-H Youth Development Program Assistants are hired in some counties to help facilitate a quality 4-H Youth Development Program. County-based Program Assistants work under the direction and supervision of a 4-H Extension Educator who is ultimately accountable to provide local leadership for the 4-H Youth Development Program. The Extension Educator may delegate some of the tasks related to the seven functions that guide the activities of a successful 4-H Youth Development Council to the Program Assistant. The county usually hires Program Assistants, and job descriptions are developed locally. Program leadership, program planning, and volunteer identification, screening, and development should remain the responsibility of the Extension Educator.

4-H Youth Development Extension Educators

The primary responsibility and purpose of the Extension Educator is to provide educational leadership in carrying out the Extension and 4-H missions in the local community. The Extension Educator, as the "leader" of the nonformal youth development education program in the county, is expected to be the spokesperson for the 4-H Youth Development Program and to work closely with the 4-H Youth Development Council in carrying out the program-planning process. In addition, the Extension Educator is a full-fledged staff member of Purdue University, with all rights, privileges, and responsibilities of administrative professional staff.

Another major responsibility of the local Extension Educator is to develop and support ongoing local volunteer leadership efforts that strengthen opportunities for youth and adults to learn together in positive, meaningful ways. This responsibility includes a major commitment to adult education.

The following six statements identify the primary responsibilities of the local Extension Educator:

1. To communicate the philosophy and goals of Extension and 4-H to a wide audience.
2. To complete appropriate ongoing program planning and development to assure that the 4-H Youth Development Program meets the needs of youth and adults in the county.
3. To assure that local leadership is skillful in helping direct and lead the program to meet the needs of youth and adults.
4. To conduct meaningful educational programs, thereby assuring that many people have access to information available from the land-grant university system.
5. To network with people and organizations throughout the county so that Extension materials and information are made available to those who could benefit.
6. To remain up-to-date professionally and be skillful in adapting to change.

Functions: The specific activities of the local 4-H Youth Development Extension Educator may vary in each county. Even so, the functions described previously for the 4-H Youth Development Council will also apply to the Extension Educator. The Extension Educator must be attentive to leading and to making available opportunities for volunteers to share in the responsibility of carrying out the functions. Extension Educators complete different aspects of the six functions than the volunteers; it is through a partnership that they will create a quality 4-H Youth Development Program in their county. When the Extension Educator and the volunteers work cooperatively on the functions (listed below), the 4-H Youth Development Program grows stronger and stays current.

1. Conduct program planning.
2. Lead and monitor audience development.
3. Develop and implement volunteer staff development.
4. Provide for and promote resource development.
5. Ensure resource accountability.
6. Guide, assure, and supervise program visibility.
7. Manage interagency programming.

Extension Educators provide the link between Land Grant University research and Indiana residents by creating innovative learning opportunities that address local issues. Dedicated to helping improve the quality of life for current and future residents, Educators collaborate with local, county and state agencies, partner organizations, businesses and schools to analyze needs, develop, implement and oversee vibrant and sustainable research-based educational programs, and provide resources and expertise to the local community.

Responsibilities:

- Work with state and local advisory committees to conduct needs assessments that identify critically important issues.

- Develop effective and contemporary approaches to plan, deliver and evaluate programming.
- Ensure all efforts are made to reach diverse audiences and provide equitable access to programs and facilities.
- Identify, recruit, screen, approve, place, develop, and evaluate the volunteer leadership necessary to help carry out the mission of Purdue Extension.
- Develop regular and effective communications and working relationships with colleagues, partners and stakeholders within the community.
- Quantify, communicate and promote the value of Extension education to key stakeholders, partners and decision-makers.
- Develop and cultivate external funding sources to enhance educational programming.
- Participate in and/or lead teams to enhance the scope and reach of Extension programming.

Purdue Extension Youth Specialists

The Purdue 4-H Youth Development Extension Specialists provide statewide leadership for the 4-H Youth Development Program. The State 4-H Extension Specialists work with County Extension Educators to determine needs statewide.

The responsibilities of Purdue 4-H Youth Extension Specialists include:
1. Communicate the philosophy and goals of Extension and 4-H.
2. Meet the needs of the statewide 4-H Youth Development Program.
3. Design 4-H educational opportunities on critical issues facing youth.
4. Remain current professionally.

Functions: The specific activities of the 4-H Youth Extension Specialists vary from position to position, but the functions are consistent.
1. To teach both youth and adults in the 4-H Youth Development Program.
2. To design and conduct staff development for Extension Staff and Volunteers.
3. To conduct applied research that is designed to enhance the implementation of the 4-H Youth Development Program.
4. To design and write curriculum for the 4-H Youth Development Program.
5. To develop and implement programs and materials which provide for specialized learning opportunities for 4-H youth.
6. To evaluate and refine programs based on the identified needs of youth.
7. To conduct statewide needs assessments to determine directions of statewide program development.
8. To facilitate effective resource development.
9. To remain current professionally.

Extra links
Youth Adult Partnerships (2012 Congress Lesson Plans)
https://extension.purdue.edu/4h/Pages/PastINCongress11-13.aspx

Appendices

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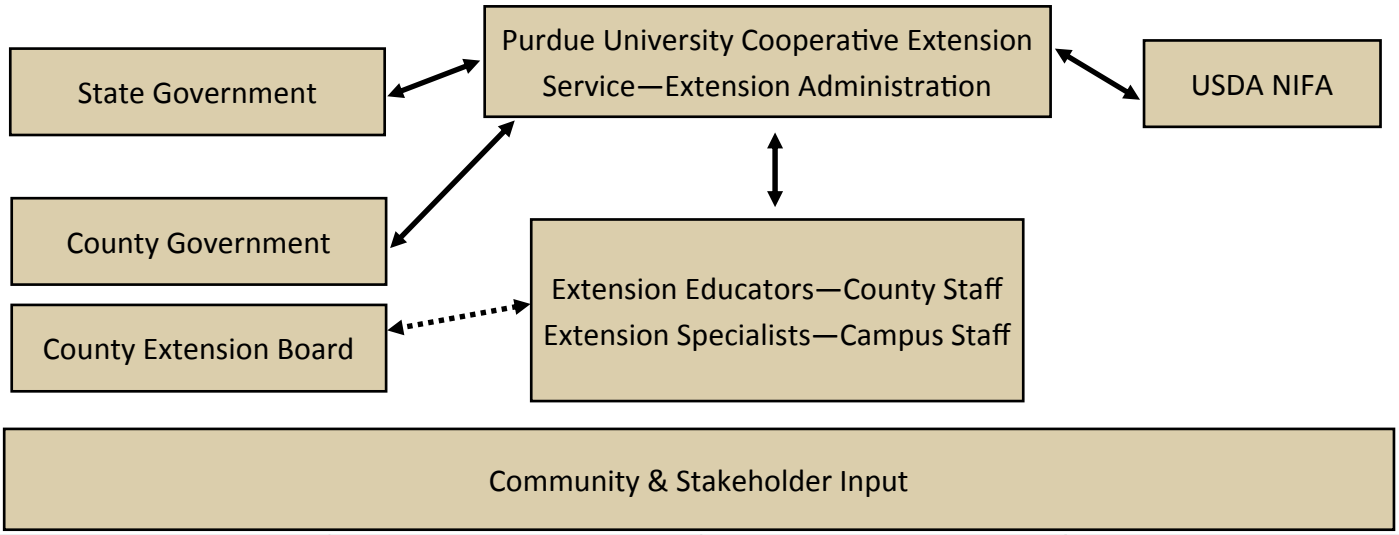
PURDUE EXTENSION

County Extension Education Partners



4-H Youth Development Programs

- 4-H Members & Volunteers
- County 4-H Councils
- County Fair Boards
- 4-H Expansion & Review Committee
- Elementary & Secondary School Personnel
- After School Program Providers
- Parent/Teacher Organizations/ Associations
- Other Youth-Serving Organizations (i.e., Boys' & Girls' Clubs, Scouts, YMCA, YWCA, Junior Achievement)
- FFA Organizations
- Community agencies/organizations that serve youth

Agriculture & Natural Resources Programs

- Farmers
- Agribusinesses
- Farm Service Providers
- ANR Advisory Committee
- Indiana Conservation Partners (NRCS, IDEM, FSA, SWCD, ISDA, DNR, FWS, ISCB)
- Master Gardeners
- Local Farmers Markets
- Area Plan Commission
- Commodity Organizations
- County and Community Park Boards
- Agricultural Education Teachers
- Emergency Response Organizations
- Local Media
- Purdue Agriculture Centers
- Agricultural Lenders

Community Development Programs

- Business and Industry Representatives
- Chambers of Commerce
- Community Foundations
- Community Leadership Development Organizations
- Community Liaisons, Office of Community and Rural Affairs
- Local Economic Development Organizations
- Education Representatives (community/technical colleges, school districts leaders)
- Faith-Based Organizations
- Local Government Agencies and Boards (county, city and towns)
- Health Coalitions and Health Sector Representatives
- Nonprofit and Volunteer Organizations
- Regional Planning Councils/ Commissions
- Small Business Development Centers
- USDA Rural Development -- Area Office Staff
- Workforce Development Boards (Department of Workforce Develop-

Health & Human Sciences Programs

- School corporation representative (school health nurse, counselor, administrator, nutrition services, etc.)
- Hospitals and Healthcare providers
- Mental health associations
- Housing representatives: Rural Development or HUD
- Childcare/Pre-school providers
- Senior citizens groups
- Social services agencies
- Health Departments
- Area Agency on Aging
- Financial institutions
- Faith-based organizations
- Food pantries
- Indiana Extension Homemakers
- Health coalitions/local minority health coalitions
- Parks and Recreation Departments

July, 2016

It is the policy of the Purdue University Cooperative Extension Service that all persons have equal opportunity and access to its educational programs, services, activities, and facilities without regard to race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability or status as a veteran.
Purdue University is an Affirmative Action institution. This material may be available in alternative formats.

