YELLOWSTONE COUNTY 4-H POLICY

This handbook expresses the policies and procedures for the Yellowstone County 4-H program. The following policies are in effect for all people associated with the Yellowstone County 4-H program. The purpose of this policy statement is to ensure that the 4-H program is inclusive rather than exclusive.

4-H is the youth education program of the Montana State University Extension, cooperating with the U.S. Dept. of Agriculture and local county governments. The MSU County Extension Agent has the ultimate responsibility for the leadership of the 4-H program at the county level, and has final authority in matters of conduct, discipline, health, and safety in connection with 4-H members and leaders. Clubs and leaders that refuse to follow state and/or county policies will be prohibited from operating under the name of 4-H and emblem.

MISSION STATEMENT

The mission of Montana 4-H is to educate youth and adults for living in a global and ever-changing world by using the resources of the Land –Grant Universities and the U.S. Dept. of Agriculture.

Montana 4-H uses educational, learning-by-doing projects, club meetings, service-learning projects, events, and activities for young people and adults as they work toward attaining these five LIFE SKILLS:

- Fostering positive self-concept
- Learning decision-making and responsibility for choices
- Developing an inquiring mind
- Relating to self and others
- Acquiring a concern for communities- local and global.

The emblem of the 4-H program is a green four-leaf clover with a white “H” in each leaf. The four “H’s” stand for Head, Heart, Hands, and Health and represent the ways 4-H develops the five life skills. This fourfold development is vital to every individual. All four of the “H’s” should be an important part of the goals youngsters identify as they participate in 4-H sponsored programs and individual and educational activities. Achieving these goals will result in helping youth develop as competent, caring, confident, connected, compassionate contributors of high ethical character.

If you are a 4-H member or volunteer, you are permitted to use the 4-H name and emblem once your program is chartered with the official 4-H charter and you have permission from the county agent.

COUNCIL

The primary purpose of the county council is to provide guidance and assistance to the county Extension staff in planning and conducting educational programs. In addition, the 4-H council advises the county Extension staff in the establishment of the county 4-H policies that are not in conflict with the State 4-H policy statement. County council is also the governing body of the Yellowstone County 4-H program and all the committees within the county 4-H program.

The Executive Committee will consist of the following members: President, Immediate Past President, Vice President, Secretary, Treasurer, (Assistant Treasurer), with at least one paid 4-H Staff member serving in an ex-officio position. Decisions will be made by a majority vote of those available. Elections will be held at the November meeting.

The Vice President will become President**,** and the term will be for one year. The term of Secretary will be two years, elected in odd years. The term of Treasurer will be for three years with the first year being as Assistant Treasurer. The Assistant Treasurer will move to Treasurer for the second year, with a new Assistant Treasurer being elected that year, and trained the third year. The immediate past Treasurer will serve as advisor to the Treasurer and Assistant. The Secretary and Treasurer's report must be given at each Council meeting.

The Yellowstone County 4-H Leaders' Council membership will consist of adult leaders and members of Yellowstone County that have paid dues. Parent and member representation is encouraged. It is recommended that each club send a leader and junior leader to represent them. To vote or hold an office/chairmanship you must have registered and paid dues. In order to be a voting member of Council or a sub- committee, you must be a paid leader or a paid 4-H member of the previous year. To vote at a council meeting, you must have attended one of the two previous council meetings. If you were present in person or by Webex for one of the two previous council meetings, you may vote via WebEx.

The Yellowstone County 4-H Leader's Council will meet in September, October, November, December, February, April, May, and June. The July council meeting will be for the budget and policy committee. There will be an annual review and preparation of IRS Form 990 of the Treasurer's book by January 1st.

COMMITTEE STRUCTURE

The Leaders' Council will operate through a committee structure. All committees are required to provide the Council with an itemized budget by the November Council meeting for approval.

POLICY PROCEDURE

The Yellowstone County 4-H Policy is revised annually. A Policy Committee, consisting of representatives of the various project committees and other interested individuals, is named by the President of the Leaders Council at the June Leaders Council meeting. Input from 4-H program participants should be directed to the Policy Committee prior to their annual policy review meeting. The Committee presents the final draft of the policy for approval at the November Council Meeting. Updated policies will be given to 4-H "families" at the same time project materials are distributed. The Montana 4-H Policy supersedes the Yellowstone County Policy and must be followed by all 4-H members and leaders. **THIS POLICY IS SUBJECT TO CHANGE AFTER RECOMMENDATIONS OF SUB COMMITTEES ARE RECEIVED AND APPROVED AT THE NOVEMBER COUNCIL MEETING.**

BUDGET POLICY

- Expenses that are a part of the Leaders' Council budget can be reimbursed by turning in receipts or invoices to the County Extension Office.
- Expenses in excess or not included in a budget shall come before the council for approval.
- Each committee will provide an itemized budget to the Treasurer.
- Receipts or invoices are requested for all expenses.
- The Committee presents the final draft of the budget for approval at the November Council Meeting.
- To receive council funds, you must be enrolled in Yellowstone County as a member or leader.

