

<u>RICHLAND COUNTY 4-H POLICY</u>
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COUNCIL

The Executive Council will consist of the following members: Immediate past President, President, Vice-President, Secretary, Treasurer, Historian, 4 adult Directors, 2 Jr. Leaders, and at least one paid professional staff member serving in an ex-officio capacity.

The Richland County 4-H Leaders Council membership will consist of adult leaders of 4-H clubs chartered within Richland County. Parent and Jr. Leaders representation is encouraged. Voting members of the 4-H Leaders Council shall consist of those leaders and Jr. Leaders that have paid dues.

Three members from one club can serve on the Executive Council. If an officer or director fails to attend two consecutive meetings, regular or executive, the Executive Council shall have the authority to name a replacement for said officer or director to serve the remainder of his/her term. If they call or write in with a legitimate reason for absence, they will be excused. An officer shall not be allowed to serve more than two consecutive terms per office. They will be allowed to hold another office, just not the same office presently held.

LEADERS

To be identified as a volunteer 4-H leader in Richland County, an individual must complete a Montana 4-H Volunteer Application and Montana 4-H Volunteer Commitment and Youth Protection Policy form. When completed, this indicates the individual's agreement to accept the terms and conditions of the Montana 4-H Policy Statement.

Deceased leaders are to be remembered with a memorial that will be sent at the time of death if they were active members. A card will be sent to the families of inactive members.

MEMBERS

Any boy or girl may enroll in a 4-H club if they will reach their 9th birthday during the Montana 4-H Club Year. 4-H members will be allowed to participate at the County Fair and be eligible for county and state awards through the summer immediately following their graduation from high school, or completion of high school education, provided all other eligibility requirements that apply are met.

A Junior Division 4-H member is any member that has

not reached 14 years of age as of October 1st of the current 4-H year.

A Senior Division 4-H member is any member that has reached 14 years of age by October 1st of the current 4-H year.

"LITTLE BUDS"

"Little Buds" are members 6-8 years of age (must turn 7 during the current year). They will be allowed to participate in any club activity and county events as designated. Special exhibit areas will be available for Little Buds at the Richland County Fair. Record books kept by these members are for their use and need not be turned in for judging. Little Buds will be allowed to display caged animal projects (rabbit and chicken) at the fair.

MEMBERS AT LARGE

A boy or girl of eligible 4-H age may become an active member at large through an application process. Persons wishing this status must request so in writing to the 4-H Executive Council, stating reasons why. Each situation will be reviewed on its individual merits. Members at large status may or may not be granted.

All at large 4-H are required to participate in the Richland County 4-H Council sponsored fund-raising events, including the annual Citrus Sale and Food Booth at the Fair, if the member wishes to participate in county sponsored events.

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. A written yearly agenda submitted to the County Extension Office. This must be in by January 1st of the current 4-H year. The purpose of this is to let the office know of each club's meeting, goals and special events etc.
5. Conduct regular 4-H Club meetings.
6. Every 4-H Club must conduct at least 8 club meetings each year.
7. Club meetings will include roll, minutes, and discussion of new and old business.
8. Secretary Book and Treasury information is required to be turned in by November 1st.

ORGANIZATION

Regularly organized clubs shall hold their organizational meeting during the fall of the year. The enrollment cards are due in the Extension office November 1st.

March 31st will be the deadline for project changes, drops or additions. A person will not be allowed to participate if not signed up before this date.

Dues – Due November 1st

Leader dues are \$5, which are forwarded to the Montana 4-H Leaders Council.

4-H member dues are \$3, and may be reassessed each year. They will be paid to the Richland County 4-H Council and will be used locally to purchase project materials.

JUNIOR LEADER ORGANIZATION

Junior Leader Clubs are organized and recognized as such if they meet these basic criteria:

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

Junior Leader members are recognized as such if they meet these criteria:

1. The Junior Leader must be 13 years of age as of October 1st of the current 4-H year.
2. The Junior Leader will have had one or more years of club work.
3. The Junior Leader will be a member of a regular 4-H club. The term "regular" in this case denotes a club having members of the mixed age groups, preferably younger members who can be helped by Junior Leaders.

THE MONTANA 4-H FOUNDATION

Each year the Richland County 4-H Leader's Council shall budget a donation for the Montana 4-H Foundation in the amount of \$500. Individual 4-H clubs, members and families are encouraged to support the Montana 4-H Foundation.

COMMITTEE STRUCTURE

The Richland County 4-H Leaders Council will operate through a committee structure, many of which are standing committees, i.e., livestock, fashion revue, demonstrations, public speaking. Membership on all committee is open to any adult volunteer and Jr Leader.

