



Gasconade County

4-H

Policy Handbook

UNIVERSITY OF MISSOURI
 Extension

University Extension Programs are open to all

Reviewed November, 2011

GASCONADE COUNTY UNIVERSITY EXTENSION STAFF

Gasconade County University Extension Center
1106 West Hwy 28
Owensville, MO 65066
573-437-2165

<http://extension.missouri.edu/gasconade>
gasconade@missouri.edu

PROFESSIONAL STAFF

* Robin Kliethermes	4-H Youth Specialist, CPD
* Vacant	Ag. Business Specialist
Ted Cunningham	Livestock Specialist
Will McClain	Agronomy Specialist
Chantae Alfred	Family Financial Education Specialist
Pat Snodgrass	Human Environmental Design Specialist
Vacant	Business Development Specialist
Sarah Hultine – Massengale	Community Development Specialist
Tony Bratsch	Horticulture Specialist
Sarah Traub	Human Development Specialist
Rick Sparks	South Central Regional Director

* Staff located in the Gasconade County Office

SECRETARIAL

Virginia Buschmeyer

STATE 4-H LEADER

Ina Linville, Director, Missouri 4-H Programs

TABLE OF CONTENTS

- I. PURPOSE AND OPENING LETTER
- II. BACKGROUND AND MISSION
- III. POLICIES AND GUIDELINES
- IV. COUNTY 4-H COUNCIL CONSTITUTION
- V. BY-LAWS
- VI. AWARDS AND RECOGNITION

4-H

PURPOSE

.....

4-H is the youth development program of the University Extension Service intended for youth of all income levels, ethnic and cultural backgrounds and abilities and belongs to all the people of Missouri.

4-H uses the knowledge and resources of the University of Missouri System and Lincoln University, USDA and other resources to respond to the local people's analyzed and expressed needs for youth programming.

.....

To conduct a program of such breadth, we must be governed by a set of policies, regulations, and guidelines. This handbook is filled with information about the policies that guide our 4-H program throughout the year.

As always, you are encouraged to contact the Gasconade County Extension Center at 573-437-2165. Stop by or drop us a line. Your questions and suggestions are always welcomed. Please feel free to call on us at anytime.

BACKGROUND
AND
MISSION

MISSION

4-H is a community of young people across America who are learning leadership, citizenship and life skills.

Missouri 4-H is creating environments in which young people are valued and contributing members of their community.

4-H COLORS

WHITE: The white in the 4-H Flag symbolizes purity.

GREEN: The green, nature's most common color, represents life, springtime and youth.

4-H CLUB CREED

I believe in 4-H club work for the opportunity it will give me to become a useful citizen.

I believe in the training of my HEAD for the power it will give me to think, to plan, and to reason

I believe in the training of my HEART for the nobleness it will give me to become kind, sympathetic, and true.

I believe in the training of my HANDS for the dignity it will give me to be helpful, useful, and skillful.

I believe in the training of my HEALTH for the strength it will give me to enjoy life, resist diseases, and work efficiently.

I believe in my country, my State, my community, and in my responsibility for their development.

In all of these things, I believe, and I am willing to dedicate my efforts for their fulfillment.

4-H MOTTO

“To Make the Best Better”

THE 4-H PLEDGE

I pledge:

My HEAD to clearer thinking,
My HEART to greater loyalty,
My HANDS to larger service, and
My HEALTH to better living,

For my Club, my Community, my Country, and my World.

4-H SLOGAN

“Learn To Do By Doing”

**POLICIES
AND
GUIDELINES**

.....

MEMBERSHIP, PARTICIPATION, AND ENROLLMENT

4-H is the Youth Development Program of the Missouri Cooperative Extension Service intended for youth of all income levels, abilities, ethnic and cultural backgrounds and belongs to all the people of Missouri. 4-H uses the knowledge resources of the University of Missouri and Lincoln University, USDA and other sources to respond to the local people's analyzed and expressed needs for youth programming.

.....