ORGANIZATION OF CLUBS

Regularly organized clubs shall hold their organizational meeting during fall of the 4-H year. Enrollment for members who are renewing membership are due in the Extension Office or completed online by October 30.

The State 4-H office requires that a Livestock Release form be signed by all members who are enrolled in livestock/horse projects. The release form will be turned into the Extension Office with enrollment forms or digitally signed during online enrollment.

April 30 will be the deadline for project changes, drops or additions.
New 4-H clubs can organize up to December 1st.
New members and leaders are accepted until April 30.

Annual dues are $20.00 per leader, paid to the Yellowstone County 4-H Council. Yellowstone County 4-H Council will pay $5.00 per leader to the Montana 4-H Leader's Council and the remaining balance of dues received will be kept by the Yellowstone County 4-H Council. Yellowstone County 4-H Council will pay for all leader background checks as required.

The leader dues must be paid in order to be an adult voting member of the Yellowstone County 4-H Council or any other county committee.

Annual dues are $25 per member (starting 2022-23) or $10.00 per member enrolled as a Cloverbud paid to the Yellowstone County 4-H Council. Dues will be used by 4-H Council to purchase project materials, member opportunities, member awards, citizenship opportunities and other member education opportunities. Scholarships may be available by contacting the Yellowstone County 4-H Extension Agent.

Leader, Member and Cloverbud dues may be reviewed and adjusted on an annual basis by the Yellowstone County 4-H Council.

REGULAR 4-H CLUBS

To be identified as a regular 4-H Club the following criteria will need to be fulfilled:

1. Five or more club members enrolled.
2. One or more local adult leaders.
3. Organized with club officers.
4. It is recommended that a written yearly program be submitted to the County Extension Office.
5. Conduct regular 4-H Club meetings.
6. Meetings are not to conflict with regularly scheduled Yellowstone County 4-H Council meetings.
7. Must participate in Family Fun Night (including set-up).
8. Must participate in Fruit Sales (see fundraising).
9. Must participate in Ice Cream booth and/or Fair Fundraiser.

SWITCHING CLUBS

Below is important information needed by Extension staff and club organizational leaders for both the old and new clubs. A form containing this information is given to all organizational leaders and is also available at the Extension office.

- The following family has requested to switch clubs. _____
- Does the family owe money to the club? Yes/No If yes, how much is owed? $_____
- Does the family have club supplies? Yes/No If yes, what items? _____
- If an office was held, what position? _____
- Were club officer items returned? Yes/No If not, what needs to be returned? _____
- Were the parents' leaders in the club? Yes/No If yes, have they returned leader supplies? Yes/No
- If no, what do they need to return? _____
- Have the leaders notified the project members and organizational leader of what needs to be done? Yes/No
- Was any family member in charge of an upcoming event or any other club activities? Yes/No
- Has this information been passed on to someone else in the club? Yes/ No
- If no, what information is needed for someone else? _____

PROJECT CLUBS

Project clubs may be organized according to state guidelines and must be approved by the County Extension Agent & 4-H Council. Examples are: 4-H Exchange, Jr. Leaders, Aerospace, Robotics, etc.

A club may have their own individual policy. The policy cannot supersede any National, State or County Policy. If a member doesn't follow the club policy, they may be removed from the club. The club policy must be voted on annually by currently enrolled members and leaders in the club. Members may join another club. Club policies should be turned into the Extension Office at the beginning of the 4-H year.

CLUB ACCOUNTS

Club accounts should be set up using the 4-H tax free ID number assigned to that individual club. There should be more than one signature on the club accounts. One signature should be the 4-H member who is serving as the club treasurer. The member should have the learning experience of doing the club treasurer's books. A treasurer's report showing the income and expenses for the month should be given at the meeting each month. The club treasurer will use the Montana 4-H Treasurers Record Book.

Each club will do an audit of the club accounts at the end of each 4-H year. The audit should be done by someone who isn't familiar with the club accounts. An accountant doesn't need to audit the books.

The club must complete and turn in their club audit form to the Extension Office to receive their project materials. Contact the Extension Office if your club needs assistance with the audit.

HANDLING FUNDS FROM DISBANDED CLUBS

Any 4-H club or group that disbands with money left in its account must turn those funds over to the county council or county MSU Extension office within a minimum of six (6) months after disbanding. All property belonging to the club must be disbursed in the same manner. Club members may request that money be used for specific 4-H programs within the club, county or state. This request, acted upon by the county council in cooperation with the Extension agent responsible for 4-H Youth Programs at the same time of club dissolution, should be documented. When a 4-H unit is disbanded, the EIN number can be cancelled for the unit.

HANDLING FUNDS IN CLUBS THAT SPLIT

If a club or group decides to divide (example - because it has become too large or meeting schedules don't work for all members) and is creating more than one recognized and properly registered club or group; the funds from the original club must be evenly disbursed, based on membership, in each club. Dollars are not to be disbursed to members on an individual basis.

