

## Ogle County 4-H Policies for 4-H and Cloverbud Members

### Section 1: The 4-H Year

Section 1(a) The 4-H Year begins September 1 and ends on the following August 31. Example: This 4-H year is from September 1, 2019 to August 31, 2020.

### Section 2: Member Policy

Section 2(a) All youth may participate in the 4-H program. Youth who are eight years of age and have not yet reached their nineteenth birthday on or before September 1 of the current year may enroll in 4-H clubs. Cloverbuds must be 5-7 years old by September 1<sup>st</sup> of the current 4-H year.

Section 2(b) A youth may enroll and/or participate in programs in multiple 4-H clubs and programs within Ogle County.

Section 2(c) Youth may **NOT** enroll in 4-H in another county. It is preferred that youth enroll in 4-H in their county of residence.

Section 2(d) After a member’s initial enrollment in 4-H, he/she must re-enroll in the club on an annual basis to retain active 4-H member status.

Section 2(e) A youth who enrolls in a 4-H club must attend a minimum of 50% of the club meetings held since joining to show at the Ogle County 4-H Fair.

NOTE: The “join” date is September 1 for all youth who are continuing membership for consecutive 4-H years. The “join” date for new members is the first club meeting attended. Youth must be present for a minimum of 45 minutes of a club meeting to be counted present.

Members who are unable to meet the requirements to show at the Ogle County 4-H Fair may fulfill those obligations, by establishing a *4-H Membership Agreement* (contract).

Section 2(f) *4-H Membership Agreements* (contracts) are intended to assist youth whose academic/extra-curricular schedules or other special circumstances prevent them from participating fully in club activities and meetings.

For 4-H’ers continuing membership from the previous year, this contract must be established and on file in the Extension office by December 1 of the current 4-H year. For new 4-H enrollees, this contract must be established and on file in the Extension office by April 15 of the current 4-H year.

Section 2(g) All 4-H members who enroll in a 4-H club must complete a talk and/or demonstration during their 4-H club meeting, tour, workshop, or other activity of that club to be called a 4-H member. Youth that do not comply are not eligible to take part in 4-H exhibitions, receive 4-H premiums, or other 4-H awards and recognition that are available to 4-H members.

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Section 2(h)            A \$20/year 4-H program fee applies to participants who are part of a sustained 4-H experience. This includes youth enrolled in community 4-H clubs as well as 4-H Cloverbuds.

No child will be denied the opportunity to participate in 4-H due to the inability to pay. Financial assistance is available from the Ogle County 4-H Foundation based on need. 4-H families who are interested in receiving assistance should contact Jodi Baumgartner, 4-H Program Coordinator.

Even if youth join more than 1 club, youth will only pay the \$20 program fee once, not for each club they participate in.

If your family has 4 or more 4-H'ers, contact the Ogle County Extension Office. Families will pay a maximum of three program fees (\$60). Our office will enter a discount code for each 4-H'er beyond the maximum.

Section 2(i)            All 4-H youth who meet applicable qualifications may participate in age-appropriate state 4-H activities and events. All members, regardless of the type of club membership, are entitled to all the benefits of 4-H membership, including participation in 4-H events, 4-H award opportunities, and 4-H exhibit opportunities, provided they meet the specific requirements of the events or programs.

### **Section 3: 4-H Cloverbuds**

4-H Cloverbud Program is a separate program for youth ages 5-7 by September 1 of the current year. Policies and procedures specifically for the 4-H Cloverbud program are outlined in this section.

Section 3(a)            The Cloverbud program is designed with specific educational objectives focused on 5-7 year old youth. It is neither the intent nor the objective of the 4-H Cloverbud program to duplicate the Illinois 4-H member experiences that are designed for older 4-H youth, nor to create a mini-4-H concept.

Section 3(b)            Clubs that offer the Illinois 4-H Cloverbud option are expected to use age appropriate, cooperation-based methods to give feedback and recognition, while minimizing failure in the activities of the Cloverbud curriculum. The focus of this feedback is to promote the child's confidence in meeting new challenges.

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.

Illinois 4-H recommends the use of the *Ohio K-2 Cloverbud Program Curriculum, Series 1 and 2* as a base curriculum for community-based groups. This is a leader-guided curriculum.