4-H COUNCIL MEMBER

VOLUNTEER ROLE DESCRIPTION

Indiana 4-H Youth Development Program
Purdue Cooperative Extension Service

ROLE TITLE:

- 4-H Council Member

RESPONSIBILITIES

- Follow all 4-H guidelines and policies of the Purdue University Extension, State 4-H Program, and County 4-H Program.
- Participate in one or more volunteer development opportunities each year.
- Be committed to young people and their growth in all areas.
- Promote favorable public relations and image for 4-H program.
- Help analyze the needs and interests of county youth and volunteers.
- Inform professional Extension staff concerning training needs of members or volunteers, resources needed to solve specific problems and/or concerns, and any other information as deemed important.
- Assist with planning, conducting, evaluating, and recommending educational experiences, methods, and programs that will meet the needs and interests of youth.
- Attend all committee meetings.
- Secure material resources as needed to conduct, promote, and expand the 4-H program.
- Be dedicated to young people and sensitive to their abilities and needs.
- Encourage 4-H members' and parents' interest and participation.
- Welcome parents' ideas, assistance, cooperation, support, and attendance at 4-H activities.
- Read 4-H newsletters and literature from the county Extension office.

QUALIFICATIONS:

- Must complete the Purdue University 4-H volunteer application and screening process and be accepted as a volunteer.
- A willingness to become familiar with and work within the philosophy and guidelines of the Purdue University Extension, State 4-H Program, and County 4-H Program.
- The ability to organize information and make decisions.
- The ability to work and communicate effectively in both verbal and written forms.
- The ability to motivate parents and other volunteers to assume leadership roles.
- A sincere interest in working with youth, other volunteers and professional staff in an educational setting.

RESOURCES AVAILABLE:

Purdue University Extension agrees to:

- Provide training opportunities that will help the volunteer fulfill his/her responsibilities as a 4-H Council member
- Provide appropriate manuals, pamphlets, audio-visual aids, newsletters and other resource materials
- Have professionals available to listen to volunteers' ideas to help improve the 4-H program
- Provide appropriate recognition and awards to volunteers

CONTACT PERSON:

- Give name, address, and telephone number of county Extension 4-H who will be the volunteer's mentor/supervisor.

LOCATION:

- Describe the committee level...club, community, area, county, area, state, regional, or national and the geographic location of the committee.

SALARY:

- Unsalaried; Volunteer.

_____ _____

Signature of Volunteer Date

_____ _____

Signature of Extension Professional Date

Methods of 4-H Program Involvement

The 4-H Youth Development Program has successfully used a variety of methods to involve young people for a number of years. These methods are described below.

Club Membership

The 4-H Youth Development Program has successfully used a variety of methods to involve young people for a number of years. These methods are described below.

- Organized Community Clubs

  These groups include at least five members from at least three families ranging in grades 3-12. The youth usually live in a geographic area they call their community or neighborhood. The club is led by one or more approved adult volunteer leaders. Youth enroll in subject matter areas of interest (projects), participate in 9-12 meetings during the year, select youth officers, carry out club responsibilities, participate in service to the community, and receive recognition for their work. Club meetings typically are held once a month in a location such as a school, community center, church, or other public meeting space. Project evaluation is often carried out during the county fair or at the end of the 4-H Youth Development Program year. The club often uses its meetings to develop group process skills, leadership ability, and communication skills.

- Organized Subject Matter (Project) Clubs

  These groups are organized around a specific subject matter (project) area (e.g. robotics, junior leaders, shooting sports, rabbits, dairy goats, tractor, horse and pony, dogs, or electricity, etc.). The youth and adult volunteers use club meetings to learn together about the subject around which they have organized. They have lessons, participate in field trips, and teach each other about related concepts. They often prepare an exhibit for a county fair. They develop leadership skills (club officers) and group process skills by working together and completing projects that are meaningful to each other or their community.

- SPARK Clubs

  SPARKS Clubs are open to youth grades 3-12 to “spark” new interest in the Indiana 4-H program. SPARK Clubs are special interest groups designed to capture the attention of youth with single focus, “out of the box” interests that are likely different from state-recognized 4-H projects. These clubs are led by volunteers bringing their subject mastery to the club. SPARK Clubs include six hours of instructional time that can occur in one day or over a length of time. Most SPARK Clubs end their program with a culminating event or activity.

Read about family involvement during club meetings here. Want to get involved? Contact your local County Extension Office to find out what clubs meet in your area.

Mini 4-H

Mini 4-H Programs are specifically designed to involve children (grades K-2) in activities that are experiential, developmentally appropriate, and related to enhancing children's self-esteem. Mini 4-H is a Purdue 4-H Youth Development Program that includes a curriculum that relates to many of the typical 4-H subject matter areas. Mini 4-H is typically led by adults who will involve children in activities that add effectively to the children's growth and development. Activities in Mini 4-H are noncompetitive.

Projects

Workshops

Workshops are often hosted by our adult volunteers or staff in order to provide additional learning opportunities for youth enrolled in a specific project. Workshops are meant to supplement the time the youth spends working on a project and the activities or subject area they complete in the project manual. Typically, these are offered several times a year. We encourage family members to attend these workshops with the 4-H member for the best educational outcome. An example of a workshop topic includes the annual National Youth Science Day (NYSD) activities.

County Fairs

Every county is different, but most counties will have a fair in the summer that showcases what the 4-H members have learned while taking their projects. This gives youth the opportunity to have their project judged in order to gain feedback and then display what they have worked so hard on in order for the public to view. Buildings on the fairgrounds are lined with arts and crafts projects, sewn garments, photographs, and model rockets just to name a few. Barns will also house animals that the youth have worked to take care of and raise. The county fair is a celebration of hard work and allows a community to come together in order to showcase the accomplishments of their youth. County fair dates are listed on the Indiana 4-H website.

Camps and Conferences

Many different 4-H Camps and Conferences are offered throughout the year to provide youth with additional positive youth development experiences. Some of these overnight experiences will take place in various counties near your home, while others take place overnight on Purdue’s campus or other locations in Indiana and around the country. A complete list of camps and conferences is available on the Indiana 4-H website.

After-School Programs

Local Purdue Extension 4-H Educators work with volunteers and leaders in the community in order to offer hands on educational 4-H experiences for youth during the afterschool hours. Often times, these experiences take place within a preexisting afterschool program, but are certainly not limited to that. These groups can be formed wherever young people are likely to gather. This may

be a school, the YMCA/YWCA, a community building, a public library, a church, a shopping mall, or some other after-school gathering spot. This approach allows youth who need focused and directed activity (nonformal learning and recreation) to join together at a time when they are available. These youth can achieve together in productive and positive ways. An adult volunteer or staff member helps to oversee and direct the youth in their activities.

These groups may meet for several weeks while the young people and the adult pursue a meaningful 4-H project or activity. The focus of the group may range from career exploration to community service or discussions about critical issues facing youth. These activities can become a memorable and valuable 4-H experience. It is also possible that these youth may then join in other 4-H activities and gain additional benefits. If your child is enrolled in an afterschool program, or you coordinate an afterschool program, contact your local Purdue Extension 4-H Youth Development Educator to see how you can integrate 4-H into your program.

School Enrichment

Local Purdue Extension 4-H Youth Development Educators and volunteers have access to experiential learning resources designed to supplement a specific learning topic in a school based setting. Whether it is personal finance, living a healthy lifestyle, or STEM related topics; we have research-based curriculum that can help enhance the student's experience.

Special Interest Programs

Special interest programs are made up of youth who join with an adult volunteer to study one particular subject or participate in one specific activity. These topics usually relate closely to the prepared 4-H curriculum. Special interest groups can form around agriculture (animals, plants, or outdoors), science, technology (robotics, aerospace, photography, or mechanical science), food and fiber (nutrition, fitness, or consumerism), or leisure (biking, acting, or singing). There is no limit to the types of special interest groups that can be formed.

The unique aspect of the special interest method is the way in which youth and adults focus on a common interest and together learn and teach each other. Special interest groups do not usually form a club and elect officers. The group does not continue from year to year. The group may have less structure than a project club and be more like a school enrichment group, but be unrelated to the formal school setting.

Often, involvement in a special interest group may trigger a longer-term 4-H commitment. Both adults and youth are often attracted to a group that is meeting to pursue a special area of interest for a short time. Examples of Special Interest Programs include SPARK Club, Teens as Teachers, 4-H Fluid Power, Robotics Challenge, Experience 4-H @ Purdue, etc.

Military Partnerships

4-H Military Partnerships create opportunities and bring community resources together to provide support to military connected youth whether they live on or near an installation, in our communities, or on overseas installations. 4-H clubs and opportunities provide consistency in

belonging and an opportunity to develop life skills through a positive youth development framework. The 4-H Program is built upon four Essential Elements ensuring that youth feel a sense of belonging in a safe environment; develop independence in both group and individual work; share with others in the community through generosity; and develop a sense of mastery that continues throughout life as they practice and share what they have learned with others. Through the 4-H Military Partnership, Indiana 4-H is able to support the nearly 20,000 military youth of Indiana who live in each of the 92 counties. As military families move frequently and experience the difficulties surrounding deployment and reintegration, 4-H provides predictable programming and a safe and nurturing environment for military connected children and youth. Visit the Indiana 4-H Military Partnership website.

Collegiate 4-H

Collegiate 4-H is a student-run organization at the college/university level that serves the local community, promotes leadership development, and assists the Indiana 4-H program. We also give students the opportunity to socialize with people of similar backgrounds and interests. Visit the Purdue Collegiate 4-H website.

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Sample 4-H Youth Development Council By-Laws
(This is a sample document.)

Article I. Name and Principal Office
Section 1. Name: The name of the organization shall be the Lincoln County 4-H Youth Development Council, Inc.
Section 2. Principal office: The principal office of the corporation shall be located at 110 North Main Street, Moon, Indiana 47777.