If a portion of the club membership voluntarily decides to leave an existing club and form a new club, the members must submit a proposal to 4-H Council for distribution of club funds within 2 months. Council will make the final decision. However, any sub-group including an individual that decides to leave an existing club is not automatically entitled to any funds from the original club. 4-H monies do not belong to individuals.

MEMBERSHIP/AGE REQUIREMENTS

- Anyone who is 5 on Oct. 1 may join a 4-H Cloverbud group. Cloverbuds is a non – competitive education program for youth ages 5 to 8 years old and is the ONLY project they can enroll in.
- Youth age 8 on Oct. 1 may join a regular 4-H club as a full member who can enroll in several different project areas. Given the differing maturity and ability of youth this age, a family may choose to have their child continue in a Cloverbud group even though s/he will turn 8 the during the coming year. If a youth turns 19 years of age prior to the beginning of the program year (Oct. 1) s/he is not eligible to re-enroll in 4-H unless still in high school.
- Individuals older than 18 years of age who have special needs are eligible to participate in 4-H provided they are still enrolled in high school.
- 4- H membership is open to all eligible youth. The U.S. Department of Agriculture (USDA), and Montana State University prohibit discrimination in all of their programs and activities on the basis of race, color, national origin, gender, religion, age disability, political beliefs, sexual orientation and marital and family status.
- In recognition of the educational and developmental needs of youth, a general guideline is listed below to help determine which level of projects a youth might be enrolled in based on age.

Classifications	Age Range
Cloverbuds	5 to 7 years old
Beginners	8 to 10 years old
Junior/Intermediate	11 to 13 years old
Senior	14 to 19 years old

MEMBERS & LEADERS AT LARGE

A boy or girl of eligible 4-H age (ages 8-19) can become a member at large in the county with approval of the 4-H Agent and Executive Committee of County Council, if circumstances prevent membership in a local 4-H Club.

All At Large 4-H members must participate in Yellowstone County 4-H Council sponsored fund-raising events if the member wishes to participate in county sponsored events. (See fundraising on pg. 6)

The list of At Large members and leaders will be reviewed annually by the County Agent.

LEADERS

To be identified as a volunteer 4-H Leader in Yellowstone County, an individual must complete a 4-H Leader Enrollment Form. The signing of the enrollment form indicates the individual's agreement to accept the terms and conditions of the 4-H Policy Statement. In order to be a voting member of Council, dues must be paid. (See page two under Council)

All leaders in Yellowstone County must submit a Volunteer Disclosure Form and it must be updated every 5 years. Leaders must also sign and date the 4-H Volunteer Application, 4-H Volunteer Agreement, Standards of Behavior form, and the 4-H Volunteer Disclosure and Consent form. (This will be sent to the state office for the background checks, this will be done once unless there is a break in service.**)** All livestock leaders are recommended to take the Quality Assurance class every two years.

All leaders must complete the volunteer training modules in ZSuite to be an active leader.

Montana State 4-H Volunteer Agreement

General Information

The mission of Montana 4-H is to educate youth and adults for living in a global and ever-changing world by using the resources of Land-Grant Universities and the U.S. Department of Agriculture. It strives to create environments in which young people are valued, contributing members of their community. Volunteers are one key to fulfilling this mission.

Standards of Behavior

These standards outline Montana 4-H Youth Program expectations of all those who work with youth. It represents a code of ethics which all volunteers must observe. 1. Work cooperatively with youth, families, volunteers, Montana State Extension Service faculty and staff and others in a courteous, respectful manner demonstrating behaviors appropriate for a positive role model for youth. 2. Make all reasonable effort to ensure equal access to participation for all youth and adults, regardless of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital and family status. 3. Provide a safe environment; do not harm youth or adults in any way, whether through sexual harassment, physical force, verbal or mental abuse, neglect or other harmful experiences including divisive and slanderous statements through email and social media. 4. Do not use alcohol or illegal substances while working with or responsible for youth, nor allow youth under supervision to do so. 5. Obey the laws of the locality, state and nation. 6. Strive to be a positive role model. By example, help individuals learn to respect and cooperate with others. Teach others to compete with honesty and fair play. 7. Notify Extension staff promptly of any incident that may violate MSU Extension policies. 8. Inform County 4-H Staff of any personal arrests or charges of criminal activity. 9. Accept supervision and support from County 4-H Staff while involved in the Montana 4-H program.

Child Abuse and Neglect Guidelines

As a volunteer of a youth serving organization, it is extremely important to be aware of your responsibility for child safety. Even though you are not required by law as a 4-H volunteer to report child abuse, it is important to ensure that youth are in a safe environment and to report anything that is a risk to a child's welfare or suspected abuse. Child Abuse is the injury, sexual abuse, negligent treatment, emotional abuse or maltreatment of a child. Different types of abuse include:

- Physical Abuse: Intentional physical injury to a child.
- Sexual Abuse: An act of sexual nature performed to gratify sexual desire.
- Neglect: An act or omission that constitutes a clear and present danger to a child's health, welfare and/or safety.
- Emotional Abuse: Verbal or nonverbal violence towards a child on a consistent basis.

