



Tipton County 4-H

Policies and Procedures



This booklet contains many relevant sections of the Indiana 4-H Policy and Procedures manual, as well as the Tipton County 4-H Policies and Procedures. The Tipton County Policies and Procedures have been reviewed and were adopted by the Tipton County 4-H Council in May, 2023. As of 2023, there are several new changes and amendments in policy and procedure, so please take a moment to review this document, especially any numbered and bulleted lists.

For the complete Indiana 4-H Policies and Procedures documents, go to <https://extension.purdue.edu/4-H/about/policies-and-procedures/index.html>. Although some sections are not contained in this booklet, the complete document that is online may be referred to and pertains to the Indiana and Tipton County 4-H programs.

Upon enrolling in the 4-H program, all members agreed to the Indiana 4-H Behavioral Criteria and statement, which is found on pages 11-13 of this booklet. The first bullet point of this statement reads:

“As a participant in the Indiana 4-H Youth Development Program, I will:
Respect, follow, and enforce the rules, policies, and guidelines established by the Purdue University Cooperative Extension Service, including all laws related to child abuse and substance abuse.”

The Tipton County 4-H program is considered part of the Purdue University Cooperative Extension Service.

Adults/Parents/Legal Guardians also consent to this agreement upon enrollment:

“I (we) understand, agree to abide by, follow, and comply with the rules, policies and expectations of the 4-H program and will conduct myself (ourselves) in a courteous and respectful manner by exhibiting good sportsmanship and being a positive role model for youth. I (we) also understand that failing to do so will constitute grounds for sanctions against and/or dismissal of me (us) and/or the member from the program.”

IT IS **YOUR** RESPONSIBILITY TO BE FAMILIAR WITH THE POLICIES AND PROCEDURES CONTAINED WITHIN THIS BOOKLET AND THE INDIANA 4-H POLICIES AND PROCEDURES THAT CAN BE FOUND ONLINE. Because one isn't aware of a policy or procedure, or of a change in a policy or procedure, does not exempt anyone from consequences. Status quo from the past is not necessarily the way things happen moving forward from this point.

This document, along with individual 4-H project guidelines, record sheets, and any other relevant documents you may need can also be found online on the Tipton County 4-H webpage:

<https://extension.purdue.edu/county/tipton/tipton-county-4-h.html>

2023 Tipton County 4-H Fair Schedule

July 12-16, 2023

A full schedule with entertainment and community events will be published closer to the 4-H Fair

Friday, July 7

<u>Start Time</u>	<u>End Time</u>	<u>Event Name</u>	<u>Location</u>
9:00 am	3:00 pm	Project Building Setup	Auditorium

Saturday, July 8

<u>Start Time</u>	<u>End Time</u>	<u>Event Name</u>	<u>Location</u>
9:00 am		Pen and Barn Setup	Livestock Barns
10:00 am		Livestock Member Meeting, followed by assigning pens and stalls (pen fees are due at this time)	Show Arena
10:00 am		Jr. Leaders Booth Clean-up	Show Arena
1:00 pm, or following Barn Setup		Fair Board / Fair Council Joint Meeting and Work Session	Lilly Hall

Monday, July 10

<u>Start Time</u>	<u>End Time</u>	<u>Event Name</u>	<u>Location</u>
12:00 pm		Consumer Clothing notebooks due	Purdue Extension Office
4:00 pm	8:00 pm	Building Project Entry (except foods) (4-H, Mini 4-H)	Auditorium
5:00 pm		Consumer Clothing and Fashion Revue Judging	Purdue Extension Office
6:30 pm		Horse & Pony meeting- stall assignment	Horse Barn

Tuesday, July 11

<u>Start Time</u>	<u>End Time</u>	<u>Event Name</u>	<u>Location</u>
8:00 am	9:00 am	Morning Building Project Entry- Aquatic Science, Floriculture, and Garden ONLY	Auditorium
10:00 am		Morning Project Judging starts- Arts and Crafts (including Aerospace, Models, and Building Construction Replica), Electric, Photography, Fine Arts, Garden, Crops	Auditorium and Lilly Hall
1:00 pm		Afternoon Project Judging starts- all other 4-H building display projects (except Foods)	Auditorium
4:00 pm		Youth Talent Show Registration due	Purdue Extension Office
4:30 pm		Action Demonstrations	Purdue Extension Office
4:30 pm		Pocket Pets Judging	TBD
5:00 pm		Cat Poster judging, followed by Mini 4-H and 4-H Cat Show	Cicero Room
6:00 pm	8:30 pm	Mini-Princess and Queen Pageant Rehearsal	Main Stage

Wednesday, July 12

<u>Start Time</u>	<u>End Time</u>	<u>Event Name</u>	<u>Location</u>
6:00 am	Everything should be in place by 10:00	Beef, Sheep, Goat, Swine, Rabbit, Poultry Check-in Swine weigh-in off trailer Beef Weigh-in off trailer	Livestock Barns
8:30 am	10:30 am	Foods Project Entry	Auditorium
10:00 am		Horse Entry	Horse Arena
10:30 am		Deadline to sign up for Foods Auction (\$5 entry fee)	
11:00 am		Sheep and Goat Weigh-in	Livestock Barns

12:00 pm		Foods Judging	Auditorium
1:00 pm		Horse Show - Halter, Showmanship, English, Western	Horse Arena
3:00 pm		Queen Pageant Interviews	
4:00 pm		Foods Auction	Main Stage
7:00 pm		Opening Ceremony (10-year recognition, awards, scholarships)	Main Stage
8:00 pm		Queen Pageant	Main Stage

Thursday, July 13

<u>Start Time</u>	<u>End Time</u>	<u>Event Name</u>	<u>Location</u>
9:00 am		Mini 4-H and 4-H Goat Show	Show Arena
5:00 pm		Horse Show - Contest Classes	Horse Arena
5:00 pm		Mini 4-H and 4-H Poultry Show	Rabbit and Poultry Barn
6:00 pm		Mini 4-H Introductions	Main Stage
6:30 pm		Mini 4-H Princess Revue	Main Stage
7:30 pm		Battle of the Barns	Show Arena or Tractor Pull Area

Friday, July 14

<u>Start Time</u>	<u>End Time</u>	<u>Event Name</u>	<u>Location</u>
9:00 am		Mini 4-H and 4-H Sheep Show	Show Arena
2:00 pm		Mini 4-H and 4-H Rabbit Show	Rabbit and Poultry Barn
4:00 pm		Outdoor Chef Contest	South Patio
5:00 pm		Micro Mini Pull	Lilly Hall
6:00 pm		Mini 4-H (2 nd grade only) and 4-H Beef Show	Show Arena

Saturday, July 15

<u>Start Time</u>	<u>End Time</u>	<u>Event Name</u>	<u>Location</u>
8:00 am		Mini 4-H and 4-H Swine Show	Show Arena
2:00 pm		Mini 4-H and 4-H Dog Obedience and Showmanship	Farm Bureau Building
5:00 pm		Mini 4-H Horse Show	Horse Arena
8:00 pm		Talent Show / Fashion Revue	Main Stage
9:00 pm		Non-sale swine release	North side of Swine Barn

Sunday, July 16

<u>Start Time</u>	<u>End Time</u>	<u>Event Name</u>	<u>Location</u>
1:00 pm		Tractor Driving Contest	Tractor Pull Strip or South Lawn
1:00 pm		Dog Agility Show	Farm Bureau Building
5:00 pm		Small Animal Supreme Showmanship	Farm Bureau Building
7:00 pm	9:00 pm	Building Project Release	Auditorium
7:30 pm		Large Animal Supreme Showmanship	Horse Arena / Show Arena
		Livestock Released at conclusion of Supreme Showmanship	

Monday, July 17

<u>Start Time</u>	<u>End Time</u>	<u>Event Name</u>	<u>Location</u>
5:00 pm	7:00 pm	Fairgrounds Clean-up	
7:00 pm	9:00 pm	Pizza and Pool Party	City Pool

Tuesday, July 18

<u>Start Time</u>	<u>End Time</u>	<u>Event Name</u>	<u>Location</u>
6:00 pm		Livestock Exhibitor Dinner and Premium Auction	Auditorium

Checklist

4-H Enrollment:

- _____ Create profile and enroll on v2.4honline.com after October 15. The earlier you register, the better so you stay up to date with information
- _____ Pay \$15/child program fee (\$45 maximum/family). Can be done online (preferred method) or send in check ASAP for enrollment to become active. Mini 4-Hmembers do not have to pay a program fee.
- _____ Declare at least one club and one project. Can be added, dropped, and changed at any time before **May 15**; log into your account at any time to do so.

Projects: Every exhibitor should have a folder in which they keep their updated Record of 4-H Achievement sheet, plus the necessary record sheets for the current year. Sheets can be printed from

<https://extension.purdue.edu/county/tipton/tipton-county-4-h.html>

- _____ Obtain a copy of the project guidelines (online, in the office)
- _____ Obtain a copy of the proper record sheet for that project (online, in the office)
- _____ Purchase Project Manuals in the Extension Office (not all projects have manuals. You can see if your project has a manual in the top box of the Project Guideline Sheet.) Complete the appropriate number of activities each year and record those on your project record sheet.
- _____ Obtain any other forms your project may require (skills cards, Arts and Crafts cards, animal vaccination forms, etc. Found on your project guideline sheet)
- _____ Purchase any poster boards*, poster sleeves*, or kits needed to complete the project at the Purdue Extension Office.
*Available at the Extension Office at cost. Meets poster project requirements. You are not required to purchase these items from the Purdue Extension Office, but all poster displays need to meet general poster guidelines.
- _____ Register projects being exhibited at the fair in FairEntry by **June 29**.
- _____ Check in your projects for judging/exhibition at the proper time (most building projects will be checked in on the Monday afternoon before the 4-H Fair. Exceptions include fashion revue, consumer clothing, foods, pocket pets, and cats. *Be aware of when your project needs to be checked in.*)
- _____ Attend the judging of your project to get feedback from the judge.
- _____ Pick up your project on Sunday evening at the end of the fair. No projects will be released until 7 pm- violators will be subject to consequences.
- _____ Turn in your Achievement Points form, available online or in the office, to the Purdue Extension Office by September 1.