Section 3(c)            The \$20 4-H program fee applies to youth who are part of a sustained 4-H experience. This includes Cloverbuds.

Section 3(d)            Cloverbud members are not expected to give talks and demonstrations like their older 4-H counterparts.

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- Section 3(e) Youth ages 5-7 years must be enrolled in projects recommended for this age group. Livestock projects are not approved for risk management, competition, and age-appropriateness reasons.
- Section 3(f) Ogle County 4-H offers an exhibit opportunity for Cloverbuds at the Ogle County 4-H Fair. This is a non-competitive, shared group experience.
- Section 3(g) Agricultural Premium Funds are not available for this age group.

### Section 4: 4-H Projects and Activities

- Section 4(a) All 4-H members must be enrolled in a minimum of one project.
- Section 4(b) Members who re-enroll in 4-H must complete enrollment forms by December 1<sup>st</sup> in order to show at the Ogle County 4-H Fair. New members who intend to exhibit at the Ogle County 4-H Fair must be enrolled by April 15<sup>th</sup>.
- Section 4(c) All youth may add projects until April 15<sup>th</sup>. Youth may drop projects at any time during the 4-H year.
- Section 4(d) All youth enrolled in a livestock project (dairy, beef, swine, sheep, goats, poultry, and rabbits) must certify in the Youth For the Quality Care of Animals (YQCA) program yearly. Youth must either attend a face to face class or certify on-line via the website <http://yqca.org>.

NOTE: The YQCA program is for youth ages 8 – 21. The online version is broken into age divisions as follows: juniors 8 – 11, intermediate 12-14, senior 15-18, and young adults 19-21. The certification is annual with test out options of 1-3 years. Youth exhibiting swine at the Illinois State Fair and 4-H fairs are no longer required to be PQA certified. The estimated cost for the face to face training will be \$3 and \$12 for the online version. Horse, Dog, and Cat exhibitors will take the QAEC program online since the new YQCA does not cover those species.

- Section 4(e) All youth enrolled in cats, dogs, and horses will be required to complete Quality Assurance and Ethics Certification (QAEC) online at <http://web.extension.illinois.edu/qaec>. Youth must complete the training by May 1<sup>st</sup> to stay enrolled in an animal project area. This only needs to be completed one time in a 4-H’ers career.

NOTE: Youth must be logged on to a P.C. for this program, either a desktop or laptop computer; not an iPad or iPhone. The program cannot capture the information for county staff to see when it is completed using iPad or iPhones.

- Section 4(f) All youth enrolled who intend to participate in the horse show at the Ogle County Fair or Illinois State Fair must complete ownership or lease agreements for each horse they plan to exhibit. New agreement forms must be completed each year. Agreements must be turned in by May 1<sup>st</sup> to the Ogle County Extension Office.

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### Section 5: County/Unit Team Membership

Section 5(a) 4-H members must participate on county teams in the county in which they hold 4-H membership. Only when their county does not offer a particular program can they participate in an adjacent county in their Unit. Notify the 4-H Educator in the Unit to obtain permission.

Ogle County has the following teams: 4-H Shooting Sports (Archery, Air Rifle, .22 Rifle, Shotgun, and Hunting and Wildlife), Livestock Judging Team, Horse Bowl Team, and Drill Team.

### Section 6: 4-H Recognition & Awards

Section 6(a) Any 4-H member may compete in county and state 4-H award programs providing they meet the eligibility requirements.

Section 6(b) *Top Officer Awards* (President, Vice-President, Reporter, Historian, and Rec Chair), *\*County Project Honor Applications* (aka Blue Sheets), *\*4-H Foundation/“I Dare You”/CO-OP Watch Award Applications*, *Top 4-H Club Junior Leader Applications*, *Top 4-H Leader Team Nominations*, and *Ogle County Drill Team Horse Project Award* applications are due to the Ogle County Extension Office by September 15<sup>th</sup>. These forms may be found online at <https://extension.illinois.edu/bdo/4-h-ogle-county>.

\*Must be accompanied by complete record.