It is not the responsibility of a 4-H volunteer to determine whether or not a child is abused. This is the responsibility of Child Protective Services and/or law enforcement. However, it is the responsibility of a 4-H volunteer to report suspected abuse to Extension faculty or staff or the proper authorities. The following is a list of common signs of abuse. This list is not exhaustive nor is the presence of one or more indicators proof that abuse is taking place.

- Unexplained or suspicious injuries such as bruises, cuts or burns particularly if on a part of the body that is not prone to such injuries.
- An injury for which explanation is inconsistent.
- Unexplained changes in behavior such as becoming withdrawn, destructive habits, constant fatigue, depression, etc.
- Sexual awareness inappropriate for an age.
- Becoming increasingly dirty or unkempt.

Long-term abuse has been shown to have lastly effect on youth into adulthood physically and/or emotionally. As a 4-H volunteer, you have the opportunity to build trusting relationships with youth and make a positive different in their lives. If you have further questions, regarding how or when to report suspected child abuse, contact your County Extension Office.

VOLUNTEER AGREES TO: Volunteers are asked to carefully consider the following expectations.

- Enroll as a volunteer.
- Support and abide by the Montana 4-H Volunteer Standards of Behavior and Child Abuse & Neglect Guidelines.
- Be supportive of 4-H programs, youth, other adults and staff members.
- Participate in meetings and volunteer trainings as appropriate to duties.
- Provide a safe, positive environment for youth and adults to grow, learn and develop.
- Inform youth and adults of events, activities and program opportunities.

MSU EXTENSION AGREES TO: Volunteers accepted and agreeing to serve can expect the following from MSU Extension.

- Orient volunteers to the 4-H mission, program expectations and expectations of the position.
- Provide overall direction for the 4-H program.
- Provide assistance, support and encouragement.
- Provide educational programs and materials to develop volunteer's understanding and competency to fulfill assignments.
- Provide instructional materials and resources to be used in educational programs.
- Inform volunteers of events, activities and program opportunities.

Signature and Authorization

I authorize MSU Extension to conduct checks of my Personal Background. I understand that misrepresentation or omission of information requested is just cause for non-appointment or removal as a 4-H volunteer. I also understand that this information will be reviewed by 4-H personnel, in order to make decisions regarding my 4-H volunteer capacity.

COUNTY TEEN LEADERS

Teen Leaders are organized and recognized as such if they meet these basic criteria:

1. Club shall have a volunteer adult advisor or leader.
2. Club shall keep and maintain records and structure required of a regular 4-H Club.
3. A Teen Leader Group shall include 4-H members whose members are directed toward leadership within the comprehensive 4-H program.

Teen Leaders Group members are recognized as such if they meet the following criteria:

1. You can be a Teen Leader when you turn 12 any time throughout the year.
2. The Teen Leader will have had one or more years of 4-H club work.
3. The Teen Leader will be a member of a regular 4-H Club or an approved at large member. The term "regular" in this case denotes a club accepting members of mixed age groups, preferably younger members who can be helped by a Teen Leader.

TEEN LEADER

Teen Leader - any teen who wants to lead or help lead a 4-H project can fill out the section on their enrollment form as a teen leader. They do not have to pay additional leader dues if they have paid member dues. There are three ways to be involved in Teen Leadership:

1. Enroll in the Leadership project.
2. Be involved in the Yellowstone County 4-H Teen Leader criteria for club participation is described in this policy under "Teen Leader"
3. The Yellowstone County Ambassador Policy & State guidelines will be followed.

AMBASSADOR

A 4-H Ambassador is an official envoy, an authorized representative of the Montana State 4-H Program. A 4-H Ambassador is a self-motivated enthusiastic youth leader who promotes 4-H using skills, knowledge and leadership abilities acquired in 4-H with 4-H members, area residents, community leaders, elected officials, and non-4-H youth. A 4-H Ambassador serves to strengthen the 4-H program through public relations.

To be a County Ambassador, individuals must apply each year and will serve a 1-year term from January 1st to December 31st. Requirements are outlined on the application that is given to each potential candidate that meets the age requirements.

SCHOLARSHIP GUIDELINES

(started with the 2020-2021 Yellowstone County Ambassador Team)

Every Yellowstone County Ambassador will be eligible to receive up to $600 for each term or year they serve as an Ambassador. To receive the scholarship money accumulated during their time of service, they must be an enrolled 4-H member as a high school senior and be pursuing some type of further education. *(They are not required to be an Ambassador during their senior year of high school.)* The funds will be paid *after* the first semester of school has been completed or a reasonable amount of time has passed for other secondary education, showing commitment to further education. Reasonable amount of time will be determined by agent.