Livestock Projects (beef, sheep, goat, swine, horse and pony, rabbit, poultry): See the checklist above- these are additional steps required for Livestock Projects

_____ Be familiar with identification requirements for the species and gender you are exhibiting. This includes 4-H requirements; registered animals will also need to have appropriate papers or certificates available.

_____ Beef, sheep, and goats: Attend Animal ID/tagging nights in the spring
Beef ID Night- Tuesday, May 9, 4-6 pm
Sheep and Meat Goat ID Night- Wednesday, May 10, 4-7 pm

_____ Swine Exhibitors: Obtain RFID tags at the Purdue Extension Office before **May 15** if you plan to exhibit at the Indiana State Fair. County only exhibitors will have tags applied at the county fair.

_____ Enroll animals in 4-H Online profiles by **May 15*** with ID information
*Rabbits, poultry, and pocket pets submit paper forms. Rabbits and pocket pets are due **May 15**, poultry due **June 1**. Cats, dogs, and horses must submit vaccination forms before exhibition.

_____ Horse and Pony exhibitors: return lease and/or safety forms by **May 15**

_____ Submit Animal Location Forms to the Extension Office by **May 15**

_____ Beef, sheep, goats, swine, rabbit, poultry; Complete Youth for the Quality Care of Animals (YQCA) online, or attend Indiana 4-H Quality Care of Animals in person.

_____ Enter for the Indiana State Fair at the appropriate time. Entries open on May 16; entry fees increase significantly after July 1. Premium books and entry information can be found at www.indianastatefair.com. All questions about State Fair entry should be referred to the ISF Entry department.

_____ Declare pen and stall requests in FairEntry by **June 29**

_____ Attend penning and stalling day the Saturday before the 4-H Fair. Turn in livestock record sheets and pay pen fees

_____ Be aware of check-in and weigh-in times during the 4-H Fair

_____ Sign up for the Livestock Auction prior to the auction. Look for an e-mail the week before the 4-H Fair.

_____ Clean your pens before leaving the 4-H Fair

TIPTON COUNTY & INDIANA 4-H PROGRAM PHILOSOPHY

The Indiana 4-H Program Philosophy and Expectations

The Indiana 4-H program serves the youth of Indiana by providing a strong educational youth development program. This program delivers educational experiences in a variety of settings. Caring, capable and contributing adults assist in the 4-H program as models for youth. The rich heritage of the 4-H Program is one to be valued and passed along to future generations.

The Indiana 4-H Youth Policy and Procedures Book sets out certain standards and guidelines to be used to assure that 4-H is a positive youth development program. County 4-H policy is guided by the county 4-H policy making or governing board (i.e., 4-H Council) as provided by the County Extension Board. Legal authority for the 4-H Program rests with the Director of the Cooperative Extension Service at Purdue University. No county 4-H policy may conflict with state 4-H policy or with federal guidelines and requirements.

Deadlines for county and state participation should be carefully constructed so as to encourage rather than to discourage participation. Such deadlines should be well published. Members not complying with established and published dates and deadlines for exhibition may be denied the opportunity to exhibit.

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. Youth should participate in 4-H Youth Development opportunities at levels and times that best suit the youth's development and support family involvement.

Per state and federal guidelines, volunteers and Extension Educators may not require youth to attend 4-H club meetings in order to complete 4-H or exhibit their work.

4-H Mission and Vision:

4-H Mission: *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.*

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

4-H Club Membership:

Youth may become 4-H members when they enter the third grade and may continue their membership through the completion of grade 12. A member may continue membership for a maximum of ten (10) consecutive years. Exceptions such as advanced academic placement, early graduation, grade retainment, or leaving formal education are considered; ultimately the youth can be a member for a total of 10 consecutive years.

NOTE: Ten years of membership in the 4-H Youth Development program is an opportunity- not an entitlement. Those youth who do not enroll as 3rd grade students or meet certain exceptions conclude their involvement with the program during the summer immediately following the completion of their senior year of high school.

An individual's 4-H grade is determined by the school grade in which he or she is classified regardless of the time of year he or she enrolls in 4-H. A member does not advance in 4-H grade until he or she enrolls in 4-H for the subsequent school year. Each member should enroll in the division of a project that would best suit his/her interest and potential for personal growth and would enhance their family involvement.

Opportunities in the 4-H program are available to all Indiana youth as defined regardless of race, religion, color, sex, national origin or ancestry, marital status, parental status, sexual orientation, or disability. Married young men and women of 4-H age may participate in any of the 4-H projects and activities. However, married persons must participate by the same terms and conditions and/or guidelines as unmarried participants. Membership in 4-H is gained by annually enrolling through a Purdue University Cooperative Extension Service Office located in each of Indiana's 92 counties. The Purdue Extension- Tipton County office is located at 1200 South Main Street, Tipton, IN 46072 on the Tipton County Fairgrounds. The phone number is (765) 675-1177, fax (765) 675-1182.

The Indiana 4-H Youth Development program year is October 1 to September 30 annually. Enrollment is an annual process attained by completing individual 4-H enrollment via the 4-H Online enrollment process. Statewide 4-H Online enrollment occurs annually beginning October 1 with a target (but not final) enrollment date of January 15.

Residence:

Indiana youth typically enroll in 4-H in the county or state in which they reside. However, individuals living in one county may join 4-H in another county. There may be educational or social reasons for an individual joining 4-H in a different county than that of their primary residence. During a single program year, a 4-H member enrolled in a given project is expected to enroll and exhibit that project only in one county of enrollment.

In the event that a project is not offered in the county of primary 4-H enrollment, a 4-H member may enroll in that specific project in a different county. Approval of this special exception rests with the 4-H Extension Educator. Participation in 4-H related activities and events (i.e., judging; Performing Arts, auction) must be in the county of primary 4-H enrollment.

The above policy is not intended to provide an escape mechanism for 4-H members and families who are unwilling to follow the terms and/or conditions in their current county of 4-H membership. Decisions regarding 4-H membership in a non-resident county (a county you do not live in), rest with the 4-H Extension Educator in the receiving county.

Note: In a statement from our federal partner in Washington, DC, the following statement appears:

"Anytime there are procedures for exclusion of individuals from events which use the 4-H name there are potential challenges to enforcement of the exclusions. The challenges have a substantial potential to prevail and they frequently result in negative publicity for the organization. Therefore, before choosing a policy of exclusion it is wise to evaluate the exclusion being considered, to be sure there is an overwhelming educationally based need for the exclusion".

Extension employees and volunteers are obligated to eliminate (and should not create) any practices that limit, deprive, or tend to deprive any youth of opportunities for membership and/or participation in the Indiana 4-H program.

YOUTH NEEDING SPECIAL ACCOMMODATIONS:

4-H programs should be designed to consider the needs of participants to create a sense of belonging and feeling of inclusion among all youth. Accommodations may include youth with special needs (e.g., cognitive, learning, physical differences), or there may be other accommodations requested. The 4-H Health Form asks for this information. For accommodations or requests, please contact the Purdue Extension 4-H Youth Educator for any actions which may be necessary or appropriate.

A series of **Inclusive 4-H resources** are available on the Indiana 4-H Website to help staff, volunteers, and families provide the best opportunities possible for all youth regardless of their level of abilities.

4-H PARTICIPATION PROCEDURES:

There are a number of ways that an individual may participate in 4-H in Indiana. Options are outlined on the Indiana 4-H Website: <https://extension.purdue.edu/4-H/about/types-of-involvement.html>

4-H Online is the method we use to address our risk management policies. Purdue University has approved the use of 4-H Online to fulfill the university's requirements for youth safety.

Completion of the annual **4-H Online registration process** allows youth to participate fully in competitive events, activities, and programming offered by the Indiana 4-H Youth Development Program.

These statements will appear on EVERY county's online and paper 4-H enrollment forms: Liability Release, Behavioral Expectations Agreement, and Photo Policy.

Questions regarding the 4-H Online process can be directed to the Purdue Extension- Tipton County Office at (765) 675-1177.

Mini 4-H Non-Competitive Policy

Mini 4-H is a program designed to encourage positive development of children, Kindergarten through second grade. The goal of Mini 4-H is to help young children explore friendships outside the family; explore the way in which things work; practice both small and large muscle control; and think about the ways people work together on projects.

The NON-COMPETITIVE learning environment for Mini 4-H includes:

1. Planned learning activities in which children are invited to be active and explore materials and ideas without the pressure of completing a specific product or exhibit.
2. Low adult/leader to child ratio that allows time for adults/leaders to provide individual, positive encouragement and assistance.
3. Simple, interesting activities that are fun.
4. Encouragement of children to participate in a group activity by sharing and/or displaying their activity projects.
5. Rewards that are identical and/or ribbons of the same color for everyone.

DO NOT JUDGE projects, but instead discuss them with the child.

NOTE: Purdue University and the Indiana 4-H Youth Development Program do not support, endorse, or encourage 4-H programming for children prior to Kindergarten. 4-H Youth Development Extension staff members and 4-H Volunteers may not offer, or encourage others to offer, programming for children prior to Kindergarten.

Indiana 4-H Behavioral Criteria for all Youth Participants:

Indiana 4-H has a set of behavioral criteria that we expect our participants to follow as outlined below. Youth and their parents/guardians review and agree to these expectations at the time of 4-H enrollment in 4-H Online.

When attending, participating in, or acting on behalf of the 4-H program, all persons are expected to conduct themselves in accordance with accepted standards of social behavior, to respect rights of others, and to refrain from any conduct which may be injurious to the 4-H program to persons and the 4-H program.