Attendance is encouraged at all meetings.

FUND RAISING

All 4-H members are strongly urged to participate in the Richland County 4-H Council Fruit Sale, Fair concessions stand, and any other fund raising events sponsored by the Council.

The 4-H Leaders Council shall operate within a flexible budget based upon the county fund raising events.

Individual committees and clubs, within the Leaders Council, wishing to raise funds for a specific purpose outside of the club, may only do so with the approval of the Leaders Council, with accounting turned into the 4-H Office.

Spring Fruit Sale and Fall Beef/Cheese Stick award money goes to the top five families and top five individual salesmen.

DEADLINES

Many of the 4-H activities and events require deadlines for registration in order to participate. Deadlines must be met.

1. If for some reason an individual knows they cannot make a county deadline they should do the following:

a. Call the Extension Office ahead of the deadline and notify the staff that he/she cannot make the deadline. The name and any other needed information will be taken over the phone. The individual will be required to register by the next working by 9:00 a.m. with the Extension Office.

2. A state established deadline cannot be changed by the County Extension Office. A late entry may result in disqualification.

3. All registration forms must be turned into the County Extension Office-not chairpersons or leaders by the deadline.

TRANSPORTATION

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

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

INSURANCE

All members and leaders that have paid dues are covered under a group accident insurance policy paid for by the Richland County 4-H Council. This covers all 4-H activities and events, including transportation to and from them.

CHAPERONS

Guidelines for Chaperon:

*Potential chaperons must be current qualified members in good standing.

*Adults with children in the event or activity will be given chaperoning preference.

*Leaders who have served as chaperons least recently will be given preference.

*Chaperons for any trip or activity will be expected to head or co-head a committee during the year of the trip or activity chaperoned, or the following year.

There must be a chaperon for each gender represented in the county delegation. Exceptions for small delegations would be at the discretion of the County Extension Staff.

Chaperons must be at least 21 years of age.

Chaperons shall follow the code of conduct for 4-H events as recognized in the Montana 4-H Policy.

Adult chaperons driving their own car to an 4-H state sponsored event approved by the Richland County 4-H Council will be paid map mileage using the most direct route, plus reasonable in town mileage. Mileage will be reimbursed at state mileage, up to \$200 per member, but cannot exceed mileage rate. Car Pooling is encouraged

Activity Spending Policy

1. Registration will be paid for 4-H activities by the Richland County 4-H Council.

2. Hotel rooms will be covered by council when activities are 4 hours or further. This line would start at Billings, Lewistown, Minot, Havre, Rapid City and Bismark.

3. Gas is the responsibility of the driver and 4-H members attending the event. It is recommended to car pool to reduce cost and share cost with all members participating.

Individual fundraising is encouraged to help cover traveling cost.

BUDGET POLICY

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A proposed budget shall be submitted by Executive Council for approval at the November Council meeting.

Expenses that are a part of the Leader's Council budget can be reimbursed by turning in receipts or invoices to the County Extension Office.

Expenses in excess, or not included in the yearly budget, shall come before the Council for approval at least 30 days prior to the event/activity. Receipts or invoices are required for all expenses.

The Leader's Council will pay drivers mileage for approved meetings, such as District or State meetings, at the state rate.

The Richland County 4-H Council sponsors and pays for various registration and events for 4-H members. If a member commits him/herself to an event that is to be paid for by the council, that member will be held accountable for their registration fees if the member cannot attend. (11/07)

TRIPS

Monies budgeted for special trips, i.e., Washington D.C. Trip, will be divided equally among the total number of participants.

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

JR. REC. ACTIVITY

Each year a special trip or activity will be planned for Junior members. In order to participate, Junior members must have attended at least 50% of their current year club meetings and have participated in at least one competitive county-wide activity.

LIVESTOCK JUDGING

NILE:

4-H members interested in being chosen for the Junior and Senior judging teams for the NILE are required to attend two contests. Two scores for each individual will be averaged to determine teams.

State Congress:

Members with the top cumulative scores from multi county livestock 4-H events during the year will be selected as the Livestock Judging Team. Members of the congress team

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must attend 50% of the judging clinics held during the year. (9-07)

HORSE SHOWS

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

MONTANA STATE 4-H CONGRESS

Competitive events for Senior members must be completed by June 1st each year.

Member Eligibility:

*Member must be 14 years old as of October 1st of the current club year.

*Members must attend 50% of club meetings during the year.