Ambassadors will be evaluated by key leader and extension agent each year they serve as a Yellowstone County Ambassador. Things considered during the evaluation will be the end of year summary all Ambassadors are asked to fill out at the end of their term, as well as reviewing their service to see if they have met the "Ambassador Expectations and Duties" given with the application and in what manner did they represented themselves and our county in the roll during that term. Attendance and participation will be considered. For example, if they were not able to be at an event, did they help extra in preparing for the event? If someone is between two levels, attitude should be the deciding factor.

Individuals will fall into one of 3 tiers:

- Level 1 – $0

Did less than expected or required.

- Level 2 - $200-$400
  Met expectations and requirements.
- Level 3 - $400-$600
  Exceed expectations and requirements. Must be exceptional to receive $600.

COUNTY AWARDS SELECTION

1. All members who pay dues will be eligible for awards on the county level.
2. The County Awards Committee will be made up of representatives from each club wishing to participate in the County Awards Program. The County Awards Committee will decide procedure for selection of County awards.
3. Friend of 4-H Awards can be given to individuals or businesses that have supported 4-H. 4-H Alumni Awards will be given to individuals who are former 4-H members or leaders but are not currently enrolled. Outstanding Leader awards are given to those people chosen from club nominations.
4. The Outstanding Teen Leader Award will be given to the individual chosen from nominations.

THE MONTANA 4-H FOUNDATION

Each year the Leaders' Council shall budget a donation for the Montana 4-H Foundation. The Montana 4-H Foundation, founded in 1969, serves as a non-profit corporation supporting the continued development and growth of the statewide 4-H program. The generous support of donors, volunteers, businesses and community partners helps make possible the many opportunities available to 4-H youth and leaders.

Individual 4-H Clubs, members and families are encouraged to support the Montana 4-H Foundation and the Yellowstone County 4-H Foundation.

MONTANANS FOR 4-H LEGISLATIVE BREAKFAST

1. An application must be submitted by the deadline.
2. Any 4-H member going will be responsible for part of their meal expenses.
3. Each member going must report to Council or Foundation and write a report for the newsletter or report to a club on what they learned.
4. The number of members going will depend on the amount budgeted by the Foundation.
5. A medical release form will be signed by each member.

FUND RAISING

All 4-H members must participate in the Yellowstone County 4-H Council fund raising events if the member wishes to participate in county sponsored events. County sponsored events may include: County Awards, 4-H Camp, Rec Lab, Citizenship Interviews and trips, Congress, Showcase, Make It & Take It, Livestock Judging events, Ambassadors, Exchange**,** Leaders Training and any other event funded by or through a committee or Council line item budget.

Fruit Sale (each member must sell at least two boxes of fruit or donate the buyout price per member) and Family Fun Night (set-up Friday night, members must sell tickets, work the booth and/or participate in other necessary activities). Prices per box are determined by 4-H Council.

Exemptions from the above stated must be approved by the Executive Committee of Leaders' Council and the 4-H Agent**.** The 4-H Leaders' Council shall operate within a flexible budget based upon the county fund raising events. A proposed budget shall be submitted for approval at the October 4-H Council meeting.

Individual committees, within the Leaders' Council, wishing to raise funds for a specific purpose may only do so with the approval of the Leaders' Council.

Montana 4-H does not condone nor support 50/50 type fundraisers or raffles. These kinds of fund raisers are not to be conducted under the auspices of 4-H nor be associated with the 4-H name and emblem.

The purpose of conducting raffles other than 50/50 under the name of 4-H should be to support the educational programs of 4-H. Funds raised under the name of 4-H belong to 4-H and must be used only for the 4-H program and its participants. As a guideline, 4-H clubs should be conducting raffles only where a product is awarded to the winner, not cash. Products should be of good quality and represent the organization well.

All fundraising activities, except Fruit Sale and Family Fun Night, Ice Cream Booth are required to submit a Fundraiser Planning Worksheet and Fundraiser Report Form to the Extension Office within 10 days of each individual activity. The fundraiser forms are available on the Montana 4-H website under "Resources" and "Club financials & fundraising".

DEADLINES

Many 4-H activities and events require deadlines for registration in order to participate. The following guidelines will be followed:

1. Applicants with incomplete, inaccurate, etc. entries will be phoned or mailed a letter so that the details can be worked out.
2. Applicants should complete or correct the application or entry form and return it immediately to the Extension Office.
3. If for some reason an individual knows they cannot make a county deadline they should call the Extension Office ahead of the deadline and notify the office that he/she cannot make the deadline. You will be advised of when or if you will be able to complete the application or entry form on an individual basis.
4. Some deadlines may include a late fee if received after the due date.
5. Items must be in the office by the due date **NOT "postmarked"**. Check with your local Postal service to see when your mail is postmarked.
6. A state established deadline cannot be changed by the County Extension Office. A late entry may result in disqualification.
7. All registration forms must be turned into the County Extension Office (Not Chairpersons or Leaders) by the deadline.
8. MontanaFair entry deadline as per fair book. NO EXCEPTIONS.