Article II. 4-H Youth Development Council Functions
The specific functions shall be:
a. To facilitate 4-H Youth Development Program planning for Lincoln County, including needs assessment, program implementation, risk management, recognition, and evaluation.
b. To assist with audience development, including member recruitment and recognition.
c. To support volunteer staff development, including identification of available roles, recommendations for recruitment, orientation, and recognition.
d. To provide continuing financial support.
e. To ensure accountability of funds as 4-H property intended for the benefit of all 4-H participants.
f. To promote the 4-H program and opportunities available.
g. To assure that the 4-H Youth Development Program is operating cooperatively with other youth-serving educational programs.

Article III. Kinds and Qualification of Members
Section 1. The membership shall consist of twenty (20) approved 4-H adult volunteer or 4-H youth members.
(a) There shall be four (4) 4-H junior leaders elected by the junior leader group to serve annually on the board of directors.
(b) There shall be two (2) directors from the Extension board to serve annually on the 4-H Youth Development Council.
(c) Fourteen (14) 4-H directors shall be elected at large. These can be adult leaders, volunteers, parents, or persons interested in the 4-H Youth Development Program.
Section 2. It is the policy of the Corporation that all persons shall have equal opportunity and access to its programs and activities.
Section 3. No membership dues shall be assessed.
Section 4. There shall be one class of members, and all members shall have the same rights, privileges, duties, liabilities, limitations, and restrictions.

Article IV. Officers, Duties, Terms, and Indemnification
Section 1. Officers - The officers of the Corporation shall be a president, vice president, secretary, and treasurer.
Section 2. Duties - The duties of the officers shall be to operate the corporation as defined.
President. It shall be the duty of the president to convene the council for stated and called meetings, decide upon the agenda for each meeting, preside over the meetings of the council, appoint committees, and direct the execution of the wishes of the council.

Vice President. It shall be the duty of the vice president to assist the president in the performance of the duties and, in his absence, to preside in order of seniority.

Secretary. It shall be the duty of the secretary to keep a record of all proceedings of the council.

Treasurer. It shall be the duty of the treasurer to receive all monies of the council, to pay them out when directed by the council and certified to him by the secretary, to keep a correct amount of the receipts and disbursements, and to provide balances upon request. The treasurer shall report at the annual meeting for the election of officers the receipts and expenditures of the council for the preceding year, specifying the different kinds of receipts and the items of expenditure with the amount of each which shall be referred to a committee for examination. It shall be the duty of every officer, committee, or person having control of council funds to deposit such funds in the depository designated by the council in the name of the council.

Section 3. Term - The officers' term of office shall be one year.

Section 4. Officers and Directors - The Corporation shall indemnify each person who is or was a director or officer of the Corporation, or who is or was serving at the request of the Corporation as a director or officer of any other corporation or entity, against any and all liability and reasonable expense that may be incurred by him in connection with or resulting from any action, claim, suit, or proceeding - civil or criminal - in which he is made or threatened to be made a party by reason of any phase or future action taken or not taken in his capacity as such director or officer whether or not he continues to be such at the time such liability or expense is incurred, provided such director or officer acted in good faith in what he reasonably believed to be to the best interest of the Corporation and provided further that such director or officer is not adjudgeable for negligence or misconduct in the performance of his duty in such action, suit, or proceedings, and in connection with any criminal action or proceeding, provided he had no reasonable cause to believe that his conduct was unlawful. An entry of judgment by consent as part of a settlement shall not be deemed a final adjudication or liability for negligence or misconduct in the performance of duty. As set forth in this article, the terms "liability" and "expense" shall include, but shall not be limited to, counsel fees; proper expenses and disbursements and amounts of judgments, fines or penalties; and amounts paid in settlement by such director or officer. In the event that a question arises as to whether or not such director or officer has met the standards of conduct hereinabove set forth, such question shall be conclusively determined by either (1) the board of directors acting as a quorum consisting of directors who are not involved in such claim, action, suit, or proceedings, or (2) by the written opinion of reputable disinterested legal counsel selected and paid by the Corporation. If any word, clause, or provision of this article shall for any reason be determined to be invalid, the provisions hereof shall not otherwise be affected thereby but shall remain in full force and effect. The foregoing rights of indemnification shall not be exclusive of any other rights to which any such Director or officer may be entitled by statute, policy of insurance, or otherwise, and shall insure to the benefit of the heirs, legatees, and personal representatives of any such person.

Article V. Directors, their Election and Compensation

Section 1. The directors of the corporation will be elected at the annual meeting.

Section 2. Each person in attendance at the annual meeting may vote for as many directors as are to be elected.

Section 3. Directors shall not receive any compensation for their duties but may by resolution of

the board be reimbursed for any expenses incurred in carrying out their duties.

Article VI. Election of Officers

Section 1. The election of officers shall be held at the last dated meeting of the year. The voting shall be done by secret ballot, and a majority of the ballots cast will be necessary to elect.

Section 2. The newly elected officers shall assume their duties before the close of the election meeting.

Section 3. The president, vice president, secretary, and treasurer of the council must have served at least one year on the council previous to their election.

Section 4. No person shall be allowed to serve as president of this council for more than two one-year terms in succession.

Section 5. A new officer shall be elected by the directors to complete the term of any officer who is unable to complete their term. Until the officer can be elected, the president shall appoint another director to fill the vacancy.

Article VII. Powers and Duties of the Committees

Section 1. After assuming office, the president shall name the following standing committees. The standing committees shall be named at a time no later than the time of the second meeting and will remain effective until replaced by the president. The Lincoln County Extension 4-H Youth Development Educator shall serve as an ex-officio member of each standing committee.

Section 2. Program Committee shall consist of all five directors. The duties of the committee shall be to review all the Lincoln County 4-H Youth Development Program policies and recommend changes. All 4-H project committees and 4-H fair department heads shall be invited to meet with this committee.

Section 3. Budget and Finance Committee shall have five members who shall be the treasurer, the president, and three directors-at-large. The committee shall propose an annual budget to the board of directors and consider and make recommendations on other financial matters of the 4-H Youth Development Council as directed. They will meet to establish the annual budget in September.

Section 4. Nominating Committee shall annually prepare a slate of directors and officers for presentation at the annual meeting.

Section 5. Special committees may be appointed by the president for execution of such duties as he may direct, and each special committee shall be effective until its final report has been made to the council. All committee chairpersons must be members of the council.

Article VIII. Meetings

Section 1. Regular meetings of the directors shall be scheduled monthly with the date and place of the meeting being set by the board of directors.

Section 2. Special meetings may be called when necessary by the presiding officer provided every member has been mailed notification stating the purpose at least seven days prior to the meeting.

Section 3. An annual meeting shall be conducted in conjunction with the fall 4-H achievement program.

Section 4. Quorum - A quorum shall be constituted by 40% of all members present and entitled to vote at any regular, special, or annual meeting of the corporation.

Article IX. Vacancies

In case of a vacancy on the board of directors, a new director shall be chosen by the remaining

directors of the council to serve the unexpired term of the predecessor in office.

Article X. Voting Rights
Each director shall have the right at every meeting of the board to cast one vote on any matter submitted to a vote of the directors. This right to vote may be exercised in person, by written proxy, or by mail.

Article XI. Term of Directorship
The term of office shall be three years. One third of the directors shall be elected each year.

Article XII. Parliamentary Authority
In all matters not covered by the constitution and by-laws, the Corporation shall be governed by the Sturgis Standard Code of Parliamentary Procedures.

Article XIII. Fiscal Matters
Section 1. Fiscal year - the fiscal year of the Corporation shall end on December thirty-first.
Section 2. Deposit account - the funds of the corporation shall be deposited in such bank(s) as designated by the board and shall be subject to withdrawals only as the signature of those designated by the board.
Section 3. Audit - there shall be an annual certified audit of the financial affairs of the corporation by a disinterested auditor named by the board.

Article XIV. Relationship to Other County Boards
The Memorandum of Understanding is to be completed and signed with the Purdue Extension Office of Lincoln County and with the Lincoln County Fair Board to outline the working relationship with each entity.

Article XV. Amendments to the By-Laws
The by-laws of the Corporation may be changed, amended, or added to at a regular meeting of the directors, provided that 2/3 of the directors present and voting shall approve the amendment with notification by mail seven (7) days prior to the meeting.

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Sample Agenda

4-H Youth Development Council Meeting

I. Call Meeting to Order. – President
Purpose: To establish a business atmosphere.

II. Introduction and Attendance.
Purpose: To ensure that everyone in attendance knows each other.

III. Council Development
Purpose: To encourage continuous development of council members.

IV. Secretary's Report
Purpose: To share a complete and accurate account of the previous meeting.

IV. Adoption of Agenda
Purpose: To confirm a plan for the meeting's activities and to allow those who need to bring issues to the council's attention to understand the appropriate time during the meeting.

V. Treasurer's Report
Purpose: To share a record of financial activity since the last meeting and to note the council's financial status.

VI. Committee Reports (may include):
A. Program Planning
B. Expansion and Review
C. Budget and Finance
D. Volunteer Staff Development
E. Marketing & Recognition
F. Nominating
Purpose: To present a brief summary of committee work and achievements.

VII. Educator Report
Purpose: To be updated on communications from the 4-H Youth Development Extension Educator.

VIII. Unfinished Business
Purpose: To address issues needing action that were reported in the minutes of the last meeting.

IX. New Business
Purpose: To bring before the 4-H Youth Development Council new issues that need attention and/or action.

X. Acknowledgements and Announcements
Purpose: To share communications received and learn about program highlights.
A. Thank-you notes
B. Flyers announcing possible programs
C. Date, time, and place of next meeting
D. 4-H program highlights (members, sponsors, volunteers share highlights)

XI. Adjournment

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Sample 4-H Youth Development Council Constitution

PROVISIONS TO BE INCLUDED IN THE GOVERNING DOCUMENTS OF 4-H AFFILIATES

The following provisions must be adopted as written into the entity's governing documents (i.e., Articles of Incorporation, Constitution) if the entity wants to join the Purdue 4-H Group Exemption Number.

1. The entity is organized exclusively for educational, scientific and charitable purposes, specifically to provide the youth who comprise the membership a non-formal education 4-H Youth Development experience through the Purdue University Cooperative Extension Service.

