

Gasconade County

4-H

Policy Handbook



Extension
University of Missouri



University Extension Programs are open to all

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4-H

PURPOSE

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4-H is the youth development program of the University of Missouri Extension intended to provide opportunity for all youth in the state 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.

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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 Office at 573-437-2165 or contact county 4-H staff with any questions. Your questions and suggestions are always welcomed.

BACKGROUND
AND
MISSION

MISSION

4-H empowers youth to reach their full potential working and learning in partnership with caring adults. The mission of 4-H is to provide meaningful opportunities for all youth and adults to work together to create sustainable community change. This is accomplished within three primary content areas, or mission areas – civic engagement and leadership, healthy living, and science. These mission areas reiterate the founding purposes of Extension through agriculture (e.g., community leadership, quality of life, and technology transfer) in the context of 21st century challenges and opportunities.

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.

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”

4-H MOTTO

“To Make the Best Better”

**POLICIES
AND
GUIDELINES**

MEMBERSHIP, PARTICIPATION, AND ENROLLMENT

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.
 - See Clover Kid opportunity below for ages 5-7.

PROGRAM YEAR:

The 4-H program year runs from October 1- September 30. (4-H age is determined as of January 1 of the program year.)

TYPES OF MEMBERSHIP:

- 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 individually in 4HOnline.
- B. **4-H School Enrichment Programs:** Meeting on school time, groups of youth receive learning experiences not involving organized club activities, taught by school officials as part of school curriculum. Members are group enrolled in 4HOnline.
- C. **Missouri Independent Member:** Youth participating in a planned 4-H program as individuals without group affiliation. Enrolled individually in 4HOnline.
- D. **4-H In School & After School Clubs:** 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. Members can be enrolled individually or on a group format in 4HOnline.
- E. **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 individually in 4HOnline.

CLOVER KID MEMBERS:

The 4-H Clover Kids program is designed to introduce 5 to 7 year olds to a variety of 4-H experiences. Clover Kids can join a community club, as an independent member, in a SPIN Club program, or In-School/After School program. Clover Kids have opportunities to participate in county designed and delivered programs. Missouri 4-H does not provide statewide opportunities for Clover Kids. County 4-H Councils set up guidelines for their participation in county or area events.

CLOVER KIDS PARTICIPATION

1. Must be at least 5 years old before January 1 of the program year and not older

than 7 years old 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.
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. Clover Kid members will be judged and receive \$1 premium at county fair.
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.
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.

MEMBERS IN GOOD STANDING:

4-H members must attend 50% of their club meetings to meet member in good standing to participate in sponsored county, state and national events. Clubs can have additional requirements for members in good standing but no less than the County Council requirements. A Teen Option will be available for busy high school and college students. See option below. Recognition and awards are available for members who meet the completion requirements. It is recognized that a County 4-H Council may establish completion standards for all clubs within a county.

TEEN OPTION:

A signed agreement between club leaders and members who are in college or are high school teens who may have difficulty attending meetings due to other extracellular activities. The agreement sets parameters on what activities must be completed to keep the member in good standing and able to participate in county, state and national events. Club officers should attend a majority of club meetings, regardless of teen option. This should be communicated before officer elections. A signed teen option agreement should be kept by the club leader, member, and the county Extension office. Receive a teen option form from the county Extension office.

CLUB MEMBERSHIP:

Members must choose one primary club in the county they are participating in. Members can select up to four additional secondary clubs in the region to participate in projects not offered at their primary club. Membership will be paid under their primary club. This policy does not prevent a 4-H member from enrolling in a school enrichment program.

COMMUNITY 4-H CLUBS:

1. Each 4-H Club must hold at least 8 meetings a year to be a recognized 4-H Club.
2. Community Clubs can establish additional club completion requirements for its members with the approval of county 4-H staff and a majority club vote.
3. Each club should have written by-laws which they are governed by.

4-H ENROLLMENT:

Members and volunteers who participate in 4-H re-enroll in the online enrollment system, 4HOnline. Enrollment starts at the beginning of the 4-H year each October 1st. State dues cost \$20. Additional county due amounts are at the discretion of the 4-H Council each year.

4-H YEAR COMPLETION REQUIREMENTS:

Completion awards will be available for members who meet the completion requirements established by their 4-H Club and County. 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. The 4-H member must enroll and participate in at least one project.
2. The 4-H member must attend at least 50% 4-H Club meetings, throughout the program year.
3. The 4-H member must adhere to 4-H Club completion requirements as well as County completion requirements.
4. Members have upheld Missouri State 4-H conduct and representation requirements signed upon 4-H enrollment.

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. Current or former 4-H Club members can also apply for the state 4-H scholarship again as a sophomore in a post-secondary education program.