COUNTY COUNCIL/ COUNTY FOUNDATION SUPPORTED TRIPS

To be eligible to attend Yellowstone County Foundation or Council financially supported trips, such as State 4-H Congress, Citizenship Washington Focus, Helena Citizenship Seminar, Out of County Livestock Judging events, National 4-H Congress, Denver Stock Show, Rec Lab, Leader's Forum, Interstate Exchange, Ambassador Fall Training, etc., members and leaders must be enrolled in 4-H the previous year. Members must also have a completed Record Book from the previous year, or if the youth is a first-year member, they may get a recommendation letter from a current county leader.

When distributing funds, location of the event and number of delegates going will be considered. Money may be distributed to active leaders. Maximum funds have been included in the annual budget and will be determined at council by vote. Participants are encouraged to share your experiences to promote these events to others.

TRANSPORTATION

4-H members transported in vehicles as a delegation must be recognized by the 4-H Staff and have a driver 21 years of age or older.

A medical release signed by parent or guardian, is required for members to ride in vehicles traveling to state and certain county events (camp, tours, etc.)

For out-of-county trips, 4-H members, parents or guardians, and the chaperon must be present at the trip orientation session. Exceptions must be approved by County 4-H Agent.

INSURANCE

All members and leaders enrolled in the Yellowstone County 4-H program are insured with limited coverage by American Income Life Insurance. 4-H council covers the cost of insurance ($1.00) for each registered member/leader while participating in or attending regularly approved and adult supervised group activities. Horse members are $2.00. For more information contact the 4-H Extension agent.

CHAPERONES

There must be a chaperone of each gender represented in the county delegation. Exceptions for small delegations are at the discretion of the 4-H Agent. Chaperones must be at least 21 years of age, and a dues paying leader with clear background check and insurance paid.

Chaperones shall follow the code of conduct for 4-H events as recognized in the Montana 4-H Policy. This policy is signed by the leader when they enroll. Addition chaperone guidelines will be provided to the assigned chaperones when the event is being planned. Health forms as well as a list of participants with their contact information will be provided to chaperones prior to the event. All chaperones must attend an orientation with the Extension Agent prior to the event.

Adult chaperones driving a car to any 4-H state sponsored event approved by Yellowstone County Council will be reimbursed for some expenses based on council budget.

CITIZENSHIP TRIPS

Interviews to select delegates and alternates to attend Citizenship trips will be held on a yearly basis. The Yellowstone County 4-H Leaders' Council will only sponsor a 4-H member once to the Montana Citizenship Seminar and the Ignite Trip. (An exception for a returnee for the Montana Citizenship Seminar may be brought before the Leaders' Council.) It is recommended (not required) that members attend the Montana Citizenship Seminar before attending the Ignite Trip. If the Citizenship Seminar is canceled, members chosen can attend the following year.

Applicants must be 14 by October 1 of the current 4-H year to attend the Montana Helena Citizenship Seminar. Yellowstone County Council will fund up to five delegates per year if individuals are qualified and approved by the State 4-H Office.

Applicants must be 15 by October 1 of the current year and have completed two years of 4-H work to be eligible for the Ignite Trip.

The Yellowstone 4-H Council will pay for up to three delegates to Washington D.C. The Leaders' Council may elect to send fewer if applicants are not qualified. Any young person applying, who has interviewed and has been approved by the County 4-H Staff, can finance their own trip to the Washington D.C. Focus, providing it has also been approved by the State 4-H Office.

LIVESTOCK JUDGING/HORSE JUDGING

4-H members interested in attending a judging contest must contact the Extension Office prior to the entry deadline. Judging opportunities will be listed in the newsletter and discussed at judging workshops.

Yellowstone County Leader's Council will pay for the livestock judging event registration fee, and other expenses (meals, motel, and mileage) based on Council budget. Members may be asked to share costs of attending some of the contests.

HORSE

Any horse show put on by a 4-H group having events other than those directly in the 4-H program, are to be called "4-H and Open Show" rather than a 4-H Show.

4-H horse activities are any time a 4-H member is around a horse. A certified equestrian helmet with safety harness fastened in place is required in over fence classes and gymkhana events, activities, and practice sessions. Gymkhana refers to horseback speed events (timed or un-timed) that do not use livestock. Events that usually fall into this category include, but are not limited to: barrel racing, pole bending, keyhole races, stake races, rescue races, pony express races, etc. Events that are not intended to be included in this policy are events such as calf roping, team roping, goat tying, and team penning that may be timed but use livestock.