AGE REQUIREMENTS:

- A. **MINIMUM:** A boy or girl must have passed his/her eighth birthday before January 1 of the program year.*
- B. **MAXIMUM:** A boy or girl must not have passed his/her nineteenth birthday before January 1 of the program year.*
 - 4-H age is determined as of January 1 of program year (September 1 – August 31)

TYPES OF MEMBERSHIP: (Includes 1890 and EFNEP)

- A. **4-H Community Club:** This is an organized group with officers and a planned program that is carried on throughout all or several months of the year. Members are enrolled on an Individual Enrollment Form, Y630.
- B. **4-H Single Project Clubs:** Youth select a single project or area of interest and participate in group activities. The club plans an educational program of business, community service, and learning together. Members are enrolled on Individual Enrollment Form, Y630.
- C. **4-H School Enrichment Programs:** Meeting on school time, groups of youth receive learning experiences not involving organized club activities coordinated by Extension in cooperation with school officials as part of school curriculum. Members are enrolled on a 4-H Group Enrollment Form, Y631.
- D. **4-H Individual Study:** Youth participating in a planned 4-H program as individuals without group affiliation. Enrolled on a 4-H Individual Enrollment Form, Y630.
- E. **4-H Family Club:** A family may form a 4-H Club in cases where a local 4-H club is not accessible or convenient or where there is a special topic of interest to the family. Enrollment on an Individual Enrollment Form, Y630.
- F. **4-H After School:** These 4-H clubs meet during or after school and often focus on a single subject, The amount of time the groups meet varies from a short period of time to a full 4-H program. Enrollment on an Individual Enrollment Form. Y630.
- G. **4-H Special Interest Groups:** These groups are usually partnerships with 4-H/University of Missouri Extension with other community organizations. Most groups meet for a limited number of hours and focus on a special topic of interest. Enrollment on an 4-H Group Enrollment Form, Y631

- H. 4-H Clover Kids Club: The 4-H Clover Kids program is designed to introduce 5 to 7 years olds to a variety of 4-H experiences. Age requirements: Children 5-7 before January 1 of the program year.

PROGRAM YEAR:

The 4-H program year runs from September 1 to August 31. (4-H age is determined as of January 1 of the program year.)

CLOVER KIDS MEMBERS:

Many counties recognize youth under 4-H age as Clover Kids members. County 4-H Councils set up guidelines for their participation in county or area events. Clover Kids are not officially recognized under the age requirements set up for 4-H in the State of Missouri and as such are not eligible to participate in statewide events and activities.

MEMBERS IN GOOD STANDING:

Recognition and awards are available for members who meet the completion requirements established by the club. This includes attendance requirements, submission of project or other reports, making of articles or reaching project goals. It is recognized that a County 4-H Council may establish completion standards for all clubs within a county. Participation in state events is limited to those members who are in good standing including attendance at a majority of project and club meetings and meet other requirements set up for participation in state events.

MEMBERSHIP IS LIMITED TO ONE CLUB IN ONE COUNTY:

A boy or girl can be a member of only one club in one county in Missouri. To have access to additional educational opportunities, a member may attend project meetings in another club or countywide project meetings, but they must enroll in all projects in their "home club".

This policy does not prevent a 4-H member from enrolling in a school enrichment program.

4-H MARRIAGE RULE:

There is no limitation on 4-H membership or participation in club, county, state or national programs on the basis of marital status.

LIMITATION OF MEMBERS WHO ARE COLLEGE OR UNIVERSITY STUDENTS:

College or University students away from home are eligible to take part in 4-H projects and exhibit those projects in district, state and interstate shows providing that they assume full responsibility for projects when they are at home and full responsibility for all except daily care when away. If projects are animal projects, the selection of animals, choice of rations, measuring out of feed, keeping records and the like are the exhibitor's responsibility throughout the project period.

OWNERSHIP OF ANIMALS:

One of the objectives in owning an animal is to learn new skills in animal breeding, feeding, management and health. To accomplish this, the 4-H members should secure the animal as early in the year as possible. A practical date for this should be no later than February 1. Livestock shows and exhibitions set up minimum dates for length of ownership necessary for exhibiting. For the Missouri State Fair, the dates are listed in the following chart.

Beef Cattle	Steers	3/1
	Breeding Cattle	6/1
Sheep	Breeding Animals	7/1
	Market Lambs	6/1
Swine	Breeding Animals	90 days
	Breeding Boars	Since farrowing
	Market Hogs	5/1
Dairy Cattle	All Dairy Cattle	6/1
Dairy Goats		6/1
Meat Goats		6/1
Dogs		4/1
Horses		5/1
Rabbits		6/1
Poultry	Meat Pen	8-10 weeks prior to show
	Roasters	8-10 weeks prior to show
	Broilers	6-8 weeks prior to show
	Fryers	5-10 weeks prior to show

SCHOLARSHIPS:

The National 4-H Scholarship Awards Program is open to interested college students enrolled in their first or second semester as a freshman, sophomore or junior. State 4-H scholarships are available for current or former 4-H club members who plan to enroll as a freshman in the fall of the current year in a post-secondary education program.