2. No part of the net earnings of the entity shall inure to the benefit of, or be distributable to its members, officers or other private persons, except that the entity shall be authorized to make payments and distributions in furtherance of its purposes set forth in Article __. No substantial part of the activities of the entity shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the entity shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

3. Notwithstanding any other provision of this document, the entity shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

4. In the event of termination or revocation of a charter for, or dissolution of, this entity, all of the principal, income, and assets shall be transferred and assigned to the Purdue Cooperative Extension Service of _____ County to be held to support future 4-H educational program efforts to include the formation of new 4-H entities.

5. The entity shall generate its federal tax exempt status under section 501(c)(3) of the Internal Revenue Code through a Group Exemption Number (GEN) to be issued to Purdue University, and it shall undertake any action so required by Purdue University and by Internal Revenue Service rules and procedures to ensure its inclusion in the GEN issued to Purdue University. The entity shall obtain an Employer Identification Number from the Internal Revenue Service irrespective of whether a bank account is maintained by the entity. The entity shall comply with requirements for, and file with the Internal Revenue Service, annual information returns on the Form 990 Series applicable to the entity, and the entity shall file all other returns required by applicable law including Federal, State and local law. No consolidated Form 990 for subordinate organizations (i.e. entities) shall be prepared by Purdue University under the group exemption issued to it.

Assessing the Level of Risk for Child Sexual Abuse

The nature of an organization and the circumstances in which volunteers work with children are primary factors that determine the level of risk for sexual abuse to which children are exposed. Generally, the higher the risk of exposure, the more comprehensive the organization should be in regards to screening requirements. By removing the circumstances permitting sexual abuse, the safety of the children we serve is increased.

The Child Sexual Abuse Risk Exposure Matrix that follows may be used to help staff and volunteers think through the risks involved with events/activities involving 4-H youth. There are eleven factors to consider when determining this risk. These factors are listed below:

1. Location – Generally, the more public the program setting, the lower the exposure to risk for child sexual abuse. Holding activities in facilities with greater public access usually reduces the opportunity for child sexual abuse to occur by permitting activities to be observed by other individuals such as parents, other children, and interested bystanders.

2. Parental Involvement – Generally, the more parental involvement in the program activity, the lower the exposure to risk for child sexual abuse. When parents are actively involved in the program, they provide additional observation, monitoring, and supervision of activities. Since child molesters seek children who are isolated and who are in need of acceptance and affection from adults, parental involvement is often a sign that the child is less vulnerable.

3. Adult Supervision – Generally, the more adult supervision of program activity, the lower the exposure to risk for child sexual abuse. There is no magic supervision ratio of adults to children. The specific ratio of volunteers-to-participants should be sufficient to supervise activities safely when such factors as the size of the group, the ages of the children involved, the nature of the activity, and the setting in which the activity occurs are considered. Sufficient numbers of adults should be present to ensure that if some adults were pulled away from their assignments, sufficient supervision would continue to be present.

4. Frequency and Duration of Interaction – Generally, the less regular the interaction between a volunteer and any specific child, the lower the exposure to risk for child sexual abuse. A volunteer who interacts infrequently with a particular child has less opportunity to develop a relationship that could lead to sexual abuse than does a volunteer who meets with the same child several times a week. Longer periods of involvement provide more opportunities for sexual abuse to occur due to the grooming process used by many child molesters. The opportunity for sexual abuse increases with the length of the program since the child molester has more time to break down the child's resistance.

5. Changing Clothes – Generally, the less that changing clothes is a necessary part of a program activity, the lower the exposure to risk for child sexual abuse.

6. Training – Training for volunteers can reduce a child's exposure to risk within a program by:
   a.) Alerting volunteers that the organization is mindful of the potential for abuse and will respond aggressively to allegations of sexual abuse;
   b.) Informing volunteers about what to look for so that they can more adequately supervise program activities; and
   c.) Communicating policies adopted by the organization to prevent child sexual abuse from happening.

   When an organization *requires* volunteers to participate in a training program developed to address the risks of child sexual abuse, the risk of the child sexual abuse within the organization decreases.

7. Education of Children – Generally, the more age-appropriate education about child abuse that is provided to children and youth participants, the lower the exposure to risk for child sexual abuse.

8. Monitoring – Generally the more monitoring of volunteer activity that occurs, the lower the exposure to risk for child sexual abuse. Either volunteers or employees of the organization may perform this monitoring or supervision. When volunteers are left to function independently with little or no monitoring of their activities, the opportunities for child sexual abuse increase and so should the level of volunteer screening.

9. Physical Contact – Generally, the less physical contact involved in activities between volunteers and youth, the lower the exposure to risk for child sexual abuse. Unfortunately, volunteers whose responsibilities require them to have physical contact with children may misuse the opportunity which that contact provides to sexualize the touch and then, if questioned, justify it as an unintentional slip.

10. Staff and Supervisor Turnover – Low turnover in the staffing of an organization – of both employees and volunteers – reduces the level of risk present for child sexual abuse.

11. Age and Disabilities – Children of all ages are sexually abused. In fact, the incidence of sexual abuse is remarkably uniform for all ages of children over the age of three. The age of onset of sexual abuse is highest between 8 and 12 years of age. The risk for sexual abuse is especially high for children between 10 and 12 years of age. Children with disabilities are more than twice as likely to be sexually abused as are children of the same ages who do not have disabilities. Children with social, emotional or family related problems also are at higher risk of child sexual abuse than other children of the same age.

Child Sexual Abuse Risk Exposure Matrix

National Collaboration for Youth		
Lower	Medium	Higher
Activities held in facilities with public access	Activities held in private homes.	Activities held in an isolated setting (e.g., wilderness, institutions)
Parents actively involved in program with their child.	Some parental involvement in program.	Little or no parental involvement in program with their child.
Two or more adults supervising group activity.	One adult supervising a group of children.	Activity with one adult and one child.
No regular interaction between volunteer and any specific children.	Periodic interaction for short periods of time between volunteer and specific children.	Interaction between volunteer and specific children spanning long periods of time.
No changing of clothing as part of activity.	Changing of clothes; showering, (such as for sport activities.)	Changing of clothes, bathing, toileting, or over-night stays.
Training for volunteers concerning child sexual abuse is required.	Training concerning child sexual abuse is offered to volunteers; but not required.	Training concerning child sexual abuse is not offered to volunteers.
Education about child abuse is required for youth participants.	Education about child sexual abuse is offered to children, but not required.	Education about child sexual abuse is not offered to children.
Organization regularly monitors and evaluates the volunteer's activity.	Organization provides informal oversight of the volunteer's activities.	Volunteer operates on organization's behalf without oversight.
Volunteer has no physical contact with children.	Volunteer and children are engaged in activities involving some physical contact.	Volunteer has close physical contact with children (e.g., swimming instruction, wrestling).
Organization has very little staff turnover (including volunteers).	Organization has some staff turnover (including volunteers).	Organization has considerable staff turnover (including volunteers).
Services offered to children older than 12 years of age.	Services offered to children younger than 12 years of age.	Services focused on children of any age who have disabilities.

Cited from "Screening Volunteers to Prevent Child Sexual Abuse: *A Community Guide for Youth Organizations*"

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CARROLL COUNTY 4-H FAIRGROUNDS EMERGENCY INSTRUCTION BOOKLET

Adopted: June 2012

INTRODUCTION

This booklet is provided for your information and assistance in rare cases when emergency assistance is needed or when an emergency situation may occur in your building or area.

Once you have identified the type or nature of the emergency, simply open the booklet to the appropriate page and follow the instructions given on that page.

- Severe Thunderstorm Warning 2
- Tornado Watch 3
- Tornado Warning 4
- Weather Watches 5
- First Aid/Medical Emergencies 5
- Fire 6
- Emergency Veterinary Services 6
- Emergency Amusements Shutdown 7
- Lost Child 7
- Fights or Civil Disturbances 7
- Bomb Threat 8
- Protestors or Demonstrators 9
- Emergency Phone Numbers 10

If an emergency, not described in this booklet, occurs in your area immediately notify the Fair Office - ***[PHONE NUMBER]***.

GENERAL INFORMATION

The most important instruction for any situation is:

REMAIN CALM AND FOLLOW THE INSTRUCTIONS IN THIS BOOKLET.

NOTE:

1. Accident or incident information must not be released by anyone other than the 4-H Exhibit Board President.
2. All inquiries should be referred to the 4-H Exhibit Board President.
3. Make no statement to the media regardless of whether it is on the record or off the record.

SEVERE THUNDERSTORM WARNING

REMEMBER: Severe thunderstorms have the capability of producing large hail, damaging winds, and heavy lightning activity. Also, severe thunderstorms have the capability to spawn tornado activity as well. ***REMAIN ALERT FOR EMERGENCY INSTRUCTIONS.***

In the event of a severe thunderstorm warning, the **Fair Office** will notify **each 4-H building superintendents** of the warning. Upon receipt of the warning from the Fair Office, **DO THE FOLLOWING:**

1. Check your immediate building or area to insure that equipment is properly stored and not exposed to high winds that may propel items if caught by the winds.

2. Check to be sure that all doors, windows, and outside vents are secured.

3. Check to be sure that livestock in your building or area is properly secure.

4. Notify your building superintendent or responsible Exhibit Board member to be ready to move persons in the building to safer areas.

5. Remain alert to worsening conditions.

6. If you are in a tent structure, evacuate the tent area to a solid structure or building. Drop all tent sides, to keep high winds out of the tent. **DO NOT REMAIN UNDER THE TENT DURING A SEVERE THUNDERSTORM.**

7. You should remain in the building unless told to move to safer areas.

8. The following announcement will be made over the major PA system:

> "Ladies and Gentlemen…May I have your attention. Please listen carefully. The fairgrounds management has been advised that a severe thunderstorm is headed in the direction of the fairgrounds area. For your protection and safety, you are asked to **move to the 4-H building, Merchant's Building and / or Restrooms.** Please stay away from areas with windows to avoid the possibility of injury from broken or flying glass. An announcement will be made as soon as the severe conditions are over and the fairground is out of danger. Your cooperation in this matter is appreciated."