As a participant in the Indiana 4-H Youth Development Program, I will:

- Respect, follow, and enforce the rules, policies, and guidelines established by the Purdue University Cooperative Extension Service, including all laws related to child abuse and substance abuse.
- Conduct myself in a courteous, respectful manner, exhibit good sportsmanship, and demonstrate reasonable conflict management skills. I will avoid any action that would obstruct or disrupt any 4-H activity, or that threatens or interferes with maintenance of appropriate order and discipline, and will also discourage others from any of those actions.
- Be truthful and forthright when representing the 4-H Youth Development Program. At no time, will I cheat or knowingly furnish false information.
- Present accurate, unaltered 4-H records.
- Follow the specific terms and conditions of a given project, contest, or activity. I will also encourage others to follow these terms and conditions.
- Under no circumstances possess, distribute, consume, or be under the influence of alcohol, tobacco or tobacco-like products, electronic smoking devices (including, but not limited to, e-cigs, vapes, juuls), illegal drugs, or other dangerous substances at 4-H Youth Development Program events or activities.
- Under no circumstances distribute, misuse, or abuse over-the-counter, homeopathic (including supplements and vitamins), or prescription medications.
- Under no circumstances possess or use weapons, fire crackers, chemicals, or other materials that can be used to create an explosive mixture. Note: firearms and archery equipment utilized under the direct supervision of an approved and certified 4-H Shooting Sports Instructor at an approved 4-H Shooting Sports activity are acceptable.
- Recognize that verbal, physical, or emotional abuse, or any conduct which threatens or endangers the health or safety of any person will not be tolerated. Avoid any reckless or inappropriate behavior.
- Respect physical property of others. Theft of, or malicious damage to, property is not tolerated, nor is any unauthorized entry, use, or occupancy of any facility.
- Understand that failure to comply with equal opportunity and anti-discrimination laws, or committing criminal acts are not acceptable practices in 4-H Youth Development Programs.
- Embrace diversity among all youth and adult participants, helping each person to feel welcome and included in the 4-H Youth Development Program.
- Accept my responsibility to represent 4-H Youth Development Programs with dignity and pride by being a positive role model for others.
- Avoid inappropriate interactions with, and inappropriate displays of affection toward, other persons. I will not have unapproved guests in sleeping quarters at overnight 4-H events, nor will I engage in sexual behavior.
- Wear clothing that is appropriate for the event or activity.
- Avoid using any lewd, indecent, or obscene conduct or language.
- Accept supervision and support from Extension staff or designated volunteers.
- Be mindful of and follow Purdue, Centers for Disease Control and Prevention (CDC), and other state and local health authority safety guidelines and procedures related to any epidemic or pandemic illness.
- Participate in appropriate orientation and training, including youth protection standards, sponsored by the Purdue Cooperative Extension Service.
- Operate machinery, vehicles, and other equipment in a safe and responsible manner.
- Not misuse fire equipment or sound a false fire alarm.

- Treat animals in a humane manner and teach program participants appropriate animal care and management.
- Use technology in an appropriate manner that reflects the best practices in youth development. During virtual 4-H activities, I will follow acceptable University practices being mindful of the virtual learning environment.
- Accept my responsibility to promote and support the 4-H Youth Development Program in order to develop an effective county, state, and national program.

I have been given the opportunity to review these expectations and the opportunity to ask questions, and those questions have been answered to my satisfaction. By signing below, I acknowledge that I have read and agree to abide by the behavioral expectations in this document. I understand that my failure to comply with these expectations may result in disciplinary action or termination of my participation in the Indiana 4-H Youth Development Program.

_____	_____
Print 4-H Member Name	Date
_____	_____
4-H Member Signature (required if 18 years of age or over)	Date
_____	_____
Parent/Legal Guardian Signature	Date
_____	_____
Parent/Legal Guardian Signature	Date

4-H AWARDS AND COMPETITIONS GUIDELINES

The Indiana 4-H Program is a federally-assisted program and as such, all programs, activities, events and competitions (state, area, county, local) must be non-discriminatory according to federal law. Additionally, the 4-H Program may not accept sponsorships, donations, or awards that are based on discriminatory practices.

Gender specific competitions and awards are not permissible under Title IX (Non-discrimination on the Basis of Sex) of the Educational Amendments enacted by Congress in 1972. This act states:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving Federal financial assistance."

All Purdue Cooperative Extension Service programs and methods shall be implemented in a manner that ensures nondiscrimination on the basis of gender for all participants.

This means that the practice of arranging competitions or awarding trips, scholarships, etc. on the basis of gender categories is not acceptable in 4-H Youth Development Programs.

In all cases, the requirements for competitions must provide equal access for all youth and must not be designed to create barriers to participation.

NOTE: Purdue University Cooperative Extension employees and volunteers are obligated to eliminate any practices that limit, deprive, or tend to deprive any youth of opportunities for membership and/or participation or otherwise discriminate against these youth because of their gender.

KING/QUEEN COMPETITIONS

Policy Regarding 4-H Fair Queen and/or King Contests:

4-H Fair Queen and/or King contests (or contests sponsored by 4-H Fair Associations and subcommittees thereof) where the awards are based upon a combination of factors related to personal appearance, poise and talent of participants are permissible activities.

These 4-H events may not however, discriminate against any participant based upon race, color, national origin, gender, sexual orientation, parental status, or marital status.

Criteria for selection of a 4-H Fair Queen/King can be based upon the candidate's appearance, poise, and talent.

Criteria for selection of a 4-H Fair Queen/King cannot be based upon the candidate's 4-H accomplishments or achievements.

NOTE: Purdue University Cooperative Extension employees and volunteers are obligated to eliminate any practices that limit, deprive, or tend to deprive any youth of opportunities for membership or otherwise discriminate against these youth.

* Those individuals who are selected to represent their county at the Indiana State Fair Queen Contest must meet the guidelines for that activity. The Indiana State Fair Contest is not a Purdue University Cooperative Extension/Indiana 4-H sponsored activity.

GRIEVANCE/APPEAL GUIDELINES

GRIEVANCE/APPEAL GUIDELINES FOR COUNTY 4-H PROGRAM ISSUES (ACTIVITIES, PROGRAMS, PROJECTS)

The grievance procedures outlined in this document are utilized as part of an internal process of the Indiana 4-H Youth Development program when grievances of 4-H members, their parents/guardians, or 4-H volunteers cannot be resolved via reasonable conversation. This policy affords the opportunity in those unique situations to allow voice or opinion to be heard when there is a dispute regarding 4-H participation, activities or programs. This is not a mechanism for complaints against individual 4-H members (or their families), 4-H volunteers, judging officials for competitive events, or Purdue Extension staff. All resulting decisions will be made in accordance with the Indiana 4-H Program's stated mission to be an inclusive organization designed to encourage and maximize youth participation. The rights of the individual filing the grievance are limited to those provided by Indiana 4-H Program policy.

Purdue University, as the Land Grant University in Indiana, is charged (by the United States Department of Agriculture) with implementing the 4-H Program in communities across the State of Indiana. Purdue Extension Educators in each Indiana county represent the university in local communities and have the responsibility of assuring all 4-H volunteers meet basic university criteria as they serve as representatives of the university. Purdue Extension Educators additionally provide oversight to 4-H volunteers including the assurance that Indiana 4-H Policies and Procedures are appropriately implemented in 4-H Program delivery.

Individual county 4-H policies and procedures should be created and reviewed to assure they do not contradict established statewide 4-H policies and procedures. If a contradiction is discovered during the grievance process, Indiana 4-H Program policy shall be followed in determining the grievance outcome.

1. Grievances are made by completing the Indiana 4-H Grievance/Appeal form with the burden of proof being the responsibility of the individual filing the grievance. The completed grievance/appeal form and supporting documentation shall be presented to the president of the 4-H policy-making body (e.g., 4-H Council) or the Purdue Extension Educator who works with the 4-H Program. (NOTE: concerns regarding staff, volunteers, members, or other individuals are not issues for which a grievance may be filed. 4-H volunteers are assigned by the 4-H Extension Educator. Concerns regarding 4-H volunteers, members, or other individuals should be addressed directly with the Purdue 4-H Extension Educator.)
2. Grievances pertaining to 4-H activities, programs or projects shall be filed within 14 days of an incident or occurrence. Grievances pertaining to county fair related issues are often time-sensitive and must be filed within 24 hours of the incident.
3. The grievance process occurs in the county where the issue or concern arises and offers two opportunities for a concern to be heard and reviewed.
 - A. The grievance is initially heard by an unbiased, representative grievance sub-committee of approved 4-H Volunteers. It is the Purdue Extension Educator assigned to 4-H Programming who shall annually work with the chair of the county 4-H Council to determine this committee's membership to include a combination of 3-6 of the following individuals: one representative of the 4-H Council; two 4-H volunteers serving as a 4-H club organizational leader; one member of the County Extension Board; one 4-H volunteer knowledgeable in the subject matter (project) of concern (this individual will vary dependent on the issue raised with the grievance); one youth representative; and up to three community leaders. The Purdue Extension Educator assigned to 4-H shall convene the group.
 - B. The person filing a grievance may appeal a decision of the 4-H Grievance Committee to the State 4-H Program Leader or designee. The Program Leader or designee will review the facts in evidence and render a decision. This is the second and final level in the appeal process.

** The intent of a two-level process is to assure different individuals have the opportunity to hear and act on the grievance. ALL individuals involved at any level of the grievance procedure are reminded of the importance of keeping discussions regarding grievances confidential.

To maintain the confidentiality of the parties involved, the grievance hearings at each level will be closed to the public. Only the individuals who have filed the grievance, the members of the grievance committee, and the Purdue Extension Educators will be present during each level of the grievance process, ***The grievance process is internal to the Indiana 4-H Youth Development Program and meetings of the grievance committees are not subject to Indiana's Open Door Policy.

The Purdue Extension Educator assigned to work with the 4-H Program has the obligation to inform all parties that there is a grievance procedure if there are disagreements with policies.

The practice of charging fees from those filing grievances shall be eliminated and all counties will utilize the Indiana 4-H Grievance/Appeal Form as part of the grievance process.

INDIANA 4-H GRIEVANCE/APPEAL FORM

WARNING: You must read and initial this section before proceeding to complete this document.

_____ 1. I understand and agree that filing a grievance that alleges

- A. facts that are not true, or
- B. facts that I know are not true, or
- C. facts I should know are not true: will be considered a violation of the 4-H behavioral expectations.

_____ 2. I understand and agree that all statements made herein by me are subject to the pains and penalties of perjury and I hereby affirm that my statements herein are true.

_____ 3. I understand that perjury is a crime in Indiana.

I, the undersigned, allege that the following term(s) and condition(s) have been violated:

The facts which support this allegation are set out as follows:

(If needed, additional sheets may be attached.)

I swear or affirm under the penalties of perjury (1) (2) that I have read, understand, and accept the above statements to be true, accurate, and complete.