MSU Extension 4-H Horse Helmet Policy: Participants in the 4-H Horse Project are required to attend a Horse Helmet Workshop once as a beginner/junior 4-H member (8-13) and again as a senior 4-H member (14 and up). This age is based on the exhibitors "4-H Age" – the age as of Oct. 1 of the current 4-H year. Exhibitors must attend a Horse Helmet Workshop the first year they reach every age bracket or the first year they are exhibiting in an animal project. A parent or legal guardian must also attend the Horse Helmet Workshop. NO EXCEPTIONS!

After attending a 4-H Helmet Workshop, riders may choose whether or not they will wear a certified helmet. It is the responsibility of the parent or guardian of the 4-H member to see that the head gear worn complies with such standards and is in good condition. The Montana 4-H Center for Youth Development encourages the use of ASTM certified/SEI approved safety helmets in all equine events. Protective head gear may be used in all classes and shall not be discriminated against.

CAMP

Any first year, regular member of 4-H may go to camp. Cloverbud members may not attend 4-H Camp. Campers can be 13 or younger on the 1st day of camp.

Members must be 14 or older by the first day of camp to be a CIT (Counselor in Training). Everyone must be a CIT prior to becoming a Counselor.

Members must be 14 or older by the first day of camp to be a counselor.

A limit of 100 campers will be set for the regular 4-H Camp. When more than 100 applications are received, all names received beyond the 100 will be taken on a first come, first served basis to fill any vacancies that occur.

MONTANA 4-H CONGRESS

4-H members 13 years old by October 1 of the current 4-H year are eligible to attend 4-H Congress.
Members interested in attending 4-H Congress will qualify through winning a county contest, being a county ambassador or by nomination from a Leader**.** Nominations by a 4-H Leader are due by the May 4-H Council Meeting.

Selection of 4-H Congress delegates will be based upon the applications, results of county contests (blue ribbon demonstrations, blue ribbon public speaking**,** senior Showcase winners, Quilt winners, top four competitors in Horse Judging, top four competitors in Livestock Judging (average of top 2 scores for the year), top four competitors in Horse Skillathon, and top four competitors in Gavel Games)**,** records, interviews, and any state requirements. Refer to Opportunities & Events Handbook for more contest information.

Members attending 4-H Congress may participate in only one competitive event. (Showcase, Quilts, Parliamentary Procedure, Horse Skillathon, Demonstrations, Public Speaking, Stir-ups, Livestock Judging, Horse Judging, etc.)

EVENT DAY

Any senior participant unable to attend Communication Contests during Event Day due to other state 4-H commitments or an emergency, can do his or her Speech and/or Demonstration at the alternate date set. Members must turn in their application on time. The County Extension Agent will approve the excuses on an individual basis.

If a participant doesn't contact the chairman or the County Agent one week prior to the event to cancel, it will count as three scratches on their fair entry. If you have four scratches on your fair entry form, you may lose your premium money.

EXCHANGE

The Interstate Exchange program has a policy they use that is signed by the participants and parents each 2-year cycle.

- Council gives $400 in spring each year to Exchange for concessions at Make It & Take It ($200), Communication Day ($100), and Showcase ($100). (Council pays for the cost of food) Funds go into the General Fund.
- Council pays Exchange $300 to work concessions at Family Fun Night (that goes into the General Fund), and Council pays for the cost of the food.
- Council gives $2,000 to Exchange – General Fund and $1,000 to Exchange General Fund for the leaders annually (May each year).

SUB COMMITTEE GUIDELINES

Several sub committees of the Yellowstone County 4-H program have put together guidelines outlining suggested requirements pertaining to that specific area. These guidelines are subject to change and must be voted on by Leaders Council. Please ask at the Extension office for copies of these guidelines.

Some areas that this may affect are: Cat, Exchange, Ambassadors, Dog, Grievance, Horse, Chaperones, Foods Festival, Showcase, Small Animal, Livestock, Sale, Dept. N, ice cream booth, Fair Fundraiser(s) and others.

All livestock issues or rule interpretations that arise must be voted on in a timely manner by adult Division A Chairmen (Beef, Sheep, Swine, Llama/Alpaca, Goat, Horse, Small Animals), Dept. A Superintendent, President of Large Livestock Committee, President of Sale Committee, President of the Small Animal Committee, President of 4-H Council and county youth representatives such as Ambassadors. Votes will be by secret ballot. Decisions will be made by a majority vote of those in attendance.

Any livestock fair issues that arise after the first entry deadline through fair must be voted on in a timely manner by the committee listed above, which will include junior chairmen, established by council policy. Votes will be by secret ballot. The county agent cannot vote but only act as a liaison. Decisions will be made by a majority vote of those in attendance.

All Dept. N issues or rule interpretations that arise must be voted on in a timely manner by the Dept. N Superintendent(s) and President, Vice President of Council and county youth representatives such as Ambassadors. Votes will be secret ballot. Decisions will be made by a majority vote of those in attendance.

Formal grievances will follow the grievance policy.

MONTANAFAIR

Fair policies are written in the MontanaFair Exhibitor's Handbook. When participants sign up for the fair, they indicate they have read and understand the policies/guidelines. This policy adopts all MontanaFair policies and rules as their own and will enforce them as such.