9. After condition is over, the following announcement will be made:

> "May I have your attention? The fairgrounds have been advised that the severe weather conditions are now over and the fairgrounds area is out of danger. We thank you for your attention and cooperation during this brief situation."

10. If, after the storm has passed, there is damage to the building or persons are injured as a result of the storms, report building damage immediately to the Fair Office. In the case of medical emergencies, follow the instructions given under that category.

TORNADO WATCH

REMEMBER: Tornado Watch - Conditions are favorable for tornadoes. ***REMAIN ALERT FOR EMERGENCY INSTRUCTIONS.***

In the event of a tornado watch, the **Fair Office** will notify **each 4-H building superintendent.** Upon receipt of the tornado watch notification from the Fair Office, **DO THE FOLLOWING:**

1. Announce the Tornado watch and tell them to listen for future announcements of potential tornado warning. (Announcements will be made over the PA system from the Fair Office on a regular basis – every 15 – 30 minutes.)

2. Check your immediate building or area to insure that equipment is properly stored and not exposed to high winds that may propel items if caught by the winds.

3. Check to be sure that all doors, windows, and outside vents are secured.

4. Check to be sure that livestock in your building or area is properly secure.

5. Notify your building superintendent or Exhibit Board member to be ready to move persons in the building to safer areas.

6. Remain alert to worsening conditions.

7. If you are in a tent structure, evacuate the tent area to a solid structure or building. Drop all tent sides, to keep high winds out of the tent. **DO NOT REMAIN UNDER THE TENT DURING SEVERE WEATHER.**

8. The following announcement will be made over the major PA system:

> "Ladies and Gentlemen…May I have your attention. Please listen carefully. The fairgrounds management has been advised that a tornado watch has been issued for Carroll County. Please continue to listen to all announcements, we will provide updates as we are notified.

9. After condition is over, the following announcement will be made:

> "May I have your attention? The fairgrounds have been advised that the severe weather conditions are now over and the fairgrounds area is out of danger. We thank you for your attention and cooperation during this brief situation."

10. If, after the storm has passed, there is damage to the building or persons are injured as a result of the storms, report building damage immediately to the Fair Office. In the case of medical emergencies, follow the instructions given under that category.

TORNADO WARNING

REMEMBER: Tornado Warning - Tornadoes have been spotted. ***REMAIN ALERT FOR EMERGENCY INSTRUCTIONS.***

In the event of a tornado warning, the **Fair Office** will notify **each 4-H building superintendents** of the warning. Upon receipt of the warning from the Fair Office, **DO THE FOLLOWING:**

NOTE: Since a tornado watch procedures have probably just been followed for livestock and securing the building / equipment, immediately announce for people to move to a safe location.

1. The following announcement will be made over the major PA system:

"Ladies and Gentlemen…May I have your attention. Please listen carefully. The fairgrounds management has been advised that a tornado warning has been issued for Carroll County. For your protection and safety, you are to evacuate the fairgrounds and move to a safe building:
* Flora Town Library Basement;
* Flora United Methodist Church Basement;
* New Hope Church Basement;
* Carroll High School Hallways – enter through gym doors.
If you must remain on the fairgrounds, move to one of the cement restrooms.
NOTE: The barns, show arena, 4-H building and school gym are not safe locations.
Please stay away from areas with windows to avoid the possibility of injury from broken or flying glass. Please also avoid areas that have large open areas, such as the school gym, barns and show arena.

2. After condition is over, the following announcement will be made:

"May I have your attention? The fairgrounds have been advised that the severe weather conditions are now over and the fairgrounds area is out of danger. We thank you for your attention and cooperation during this brief situation."

3. If, after the storm has passed, there is damage to the building or persons are injured as a result of the storms, report building damage immediately to the Fair Office. In the case of medical emergencies, follow the instructions given under that category.

SEVERE THUNDERSTORM WATCH – Non-fair

REMEMBER: Severe thunderstorm watch – Conditions are favorable for thunderstorms that might include strong wind and lightening They have the capability of producing large hail, damaging winds, and heavy lightning activity. Also, severe thunderstorms have the capability to spawn tornado activity as well. ***REMAIN ALERT FOR EMERGENCY INSTRUCTIONS.***

In the event of a severe thunderstorm watch during 4-H events (non-fair), the **4-H Leader** will determine whether or not to cancel an event. In the event the watch turns into a warning, the warning procedures on page _____ should be followed.

SEVERE WINTER WEATHER

During the winter months, postponements or cancellations of 4-H activities may occur because of bad weather. In most cases, if school is canceled, 4-H activities will not be held. Information about canceled 4-H activities will be posted on our website under hot topics.

FIRST AID/MEDICAL EMERGENCIES

In the event that there is an injury requiring emergency medical services in your building or area, **DO THE FOLLOWING:**

1. Immediately contact the First Aid station and/or the Fair Office and give the following information:
    a. Name of the building or area where the need for service is located.
    b. Type of medical emergency.
    c. Whether or not the victim is conscious or unconscious.
    d. Whether or not the victim is breathing normally.
    e. Type of injury, cut, fall, sprain, chest pain, burn, etc.
    f. How the injury or accident occurred.
    g. Location of the nearest entrance to where the victim is located.
2. Keep the victim calm and, if possible, lay the victim down and make them comfortable.
3. Have someone meet the First Aid or ambulance crew at the nearest entrance, so that the medical crew may be taken quickly to the victim.
4. If the victim is bleeding severely from a major cut, attempt to apply direct pressure on the wound area to stop the bleeding. **DO NOT APPLY A TOURNIQUET.**
5. If you are properly trained and equipped and the victim requires CPR, please start CPR.

FIRST AID AT THE COUNTY 4-H FAIR REFERENCE

1. First Aid is normally available in the First Aid station, in _____.
2. Fair Office normally has radio contact with First Aid.
3. Contact First Aid first. They will call an ambulance, if one is needed.
4. The First Aid or the Sheriff's Office will contact the appropriate authorities.
5. After the person has received medical attention, contact the Fair Office to have a report completed.

FIRE

In the event there is a fire in your building, **DO THE FOLLOWING:**

1. Call the Sheriff's Office at 911 and give the following information:
    a. Name of the building having the fire.
    b. Location of the fire in the building.

2. Immediately evacuate all persons from the building. Make the following announcement:

> "Ladies and Gentlemen…May I have your attention. Please listen carefully. Due to an emergency situation, it is necessary to evacuate the building. Please walk to the nearest exit and go outside the building. Please walk as you leave…Please walk as you leave. There are emergency evacuation signs by each exit. Please walk calmly."

3. DO NOT ATTEMPT TO FIGHT THE FIRE ON YOUR OWN (unless it is a small fire that can be easily extinguished with 1 or more fire extinguishers).

4. Notify the building superintendent and the fair office of the fire.

5. If your building contains livestock: **DO NOT ATTEMPT TO EVACUATE ANY LIVESTOCK.**

EMERGENCY VETERINARY SERVICES

In the event that you have an emergency requiring the services of a veterinarian: **DO THE FOLLOWING:**

1. Immediately call the Fair Office and give the following information:

    a. Name of the building or area where the need for service is located.
    b. Type of emergency or problem.
    c. Type of injury (if appropriate).
    d. How the injury or accident occurred.
    e. Location of the nearest entrance to where the veterinarian is needed for service in order that the veterinarian may be told where to go and meet a representative of your building.
    f. Name of 4-H animal owner.

2. Have someone meet the responding veterinarian at the nearest designated entrance, so that he or she may be taken quickly to the location.

EMERGENCY AMUSEMENTS SHUTDOWN

The carnival will be closed in emergency situations-lightening etc. by order of the amusement owners or by direction of the Carroll County Sheriff's Office, Flora Community Club, Fair Board President, or Emergency Management.

LOST CHILD / PARENT

In the event there is a lost child / parent in your building, **DO THE FOLLOWING:**

1. Look for the Lost Child / Parent in the immediate facility.
2. Take the child / parent to the nearest paging system – Stage Arena or Fair Office to have the opposite party paged.
3. Make the following announcement:

"Ladies and Gentlemen…May I have your attention.
* If you see _____ (child's name), please contact the Fair Office in the 4-H building.
* A Lost Parent Alert is issued – If you have been separated from your child, please contact the Fair Office in the 4-H building. (The adult will have to identify / describe the child.)"

FIGHTS OR CIVIL DISTURBANCES

In the event that there is a fight or disturbance in your area:

1. DO NOT ATTEMPT TO BREAK UP THE FIGHT.

2. Immediately notify the Fair Office. Stay on the line in case more information is needed or to receive instructions.

3. Give the following information:

   a. The number of people fighting.
   b. Any weapons being used.
   c. Exact location of the fight.

The Fair Office will notify the appropriate authorities.

BOMB THREAT

Generally, a bomb threat is received by a telephone call. You should take a bomb threat received on the telephone very seriously. You can expect a bomb threat to be a short conversation. However, you should try to get as much information from the caller as you can.

In the event a bomb threat is received by telephone, **DO THE FOLLOWING:**

1. Get someone else's attention, and have them call the Sheriff's Office at 911. Tell the Sheriff's Office the following information:

   a. "We have just received a bomb threat by telephone."
   b. "The bomb is located in the _____."
   c. "My name is _____."

The Sheriff's Office will take the necessary actions.

2. Try to keep the caller on the line. Note any background noises, other conversations, and description of the voice of the caller, such as male or female voice, any type of accent or other unusual characteristics.

3. Try to write down the caller's exact words as they were spoken.

4. Try to obtain the following information:

   a. Ask the caller – "Where is the bomb located?"
   b. Ask the caller – "When will it explode?"
   c. Ask the caller – "What does the bomb look like?"
   d. Ask the caller – "Why have you placed the bomb here?"

5. If the caller states the bomb is located in your immediate building area, immediately notify someone who is in charge of the building.