### Section 7: 4-H Volunteers

The 4-H program is committed to providing youth programming in a safe environment. For this reason, very stringent volunteer screening policies have been put into place. These policies aim to protect both the youth and volunteer involved in 4-H activities and events.

Section 7(a) In compliance with University of Illinois Extension policy, all prospective volunteers are required to complete and sign the Extension Volunteer Application, that includes a search of the Department of Children and Family Service Child Abuse Neglect Tracking System, a criminal conviction investigation with the Illinois State Police, a check of the National Sex Offender Registration, an interview with Extension staff, and ANCRA training (Abused and Neglected Child Reporting Act). Volunteers who may be driving youth must also complete Driver’s Authorization by providing a copy of a valid driver’s license and insurance card to their paperwork.

4-H Volunteers are one year appointments and must be re-enrolled every year. All volunteers will be re-screened on a five-year rotation.

All information on volunteers is kept confidential.

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Developed by: Jodi Baumgartner 4-H Program Coordinator

September 1, 2015

Updated August 28, 2019

## Ogle County 4-H Policies for 4-H Clubs

### Section 8: 4-H Recognition & Awards – Club Awards

Section 8(a) 4-H Clubs wishing to be considered for state award consideration must be registered with their local Extension office by September 15 of the year they are submitting an application.

Section 8(b) The *Illinois 4-H Club Award Application* must be completed by a volunteer leader and at least one youth leader and submitted to their local Extension Office by September 15 to be sent to the state for judging.

Section 8(c) The *Ogle County 4-H Club Record* form must be submitted to the Ogle County Extension Office by October 15 each year. This is required by all clubs.

### Section 9: Federal Tax Exempt Status for Illinois 4-H Clubs

This used to be handled by National 4-H Headquarters at the federal level. It has now been turned over to each individual state for oversight and management. In Illinois, the Champaign County Extension Education Foundation has agreed to serve as the 4-H Central Organization for all Illinois 4-H clubs to be provided exemption from federal income taxes. In order for them to do so, they need your 4-H club's help.

Section 9(a) **NEW** Clubs, need to complete all of the following:

- Group Tax Exemption Authorization
- Articles of Organization
- 4-H Club Annual Financial Statement, with the completed Fiscal Review

These forms are required in order for your group to enroll for the 2019-20 program year.

Section 9(b) **EXISTING CLUBS**, the *4-H Club Annual Financial Statement* will be the only required document from your group. The *4-H Club Annual Financial Statement* must complete an annual Fiscal Review at year end.

Section 8(c) Extension staff will file the IRS 990-N tax returns on behalf of 4-H clubs.

NOTE: If your club does not have an EIN or a club treasury, this information is not necessary. Those clubs will need to complete an Indication of Financial Activity Statement. Please contact the Extension office for this form if needed.

### Section 10: Club By-Laws

Section 10(a) Clubs are required to develop a set of by-laws or rules approved by the members to govern the clubs. Clubs are encouraged to have a written Constitution that list the club name, standing committees and regular meeting date, time, and place.

Annually, club by-laws should be reviewed and voted on by all members, and submitted to the Ogle County Extension Office.

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The 4-H Club Constitution and by-laws (in writable format) are located inside the Illinois 4-H Secretary’s Record Book. It is also available as a separate document for the convenience of 4-H Clubs.

Club policies may not supersede county, state, or national 4-H policies.

Section 10(b) By-Laws must include the club dissolution clause and a list of approved recipients for liquidation of club assets. Your club will need to decide which of the four groups (Local Extension Unit, County Extension Office, County Foundation, or another County 4-H Club) will be the recipient of your clubs assets upon dissolution. Clubs with physical inventory must submit inventory items back to the Extension Office.

Section 10(c) A copy of the Club By-Laws should be provided to the Extension office for their files by November 1.

### **Section 11: 4-H Fiscal Policies**

For more information about club finances, please review the fact sheet, An Introduction to 4-H Club Finances. It is available for download at:

<http://my.extension.uiuc.edu/documents/2153120709120912/An%20Introduction%20to%204-H%20Club%20Finances%20-%20FINAL.pdf>

Section 11(a) 4-H Clubs and groups are authorized by their local University of Illinois Extension office to use the 4-H name and emblem. This privilege brings a degree of accountability – to the USDA, the University of Illinois, and the local community served by the 4-H club/group. The following policies are intended to help clubs and other groups fulfill their fiduciary duties in order to ensure that accountability.