Signed: _____ Date: _____ Time Submitted: _____

Print your name: _____

Address: _____

Phone: _____

Oath (3) Before me, _____ A Notary Public in and for _____ County, State of Indiana, personally appeared _____ and he/she being first duly sworn by me upon his/her oath, says that the facts alleged in the foregoing instrument are true. (signed) _____ My commission expires: _____ (SEAL)

- 1. Perjury –making a false, material statement under oath or affirmation, knowing the statement to be false or not believing it to be true. In Indiana, a person who commits perjury commits a Level 6 felony,(4)which may be punishable by imprisonment, fine, or restitution (Indiana Code 35-44.1-2-1 and 35-50-2-1)
- 2. Prosecution for violations of Indiana law will be referred to the proper authorities.
- 3. Oath –An affirmation of truth of a statement before an authorized person.
- 4. Felony –A crime of graver or more serious nature than those designated as misdemeanors.

COUNTY 4-H PROGRAM GOVERNANCE

ESTABLISHING POLICIES FOR COUNTY 4-H PROGRAMS

Purdue Extension holds responsibility in cooperation with the county 4-H governing entities (4-H Council and/or Fair Board) for developing 4-H policies for all County 4-H programs, fairs, and events. These policies must be consistent with the 4-H mission, affirmative action regulations, grade definitions, enrollment, methods of participation, and place of residence.

4-H Extension Educators are placed in the county by Purdue University to work and communicate with local governing bodies and ensure that State and National 4-H policies are upheld. Local 4-H program and fair policies must be in compliance with, and will not supersede, State and National 4-H policy; however, fairs may design local classes and events that enhance the educational mission of the 4-H program. For example: Classes and events designed for Mini 4-H must not be competitive at any level in the organization.

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

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

Counties should establish a grievance process in conjunction with the local 4-H Council and/or Fair Board. For information on developing a grievance process see above.

TWO ENTITIES, WITH A SEPARATE 4-H COUNCIL AND 4-H FAIR BOARD (the structure established in Tipton County)

In this structure, the 4-H Council focuses on working in conjunction with the County 4-H Extension Educator to provide guidance and support for the year-round County 4-H Youth Development Program, including 4-H delivery methods such as clubs, projects, in school, after school, and camps.

A separate 4-H Fair Board is responsible for the year-round operation and maintenance of the fairgrounds property, which the Fair Board may own and/or manage. The Fair Board works in conjunction with the County 4-H Extension Educator and 4-H Council to establish the dates and schedule for the annual 4-H Fair exhibition. The 4-H Fair Board also follows a process that allows other Purdue Extension and non-Extension groups to utilize the facilities and fairgrounds throughout the year.

4-H YOUTH DEVELOPMENT LIABILITY RELEASE POLICY

It is required by Risk Management at Purdue University that a signed **4-H Youth Development Liability Release Statement** shall be obtained annually from each and every 4-H participant in the 4-H Youth Development Program on the 4-H participant's online or paper enrollment form.

4-H participants who do not have on file with the County Extension Office a liability release statement that has been signed by at least one parent or legal guardian will not be allowed to participate in 4-H projects, events, or activities.

This form must be signed and obtained from participants annually.

****Those 4-H members who have reached age 18 (or older) by the time the forms are distributed are not exempt from having a signed release form on file. However, these individuals are not required to have a parent or guardian signature.

NOTE: The 4-H Youth Development Liability Release Statement provided by Purdue University 4-H Youth Development and Risk Management shall be used as provided. The language in the form shall not be altered in any way.

Release forms shall be maintained for a period of 7 years after the member turns 18 years of age.

SAFETY POLICY FOR MINI 4-H MEMBERS

The safety and well being of our 4-H youth is of the utmost importance. Although kindergarten is specified as the time when a child may begin participation in some 4-H events and activities, parents are encouraged to take into consideration their child's physical and mental development before agreeing to let the child begin to show, work with, or care for animals. Each child matures at a different rate, and children in grades K-2 may still be too young to begin showing, working with, or caring for animals.

The State 4-H Youth Program at Purdue University has agreed to allow Mini 4-H members in grades K-2, to participate in some animal projects subject to certain conditions. These conditions are specified below.

Each county may determine its own NON-COMPETITIVE programs, classes, and participation requirements subject to the following safety guidelines:

"Mini 4-H members, in grades K through 2, will be allowed to show, work with, or care for animal projects after their parent or legal guardian has signed a liability release. Mini 4-H members may independently show, work with, or care for animals that weigh 300 pounds or less. Mini 4-H members may only show, work with, or care for animals over 300 pounds when they are assisted by a parent, legal guardian, or another adult designated in writing by parent or legal guardian."
(The word assisted means that the adult has control of the animal at all times.)

Mini 4-H members are not required to own the animals they participate with in Mini 4-H. All animals on exhibit should meet the regulations of the Indiana Board of Animal Health Requirements for Exhibition of Domestic Animals in Indiana and meet the vaccination requirements set by Indiana 4-H.

Mini 4-H members exhibiting horses must wear ASTM or SEI standard F1163 (or above) certified helmets whenever mounted. The parent/guardian is responsible to see that this specified headgear is properly fitted with the approved harness in place and fastened whenever a rider is mounted.

If the guidelines stated in this policy are not followed for a particular event or activity, then such event or activity shall not be considered to be a 4-H event or activity and shall not be under the auspices of Extension 4-H Educators or covered by Purdue University.

NOTE: Purdue University and the Indiana 4-H Youth Development Program do not support, endorse, or encourage 4-H programming for children prior to Kindergarten. 4-H Youth Development Extension staff members and 4-H Volunteers may not offer, or encourage others to offer, programming for children prior to Kindergarten.

ACCIDENT/INCIDENT REPORTING

Occasionally, accidents, injuries, or incidents occur at approved Purdue Extension events and activities.

A Purdue Extension Incident Report Form (RM 27, revised 2022) - must be completed whenever a Purdue Extension participant or volunteer receives an injury that requires medical or dental attention or is involved in an incident.

Incidents include, but are not limited to, behavioral, abuse, bullying, theft, tobacco or illegal drugs, threat, alcohol, property damage, or act of a sexual nature. If a youth or adult is in danger, immediately report

the incident to the State 4-H Office (State4HLeader@purdue.edu). All other reports are to be submitted within 24 hours of the incident.

Volunteers who are working with an event where an accident, injury, or incident occurs should contact the Extension Educator immediately for further guidance.

COVERAGE PROVIDED TO 4-H MEMBERS AND APPROVED 4-H VOLUNTEERS

4-H members and approved 4-H Volunteers are included in the annual accident/medical insurance policy purchased by the Indiana 4-H program. Should a 4-H member or approved 4-H Volunteer be involved in an accident or have some type of medical emergency, the 4-H Educator can provide information on how to submit a claim for the coverage. The coverage provided is limited and is considered secondary to an individual's/family's personal coverage. Often the accident/medical coverage is used to help pay a family's deductible if it has not yet been met.

An additional accident/medical insurance special activities policy should be purchased for overnight or out-of-county events. Contact your County 4-H Youth Development Extension Educator for more information about these policies.

HEALTH FORMS

As a part of the 4-H Online registration process, each 4-H member and Adult Volunteer will have the opportunity to complete a health form. These can be updated by the individual throughout the year as needed. Event organizers/4-H Online administrators can access this information if needed during a 4-H event.

For privacy reasons, 4-H Volunteers and 4-H Extension staff should NOT keep paper copies of the health form with them beyond the dates of the actual event/activity.

POLICY REGARDING OVERNIGHT STAY AT FAIRGROUNDS (4-H VOLUNTEER LIABILITY INSURANCE COVERAGE)

Effective January 1, 1998, there will be no liability coverage provided to 4-H volunteers and staff during overnight stays at fairs unless each 4-H Youth participant is accompanied by his/her parent or legal guardian at all times. The time normally associated with overnight is that time when the fair shuts down for the evening or by midnight and until early morning feeding of animals (early morning is normally construed as morning light in our summer season). Adults/volunteers officially assigned to watch 4-H projects overnight at county/state fairs are still covered by Purdue University liability insurance. However, this is not to be confused with the aforementioned policy regarding 4-H youth.

County 4-H councils and Extension boards and /or fair boards not abiding by this policy do so at their own risk and should seek their own liability insurance.

The safety and well-being of 4-H youth is our primary concern. The mission of 4-H is education. Overnight stays at fairgrounds do nothing to further that mission.

4-H POLICY ON ALCOHOL

Under no circumstances shall **youth or adults** allow, consume, or be under the influence of alcohol or illegal drugs at 4-H Youth Development Program events or activities.

In recognition of the above policies related to 4-H Youth and approved 4-H Adult Volunteers, here are the State 4-H Youth Development Program policies regarding alcohol.

Current state law prohibits a temporary beer permit to be issued for the expressed purpose of selling beer at a place where an organized 4-H club association has an exhibit. Alcohol has no place at Purdue Extension educational activities, club, board or council meetings.

Policies for all 4-H Entities/Volunteers

- No alcohol may be purchased with funds generated from the use of the 4-H Name and Emblem. Therefore, no 4-H Club, 4-H Council, 4-H Fair Board, or other entity utilizing the 4-H Name and Emblem may purchase alcohol.
- No 4-H Volunteers or 4-H Youth may dispense alcohol as part of their 4-H roles or responsibilities, perceived or actual.

Alcohol can be a part of third-party rentals of 4-H Fairgrounds facilities (e.g., for weddings and/or other non-4-H events and activities). 4-H Entities which choose to allow third-party rentals to have alcohol at their functions may do so only under these conditions:

- Individuals or groups that rent facilities at a **county 4-H fairgrounds** throughout the year (e.g., wedding receptions, reunions, etc.) may serve alcohol if:
 - There is a written plan in place outlining:
 - how the distribution of alcohol will be monitored (to ensure that no one receives more than they should)
 - security that is in place for the duration of the event
 - a third party responsible for dispensing the alcohol that is licensed, bonded/insured is utilized
 - a plan that addresses individuals who consume too much alcohol will not drive themselves from the fairgrounds.
 - Any plan involving alcohol fulfills the policies of **Purdue University**.
 - The owners of the fairgrounds must have written documentation from their insurance company showing that the sale/consumption of alcohol on the grounds is covered by the grounds' liability insurance policy.
 - No 4-H Youth event or activity may be scheduled in the same proximity or held at the same time as the event where alcohol will be served.
- As considerations are made for whether or not to allow the consumption of alcohol on the county fairgrounds, keep in mind the public perception of such a policy. Some communities are more tolerant of alcohol than others.