JUDGING EVENTS ELIGIBILITY: (ECOP Approved for National Contest)

- A. All contestants must not have passed their 19th birthday on January 1 of the current year and must meet the age requirements set by the individual judging events.
- B. The contestant must be a member of 4-H during the current year.
- C. The contestant or team of contestants must be certified as the official state entry by the State Extension Director. The individuals or teams may be selected by any procedure which a state considers appropriate.
- D. Contestants in National 4-H Competitive Events must not have participated in official post secondary (University, College, Jr. College, or Technical School) competitive events or a similar nature in the subject matter area to be eligible for participation in National 4-H competitive events. Neither can he/she be a member of a post secondary team undergoing training in preparation for an event. (For example: A contestant who has competed in an official Collegiate Livestock Judging Contest, either on or off campus, is

ineligible to compete in a similar National 4-H judging contest.) The State 4-H Program Leaders are responsible for determining the eligibility for participants in National 4-H competitive events from their respective states.

- E. An individual may enter the same National competitive event only once. Participating members of a team entry are ineligible to enter the same event again as a part of another team.

NATIONAL 4-H CONGRESS:

Once a member has attended National 4-H Congress, he/she becomes ineligible to participate in events which offer a trip to National 4-H Congress as the top award. Attendance at National 4-H Congress does not eliminate a member from consideration for other national conferences. Example: National 4-H Dairy Conference.

COMPUTERIZED 4-H ENROLLMENT SYSTEM:

A computerized system was designed to facilitate delivery of 4-H programs. Literature is ordered from the 4-H leaders, clubs, or county extension center. This process facilitates data is being entered into the computer, which will be summarized into the Annual 4-H Youth Report. Mailing lists and labels, which are needed for effective communication with various clientele groups, will be a part of the computer assisted enrollment system. The computer also performs record-keeping tasks.

4-H NAME AND EMBLEM:

The Secretary of the United States Department of Agriculture and the Cooperative Extension Service of the United States Department of Agriculture delegate authority for use of the 4-H Name and Emblem to the Director of the Cooperative Extension Service in the respective states.

The Director of Missouri Cooperative Extension Service, in turn, authorizes the use of the 4-H Name and Emblem for educational and character building purposes, and delegates oversight responsibility to County Extension Councils. Groups of boys and girls and their volunteer leaders may function as a 4-H club/unit as long as their activities are educational and character building in nature. If the County Extension Council determines that a 4-H club/unit is in violation of educational or character-building purposes, it may recommend to the Director of the Missouri Cooperative Extension Service that the said 4-H club/unit be denied recognition as a 4-H club/unit. This action would render them ineligible to receive literature, participate in 4-H educational events at the county, state, and national levels, or participate in 4-H leadership training activities.

For more information on the use of the 4-H Name and Emblem, visit http://www.national4-hheadquarters.gov/emblem/4h_name.htm

4-H FOOD QUALITY ASSURANCE POLICY

All 4-H members enrolled in food animal projects (including beef, sheep, dairy cattle, meat and dairy goats, rabbits and poultry) must complete the appropriate level of SMQA (Missouri Show Me Quality Assurance) certification to be considered a 4-H member in good standing in that project.

VOLUNTEER REQUIREMENTS

What does it mean to be a recognized 4-H volunteer? There are two minimum criteria.

- **Successfully complete the annual volunteer screening process.** Missouri 4-H has required background screening for 4-H volunteers for more than a decade. This policy helps provide a safe environment for the children and youth who are members and the adults who contribute their time and talents.
- **Successfully complete the Making the Best Better orientation.** This is a one-time only requirement for all 4-H volunteers. The orientation will provide a common understanding of the 4-H organization, what we stand for, and the science we bring to helping young people grow and thrive. The orientation will answer questions, supply resources, and connect you with other caring adults who serve as 4-H volunteers.

GASCONADE COUNTY POLICIES AND GUIDELINES

I. AGE LIMITATIONS:

- **MINIMUM** – A boy or girl must have passed his/her 8th birthday on or before January 1 of the program year.
- **MAXIMUM** - A boy or girl must not have passed his/her 19th birthday on or before January 1 of the program year.
- **CLOVER KID MEMBERS** - Gasconade County will allow 5-6-7 year olds to belong to 4-H Clubs if the club so allows.

