

## CLARK COUNTY 4-H & YOUTH COMMITTEE

Bryan Cramer  
Missy Davidson  
David Ewing  
Carson Foley  
Barb Inskeep

Amy Jones  
Jessica Lewis  
Helen Moore  
Brandie Rankin  
Jason Reichert

Mike Smallwood  
Sara Smallwood  
Kelly Spires

### MEMBERSHIP

1. The 4-H year begins on September 1 and ends on August 31. Enrollment is open to 4-H members throughout the period. Members must be re-enrolled by December 15 and new members enrolled by April 1 to exhibit at the Clark County 4-H Fair.
2. Any person, regardless of race, color, religion, gender, national origin, ancestry, marital status, familial status, sexual orientation, or disability may participate in 4-H programs. Youth who are 8 years of age and have not reached their nineteenth birthday on or before September 1 of the current 4-H year may enroll in a 4-H club.
3. A \$20 4-H program fee will be applied to members who participate in the 4-H program. Fee waivers are provided to first year members, siblings, and any youth who would be unable to participate due to financial reasons. No child will be denied the opportunity to participate in 4-H due to his/her inability to pay the program fee.
4. A youth may enroll and/or participate in programs in multiple 4-H clubs and groups within a county. Youth should be enrolled in 4-H in the county sponsoring the 4-H club/group, even though they may live outside the county. It is preferred that youth enroll in 4-H in their county of residence but if they join a club in another county, they must have prior approval from staff in the county that sponsors the club to join.
5. 4-H membership may not be terminated during the 4-H year without that member's knowledge and due process. A youth must attend at least one meeting or activity and be enrolled in a project to be called a 4-H member.

### GENERAL CODE OF CONDUCT

Clark County 4-H members are asked to remember that they are representing the youth of Clark County and their actions will reflect how others feel about our 4-H programs. Members are expected to comply with the following member code of conduct:

1. Be courteous and respect others.
2. Obey all rules established by the University of Illinois Extension 4-H Youth Development program and those of the local club as well as local and state laws.
3. Treat all people fairly and animals humanely.
4. Respect the property of others.
5. Respect the authority of adult or youth volunteers, paid Extension staff, and others in leadership roles.
6. Use appropriate language and wear acceptable clothing at 4-H activities and events.
7. Show kindness to others and give assistance when needed.
8. Be honest and honor commitments.
9. Strive for personal best and keep trying to improve.
10. Accept responsibility for personal choices.

The following conduct will not be allowed by any youth participating in 4-H activities or events and is subject to disciplinary action:

1. Possession, use or distribution of alcohol and other controlled substances, including tobacco products. Information about prescription drugs should be provided to the club leader or coordinator of the 4-H activity.
2. Theft or destruction of public or private property.
3. Involvement in sexual misconduct or harassment.
4. Unauthorized possession or use of weapons or dangerous materials, including fireworks.
5. Fighting or other acts of violence.

Participants may be removed from 4-H programs or activities for misconduct. The following conduct is not allowed while participating in any 4-H activity or event including overnight events and is subject to disciplinary action:

1. Willfully breaking curfew
2. Unauthorized use of vehicles
3. Leaving the site of the event without permission
4. Participating in gambling
5. Absence from the planned program
6. Intentionally interfering with or disrupting the event
7. Use of profane or abusive language
8. Disregard for public or personal property
9. Public displays of affection or inappropriate actions
10. Failure to comply with direction of Extension personnel, including designated adults acting within their duties and guidelines.

## **CLARK COUNTY 4-H SHOW POLICIES**

1. 4-H members must attend three club meetings, club tours or club activities before July 1 of the current year to be eligible to take part in 4-H exhibitions at the Clark County 4-H Fair, 4-H Auction, receive 4-H premiums, or other 4-H awards or recognitions (College students must attend at least one of the above.) However, members are strongly encouraged to attend at least 2/3 of the meetings.
2. All projects to be shown at the county fair must be enrolled in by April 1<sup>st</sup> of the current year.
3. All projects exhibited at the 4-H show must be made and shown by the exhibitor within the current 4-H year. Any project not made by the exhibitor or not made during the current 4-H year will be disqualified.
4. A 4-H'er who will be unable to show their own project must complete the Excused Absence Form and return to the Extension Office one week prior to show date. Excused absences will be given to those members who notify the office by the deadline and will be unable to attend the show due to illness, death, vacation, or inability of the member to be given time off from their job. Any 4-H'er not present for judging will be ineligible to be selected as a State Fair delegate unless they are attending another 4-H event.
5. If a 4-H member needs a reasonable accommodation to participate in the Clark County 4-H Fair, they should contact the University of Illinois Extension Office at 826-5422 two weeks prior to the fair.