NOTE: A separate state law has been passed providing permission for the Indiana State Fair to sell alcoholic beverages on the State Fairgrounds: <https://iga.in.gov/legislative/laws/2022/ic/titles/7.1#7.1-3-21-14>. This is distinct from the law that prohibits a temporary beer permit at a place where an organized 4-H club association has an exhibit.

OPERATING PROCEDURES FOR PROGRAMS INVOLVING MINORS

In 2015 the Purdue University Office of the Vice President for Ethics and Compliance implemented 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. Purdue Extension programs across the State of Indiana are included in this policy, and were represented at the table when the policies were designed and implemented.

WHO: All faculty and staff working on behalf of Purdue Extension, approved Purdue University Adult Volunteers, and approved Purdue University Youth Volunteers.

WHAT: Required “Programs for Minors Registration” for all programs involving minors.

WHEN/WHERE: Applies to all programs involving minors that started on or after May 1, 2015 and that are supported by Purdue Extension at the county, area, district, state, and national levels. Policies were revised in 2022 for all programs starting on or after May 1, 2022.

WHY: To ensure that programs involving minors are planned carefully and include safety as the highest priority.

HOW: Read on to learn about the steps necessary to complete the required training for faculty, staff, and volunteers and to register programs involving minor participants with Purdue University.

The Operating Procedures for Programs Involving Minors includes two primary steps:

1. Completion of training by staff and volunteers
2. Registration of program involving minors with the University

For more information about these policies, contact the 4-H Extension Educator.

GUIDELINES FOR EXHIBITION AND COMPLETION OF 4-H PROJECTS/SUBJECTS

COMPETITION AND YOUTH DEVELOPMENT

4-H’s mission is to empower youth to reach their full potential through working and learning in partnership with caring adults. Many volunteers and staff work to assist youth in developing knowledge, skills and attitudes that enable them to become productive and contributing members of society. It is important for adults to keep this goal in mind and recognize that youth need to learn how to complete projects, not someone else. While there are obviously differences in the abilities of 3rd grade student as compared to a 12th grade student, the potential for youth to learn is always greatest when youth are responsible for completing the various aspects of their project.

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

- Help from family members is appropriate for some aspects of the project. However, the exhibitors should have increased responsibility as they mature in their project skills.
- Teamwork is a life skill and working together with other 4-H members is appropriate.
- Professionals or individuals who are paid to do similar work and are older than 4-H age and not related to the youth, should not be involved in aspects of the project that are directly related to exhibition and competition. Along with principles, the following questions should be asked for determining rules regarding 4-H members doing their own work:
 - Is the 4-H member capable of completing the work, even if the level of expertise is different from other youth or adults?
 - Are other youth of similar age capable of completing the work? Is the assistance offered by other exhibitors or family members focused on competition for exhibition or is the youth involved in the process and able to improve his/her own skills?

COMPETITIVE EVENT DEFINITION AND CRITERIA

DEFINITION OF COMPETITIVE EVENT

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

CRITERIA FOR COMPETITIVE EVENT

Criteria for competitive events in 4-H include:

- Sponsored/co-sponsored and/or conducted by Purdue University Extension Professionals and/or approved 4-H Volunteers (adult and youth volunteers).
- Approved by and/or conducted by Extension staff responsible for the event.
- Rules and regulations established by or approved by Extension staff responsible for the event.
- Open to participation by 4-H members from county, group of counties, district, state, region, or nation.
- Participants must be enrolled in 4-H during the current 4-H year.
- Approval has been obtained to use the 4-H name and emblem.
- Utilize the 4-H name and emblem in promotion and recruitment.
- Provide a safe and healthy environment with a positive educational experience for youth.

Deadlines, Participation, Exhibition and Completion:

Deadlines: The proper compliance with established, stated and published final dates and deadlines is considered an appropriate expectation of 4-H membership. Submitting things on time and following the rules is part of the 4-H learning experience and is considered a reasonable thing to do. Individuals not complying with these expectations may lose awards and privileges. This is especially true in animal projects where animal ownership, raising and identification has a specific time period as part of the project requirements. Members not complying with established and published dates and deadlines for exhibition may be denied exhibition privileges as well as premiums or awards for that project.

Participation: Attendance and participation at 4-H meetings is highly encouraged as a part of the overall educational experience. However, attendance or participation at club meetings cannot be required as criteria for project completion. 4-H meetings should be of the quality that 4-H members should want to attend, participate and learn something beneficial. Also, rewarding 4-H clubs, 4-H members and 4-H volunteers for attendance and participation in meetings, tours, workshops, local and county exhibits, etc. is encouraged. The rewards for participation in 4-H meetings, tours, and activities should be significant enough to cause the 4-H member to see the advantage of reacting positively. 4-H volunteers and members of local clubs may establish goals for attendance, exhibits, completion, etc. to meet the criteria established for awards and recognition as long as they do not conflict with stated county, area/or state policies.

Exhibition: Exhibition of 4-H projects/subjects in local, county, or state exhibits/fairs, in person or virtually, is voluntary on the part of the exhibitor. The exhibition of 4-H projects/subjects provides 4-H members an opportunity to display their 4-H projects/subjects, enter into competition, and participate in an educational/social environment with peers. With exhibition also comes the responsibility for abiding by all the terms and conditions pertaining to the respective 4-H project.

The following exhibit guidelines must be followed for exhibition at the Tipton County 4-H Fair:

- 1. Exhibit may not be entered in more than one class or project area. If the project requires more than one item; all items must be exhibited by the same 4-H member. All parts of an exhibit made in one project must belong to the same 4-H member.*
- 2. All projects exhibited must have been made after August 1 of the previous year. Each exhibited project must be made, prepared or owned by the member under whose name it is shown. When a member is in the same division more than one year, a new project must be completed unless stated otherwise in project guidelines.*
- 3. Members will comply with "Exhibit Guidelines/Suggestions" found on the 4-H Project Guidelines Sheet. Exhibits will be placed according to merit. Any exhibit not following the stated guidelines as found on the Project Guideline sheet will be judged on merit, but not be considered for any placings above a blue ribbon.*
- 4. Entry tags will be printed from FairEntry and will be provided when projects are checked into the building (see #8 below). They are to be securely placed on the project so it can be easily identified during judging; it is recommended to leave space so tags on posters can be placed in the lower right-hand corner. However, the poster will not be marked down if this recommendation is not followed. The superintendent or adult helper who creates the final project display reserves the right to move the entry tag for display and identification purposes. Livestock stalls and pens should have cards securely attached on or above the pen.*
- 5. All exhibits must be checked in for judging by the published time for that particular project, unless prior arrangements have been made with the 4-H Council and/or Extension Educator at least 24 hours in advance of check-in start time. Projects entered after the deadline will be eligible for exhibition and judged on merit, but will not be eligible for any awards beyond a blue ribbon.*
- 6. All exhibits must stay until released. **If removed, action may be taken by the Tipton County 4-H Council, Inc.***
- 7. The Tipton County Fair Board and the Tipton County 4-H Council do not assume any liability for loss or damage to any article, but the attendants will use precaution and all attempts possible will be made to avoid any losses or damage.*
- 8. Display projects should meet the basic guidelines stated on the Project Guidelines sheet. See your specific project guidelines for further reference. Some general project guidelines include:*

Posters are to be 22"x28" and displayed horizontally and placed in a clear plastic sleeve or covered with clear plastic to protect contents. Display boards should be designed to sit on a table using no more than 36" of tabletop space. Space should be left in the lower right-hand corner to place an exhibit tag provided by Purdue Extension staff.

All posters, notebooks, and display boards must include a reference list indicating where information was obtained, giving credit to the original author, to complete the 4-H member's exhibit. This reference list should/might include web site links, people and professionals interviewed, books, magazines, etc. It is recommended this reference list be attached to the back of a poster or display

board, be the last page of a notebook, or included as part of the display visible to the public. A judge is not to discredit an exhibit for the way references are listed.

9. *All projects must have a project record sheet and turned in according to directions under "4-H Record Sheets" section in this booklet.*
10. *All entries will receive ribbons. Champion, Reserve Champion, Special Merit and State Fair selections will be made at the discretion of the judge. In order to be eligible to receive a champion ribbon, the project exhibit must earn a blue ribbon.*
11. *4-H STATE FAIR ENTRIES- all exhibits qualifying for State Fair will receive ribbons and further information.*

Completion: The completion of a 4-H experience may include a variety of options and must not be misinterpreted solely as exhibition of a project at a local, county, or state fair. There are a number of ways that a young person may participate in the 4-H Youth Development Program in addition to the club-based option. Participating in these 4-H opportunities enable the youth to build skills that will serve them well throughout their adult lives.

Some of these participation options do not include the preparation of a specific exhibit by an individual that would be on display at a fair or similar event. In some cases, the youths' actual participation may be the final product that results in their completion of a year of 4-H. Some examples of this participation include working as a team to develop a robot for a workshop or challenge; completing a Spark Club experience; participating in State 4-H Band or Chorus; taking part in a science training or experiment; participating in an after school 4-H experience; etc.

4-H members are considered complete in their 4-H educational experience for the year when they have (1) completed the 4-H member enrollment process prior to the established and published date for enrolling; and (2) had an officially recognized 4-H volunteer/Extension Educator verify the existence of the completed project/subject or the member's participation in a 4-H educational experience –this could be in the form of an exhibit, poster, report, presentation, etc. Or, a member may choose to submit a completed record sheet in lieu of an exhibit to complete the club-or fair-based 4-H project/subject. The 4-H record sheet will be based on printed or web-based educational materials (used by Indiana 4-H Youth Development) and submitted prior to the established and published date.

Though exhibiting in local, county, and state exhibits/fairs is not required for project completion, as it does not necessarily relate directly to content and skills learned in the development of the 4-H project, project exhibition is encouraged as a continuation of the educational experience.

Extension employees and volunteers are obligated to eliminate (and should not create) any practices that limit, deprive, or tend to deprive any youth of opportunities for membership and/or participation in the Indiana 4-H program.

Guidelines for Animal Exhibits: Each 4-H member shall own his/her 4-H exhibit. Ownership, personal possession, and regular care of the animal must be in effect on or before the county and state enrollment deadlines and continuously until after the 4-H show at the county and/or state fair.