II. PARTICIPATION

- **CLOVER KIDS** -
 1. Must be at least 5 years old on or before January 1 of the program year and not older than 7 years old on or before January 1 of program year.
 2. Gasconade County Clover Kids may enroll in only one project and that project must be the Clover Kids Project, 481.
 3. Clover Kids may exhibit up to three (3) items at the County Fair and these items must be entered in the Clover Kids Class.
 4. Clover Kids will receive a participation ribbon for the items exhibited at the County Fair. They will not be judged and will not receive premiums.
 5. Clover Kids may not participate in any events that offer higher levels of participation.
 6. They will be recognized for completion only at Recognition Events.
 7. Clover Kids must pay State and County dues. The 4-H Council will determine payment of club dues.
 8. Each 4-H Club will determine if Clover Kids will be allowed to vote on club business.
 9. Clover Kids are exempt from project records.
 10. Clover Kids do not enroll in projects or raise large or small project animals.

- 4-H TRIPS AND EVENTS CODE OF CONDUCT

1. The possession or use of alcohol or other illegal drugs is prohibited.
2. 4-H members are required to follow the program time schedule and other rules stated for the event.
3. 4-H members are required to carry out the instructions of their chaperon and the person(s) in charge of the event.
4. Clothing or wearing apparel that has alcohol or other drug connotations will not be allowed at County or State 4-H sponsored trips.

III. COMPLETION REQUIREMENTS:

Completion awards will be available for members who meet the completion requirements established by their 4-H Club. This may include attendance requirements, submission of project or other reports, making of articles or reaching project goals.

It is recognized that County 4-H Councils may establish completion standards for all 4-H Clubs within a County. Gasconade County's minimum completion requirements to receive a 4-H completion pin are:

1. A 4-H member must attend a majority of project meetings and/or receive 6 hours of instruction. Shooting Sports project members will need to complete 10 hours of shooting practice.
2. The 4-H member must complete the requirements of at least one project.
3. The 4-H member must attend at least five 4-H Club meetings, throughout the program year.
4. Each 4-H Club must hold at least 6 meetings a year to be a recognized 4-H Club.
5. The 4-H member must adhere to 4-H Club completion requirements as well as County completion requirements.

IV. REGISTRATION, ENTRIES AND DUE DATES/TIMES:

It will be the policy of the Gasconade County 4-H Council that all times and dates for registration, entries, and/or due date that are announced will be adhered to. Late registration, entries, applications will NOT be considered for awards or participation. However, they may be judged.

V. ENROLLMENTS:

4-H Club enrollments should be submitted on or before November 1 to the University Extension Center. Enrollments will be completed on January 1 of the program year. Completed enrollments will determine participation in County/State 4-H events. Changes, deletion, or additions in 4-H projects or 4-H activities will not be accepted after January 1.

COUNTY 4-H COUNCIL
CONSTITUTION

SUGGESTED CONSTITUTION:
COUNTY 4-H COUNCIL

County 4-H Councils who desire to revise their present constitution are encouraged to request copies of constitutions being used in other counties of similar size, clientele and program.

ARTICLE I

NAME: This organization shall be known as the Gasconade County 4-H Council.

ARTICLE II

PURPOSE: The purpose of this organization shall be to guide, promote, and improve the county 4-H program through the following methods.

1. Identify the developmental needs of youth.
2. Approve the 4-H curriculum, which meets developmental needs.
3. Plan, coordinate, and manage county events and activities.
4. Establish communication between Extension staff and 4-H units.
5. Promote 4-H leadership development efforts.
6. Assume responsibility for financial support of 4-H programs.
7. Give leadership expanding 4-H programs with special emphasis to disadvantaged and minorities.
8. Insure the 4-H programs are carried out in accordance with affirmative action guidelines.

ARTICLE III

MEMBERSHIP: Membership shall consist of:

1. Adult representative and the Club President. Representatives may be the organizational leaders or any other adult(s) selected by the club/unit to represent them on the Council. Each 4-H Club is allowed 3 votes on Council business.
2. Ex-Officio members shall consist of:
 - a. County Extension personnel
 - b. One representative of the County University Extension Council.
 - c. Representative of the County Junior/Teen Leaders
 - d. Others from the county that might be appropriate.
3. Each 4-H club/unit secretary will report the name of their County 4-H Council members to the County 4-H Council secretary before January 1 of each year.
4. Each new 4-H unit organized after January 1 will select the County 4-H Council member when the unit is organized and report the name immediately to the County 4-H Council secretary.

ARTICLE IV

OFFICERS AND EXECUTIVE COMMITTEE:

1. The officers of the Council shall be:
 - a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurerand others which are appropriate.
2. The Executive Committee shall be composed of the four elected officers and the retiring president. An Extension staff member shall be ex-officio member of the Executive Committee.
 - a. The Executive Committee shall meet “on call” between regular meetings of the full Council. They are empowered to pay bills for programs which were previously approved.