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. If due dates are changed, 4-H staff will have discretion.

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 <https://nifa.usda.gov/4-h-name-and-emblem>

SHOW ME QUALITY ASSURANCE

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 (Show Me Quality Assurance) certification to complete their food animal project and be eligible by the State of Missouri to show and or sell a live animal at a local fair. Training for members shall happen in person unless otherwise directed by county 4-H staff.

VOLUNTEER REQUIREMENTS

What does it mean to be a recognized 4-H volunteer? There are three steps which must be completed.

- **Enroll annually in 4HOnline** with all projects to be led by the volunteer.
- **Complete Missouri 4-H Volunteer Orientation** through 4HOnline or delivered by county 4-H staff. The orientation will provide a common understanding of the 4-H organization, what 4-H stands for, and the science 4-H brings to helping young people grow and thrive. The orientation will answer questions, provide resources, and connect volunteers with other caring adults who serve as 4-H volunteers.*
- **Successfully complete the volunteer screening process.** Missouri 4-H has required background screening for 4-H volunteers. This policy helps provide a safe environment for the children and youth who are members and the adults who contribute their time and talents.*
 - *Requirements to complete volunteer orientations and background checks are at the discretion of Missouri State 4-H Faculty. As of the 2020-2021 4-H year, volunteers who become recognized in a 4-H year by completing all the requirements above will not have to complete a volunteer origination or background check again as long as they enroll as a volunteer continuously each year. If a volunteer does not enroll in 4HOnline for a 4-H year, they must complete all above requirements if they wish to become a 4-H volunteer again.

COUNTY BEST PRACTICES

- A project should consist of at least 6 instructional hours for 4-H members.
- Members participating in livestock shows must be registered in 4-H and the project before the first weigh-in. All other projects should be selected by Feb. 1st in 4HOnline.

COUNTY 4-H COUNCIL
CONSTITUTION

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 clubs.
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:

1. Representatives must be an active 4-H member or recognized 4-H Volunteer within a Gasconade County 4-H program. Representatives are selected by the club/unit to which they will represent on the Council. Each 4-H Club is allowed 3 votes on Council business, youth or adults.
2. Each club should have at least one representative at each 4-H Council meeting.

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. An Extension 4-H 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.

- b. They are empowered to pay bills for programs which were previously approved.
- c. Make immediate executive decisions if they situation does not allow time for full council consideration.

COUNTY 4-H COUNCIL

BY-LAWS

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. Ensure an attendance list is kept for each Council meeting.
 - c. Prepare items of correspondence that are appropriate.
4. The duties of the Treasurer shall be to:
 - a. Keep an accurate record of money with county bookkeeper which is the property of the 4-H Council.
 - b. Make a financial report at each Council meeting.
 - c. Participate in an audit with bookkeeping staff.
5. The 4-H Council shall schedule 6 full 4-H Council meeting every year which are typically held in January, March, May, July, September, November.
6. Five (5) different represented clubs 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 during the September 4-H Council meeting. There will be no term limits, but each officer must be an active 4-H member or recognized 4-H Volunteer.
8. Standing committees (other than the Executive Committee) shall be appointed by the President and should include at least one an executive committee member, shall consist of the following:
 - a. Membership
 - b. Awards & Recognition
 - c. Budget & Finance by Executive Committee
 - d. Program & Policy
 - e. Event Committees
 - i. Project Nights
 - ii. Achievement Day
 - iii. Fashion Review
 - iv. County Fairand other committees as needed.

Standing committees are responsible for planning, budgeting, coordinating, managing and evaluating their specific responsibility. Bills will be submitted to the 4-H Council for payment. Receipts must be provided during the invoice process for any reimbursements. Persons other than the Council members may serve on the Standing Committees.

9. 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.
10. Any active 4-H member or recognized 4-H volunteer in Gasconade County 4-H, can represent a Gasconade County 4-H Club at a 4-H Council meeting.
11. 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	Livestock Judging
Civic Leaders Conference	Washington Focus
Aerospace Camp	Dairy Cow Camp

II. ACHIEVEMENT AWARDS DEMONSTRATIONS

It is recommended that members present their demonstration at the county level before presenting at state. Top demonstrations will be awarded according to State Fair Guidelines.

III. AWARDS DETERMINED THROUGH MISSOURI SELECTION APPLICATIONS

Level 1 Top State Applications will go to State Contest for 14-18 years.

Level 2 Top State Applications will go to Regional Contest for 8-10 years.

Level 3 State Applications will go to Regional Contest for 11-13 years Every 4-H member who submits a Record Form will be recognized.

IV. CLUB AND COUNTY AWARDS

Member Completion Pins purchased by local 4-H Clubs (4-H Clubs have the option of ordering project completion pins.)

- 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