SUPERINTENDENTS

Superintendents and division chairmen are an important part of the county 4-H program. Policy permits superintendents and or division chairmen to request from the county agent a special rule or guideline for their department, to make it

run more smoothly and or efficiently**.**

FAIR - CLUB COMMITTMENTS

Ice Cream Booth: It is mandatory that all 4-H clubs and At Large members in Yellowstone County take an active part in working the Ice Cream Booth during the Fair. Failure to meet this responsibility may result in the club and/or individual members losing the right to participate in county 4-H Council sponsored events for the next year. Prices determined by 4-H Council.

4-H Clubs/families are responsible for paying the entry fee per exhibitor to MontanaFair at the time of entry. Yellowstone County 4-H Council is not responsible for those fees.

Yellowstone County 4-H project leaders must have completed and submitted active leader criteria to receive leader tickets to MontanaFair.

LIVESTOCK COMMITTEE

The Executive committee of Large, Sale and Small Livestock will consist of the following officers:
Chairman and Vice Chairman - these positions will be held for two years. The Vice Chair will then become the Chairman. The term of Secretary will be two years. Elections will be held in November of even years. There will be no term limits.

Yellowstone County 4-H Livestock Leaders' committee membership will consist of adult leaders and regular 4-H members of Yellowstone County, with current dues paid. Parent and member representation is encouraged. It is recommended that each club send a leader and junior leader to represent them.

In order to vote on yearly rule and policy changes, you *must be enrolled in a Yellowstone* County 4-H or FFA chapter as a member, leader or FFA alumni member. Adult livestock leaders and junior exhibitors must have attended the discussion of the proposals at the post MontanaFair and/or the September Livestock Meeting. Exhibitors (ages 8-19 years) must be enrolled in the livestock program. *Horse members, horse leaders and Organizational Leaders enrolled in the prior and current 4-H year can vote at the Horse & Colt Committee meetings. Any rule or policy change must be submitted to the Extension Office on the rule/policy proposal form. Horse related changes will be voted on at the October Horse & Colt Committee meeting.
*During post fair meetings Leaders and Junior Exhibitors in the Horse Project should vote on their related changes. Leaders and Junior Exhibitors in the Small Animal Livestock Committee should vote on their related changes. Leaders and Junior Exhibitors in the Large Animal Livestock Committee should vote on their related changes.

JR. LIVESTOCK SALE

The Executive committee of the Sale Committee at MontanaFair will consist of the following members:
President and Vice President – these positions will be held for two years. The Vice President will then become the President. Secretary and Treasurer will be held for two years. Elections will be held in November of odd years. There will be no term limits.
Exhibitors cannot exhibit market animals tagged for MontanaFair at any other County Fair (including females in breeding classes) with the exception of the Montana State Fair held in Great Falls. They can show them in open Jackpot shows. If an exhibitor shows a “market” animal tagged for and shown at their county fair and decides not to sell it, they may bring that female to show in a breeding class only at MontanaFair.

ANIMAL QUALITY ASSURANCE

Animal Quality Assurance Policy
All 4-H and FFA members exhibiting in Department A (Junior Livestock) at MontanaFair, are required to attend an MSU

Extension **ANIMAL QUALITY ASSURANCE TRAINING (AQA)** (per state guidelines) provided by the 4-H AQA Committee prior to the first MontanaFair entry deadline or exhibitors cannot show. Yellowstone County will follow state guidelines whereas there will be two age brackets for AQA training. Exhibitors must attend AQA the first year they will exhibit an animal (Beginner 8-10 or Junior 11-13) and again when they reach the Senior age bracket (14-19) when exhibiting an animal. This age is based on the "Exhibitors 4-H Age" - the age as of October 1 of the current 4-H year. Class content is determined by a committee and updated every two years. A parent or legal guardian must also attend AQA. **NO EXCEPTIONS.**

HORSE HELMET/SAFETY WORKSHOP

A certified equestrian helmet with safety harness fastened is required in over fence classes and speed events at shows and any practice sessions (clinics, open riding).

MSU EXTENSION 4-H HORSE HELMET POLICY REQUIREMENT: Participants in any 4-H Horse Project are required to attend an MSU Extension Horse Helmet Safety Workshop once as a beginner/junior 4-H member (4-H age 8-13) and again, as a senior 4-H member (4-H age 14 -19). This age is based on the "Exhibitors 4-H Age" - the age as of October 1 of the current 4-H year. Exhibitors must attend a Horse Helmet Workshop the first year they reach each age bracket or the first year they are exhibiting in an animal project. A parent or legal guardian must also attend the Horse Helmet Workshop. **NO EXCEPTIONS**.

The Montana 4-H Center for youth encourages the use of ASTM certified/SEI approved safety helmets for all equine events. Helmet use is encouraged in all 4-H horse activities any time a 4-H member is around a horse.