6. Immediately evacuate all persons from you building in a calm and rapid fashion. REMEMBER – DO NOT PANIC. REMAIN CALM. If you have a public address system in you building, make the following announcement:

"Ladies and Gentlemen…May I have your attention. Please listen carefully. Due to an emergency situation, it is necessary to evacuate the building. Please walk to the nearest exit and go outside the building. Please walk as you leave…Please walk as you leave. There are emergency evacuation signs by each exit. Please walk calmly."

7. If your building is being evacuated and your building contains livestock, be sure that all of the people leave the building. **DO NOT ATTEMPT TO EVACUATE LIVESTOCK**

PROTESTORS OR DEMONSTRATORS

Certain activities that occur at the fairgrounds may not be popular with some movements and activists that are organized in this area. Generally, protests or demonstration groups tend to keep their activities peaceful and off the fairgrounds property. However, because the fairgrounds are open to the public, there is a chance that protest or demonstration groups may infiltrate the fairgrounds as a group, or individually, and then begin demonstrations at a particular location within the fairgrounds.

In the event you happen upon a protest or demonstration group, **DO THE FOLLOWING:**

1. DO NOT APPROACH THE GROUP OR ENGAGE IN ANY DISCUSSIONS.

2. Immediately notify the Fair Office and give the following information:

   a. Location of the demonstration group.
   b. Number of demonstrators.
   c. Nature of the demonstration or protests.
   d. Your name and telephone number.

3. Notify those in charge immediately.

4. Law enforcement personnel should contact you for further details.

5. REMEMBER: Do not take any type of action against the group, or try to disburse the group on your own. Law enforcement personnel are specially trained to handle this type of situation.

EMERGENCY PHONE NUMBERS

Emergency - 911

Carroll Co. Sheriff Office – PHONE NUMBER

Flora Town Police – PHONE NUMBER

4-H Fair Office – PHONE NUMBER

First Aid Station on Fairgrounds – contact Fair Board member with Radio and they will radio it.

FAIR BOARD / BUILDING SUPERINTENDENTS PHONE NUMBERS

NAME (President) ..... PHONE

NAME (VP Animals) ..... PHONE

NAME (Beef) ..... PHONE

NAME (Goat) ..... PHONE

NAME (Llama) ..... PHONE

NAME (Sheep) ..... PHONE

NAME (Swine & Little League) ..... PHONE

NAME (Poultry & Rabbit) .....

NAME (Flora Community Club) ..... PHONE

NAME (Flora Community Club) ..... PHONE

NAME (ANR Educator) ..... PHONE

NAME (4-H Educator & Open Class) ..... PHONE

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(This statement must appear on each county's paper and online 4-H enrollment form. Please see *General Terms and Conditions: Statements for 4-H Enrollment.*)

4-H Youth Development Liability Release Statement

I understand that participating in 4-H activities can involve certain risks to my child. On behalf of my child I accept those risks. I hereby release and discharge Purdue University, The Trustees of Purdue University, the _____ County Commissioners, the _____County Cooperative Extension Service, and each of their trustees, officers, appointees, agents, employees, and volunteers ("Released Parties") from all claims which my child or I might have for any injury or harm to my child, including death, arising out of my child's participation in any activity related to the 4-H youth development program, even if such injury or harm is caused by the negligence or fault of any of the Released Parties. I do not, however, release these individuals and entities from liability for intentional, willful or wanton acts and this release shall not be construed to include such acts.

_____

4-H Member's Name (please print)

_____

4-H Member Signature (if age 18 or older)

_____

Signature of Parent/Legal Guardian Date

_____

Signature of Parent/Legal Guardian Date

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RM 27

PURDUE UNIVERSITY
COOPERATIVE EXTENSION SERVICE
ACCIDENT/INCIDENT REPORT FORM

(Please Print Legibly)

This form is to be completed whenever a 4H member, volunteer, or spectator who is participating in or attending an approved CES event/activity receives an injury which requires medical or dental attention.

Forward completed form to: **Tiffany Utermark**
Risk Management
401 S. Grant St. Freehafer Hall
West Lafayette, IN 47907

PHONE: (765) 494-6134
FAX: (765) 496-1338
EMAIL: tutermark@purdue.edu

I. INJURED PARTY

Name: _____ Age: _____

Address: _____

_____

4-H Club Member in _____ County

If not 4-H Club Member, please explain person's participation in/attendance at the event/activity.

_____

II. DESCRIPTION OF ACCIDENT/INCIDENT

Date: _____ Time: _____ a.m. _____ p.m.

Location: _____

Address: _____

Event/Activity: _____

Describe What Happened: _____

_____

_____

_____

_____

_____

Equipment/Animals Involved: _____

_____

III. WITNESSES:

1 Name: _____

Address: _____

_____

Phone: _____

University Affiliation/Other: _____

2 Name: _____

Address: _____

_____

Phone: _____

University Affiliation/Other: _____

IV. TREATMENT:

Emergency treatment rendered at scene: _____ yes _____ no

If "yes":

Name of person rendering treatment: _____

How associated with event/activity: _____

Parents Notified: _____ yes _____ no _____ N/A

Where was the injured party transported?: _____

By whom?: _____

Please state any comments made by injured party, parent, or guardian which you feel may be important: _____

_____

_____

V. REPORT COMPLETION:

Name: _____

Educator in _____ County

Phone: _____

Fax: _____

E-mail: _____

*** PLEASE COMPLETE AND FORWARD WITHIN 48 HOURS OF INCIDENT ***

COPIES TO: CES Director's Office
District Director
County Extension Director

Back

HEALTH FORM
(Youth)

Attach current photo here.
Photo will not be returned.

_____
Event/Activity/Trip

_____ _____
County Dorm and/or Room Number

_____ _____
Name Birthdate

_____
Street Address City State ZIP code

(_____)_____ _____ _____
Day Phone Number Evening Phone Number Youth Cell Number (if applicable)

List any activities the participant should avoid (i.e., swimming):

_____

Physical Record of Participant	Yes	No
Heart Condition	___	___
Diabetes	___	___
Ear Infections	___	___
Bedwetting	___	___
Allergy to any medication	___	___
List medicines allergic to: _____		
Food allergy or dietary restrictions	___	___
List allergies/restrictions_____		
Other allergies (i.e., dust, pollen, animals)	___	___
List other allergies _____		

Date of last tetanus shot: _____

Please list any current medication being taken on reverse side of this form.

Any other medical record information that would be beneficial during the program or in an emergency:

_____

PARENTAL AUTHORIZATION

Pursuant to Indiana Code Paragraph 16-36-1-6 and subject to any limitations listed below, I request and authorize Purdue University Cooperative Extension Service employees and their authorized agents to arrange for all reasonably necessary medical care, including transportation and hospitalization, for my child while in attendance at and participating in 4-H Youth Development events and activities.

I also understand that, as a result of my child's participation in this program, it will be necessary for Purdue CES employees and other authorized personnel with the program to have access to relevant medical information pertaining to my child, and I authorize the use and disclosure of my child's medical information to promote a safe and healthy experience for my child.

_____ _____
Parent/Legal Guardian Signature Date Witness to Parent/Legal Guardian Date

Parent/Guardian Telephone:__(_____)_____ (_____)_____
Home Work

Both above signatures required for acceptance to participate

In case we cannot reach you, please list the name and phone number of a second party to contact:

Name _____

Address _____

Telephone: (_____)_____ (_____)_____
Home Work

Please complete the addendum on reverse side

ADDENDUM TO THE 4-H YOUTH HEALTH FORM

Complete this form if **prescription medications** are being taken by the student at the time of the event or if **over-the-counter medication** is to be administered by an Extension staff member or other authorized personnel.

Medications must be carried in their original containers.

County: _____

4-H member's Name: _____

Name of Medication: _____

What Illness/Condition is this medication intended for: _____

Check all of the following that apply:

_____ Tylenol/Ibuprofen may be administered by 4-H Youth Development event personnel
_____ Benadryl may be administered by 4-H Youth Development event personnel
_____ Medication is to be self administered by student
_____ Medication is to be administered by 4-H Youth Development event personnel

Dosage: _____ Refrigeration? Yes _____ No _____

Special Instructions: _____

Other information (if applicable): _____

Date(s) to Administer: From _____ To _____

Prescribing Doctor's Name: _____ Phone: ( ) _____

Note: This form is to be used as a reference for 4-H participants who require any medication (prescription or "over-the-counter"). Administering of the medication is the responsibility of the participant. If health facilities and/or personnel are available at the facility and you prefer the trained personnel to administer the medication, you may request this prior to the event.

Event: _____ Date (s): _____

_____ _____
Signature of Parent/Legal Guardian Date

_____ _____
Signature of Parent/Legal Guardian Date

Back

HEALTH FORM
(Adult)

_____
Event/Activity/Trip

_____ _____
County Dorm and/or Room Number

_____ _____
Name Birth Date

_____
Street Address City State ZIP code

(_____)_____
Home Phone Number

Physical Record of Participant	Yes	No
Heart Condition	___	___
Diabetes	___	___
Polio	___	___
Convulsions	___	___
Ear Infections	___	___
Allergy to any medication	___	___
List medicines allergic to: _____		
Other allergies (i.e., food, dust, pollen, animals)	___	___
List other allergies _____		

Date of last tetanus shot: _____

Please list any current medication being taken:

_____

Any other medical record information that would be beneficial during the program or in an emergency:

_____

In the event of any emergency, I understand that first aid will be administered. I further understand that in case of serious injury or illness, I hereby give permission to the physician selected to hospitalize, secure proper treatment for, and to order injection, anesthesia, or surgery.

I also understand that, as a result of my participation in this program, it will be necessary for Purdue CES employees and other authorized personnel with the program to have access to my relevant medical information.

Yes _____ No _____ _____
Signature Date

Note: Check with activity coordinator or local Extension Office to determine whether or not accident insurance coverage is in force for this event.

Persons to contact in case of emergency:

_____ _____
Name Home and/or office phone

_____
Address

_____ _____
Name Home and/or office phone

_____
Address

Back

Memorandum of Understanding between Indiana 4-H Youth Development/Purdue Cooperative Extension – Click here to enter text. County and Click here to enter text.