*All blue ribbon winners in qualifying events are eligible to attend, except those where specific quotas limit participation (i.e., Fashion Revue).

*There will be only **one** "at-large" delegate who may attend State Congress in a non-competitive event. Applications for this position must be made by May 15th each year. Eligible members must compete in at least two contests for at least two years and not qualify and have not ever attended.

*Any member attending State 4-H Congress will be expected to report back to the 4-H Council and present a workshop or help in a county activity at the County level.

*Any costs over the amount budgeted by the 4-H Council will be pro-rated equally among members and leaders attending.

*A completed record book is required to go to State Congress.

One Junior and One Senior Ambassador are eligible to attend State Congress in an ambassador position. They may also go in a competitive event if they so choose. If they choose to go only as an ambassador, they must compete in at least one competitive county-wide event in addition to the above guidelines. If attending congress as the Ambassador, they will be required to attend Pre Congress.

County meetings at State Congress are mandatory. All rules and regulations will be adhered to, or participants will lose their eligibility for the next year.

4-H'ers attending State Congress are expected to represent Richland County to the best of their ability.

COUNTY AWARDS

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All members who pay dues will be eligible for awards on the county level.

In all competitive events, the Executive Council will decide breaks in scores for purposes of awarding ribbons.

The Executive Council will be the awards committee. 4-H'ers must turn in record books to be reviewed by leaders to be eligible for county awards.

The Friend of 4-H Award can be given to individuals or businesses who have supported 4-H. 4-H Alumni Awards will be given to individuals who were former 4-H members.

FAIR

To be eligible to exhibit at the Richland County Fair, 4-H members must have attended 50% of their current club meetings.

Completed record books as per 4-H record sheet are required to attend/compete in the next years County 4-H and State sponsored activities, including the fair.

All 4-H members who choose to enter the Fair will be required to exhibit two entries, one being an indoor exhibit.

These projects can be in another project area, or can be in the form of options or journals about the livestock project.

The "**Livestock Code of Ethics**" adopted by the Richland County Fair Board will be the guidelines for 4-H livestock exhibitors.

The 4-H Livestock/Horse/Dairy Committees select their judges. Any adult leader who is interested is encouraged to serve on this committee.

The Fair Judges Committee selects all judges except livestock.

Market animals will be weighed only once by 8:00 p.m. on entry day and 7:00 a.m. for beef the morning after entry.

Livestock will not be removed from the Fairgrounds until Sunday morning following the Fair. Members are to be present to clean out stalls. If stalls are not cleaned, **premium money will be withheld.**

Market livestock will be covered under the County self-insurance program. Coverage will be as follows: 1) Animals to be slaughtered at buyers request will be insured from immediately after the sale until animal(s) reaches slaughter destination; 2) Animals

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for which only the premium is paid and ownership remains with the 4-H member will be insured from immediately after the sale until loaded out on Sunday morning following the Fair. Coverage will include death losses from the basic perils of fire, wind, hail, lightning, theft, and heat exhaustion. Death from neglect will not be included in this coverage.

4-H'ers and parents must sign an agreement stating that the 4-H'ers will be responsible for his/her animal until it is slaughtered or resold. This includes transportation until final disposition of their livestock. A monetary penalty will result if this agreement is not honored. These agreements must be on file at the County Extension Office by the Fair entry deadline.

Pictures of livestock members and their animals will be taken at the Fair to be given to purchasers of 4-H market livestock. In addition, one group thank you advertisement will be developed to eliminate the need for individual thank you's.

Any project or lot that has not had an entry for three consecutive years will be deleted from the Fairbook.

Entry tags must be entered in the judge's books at the Fair on entry day or projects cannot be exhibited.

4-H members are expected to care for and groom their animals while at the Fair.

ALL JUDGES DECISIONS ARE FINAL.

For specific rules and regulations, carefully review the Fair Book.

AMBASSADORS

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 leader who promotes 4-H, using skill, knowledge and leadership abilities acquired in 4-H, with members, area residents, community leaders, elected officials and non4-H youth. An ambassador serves to strengthen the 4-H program through public relations.

In order to serve as an Ambassador, a 4-H member must meet the qualifications outlines in the Montana 4-H Ambassador Handbook and fill out an application. Ambassadors must be approved locally by both the Extension Staff and the 4-H Leader's Council.

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MISCELLANEOUS – Shooting Sports

4-H members participating in the Shooting Sports program will be assessed a \$12 fee at the first o competitive shooting event of the year. Each time the member participates in one of the six scheduled shoots, they will receive \$2 of their originally assessed fee.