6. **There will be a “Welcome to the 4-H Fair Meeting”** held Sunday Night in the livestock show arena at 9 PM during the fair to share reminders and updates and to meet the superintendents.
7. Any exhibit leaving the grounds prior to release time on Wednesday will result in loss of the premium (unless attending another 4-H event).
8. 4-H Fair Entries will need to be entered on-line at <http://clark4-hfair.fairentry.com>. The 4-H Fair entry deadline will be June 15.
9. All projects must be of A rating quality before being eligible for a champion or State Fair competition.
10. Clover Challenge exhibit classes are included in many of the General 4-H projects. These classes are ONLY for 15 – 18 year olds who are enrolled in Clover Challenge projects in that specific exhibit project area. Clover Challenge projects are to be “above and beyond” what the 4-H project books cover.
11. Failure to read and comply with the 4-H show rules determined by the 4-H and Youth Committee may result in disqualification of the project.
12. Extension staff in conjunction with the county 4-H and Youth Committee reserves the final and absolute right to interpret all 4-H show rules and regulations. A 4-H policy committee will be present during the 4-H show in the event that any immediate decision is necessary regarding a show rule or policy.
13. Camping at the 4-H Fair is permitted in designated areas only. **All 4-H'ers camping must be accompanied by an adult chaperone** (including campers in the barn area). Campers should be reasonably quiet at all times and all campers should be in their quarters by 12:00 midnight. A fee will be charged to camp at the 4-H Fair. Any camper (4-H'er or adult) not complying with these rules will be asked to leave.
14. The University of Illinois Extension is not responsible for damage, loss or injury to any project during the show or at release time.

### **4-H PREMIUMS**

15. Clark County 4-H premiums will be determined using an “X factor.” Although complicated, this system enables the county to use all the premium money allocated for local 4-H premiums. The total amount of premium money available will be divided by the total number of “Xs” awarded at the county show to determine the final value of “X.”
16. “The Department of Agriculture shall use its best efforts to secure sufficient appropriations to fund premiums. In any year for which the General Assembly of the State of Illinois fails to make an appropriation sufficient to pay such premiums, premium amounts may not be accurately reflected in this Premium Book.”

### **17. Tax Implications for Prizes, Gifts or Awards**

Program Participants (including minors) will be required to provide their social security number or foreign national tax ID number prior to receiving a prize, gift or award to ensure proper IRS reporting as required by law. This sensitive information is kept confidential and handled through security protected software (PEAR). Participants will not be eligible for prize, gift or award if social security or foreign national tax ID information is not provided.

### **STATE FAIR POLICIES**

1. All State Fair exhibitors must be 8 years old by September 1 of the current 4-H year, including livestock exhibitors. Each ISF Jr. livestock entry must have an Extension Staff signature.

2. A 4-H member may enter **one general project exhibit class** at the State Fair. General 4-H exhibitors also wishing to show in the Jr. Livestock classes should realize that judging conflicts may exist and the member will need to make a decision on their priorities.
3. State Fair Livestock entries can be made by any 4-H'er enrolled in a livestock project. Entry forms are due to Springfield by June 1 for horse entries and July 1 for all other livestock entries.
4. All 4-H'ers exhibiting livestock at the State Fair are required to complete a one-time Quality Assurance and Ethics training offered on the web at <http://web.extension.illinois.edu/qaec/> (this is also required to exhibit at the Clark County 4-H Fair).

## CLUB POLICIES

1. A club will consist of at least 5 members and one adult volunteer leader.
2. Club membership is based on the number of members enrolled as of April 1. New members added after April 1 should be included in the following year enrollment, and they may be allowed to participate in all 4-H programs EXCEPT county and state competitive events.
3. The club will hold at least 6 regular meetings, record of which is kept in the Secretary book.
4. Types of 4-H Club Leaders:
  - Organizational Leader** – guides the overall organization of the club to make certain that meetings are scheduled and members are aware of opportunities and requirements.
  - Project Leader** – works with members in specific projects and teaches the subject matter required.
  - Junior Leader** – is an older 4-H club member who assumes leadership, responsibility, generally assisting in one of the areas listed above.