(Information in italics is designed to help the user better understand completion of the MOU.)

PURPOSE

This Memorandum of Understanding establishes the guidelines for collaboration between Indiana 4-H Youth Development /Purdue University Cooperative Extension - Click here to enter text. County and Click here to enter text. (Name of Partner Organization). The purpose of this MOU is to define the roles, relationships and obligations of both parties including the use of the 4-H Name and Emblem.

INTRODUCTION

4-H is the youth development program of the Land Grant University's Cooperative Extension System and the United States Department of Agriculture. The 4-H Name and Emblem is a Federal mark, protected by 18 U.S.C. 707. The primary consideration for granting authorization to use the 4-H Name and Emblem is for the educational and character-building purposes of the 4-H program to serve the educational needs and interests of 4-H youth. The 4-H Name and Emblem can be used only as authorized by the statute.

A. The Indiana 4-H Youth Development mission is to provide real-life educational opportunities that develop young people who positively impact their community and world. Indiana 4-H Youth Development's vision is to strive to be the premier, community-based program empowering young people to reach their full potential.
B. The Click here to enter text. (Partner) Mission and Vision: Click here to enter text.

ROLES AND RESPONSIBLITIES

A. Joint Responsibility: Click here to enter text. County 4-H Youth Development and Click here to enter text. (Partner) hereby mutually agree to work together to:
   a. Provide open communication and leadership to achieve the mission and goals of this partnership.
   b. Use the official and approved logo and identifying mark for each partner on all communications and promotional materials in equal size.
   c. Acknowledge that all or any financial arrangements must be negotiated and depend on availability of funds. Identify responsible party for required national and state legal permits, reporting and filing responsibilities. (*Example: fundraising permits, sales tax, tax reporting, etc.*) Click here to enter text.

      [*If hiring staff is part of the partnership, clearly define roles, supervision and training, accountability, and legal responsibility, etc.*]
   d. Click here to enter text.

      Additional items of joint responsibility include.
   e. Click here to enter text.
   f. Click here to enter text.
   g. Click here to enter text.

B. Individual Partner Responsibility: Click here to enter text. County 4-H Youth Development agrees to provide:

a. Use of the 4-H Name and Emblem in accordance with the federal law, regulations, and guidelines regarding use of the 4-H Name and Emblem.
   i. Prior approval of all fund-raising activities, marketing, communication pieces, etc. that utilize the 4-H Name and Emblem or that are designed to promote the 4-H Youth Development Program

      [*If fundraising will be involved in the partnership, clearly articulate how the 4-H Name and Emblem will be used; include communication on fundraising pieces to clearly articulate the purpose of the funds raised and where the money will go; describe who has accountability and legal responsibilities for the money, etc.*]
   ii. Click here to enter text.
   iii. Click here to enter text.

b. Leadership to and support of the Indiana 4-H Youth Development Policies and Guidelines.
c. Enforcement of EEO and Civil Rights policies of the Land Grant University including appropriate documentation.
d. Volunteer management duties including recruiting, screening, orienting, training, and evaluating 4-H Youth Development volunteers.
e. Other items that 4-H Youth Development will provide to the partnership. (*These could include educational materials, training, staff and volunteers, financial support, etc.)*
   i. Click here to enter text.
   ii. Click here to enter text.
   iii. Click here to enter text.

C. Individual Partner Responsibility: Click here to enter text. (Partner) agrees to provide:
   a. Annual accounting of funds derived from and/or in support of the use of the 4-H Name and Emblem.

      Other specific items that Partner is providing to the partnership (add lines as needed). Examples may include: facilities for meetings and/or programming; personnel to assist with program development and/or implementation; finances to support programming; technical expertise, etc.
   b. Click here to enter text.
   c. Click here to enter text.
   d. Click here to enter text.

MEETINGS AND REPORTING

To accomplish these objectives, partners will meet/confer at least Click here to enter text. times a year for the purposes of program planning and monitoring, evaluating outcomes, and to review and ensure that each entity is in compliance with this Memorandum of Understanding.

DURATION

Upon signatures of the authorized individual[s] of the organizations, this Memorandum will commence on Click here to enter text. (Date) and shall remain in effect unless terminated or amended as described below.

TERMINATION OR AMENDMENTS

A. This memorandum can be amended or verified through agreement by all partners and evidenced in writing and signed by the authorized individual[s] for each partner. A Click here to enter text. day notice is required for signed amendment to be in effect.

B. This memorandum may be terminated by either entity by notification in writing. A six (6) month notice is required.

AUTHORIZED SIGNATURES

Signed,

Authorized Person for Indiana 4-H Youth Development – Click here to enter text. County

_____ _____ DATE: _____

NAME PRINT NAME

_____

TITLE

Authorized Person for Click here to enter text. (Partner)

_____ _____ DATE: _____

NAME PRINT NAME

_____

TITLE

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4-H MEMBER FIELD TRIP AND ACTIVITIES PERMISSION FORM

This form is recommended for 4-H Volunteers and staff to use when taking youth on field trips. (Those members who already have a signed 4-H Youth Development Liability Release Statement on file with their 4-H enrollment.)

A field trip to _____ is scheduled for
(Name location and/or activity)

_____.
(Day / Date)

Departure Location: _____

Departure Time: _____

Return Time: _____

I hereby give permission for my child to participate in the following activities:

Swimming _____ Yes _____ No

Field Trip _____ Yes _____ No

_____
4-H Member's Name

_____ _____
Signature of Parent/Legal Guardian Date

_____ _____
Signature of Parent/Legal Guardian Date

_____ _____
Day Phone Number Evening Phone Number

_____ _____
Emergency Contact Phone Number

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4-H Club/Unit Financial Checklist

_____ Checking/savings accounts do not have personal Social Security numbers on them.

_____ A unique Employer Identification Number (EIN) has been obtained for the group.

_____ Checking account is a duplicate check system.

_____ Checking account has two signatures (of unrelated persons).

_____ A list of receipts and expenses is maintained.

_____ Original receipts for purchases are kept.

_____ A treasurer's report is given at all club meetings.

_____ Official receipts are provided for all donations.

_____ The Annual 4-H Club/Unit Financial Report is completed and submitted to the Extension Office.

_____ The appropriate Form 990 Series return is filed with the IRS annually.

4-H Club/Unit Name _____

4-H Club/Unit Leader _____

Back

4-H Unit Activity Report Form

Use this form to report all activities conducted by the 4-H Unit over the course of a fiscal year.

Name of Unit: _____

Fiscal Year Covered: Month ____ Year _____, to Month ____ Year _____

Activities Completed

Date	Name of Activity	Attendance	Summary of Purpose and/or Accomplishments

Back

Annual 4-H Unit/Club Financial Report

Year: _____

Name of 4-H Unit/Club _____ 4-H Unit/Club EIN: _____

Name(s) of Adult 4-H Unit/Club Leader(s) _____

Name of 4-H Unit/Club Treasurer _____

Name of 4-H Unit/Club Bank Account _____

Name of Bank or Financial Institution: _____

Account # _____ Checking ____ or Savings ____ (Check one)

Account # _____ Checking ____ or Savings ____ (Check one)

Name(s) authorized to conduct 4-H Unit/Club business on account _____

Procedures for Adult 4-H Unit/Club Leader and Treasurer to follow:

1. Work together to prepare your 4-H Unit/Club's Financial Report.
2. Check to see that all of the unit's/club's bills for the year have been paid.
3. Be sure all checks that were written have been cashed. If some are still outstanding, contact the individual/ business to whom they were written to ask them to cash the checks so your financial report can be prepared.
4. After this report has been completed, send it to the County 4-H Council, *(Extension Office Address)* or bring it to the Extension Office by *(Date Determined by county)* - should cover a 12 month period).
5. If your unit/club is being audited this year, follow the additional procedures provided.

Checking Account

Starting Balance of (Date:_____)
(amount of money the unit/club had at the beginning of the year) $ _____

Total income your unit/club received this year
(from dues, fund raising activities, donations, etc.) $ _____

Total expenses your unit/club had this year (bills, donations, special activities, etc.) $ _____

Ending Balance (Date:_____) $ _____

Savings Account

Starting Balance of (Date:_____)
(amount of money the unit/club had at the beginning of the year) $ _____

Total income your unit/club received this year
(from dues, fund raising activities, donations, etc.) $ _____

Total expenses your unit/club had this year (bills, donations, special activities, etc.) $ _____

Ending Balance (Date:_____) $ _____

We have worked together and certify that this financial report for our 4-H Unit/Club is accurate.

Unit/Club Treasurer Signature _____ Date _____

Adult 4-H Unit/Club Leader Signature _____ Date _____

Please check if this statement applies to your 4-H Unit/Club, sign it, & return it to the above address.

_____ Our unit/club has no active treasury at this time; therefore, we have nothing to report.

Unit/Club Treasurer or Adult 4-H Unit/Club Leader Signature _____

To be completed by Financial Review/Audit Committee

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4-H Unit/Club Financial Review/Audit

Name of 4-H Unit/Club:

Date Reviewed:

Reviewed by:

Financial Checklist	**Yes**	**No**
Checking/savings accounts use Employer Identification Number; no personal Social Security numbers included		
Checking account is a duplicate check system.		
Checking account has two signatures of unrelated persons.		
Treasurer's report is presented at each meeting.		
Official receipts are provided for donations.		

Financial Review/Audit Information Requested	**Requested Information Included?**			
	Yes	Partially	No	Not Applicable
1 Year of Bank Statements (Minimum)				
Checking				
Savings				
Checkbook Register				
Savings Account Register				
Deposit Slips/Logs				
List of Receipts				
List of Expenses				
Copies of Receipts (e.g., purchases, bank deposits, etc.)				
Treasurer's Report				
List of Tangible Assets (e.g., dog agility, shooting sports equipment, etc.)				
Other Information?				