COUNTY 4-H COUNCIL

BY-LAWS

SUGGESTED BY-LAWS: COUNTY 4-H COUNCIL

1. The President shall preside at all meetings of the County 4-H Council.
2. The Vice-President shall perform the duties of the president in the event of his/her absence. The Vice-President shall act as chair of the program planning committee.
3. The duties of the Secretary shall be to:
 - a. Keep accurate minutes of each 4-H Council meeting and read same at the next business meeting, or present a copy to the Extension Center for distribution to all 4-H units prior to the meeting.
 - b. Call the roll at each meeting of the Council.
 - c. Prepare items of correspondence that are appropriate.
4. The duties of the Treasurer shall be to:
 - a. Keep an accurate record of money that may be the property of the 4-H Council.
 - b. Make a financial report at each Council meeting.
 - c. Pay bills as approved by Council or Executive Committee.
 - d. Invest funds as directed by Council.
 - e. Close the books at the end of each year for an audit.
5. The 4-H Council shall hold a full 4-H Council meeting every other month, starting in September. Therefore, meetings will be held in September, November, January, March, May, July.
6. Six (6) shall constitute a quorum of the County 4-H Council and three (3) shall constitute a quorum of the Executive Committee.
7. Officers will be nominated and voted on each year. There will be no term limits, but each officer must be approved each year.
8. The election of officers shall be held at the regular meeting in November.
9. Standing committees (other than the Executive Committee) shall be appointed by the President and shall consist of the following:
 - a. Membership
 - b. Awards & Recognition
 - c. Budget & Finance
 - d. Program & Policy
 - e. Event Committees
 - i. Achievement Day
 - ii. Fashion Review
 - iii. County Fair
 - iv. Family Fun Events

and other committees needed. Standing committees are responsible for planning, budgeting, coordinating, managing and evaluating their specific responsibility. Bills will be submitted to the Council Treasurer for payment. Persons other than the Council members may serve on the Standing Committees.

10. Special Committees shall be appointed by the President and shall consist of auditing, nominating, and other committees as may be necessary and authorized by the Council. Members may include people other than 4-H Council members. Responsibilities will be spelled out at the time of appointment.
11. Council members unable to attend a Council meeting shall have the right to vote by proxy through a representative of their club.
12. These by-laws may be changed by a majority vote at any meeting of the County 4-H Council if a quorum is present, provided that the proposed change has been discussed at a previous meeting, or a notice of such a change has been sent to Council members ten days prior to the meeting.

GASCONADE COUNTY
AWARDS AND RECOGNITION

I. TRIP SPONSORSHIP

The 4-H Council will sponsor the participation in Regional, State, and National Trips and will determine the number of trips and the amount of sponsorship each year. Trips may include but are not limited to the following:

State Teen Conference	State 4-H Congress
Camp Counselor	Teen Camp
4-H Camp	MCI – Missouri Citizenship in Action
Kansas City 4-H Global	Washington Focus
Aerospace Camp	Dairy Cow Camp
Livestock Judging	Civic Leaders Summit
4-H Food & Fitness Camp	

II. ACHIEVEMENT AWARDS

FASHION REVIEW

- Top Score 14 years – 18 years
- Top Score 8 years – 13 years
- Fashion Selection – All Ages

PUBLIC SPEAKING

- Top Score 14 years – 18 years
- Top Score 11 years – 13 years
- Top Score 8 years – 10 years

DEMONSTRATIONS

Top demonstrations will be awarded according to State Fair Guidelines

III. AWARDS DETERMINED THROUGH MISSOURI SELECTION APPLICATIONS

- Top State Applications will go to State Contest for 14-18 years.
- Top State Applications will go to Regional Contest for 8-10 years
- Top State Applications will go to Regional Contest for 11-13 years
- Every 4-H member who submits a Record Form will be recognized.

IV. AWARDS DETERMINED THROUGH COUNTY AWARD RECORDS

- Each member 8-10 years old submitting a record will receive an Achievement medal.
- Each member 11-13 years old submitting a record will receive a Leadership medal.
- Each member 14-18 years old submitting a record will receive a Citizenship medal.

V. CLUB AND COUNTY AWARDS

Member Completion Pins purchased by local 4-H Clubs (4-H Clubs have the option of ordering project completion pins, but it is mandated that they have to.)

Leaders Completion Certificates for 5 years and every consecutive 5th year

Club Seals of Achievement

Outstanding Older 4-Her Award

Graduating 4-Her Award

Missouri Key Award

Outstanding Secretary's Book Award

Outstanding Scrapbook Award

Outstanding Treasurer's Book Award

Service to Communities Recognition

4-H Volunteer of the Year Award