Section 11(b) Each 4-H club with fiscal activity and/or a club treasury (checking or saving account only) at a financial institution must have an Employer Identification Number (EIN) in order to open the account. The official club name and EIN must be linked to the group exemption number assigned by IRS to the Illinois 4-H Central Organization for federal tax exempt status. The EIN application process for new 4-H clubs is completed online by an Extension staff person on behalf of the 4-H club.

Section 11(c) All 4-H clubs that collect money or raise funds to maintain their clubs should deposit their monies in a financial institution. The 4-H Club’s treasurer is required to maintain adequate and accurate records of the funds and be accountable for those monies to the members, leaders, and public.

Section 11(d) 4-H Clubs which maintain club funds are required to select a treasurer from the membership, who may be a signatory on the club’s fiscal account. A minimum of two elected or designated adults will also be signatories on the account. Two signatures are required on all checks, which may include the treasurer and that of one adult. The account number must be recorded in the club’s *4-H Treasurers*

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*Record Book*. Club monies must not be commingled in personal or other accounts.

If your bank won't allow youth under 18 to be signatories, you should still elect a treasurer who will fulfill all the tasks except signing checks. **A parent and child from the same family should not be co-signers on the account.**

- Section 11(e) Each 4-H club that maintains a treasury must present annually to the Ogle County Extension Office a statement of accounting, which consists of a fiscal review of the club's *4-H Treasurer's Records Book* for the year being reviewed. Three persons, including a parent, leader, and member of the club must review the statement of accounting. The fiscal review committee's signatures must be recorded in the club's *4-H Treasurer's Record Book*. The fiscal reviewers shall not be signatories on the bank account, nor shall they be related to those with signatory authority. A copy of the *4-H Treasurers Record Book* MUST be uploaded by the County Extension Staff to the 4-H Document Repository annually and maintained in the county office for a period of five years plus the current year. The original treasurer's record book shall be returned to the club.
- Section 11(f) Many 4-H Clubs find it necessary to secure funds to support the activities of members and adult volunteers in their pursuit of educational and community service goals. It is required that funds raised/given in support of 4-H should be the matter of public trust. Further, it is important that funds raised in the name of 4-H belong to 4-H, and not an individual or group of individuals. They should be carefully managed in order to safeguard the positive image of the organization for future generations. It is imperative that the funds be used only for appropriate and authorized purposes.
- Section 11 (g) 4-H Clubs must maintain a current club inventory of all equipment and other items purchased with club funds or received as gifts. This will be included in the annual 4-H Treasurers Record Book for the club.
- Section 11(h) Receipt of the *4-H Treasurer's Record Book* and confirmation of a favorable fiscal review shall be required for re-authorization of the club's use of the 4-H name and emblem for the following year. Clubs will not be re-enrolled until this requirement is met.
- Section 11(i) Clubs may use a budget worksheet to help 4-H clubs work through their planning process at the beginning of the year. This is not mandatory, but may help clubs in determining if additional funds are needed. Items that have been approved in a budget do not have to be re-approved at club meetings; only new expenses not included in the original budget.
- Section 11(j) The 4-H Club is not allowed to accumulate excessively large club treasury balances unless there is a specific project or activity that has been identified by the 4-H club. The maximum 4-H club balance must not exceed twice the current year of club expenses recorded in the *4-H Club Annual Financial Statement*.

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- When the total club balance exceeds this amount, the 4-H club must prepare and submit a *Long Term Spending Plan* to the County Director for approval.
- Section 11(k) 4-H clubs must secure approval from the Ogle County Extension Director prior to making a contribution of \$100 or more to any organization or charity.
- Section 11(l) Clubs are **not** authorized to obtain an ATM, debit, or credit card.
- Section 11(m) 4-H Clubs are not allowed to use the University of Illinois Extension sales tax exemption letter. When making purchases for 4-H club activities, you are required to pay sales tax.