Comments/Recommended Actions for 4-H Unit/Club:

Circle One: Extension Office Copy 4-H Unit Copy

OFFICIAL RECEIPT MASTER

NOTE: This receipt is used for donations made specifically to a 4-H entity; funds handled through the Purdue CES Ed Fund would NOT use this receipt master.

(Name of 4-H Organization) Receipt

Date: _____

TO: (Name of donor)

The (name of the 4-H organization) gratefully acknowledges receipt of your $_____ donation which is deductible as a contribution for Federal income tax purposes under Section 170 of the Internal Revenue Code, pursuant to rulings issued April 24, 1946, and February 9, 1973, by the Internal Revenue Service to the U.S. Department of Agriculture. The (Name of the 4-H organization) acknowledges that (check one):

___ No goods or services were provided in return for this gift.

___ The value of goods or services provided in return for this gift was

$ _____.

Please retain this receipt for your tax records. For further information regarding the deductibility of your gift, please consult your tax advisor.

Sincerely,

(Signature of authorized volunteer representing the 4-H group that has received the donation)

Back

Youth Adult Partnership Orientation Meeting

Suggested Agenda Items

Welcome & Introductions

- Icebreaker

Share basic facts about the organization

- Purpose
- Membership
- Meeting schedule/location
- Committees
- Officers
- Funding sources

Review responsibilities of the Adult and Youth partners

- What should youth expect from their participation on the board?
- What should adults expect from youth participation?
- What are the expected results of youth and adults serving together?

Identify goals of Youth and Adult members

- What do we each hope to accomplish with this partnership?
- What can we each bring to the partnership?

Action steps to help make this partnership an effective one

- What needs to happen to ensure that we all work together effectively?
- What barriers may need to be overcome to help youth and adults work together effectively?

Next meeting:

Adjourn

Youth and Adults Working Together

2012 Indiana 4-H Congress

Doug Keenan, 4-H Youth Development Extension Educator

Session Objectives

- To improve youth and adult partnerships in 4-H meetings and events.
- To empower youth in leadership development and leadership roles.
- To foster mutual respect and communication between youth and adults working together.

Personal Reflections

- **Youth:** What is the BEST thing about working with Adults?
- **Adults:** What is the BEST thing about working with Youth?

Personal Reflections

- **Youth:** What is the MOST FRUSTRATING thing about working with Adults?
- **Adults:** What is the MOST FRUSTRATING thing about working with Youth?

Personal Reflections

- **Youth:** What is one thing you would like adults to know about youth?
- **Adults:** What is one thing you would like youth to know about adults?

Small Groups

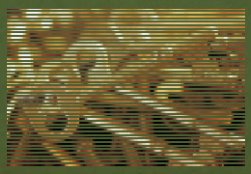
- What are some examples of times where youth and adults have worked together?
- What made these partnerships effective?
- What challenges did you experience in these partnerships?

Youth-Adult Partnership Definition

- "**Youth-adult partnership** is the title of a conscious relationship which establishes and sustains intergenerational equity between young people and adults."

Source: http://en.wikipedia.org/wiki/Youth_adult_partnerships

Keys to Successful Youth - Adult Partnerships



#1

- Help the group to feel comfortable with each other and overcome the initial anxiety.
- Action steps:
  - Orientation meeting
  - Mentors
  - Ice breakers

#2

- Outline expectations and responsibilities of youth and adult members. Establish a set of shared values, such as respect, equality, openness, listening, and trust.
- Action steps:
  - Orientation meeting
  - Position Descriptions
  - Mutual respect

#3

- Encourage youth and adults to work together as equal partners. Create a balance of youth and adult voices.
- Action steps:
  - By-laws
  - Committee membership

#4

- Respect youth representatives as having a significant contribution to make and do not view youth only as program beneficiaries.
- Action step:
  - Orientation of adult members

#5

- Work toward meaningful outcomes that address real, genuine issues and needs of youth and the community.
- Action steps:
  - Establish organization goals in line with mission/vision statements
  - Review community needs

#6

- Move the organization beyond its traditional focus on rule making and management to allow youth and adults learn together and explore new ideas to benefit the program.
- Action steps:
  - Brainstorm
  - Consider expansion

#7

- Take joint responsibility for decision-making, identifying issues, planning, and implementing plans.
- Action steps:
  - Position descriptions
  - Committee membership

#8

- Provide multiple roles that are challenging and relevant for participation within the organization.
- Action steps:
  - Delegate responsibility
  - Accept responsibility

#9

- Develop an accountability method for youth and adults to check on each other's progress.
- Action steps:
  - Mentoring
  - Committee reports
  - Timelines

#10

- Evaluate results and give positive reinforcement. Provide time to reflect on the work accomplished.
- Action steps:
  - Reflect
  - Celebrate

Role Play Scenarios

What would you do?

4-H Club Bake Sale

- Adult 4-H Leader: "How should we run our bake sale this year?"
- Jimmy: "We should have it at the library."
- Leader: "No, Jimmy, we are going to have it at the fire station again. Who is going to bring what?"
- Angie: "I can bring brownies."
- Leader: "O.K."
- Jimmy: "I will bring brownies too."
- Leader: I don't want too many brownies. Is there anyone who can bring cookies?"

Discussion

- What were some problems with this conversation as it relates to an effective Youth-Adult Partnership?
- What would you change in this conversation to help it be a more effective Youth-Adult Partnership?

It's Your Turn!

- Divide into groups of 3-5.
- Develop a short skit similar to the conversation that we just completed. This may be from your personal experiences.
- You can develop a skit based on an effective YAP or one that needs some work!
- Take 5 minutes to develop an idea and perfect your skit for presentation to the class.

Activity

YAP Benefits

YAP Benefits

- Youth are provided leadership opportunities to help them become our world's future leaders.
- Youth are involved in our community.
- Youth make decisions that impact our community in a positive way.
- Youth gain skills in business etiquette, responsibility, organization, etc.
- Adults will see the value of youth involvement.
- Communities will be enhanced.

YAP Examples

Opportunities for YAP's

- 4-H – Clubs, Committees, Councils, Fair Boards
- FFA – leadership seminars, contests, community service
- Faith-based – youth groups, committees, administrative councils
- Dekko Foundation
- Mayor's Youth Advisory Council
- Teens on Board (or similar program) – see next slide

Teens on Board (Noble County)

- Teens are placed on boards of various businesses in the county to make decisions and provide input
- Some Examples:
  - United Way
  - Noble House (Shelter)
  - YMCA
  - Central Noble Food Pantry
  - Parks Department
  - Public Libraries
  - Life & Family Services
  - Junior Achievement
  - Drug Free Noble County
  - Noble County Visitors Bureau
  - Historical Societies

Challenges to Youth and Adults

Adults:

- Let youth lead! Set some guidelines, but don't be a control freak.
- Sometimes it is O.K. for students to fail, they can learn a lot from failing in a safe environment.
- Respect the opinions of youth – they tend to think faster and have more creative thoughts.
- Use appropriate and encouraging language.
- Allow youth to have ownership.
- Incorporate everyone – whose club, committee, or project is it? (hint: it's not the adult's)

Youth:

- Be responsible in your position.
- Follow through with the tasks you are given.
- Be respectful of your adult board members.
- Ask questions and provide input to demonstrate your interest.

Thank you for working together to develop effective YAP's!

Developing a Youth and Adult Partnership

"Youth and adult partnerships work with, rather than for, youth. Values of equality involve respect, and willingness to listen and learn from each other."

What are some keys to developing a successful youth and adult partnership?

- Help the group to feel comfortable with each other and overcome the initial anxiety.
- Outline expectations and responsibilities of youth and adult members. Establish a set of shared values, such as respect, equality, openness, listening, and trust.
- Encourage youth and adults to work together as equal partners. Create a balance of youth and adult voices.
- Respect youth representatives as having a significant contribution to make and do not view youth only as program beneficiaries.
- Work toward meaningful outcomes that address real, genuine issues and needs of youth and the community.
- Move the organization beyond its traditional focus on rule making and management to allow youth and adults to learn together and explore new ideas to benefit the program.
- Take joint responsibility for decision-making, identifying issues, planning, and implementing plans.
- Provide multiple roles that are challenging and relevant for participation within the organization.
- Develop an accountability method for youth and adults to check each other's progress.
- Evaluate results and give positive reinforcement. Provide time to reflect on the work accomplished.

What should Youth expect from their participation in this partnership?

- Bring an underrepresented voice to decision making for the program.
- Share interests and concerns of young people with adults.
- Bring connections and linkages to other youth in the community.
- Develop a greater level of community ownership.
- Bring a fresh perspective and willingness to challenge existing processes.
- Increase resiliency and self-esteem.
- Develop personal and social responsibility.
- Enhance problem-solving skills.
- Help the organization stay focused on its vision.
- Help the organization meetings to be interesting, energetic, and productive.

What should Adults expect from Youth participation in this partnership?

- Pass on knowledge and skills to the next generation of adult leaders.
- Offer guidance in the spirit of developing a partnership with the youth representatives.
- Utilize contacts that are not accessible to young people to access human, community, and financial resources in support of the program.
- Share administrative and programming skills acquired through experience.
- Learn to see youth as contributors.
- Gain personal knowledge and competence through sharing decision-making with young people.
- Develop a stronger sense of community connectedness.

What are the expected results of adults and youth working together in the partnership?

- Youth involvement in decision-making for the program will become the norm.
- Members of the organization will be more focused on and committed to its mission.
- Board members will be more aware of program policies that work and those that do not work.
- A greater value will be placed on inclusivity and representation in programs.
- An increased outreach to the community will be realized.
- Funders who value youth representation will be more receptive to the organization's financial requests.

What potential barriers will need to be overcome to help youth and adults work together effectively?

- Youth may be skeptical that their voice and vote will count.
- Youth representatives must be given the opportunity to succeed.
- Structure and clarity are essential to help ease the transition for youth and adults.
- Youth representatives may not have extensive experience in basic procedural and programming knowledge.
- Youth and adults must be willing to share the power.
- Pay attention to the unique needs of youth (e.g., schedule, transportation, etc.)

(Rev 8/04)