1. For 4-H breeding animals: family corporations and/or partnerships of 4-H members with one or more parents, siblings, grandparents, aunts, uncles, or legal guardians are acceptable.
2. For 4-H dairy cattle: family corporations and/or partnerships of the 4-H member with unrelated persons or dairy operations are also acceptable.

3. Dairy cows (as long as the animal is being shown by same 4-Her from 2020 and forward) and heifers, horses, ponies, alpacas and llamas may be leased subject to approval of both the county 4-H dairy, horse and pony, or llama committee and the respective County Extension Educator. 4-H animals (horse and pony, dairy, alpacas and llamas) are only eligible to be leased by a single 4-H member in a 4-H program year.
4. 4-H animals are expected to be in the possession and regular care of the 4-H member who owns/leases them (unless other arrangements have been agreed upon by the County 4-H Extension Educator) from the animal ID deadline until the conclusion of the county and/or state fair.
5. 4-H market animals and commercial animals must be individually identified and verified under the supervision of the county 4-H program at county identification events by May 15th each year (or the following business day if the 15th falls on a weekend or holiday). These species include market lambs and commercial ewes, dairy wethers, dairy feeder steers, dairy beef steers, beef steers, market and commercial heifers, meat goat wethers, and market wether dams.
6. 4-H animals purchased, sold or offered for sale after the ID deadline and prior to the Indiana State Fair (including animals that have gone through a "Premium Only Auction"), shall not be eligible to show in the 4-H show at the Indiana State Fair. Sale of products of animals (milk, cheese, wool, etc.) in lieu of the animal, are considered equivalent to a "Premium Only Auction."
7. 4-H animals exhibited after the May 15 (or the following business day if the 15th falls on a weekend or holiday) State 4-H animal ID deadline at any show by anyone other than the individual whose 4-H enrollment record is connected to the ID of the animal in Indiana 4-H Online will not be eligible to be shown in the 4-H show at the Indiana State Fair. This term/condition does not apply to siblings, who may show each other's animals at any show during the year without jeopardizing State Fair eligibility. 4-H animals that are selected by 4-H Extension Staff or 4-H Adult Volunteers for use in supreme showmanship contests (Master Showmanship, Round Robin, etc.) may be used in those county events without jeopardizing State Fair eligibility. This policy applies to all 4-H animal projects. For animal projects without state ID deadlines, the person who enters them in the Indiana State Fair 4-H show is the equivalent of the owner of the animals.
8. Temporary guardianships established for the intent of animal exhibition or grooming purposes are not permitted and shall result in immediate disqualification.

See State Fair Terms and Conditions section of this handbook for the Indiana State Fair species ownership guidelines.

TIPTON COUNTY 4-H GENERAL TERMS AND CONDITIONS

General Terms and Conditions: In the interest of the Tipton County 4-H program, the Tipton County 4-H Council, all 4-H exhibitors, the agriculture industry, the following general terms and conditions are presented to maintain, ensure and present a wholesome, high quality educational program. It is imperative to promote and allow only ethical behavior by exhibitors participating in the Tipton County 4-H program.

The Tipton County 4-H Council or designee reserves the final and absolute right to interpret any and all terms and conditions, contained in any and all parts of the Tipton County 4-H Policies and Procedures book and to arbitrarily settle and determine all matters, questions or differences in regard thereto, or otherwise arising out of, connected with, or incidental to the Tipton County 4-H Program. They further reserve the right to resolve unforeseen matters not covered by general or departmental terms and conditions published in the Tipton County 4-H Policies and Procedures book, to amend or add to these terms and conditions when determined by their judgement, and to withdraw all premium offerings in all departments should any

emergency exist and all circumstances demand. If an exception of any kind is needed in regards to the following a formal notice will need to be submitted to the Tipton County 4-H council no later than July 1st.

Fraud, deception, any prohibited activities, violations of general or departmental terms and conditions, or any activity determined to be improper or unethical by the 4-H Council shall not be allowed. Any exhibitor found in violation is subject to sanction and/or disqualification.

1. TAMPERING, ALTERING, AND/OR MISREPRESENTATION relative to any exhibit is prohibited. This prohibited activity includes but is not limited to breeding, age, ownership, and/or method of preparation or completion. (For example, with animal exhibits this includes, but is not limited to, coloring that alters or misrepresents breed characteristics, pumping, and filling. Display projects could include something purchased but represented as prepared or made by the 4-Her).
2. No 4-H project, animal or display, is allowed to leave the fairgrounds until specified release time. Exceptions will be if the animal is ill or hurt and has approval from the barn superintendent, council representative, and 4-H Educator, or if prior arrangements have been made due to unavoidable circumstances. If a project is discovered to have been removed before the published release time:
 - The exhibitor will be asked to return the project as soon as possible as determined by the situation.
 - If the exhibit is not returned by the determined time, the exhibitor forfeits any placings and premiums (this includes award premium money, foods auction, and participating in the livestock auction) that apply to that project. The exhibitor will also only be able to participate in that project as exhibition the next year, meaning the project will be judged on merit but will not receive higher than a blue ribbon or be eligible for a champion, reserve champion, or State Fair entry.
3. UNETHICAL FITTING OF ANIMAL EXHIBITS is defined as the administration of any substance (to include, but not limited to, drugs covered in #3 and #4 below, blood, oils, steroids, air, chemical substances) or performance of any surgical or nonsurgical procedure altering the animal's configuration or natural conformation of any part of the animal's body, or rendering its tissues unfit for human consumption and is prohibited.
**Exceptions that are allowed to 1 and 3 above include hoof trimming, dehorning, removal of hair, castration, branding, tattooing, ear notching, docking of tails on sheep and swine, manipulation of normally attached hair and coloring that does not alter or misrepresent breed characteristics.*
4. 4-H market animals shall not contain any foreign substance including: drugs, steroids, or chemicals, greater than those standards established by the United States Department of Agriculture (USDA) or the Food and Drug Administration (FDA) as permissible for sale for consumption as human food both on day of show and day of shipment to market from the Tipton County 4-H Fair. Test samples collected from 4-H animal exhibits shall be free of any foreign substance, including any steroids, drug or chemical affecting the central nervous system (for example, stimulants, depressants or pain killers). Drugs may not be administered to 4-H animal exhibits at the Tipton County 4-H Fair except after approval by the species superintendent or his/her designee.
5. The Tipton Co. 4-H Council reserves the right to examine and/or test any 4-H exhibit for tampering, altering, misrepresentation, unethical fitting, natural or foreign substance, to include, but not limited to artificially introduced air, blood, oil, drugs, steroids or chemicals. The submission of any 4-H entry to the Tipton Co. 4-H Fair by an exhibitor expressly grants the Tipton Co. 4-H Council the right to conduct such tests. Refusing such tests will result in disqualification and forfeiture of all fees and awards.
6. An exhibitor may not take exception to the decisions of an official and/or judge in an unprofessional and/or public manner nor shall any exhibitor or person representing the exhibitor interfere with or show disrespect to any judge or show official.
7. The 4-H year is continuous and extends from October 1 to September 30 of the next year.

8. 4-H enrollment is available beginning October 1 using the 4-H Online system. Members are encouraged to enroll as soon as possible to ensure notification of opportunities, events, club meetings, and other important information. Members may add or drop projects or edit club participation until May 15 of the current 4-H year. Youth not enrolled by May 15 must contact the Purdue Extension Office to create or edit their 4-H Online profile.
9. 4-H is a "family affair". Parents and family members are encouraged to assist 4-H members with their project work. BUT, assisting with the project and doing the work are two different things. This should be kept in mind while working on 4-H projects.
10. County 4-H policy is determined by the Tipton County 4-H Council, Inc. with the advice of the local adult 4-H leaders, Extension Educators, State 4-H staff, and others interested in the 4-H program.
11. Placing of 4-H exhibits will not be adjusted after placings become official.
12. If a grievance is filed (as stated in the Tipton County P&P Book), competition placings do not become official until the completion of all post judging animal verifications.
13. Interpretation of any term or condition, policy, the code of ethics or prohibited activities contained in the Tipton County 4-H Policy and Procedures book including the assessment of any violation and/or penalty to be imposed against a 4-H member, shall routinely involve the Purdue University - Tipton County 4-H Youth Educator(s) or their designee. While the Purdue University - Tipton County 4-H Youth Educator(s) and the 4-H Council may confer and impose penalties at the same time, their decisions regarding penalties may be separate and independent.
14. "Extenuating" or "unavoidable" circumstances are considered in certain situations. Extenuating and unavoidable circumstances do not include failure to be excused from a job, participation in a sporting event or sports practice, camp, or vacation.
15. The Tipton County 4-H Council is the final authority for all 4-H programs and activities in Tipton County.
16. The grade requirement for Junior Leaders is grade 7 - 12 of the current 4-H program year.
17. SUBMISSION OF AN ENTRY TO THE TIPTON COUNTY FAIR AND/OR THE INDIANA STATE FAIR EXPRESSLY BINDS THE EXHIBITOR TO ALL TERMS AND CONDITIONS CONTAINED IN ANY AND ALL PARTS OF THE TIPTON COUNTY 4-H POLICY AND PROCEDURES BOOK.

Penalties: If, in the opinion of the Tipton Co. 4-H Council and/or State 4-H Youth Department Head or designee, evidence of alteration and/or excessive outside help and/or unethical preparation and/or misconduct is noted, the exhibit and/or 4-H'er may be disqualified and/or all premiums and/or awards forfeited and/or the 4-H'er may be subject to up to a three year disbarment from participation in that project and/or other related 4-H projects and/or events and/or activities and/or person(s) subject to removal from the grounds. Further, enforcement may be selective which does not waive the Tipton Co. 4-H Council and/or State 4-H Youth Dept. Head's right to enforce collectively at a future date and appropriate circumstance.

Special Note: When infractions in regulations and/or policies take place in animal projects, special penalties will be enacted. In addition to above stated penalties, animals unethically fitted or altered for show and sold at 4-H auctions will have all premiums associated as a 4-H reward removed from the sale price of the animal. The animal sale price provided the 4-H'er will be that of the day's going market value with anything above said market value retained or recouped by the 4-H organization as a penalty for the action.