## CLOVERBUD CLUB POLICIES

1. Youth ages 5 – 7 (as of September 1 of the program year) are eligible to enroll in the Illinois 4-H Cloverbud program.
2. A \$20 4-H program fee will be applied to members who participate in the 4-H Cloverbud program. Scholarships are provided to first year members, siblings, and any youth who would be unable to participate due to financial reasons. No child will be denied the opportunity to participate in 4-H due to his/her inability to pay the program fee.
3. The 4-H Cloverbud program is activity-based. "Activity-based" means a variety of short experiences for youth that create an eclectic, cooperative, and fun approach to learning through an immediate, positive feedback response to youth's involvement in the activity.
4. It is not the intent or the objective of the Illinois 4-H Cloverbud program to duplicate the 8 – 19 year old Illinois program experience, nor to create a mini-4-H concept. While many Cloverbuds will continue to be involved in other 4-H experiences, the Cloverbud program is designed with specific educational objectives focused on the ages 5 – 7.
5. Cloverbuds will be encouraged to exhibit one project at the county 4-H fair from a specified list of Cloverbud projects. Cloverbud clubs may complete this as a club activity. These projects will NOT be judged because 4-H Cloverbuds must be non-competitive exhibits and no premium funds will be paid. Livestock exhibits are not permissible.

## **PARENTS**

1. Parents should become familiar with what 4-H has to offer and the responsibilities of its members. They should assist their children in selecting projects and provide materials and encouragement while the 4-H'er carries out the work. They are responsible for providing transportation for their youngster to club meetings and other 4-H events. Car pools and sharing of responsibilities are encouraged. Parent's support to the club by providing transportation, refreshments, or hosting a meeting is most important to the success of a 4-H club. Parents are welcome at club meetings and other 4-H events.
2. Volunteers are continuously sought for club and county activities and committees. Parents may serve in these capacities and are encouraged to volunteer to do so.
3. Call the 4-H leader or the Extension Office when you have questions or suggestions. Your support is essential to the success of 4-H in helping young people.

## **ADULT VOLUNTEER BEHAVIOR GUIDELINES**

1. Treat others in a courteous, respectful manner demonstrating behaviors appropriate to a positive role model for youth.
2. Obey the laws of the locality, state, and nation.
3. Make all reasonable effort to assure that 4-H youth programs are accessible to youth without regard to race, color, national origin, sex, religion, or disability.
4. Recognize that verbal and/or physical abuse and/or neglect of youth is unacceptable in 4-H youth programs and report suspected abuse to the authorities.
5. Do not participate in or condone neglect or abuse which happens outside the program to 4-H youth programs and report suspected abuse to the authorities.
6. Treat animals humanely and teach 4-H youth to provide appropriate animal care.
7. Operate motor vehicles (including machines or equipment) in a safe and reliable manner when working with 4-H youth, and only with a valid operator's license and the legally required insurance coverage.
8. Do not possess, consume or be under the influence of alcohol or illegal substances while responsible for youth in 4-H activities, nor allow 4-H youth participants under supervision to do so. All 4-H activities and events are to be alcohol and drug free.
9. Tobacco use during 4-H sponsored events is discouraged and should only be done in designated areas and not in the view of youth participants.

Failure to comply with any of these guidelines may be reason for termination of a volunteer. Complete volunteer policies are available at the Extension Office.

## **COUNTY ORGANIZATIONS**

### **FEDERATION**

Federation meets the fourth Monday of each month and is an organization to provide the older youth of Clark County with added opportunities to make new friendships, to develop leadership, to improve

citizenship, to increase interest in 4-H, to plan programs to meet their needs and interest, and to exchange ideas to carry out to the local club program. All 4-H members eighth grade and older become members of the Federation upon joining a local club.

### **LEADERS CLUB**

The Leaders Club meets on the third Tuesday of March, June, August, and October. All organizational leaders are encouraged to attend. Leaders assist in planning upcoming events, and organize the annual 4-H BBQ. Training sessions are often held to make their leadership and responsibilities easier and of a higher quality.

### **PROJECT COMMITTEES**

Project committees consist of adults and youth who have been organized to plan workshops and clinics and to plan, prepare, and assist at the county 4-H fair. Committees are divided into Livestock, Horse and General Projects.

### **YOUTH COMMITTEE**

Members of the committee serve a 2-year term and may be reappointed for a second term. Meetings are held on the third Monday of every other month or when necessary. Committee members are selected with consideration given to geographic location, different occupations, training, experience, interest, ages, men and women, and social economic groups.

Duties of the Committee:

1. To provide an essential communication link between the people in your community and the committee.
2. To advise on the standards and policies for 4-H.
3. To ensure that the 4-H program is accessible to all youth in the county.
4. To assist with recruitment of members and leaders.
5. To select county 4-H award winners and plan recognition.
6. To be active in publicity and public relations concerning the county youth program.
7. To evaluate and set goals for the youth program.
8. To review situations that causes concern.

### **4-H FOUNDATION**

The 4-H Foundation's sole purpose is to raise funds in support of 4-H programs and activities and to inform sponsors of the importance and the value to young people of the education and leadership training they receive