### Section 12: Club Fundraising

- Section 12(a) Fundraising should not be a 4-H club’s major objective. Funds should be raised for specific purposes including community service projects and assisting youth that do not have resources to participate without financial help. Decisions regarding the use of 4-H club funds should be made through a majority vote of the members. These decisions should be duly recorded in the club minutes and placed in the secretary’s record book. Adult volunteers should not be permitted to unilaterally make decisions about the management and expenditure of club/group resources.
- Section 12(b) Any individual or group soliciting funds, awards, merchandise, or selling materials or service in the name of 4-H shall do so only with the full knowledge and consent of the appropriate Extension staff.
- Section 12(c) When planning or conducting a fundraiser, all Illinois 4-H clubs should receive advance approval from Extension staff by submitting the *4-H Fundraising Approval Form* to the Ogle County Extension office at least two weeks before the 4-H fundraising activity is to be promoted. All money raised using the 4-H name and emblem must be used for 4-H educational programs and activities.
- Section 12(d) 4-H Clubs are only allowed to conduct 2 fundraisers per calendar year planned by the club. A fundraiser involves the selling of a product or service for a specific price (e.g. t-shirts, pancake supper). Clubs may receive unsolicited donations at any time during the year. Fundraisers by 4-H Foundation or Federation do not count as part of the club’s 2 fundraisers.
- Section 12(e) 4-H clubs, members, and volunteers are not considered charitable organizations. You can accept donations, but they are **not** considered tax deductible. If the donor wants the donation to be deductible, they must make their donation to University of Illinois Extension or to a local 4-H Foundation where one exists. The funds may then be passed to the club if appropriate.
- Section 12(f) Clubs may not conduct raffles; however, they may conduct silent auctions as one of their fundraisers.



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Section 12(g) Clubs that raise money on behalf of another charity must inform the public of that charity’s identify and that the monies are not being raised for 4-H.

### Section 13: Secretary and Treasurer’s Books

Section 13(a) The 4-H Secretary and Treasurer books are available online or hard copies are available at the Ogle County Extension Office.

The link for these resources is: <http://4h.extension.illinois.edu/clubs/meeting-resources>

Section 13(b) The club must submit a *4-H Treasurers Records Book* (along with checks and deposit slips) and *4-H Secretary Book* to the Ogle County Extension office every year by September 15<sup>th</sup>. Decisions regarding the use of 4-H club funds should be made through a majority vote of the members and recorded in the minutes.

4-H Staff will make a copy of each book and keep them on file. All clubs should also keep a paper copy of the Secretary and Treasurer’s Book, along with checks, deposits, bank statements and annual fiscal review for five years plus the current year.

### Section 14: Insurance

Section 14(a) The state will pay for the no-fault annual accident insurance for all program fee paying members. The local Extension Office will pay for all enrolled adult volunteers. This insurance is medical coverage.

Section 14(b) Clubs must purchase special event insurance for higher risk events. The easiest way to purchase extra insurance is online at: [www.americanincomelife.com](http://www.americanincomelife.com). Insurance is available for .20 per person per day, with an \$8.00 minimum required per activity.

Insurance premiums for horse show gaming/jumping classes is \$42/day. Price is subject to change. Contact the Extension Office for this insurance.

Section 14(c) In addition to the accident coverage, registered adult leaders and volunteers are also insured on a comprehensive general liability policy. The Insurance Company is not obligated to pay on this policy unless the leader or volunteer is found liable. The coverage applies to bodily injury and property damage and pays only for supervised and scheduled 4-H activities. There is a separate section of the liability policy that pays medical expenses.

Section 14(d) Leaders and volunteers are expected to comply with state law requiring automobile insurance. If a leader/volunteer is participating in a scheduled and supervised Extension activity at the time of an accident, and is at fault, excess insurance will “kick in” after the volunteer’s personal auto liability limits are exhausted.

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**Section 15: Rental Agreements/Contracts**

Section 15(a)      Volunteers are **prohibited** from signing any agreements or contracts. If you are renting a facility for a 4-H function and the facility has a rental agreement, you must contact the Extension office for further instructions. This means making your plans well in advance.

4-H clubs are not allowed to rent buses for trips—those must be handled through the Extension office.

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Developed by: Jodi Baumgartner 4-H Program Coordinator

September 1, 2015

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