- Any 4-H situation not covered by these policies shall be handled by the Tipton Co. 4-H Council and/or State 4-H Youth Dept. Head or designee as appropriate. Any issue not addressed in this manual will be addressed according to the current Indiana 4-H Youth Development Program Policies and Procedures Manual.

Tipton County 4-H Project Record Requirements

Tipton County 4-H Members are required to turn in a record sheet for each project in which they are enrolled in order to complete the project. Each member is required to do the following:

1. Have a 4-H Record Folder. This folder may be any type of folder. A green 4-H Record Folder is available for purchase at the Purdue Extension- Tipton County office, but is not required. This will be the 4-H record folder used each year by the 4-H member. The folder should have the 4-H member's name, grade, and 4-H Club on the outside.
2. The first paper in the 4-H Record Folder will be the "My Record Of 4-H Achievement" (4-H 620). This sheet is also referred to as the "White Stiff Sheet". Each year, a 4-H member should add to this sheet. As the sheet is filled, please stop by the Purdue Extension- Tipton County office for another, or print one from the county 4-H website.
3. Following the stiff sheet, a record sheet for each project (outlined below) a 4-H member is enrolled in for the given year should be added to the folder. The record sheets should be complete and signed by the 4-H Club Leader. Record sheets from previous years should be removed from the folder.
4. The complete 4-H Record Folder should be turned in at the 4-H Fair when the last 4-H projects are entered. A box will be available for this purpose. Livestock Record Sheets are an exception to this due date. All Livestock Record Sheets are due on the day pens/stalls are assigned (see #8 in Tipton County Livestock Rules). Project areas that meet frequently (ie. dogs) may set their own due date for record sheets if reasonable effort is made to clearly communicate alternative due date to all active members who intend to complete the project.

PREMIUMS

The 4-H Council has standardized all premium money paid to 4-H'ers in all projects. Any 4-Her not selling in the livestock auction or foods auction is eligible to receive premium money. The policy for distributing this money states each eligible 4-H member will receive one dollar upon completion. This means one dollar per individual, NOT one dollar per project or club. On projects where three places are awarded, the prize money will be: Blue, \$3, Red, \$2.50; White, \$2. On projects where five places are awarded, the prize money will be: Blue, \$3; Red, \$2.50; White, \$2; Pink, \$1.50; Yellow, \$1.

This policy makes things uniform throughout all projects. Additional exhibitors will not receive prize money.

Each completing 4-H member can also receive a 4-H completion pin with the year completed on it.

TIPTON COUNTY 4-H LIVESTOCK EXHIBIT RULES - ALL SPECIES. IN ADDITION TO STATE GUIDELINES FOR ANIMAL EXHIBITS

1. The 4-H Online enrollment deadline for all beef, goat, sheep, swine, and horse and pony projects is May 15. Possession of beef, sheep, and goat projects is the designated Animal ID Day prior to May 15- this date is usually within a week of May 15 but varies each year. Rabbits and Pocket Pets require a paper enrollment form that is due to the Purdue Extension- Tipton County office by May 15. Poultry animals require a paper enrollment form that is due by June 1. All members must complete an animal location form and return it by ID night or May 15th.
2. All animals must be owned by the 4-H Club member in accordance to Purdue University/Indiana State Fair Livestock ownership regulation before the enrollment date and continuously until the date of show. All breeding animals must be registered to show in a recognized breed and must show registration papers.

3. Registration papers on all breeding livestock will be required when checking in at the fair. If papers are not presented, animal will be shown in the crossbred class (percentage class for goats).
4. Horse and Pony members should use the lease agreement form, available from the Extension Office, if they are leasing their animal. It must be submitted when enrolling the animal in 4-H Online.
5. The use of hotshots or similar devices on livestock prior to or during the livestock shows is prohibited.
6. 4-H members having an entry in livestock classes are required to show their own animal. In cases where this cannot be done, the owner may request another current Tipton Co. 4-H Member to serve as a substitute showman. Written requests for a substitute showman **should be submitted to** the 4-H Council **1** week prior to the County Fair, except in the case of an emergency. Substitutions will only be granted for medical emergencies, conflicts with showing other animals, or circumstances deemed unavoidable by the 4-H Council. Failure to be excused from a job, participation in a sporting event or sports practice, camp, or vacation will not be considered unavoidable circumstances and will not result in a substitute showman being granted. All other individual issues will be handled on an individual basis by the 4-H Council.
7. NO ONE except the 4-H'er and his/her animals will be allowed in the show ring during the show, along with superintendents and other officials. This does not apply to Mini 4-H livestock shows. Please contact the Extension Educator if a circumstance should require reasonable accommodations.
8. Project book record sheets must be completed, signed, and turned into livestock project superintendents on or before the pen set up date. Failure to turn in record sheets eliminates the 4-H member from showing or selling their livestock in that species; the project will exhibit only.
9. All exhibitors of food animal species (beef, goat, poultry, rabbit, sheep, swine) will be required to participate in either the online Youth for the Quality Care of Animals (YQCA) OR the instructor lead Indiana 4-H Quality Livestock Care (4-HQLC) quality assurance program prior to exhibition. YQCA is available online at any time; 4-HQLC will be offered several times in the spring and summer each year. This should be completed prior to penning and stalling day.
10. BEEF, DAIRY, HORSE AND PONY, SHEEP, SWINE, GOATS, RABBIT, AND POULTRY WILL REQUIRE SPECIAL PROCEDURES FOR STATE FAIR ENTRY. Go to <https://indianastatefair.com> for entry information.

SHOWMANSHIP

1. Each showmanship participant must show an animal they own (or own in partnership) and has been shown by the 4-H'er in a previous class that day.
2. Showmanship classes are determined by the grade you were in at the completion of school this spring.
FIRST YEAR Grade 3 only; JUNIOR Grades 4-5; INTERMEDIATE Grades 6-8; SENIOR Grades 9-12
 Horse & Pony also has a Masters class which consists of champions in each level. The Champion Senior Showman will represent the species in Supreme Showmanship regardless of the result of the Master's class.
3. Once an exhibitor is the Junior Showmanship winner in a species, he/she is ineligible to compete again as a Junior in that species but may compete in the Intermediate Class.
4. Any 4-H'er who has won Intermediate Showmanship in a species in previous years or is too old to be an Intermediate Showman may be a Senior Showmanship exhibitor.
5. Senior Showmanship 4-H exhibitors are eligible to compete who have just completed grades 9 - 12 this past spring, or have previously won the Intermediate class.
6. The dog species is an exception to rules 3-5, per State Fair and species exhibition standards.
7. Senior Showmanship winner is eligible for competition in the same species until he/she wins Supreme Showmanship representing that particular species.

8. A senior showman may compete in more than one species of senior showmanship in any given year. If a contestant should win more than one species in a year, they will automatically represent the first species of the class they won in the Supreme Showmanship Contest.
9. A Supreme Showmanship contest will consist of senior winners of the current year in beef, sheep, horse and pony, swine, and goats. If they are unable to for any reason, the Res. Champion Sr. Showman in that species will take their place.
10. A 4-H'er can be in Supreme Showmanship more than once by winning Senior Showmanship in a different species in different years. See rule #7

SHOW RING RULES FOR LARGE ANIMAL SUPREME SHOWMANSHIP

Supreme Showmanship will consist of the Senior Champion Showmen of five species- Swine, Beef, Sheep, Goats, and Horse and Pony. Contestants will be scored using a five-point scale, with the low score being the best. The person with the lowest total score will be named Supreme Showman.

Each judge will be asked to submit an essay-type question in writing before the contest begins to be used in case of a tie breaker. In the case of a tie, each contestant will be given the opportunity to answer, in writing, one of the submitted questions randomly drawn by the contest organizer. Each contestant will answer the same question. The judges will confer and rank the answers 1-5, best answer being given the lowest score.

Once a 4-H member wins Senior Showmanship in a species, they are automatically entered into Supreme Showmanship for that species. If a contestant would happen to win a senior showmanship class in one species, and then later in the week win another senior showmanship contest, the reserve champion in the second contest would represent that species in the supreme showmanship contest. Please see rule #7 above.

For safety reasons, the Horse and Pony portion of the Supreme Showmanship contest will always occur first and will be conducted in the outdoor Horse and Pony arena.

The five (5) animals selected will try to be of nearly equal size and disposition. If possible, the animals should not belong to any of the five (5) showmen. If this cannot be avoided, steps will be taken when drawing for show animals to make sure the showman does not show their own animal. The Large Animal Supreme Contest coordinator will work with the species superintendent to select animals for the contest.

All contestants will wear similar attire consisting of blue jeans, a button-down shirt, belt, and appropriate shoes. Each contestant should look presentable for a showmanship contest, but the attire will not play a significant role when judging the horse and pony portion of the contest.

The judge will place each class 1 through 5 and report those placings to the announcer and scorekeeper. Contestants will receive points according to their showmanship ability objectively evaluated by the judge. The judge will not be informed of point totals as the contest progresses. Contestants will be mailed their own scores after the fair.

Revised 5/2023

Small Animal Supreme Showmanship Guidelines

1. The purpose of the Small Animal Supreme Showmanship Contest will be to:
 - Strive to develop and improve showmanship skills.
 - Improve showmanship skills to include all species of small animals, not just one particular species.
 - Develop a cooperative relationship between 4-Her's.
2. Champion Senior Showmanship winners from the following livestock species will be allowed to compete in the contest: Rabbit, Poultry, Dog, Cat, and Pocket Pets.
3. Each species will have a representative.
4. If a contestant wins showmanship in more than one species, he/she will represent the first species they won, and the reserve champion in the other species will represent that species in the Showmanship Contest. If the reserve champion is already representing another species, the superintendent will go down the rank until that species is represented. An exception will be made if there is only one Senior showman in a species shown later in the fair schedule.
6. A 4-Her may show in both Small & Large Animal Supreme Showmanship contests in the same year.
7. Prizes and Awards to be offered.
8. Clothing should be neat and clean and normally include long pants, long-sleeved shirts, and closed toed shoes. Each contestant shall wear showmanship appropriate clothes but attire will not play a significant factor in placing, including in species where a standard dress code is customary.
9. Contestants will have an entry number. (Names will not be used).
10. The Small Animal Supreme Showmanship Contest will be strictly a showmanship contest. No grooming will be judged. All animals used are to be cleaned up, brushed and combed, but no elaborate fitting allowed.
11. The Superintendents will have the option of selecting the number of animals needed for the contest. The contestants cannot show any of their own animals from their farms or herds.
12. Consent from the owner must be obtained before any animal may be used in the showmanship contest.
13. Each class (species) will be run according to that species rules during its showmanship classes.
14. A judge will rank the contestants on a scale of 1-5 with 1 being the best. The contestant with the fewest points will be the winner.
15. Contestants will compete in showing all animal species (except pocket pets) in the contest. They will also complete the small animal test and pocket pet quiz.
16. All five (5) contestants will be given a written test prior to the contest to be used only in case of a tie in showmanship. The test will consist of ten (10) basic questions (2 each species) involving handling, care, feeding, and related areas. Anatomy questions will be avoided.
17. Animals will be numbered and contestants will draw in advance for the animal.
18. The order of show will alternate between the species by convenience of facilities and in a manner least distracting to the animals.
19. At the judge's discretion a showman may be asked questions.
20. Decision of the judges will be final.
21. If at the conclusion a tie occurs, the tie breaking test will be taken into account.
22. Judges will be selected on ability. Species Superintendent will act as ring steward. No current year 4-H member may be a judge. Each Superintendent will find their species judge. If they are unable to find a judge, the Small Animal Supreme Showmanship Committee will help find a judge.

23. The Small Animal Supreme Showmanship Committee will not provide training sessions for the contest. Individuals must secure training on their own. The committee will provide any equipment needed for showing.
24. The Small Animal Supreme Showmanship Committee reserves the right to evaluate and amend these rules as the occasion arises.
25. A member may be in the contest more than once. If they win Small Animal Supreme Showmanship, they can compete again in another species. A member may not represent the species that they won with previously a second time.

Small Animal Showmanship Committee Members

*Lynn Calloway, Michelle Kincade, Julie Sobcsak, Lillian Sobcsak, Ava Newcom,
Lesley Tragesser-Smith, Sherilyn Kindig*

5/2023

RELATIONSHIP BETWEEN THE INDIANA 4-H YOUTH DEVELOPMENT PROGRAM AND THE INDIANA STATE FAIR

The Indiana State Fair is an entity of the Indiana State Government. The Indiana State Fair Commission and Board of Directors are charged with owning and operating the 250-acre State Fairgrounds located at 9202 E. 38th Street in Indianapolis. Educational events, entertainment, and promotional events are offered at the fairgrounds year-round. A signature event in their annual programming is the Indiana State Fair, held over the course of several weeks in August.

The Indiana 4-H Youth Development Program and Purdue Extension are invited guests to the Indiana State Fair each year. Classes are offered exclusively for those youth who have enrolled in the 4-H Program. The State Fair and 4-H Program work together to establish the policies and procedures related to these classes and events held during the Indiana State Fair.

The State Fair terms and conditions supersede the Indiana 4-H Program guidelines during the exhibitions held during the annual Indiana State Fair that are reserved for 4-H participants. Indiana State Fair guidelines are found in the following section.

10.2 STATE FAIR: EXHIBIT; ANIMAL OWNERSHIP/POSSESSION AND EXHIBITION; DETERMINATION OF VIOLATIONS, TERMS AND CONDITIONS; AND GRIEVANCE PROCEDURE

10.2.1 STATE FAIR EXHIBITS

1. An exhibit may not be entered in more than one State Fair 4-H class except in some animal classes where designated. In a State Fair class requiring more than one item, all items must be exhibited by the same 4-H member. All parts of an exhibit made in one class must belong to one 4-H member.
2. All 4-H exhibits at the State Fair must be prepared during the current 4-H year. Eligibility rests solely with the State 4-H Youth Program Leader on entries in all 4-H classes.
3. Any 4-H exhibit removed from display prior to the official release will be disqualified. Any 4-H placings/prizes (including ribbons, money, medals, trophies, etc.) awarded that exhibit will be forfeited.
4. 4-H exhibitors having an entry in animal classes at State Fair are expected to show their own animals. In cases where this cannot be done, the owner may request another Indiana 4-H member to serve as a substitute showman. Substitute showmen must be approved in writing by the 4-H show manager, 24 hours prior to showing of the animal(s) needing a substitute showman. Requests will only be granted for medical emergencies, conflicts with showing other animals, or circumstances deemed unavoidable by the 4-H show manager. Failure to be excused from a job and/or participation in a non-4-H-related creative arts or sporting event or practice will not result in a substitute showman being granted.

10.2.2 STATE FAIR ANIMAL OWNERSHIP/POSSESSION AND EXHIBITION

Note: the May 15th deadline referenced in several items below will be extended to the following business day in a year when May 15th falls on a weekend or holiday.

1. For 4-H breeding animals: family corporations and/or partnerships of 4-H members with one or more parents, siblings, grandparents, aunts, uncles, or legal guardians are acceptable.
2. For 4-H dairy cattle: family corporations and/or partnerships of the 4-H member with unrelated persons or dairy operations are also acceptable.
3. Dairy cows (as long as the animal is being shown by same 4-Her from 2020 and forward) and heifers, horses, ponies, alpacas and llamas may be leased subject to approval of both the county 4-H dairy, horse and pony, or llama committee and the respective County Extension Educator. 4-H animals (horse and

pony, dairy, alpacas and llamas) are only eligible to be leased by an individual 4-H member in a 4-H program year.

4. 4-H animals are expected to be in the possession and regular care of the 4-H member who owns/leases them (unless other arrangements have been agreed upon by the County 4-H Extension Educator) from the animal ID deadline until the conclusion of the county and/or state fair.
5. 4-H market animals and commercial animals must be individually identified and verified under the supervision of the county 4-H program at county identification events by May 15th. These species include market lambs and commercial ewes, dairy wethers, dairy feeder steers, dairy beef steers, beef steers, market and commercial heifers, meat goat wethers, and market wether dams.
6. 4-H animals purchased, sold or offered for sale after the enrollment deadline and prior to the Indiana State Fair (including animals that have gone through a "Premium Only Auction"), shall not be eligible to show in the 4-H show at the Indiana State Fair. Sale of products of animals (milk, cheese, wool, etc.) in lieu of the animal, are considered equivalent to a "Premium Only Auction".
7. 4-H animals exhibited after the May 15 State 4-H animal ID deadline at any show by anyone other than the individual whose 4-H enrollment record is connected to the ID of the animal in Indiana 4-H Online will not be eligible to be shown in the 4-H show at the Indiana State Fair. This term/condition does not apply to siblings, who may show each other's animals at any show during the year without jeopardizing State Fair eligibility. 4-H animals that are selected by 4-H Extension Staff or 4-H Adult Volunteers for use in supreme showmanship contests (Master Showmanship, Round Robin, etc.) may be used in those county events without jeopardizing State Fair eligibility. This policy applies to all 4-H animal projects. For animal projects without state ID deadlines, the person who enters them in the Indiana State Fair 4-H show is the equivalent of the owner of the animals.
8. 4-H members showing registered beef, Boer goats, dairy, dairy goats, sheep and swine must present a registration certificate (no photocopies, carbons or fax copies, except a fax or email directly from the national breed association to the Indiana State Fair) to the 4-H show manager or designee before the specified time for each specie, showing that the exhibitor owns the animal being exhibited, as per ownership terms, on or before the May 15 ID deadline and continuously until 4-H show day at the Indiana State Fair.
9. 4-H breeding beef, Boer goats, dairy goats, sheep and swine must be registered in one of the following ownership methods:
 - a. In the 4-H members' name;
 - b. John Smith and Sons;
 - c. John Smith, Sons and Daughters;
 - d. John Smith and Family (family includes sons, daughters, and legal guardian youth only);
 - e. Mark Smith (brother) and Mary Smith (sister);
 - f. Family corporations, where the 4-H members' name appears as a holder of stock in the corporation, and proof of same must be supplied on or before the ID deadline; or
 - g. Family partnership where the 4-H member's father, mother, brother, sister, aunt, uncle, grandparent, and/or legal guardian is also in the family partnership and the 4-H member's name appears on the legal, notarized partnership. A copy of the written document must be on file with the Extension Office before the ID deadline. A single animal can only be included in one 4-H Online family profile.
10. 4-H breeding beef, Boer goats, dairy goats, sheep and swine will NOT be accepted in the State Fair 4-H Show if they are registered in a father's name only, farm name only, or partnerships with unrelated persons (such as "Smith View", "Smith Oak", "John Doe and William Smith (4-H member)", "Long Oak and William Smith (4-H Member)", etc.).
11. For 4-H dairy cattle, partnerships of the 4-H member with unrelated persons or dairy operations are acceptable (i.e. John Doe and William Smith (4-H member) or Long Oak and William Smith). Dairy cows

and heifers, owned in a partnership, may not be exhibited by more than one person from May 15 until the conclusion of the State Fair 4-H Dairy Show. This person must be the exhibitor of the animal in the current State Fair 4-H Dairy Show, or the animal will be ineligible for this show. 4-H dairy cattle will not be accepted in 4-H classes at the State Fair if they are registered in the father's name only or in a farm name, such as "Smith View", "Smith Oak", etc., unless the 4-H member has a certified lease agreement for this animal.

12. The Dairy lease program is only for 4-H members who do not own their own dairy cows and/or heifers. Only dairy heifers that will be less than two years-of-age at the time of the Indiana State Fair 4-H dairy show, may be leased. Leasing a dairy heifer will be considered the equivalent of ownership. The 4-H member should be regularly involved in the care of the heifer or cow, regardless of where the heifer is kept, and the 4-H member should have exclusive show rights to the heifer during the 4-H lease period from May 15 until the 4-H dairy show at the Indiana State Fair. Leased 4-H dairy heifers must be registered (although it is not necessary to have the registration paper transferred to the 4-H member's name) by May 15 and be properly identified in Indiana 4-H Online.
13. 4-H Exhibitors may receive clipping and grooming assistance from members of their immediate family (father, mother and siblings), from a current Indiana 4-H member, and from individuals in the Approved Animal Grooming Assistance Program.
Tipton County does **not have restrictions on outside grooming assistance.*
14. Temporary guardianships established for the intent of animal exhibition or grooming purposes are not permitted and shall result in immediate disqualification.