



Maries County

4-H

Policy Handbook

UNIVERSITY OF MISSOURI
 Extension

University Extension Programs are open to all

Revised 2018

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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

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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.

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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 Maries County Extension Center at 573-422-3359. 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

Engaging Youth as valued, contributing members of their communities in partnership with caring adults.

VISION

A world in which youth and adults learn, grow and work together for positive change.

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**

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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.

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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)

4-H community clubs: Young people enroll in projects and participate in group activities and meetings. The club elects officers and plans an educational program of business, community service and learning together. Ages 8-18 on Dec. 31 of the program year.

4-H single project clubs: A single project club is similar to a community club; the difference is that a single project is the focus. Ages 8-18 on Dec. 31 of the program year.

4-H independent or individual membership: Independent membership is for youth who cannot meet with 4-H club units due to distance or who have conflicts with school, work or other obligations or who have a highly specialized interest. Individual members complete a plan using the Y639, Individual 4-H Member Comprehensive Plan (fillable PDF) and file it with the local University of Missouri Extension center. Ages 8-18 on Dec. 31 of the program year.

4-H Clover Kids club: The 4-H Clover Kids program is designed to introduce 5- to 7-year-olds to a variety of 4-H experiences. 4-H Clover Kids will be involved in activities led by an adult. With the excitement of the Clover Kids experience, this age group will want to move into the 4-H Community Club groups! Clover Kids do not participate in competitive events, contests or show. Ages 5-7 on Dec. 31 of the program year.

4-H Afterschool: Afterschool clubs meet during or after school and often focus on a single subject such as computers or arts. The amount of time the groups meet varies from a short period of time to a full 4-H program year. The club may also elect officers. Grades K-12 or equivalent.

4-H school enrichment groups: Meeting during school time and using curricula supplied through 4-H, these groups are coordinated by partnerships of 4-H, extension and school personnel. Grades K-12 or equivalent.

4-H special interest groups: Usually partnerships of 4-H and MU Extension with other community organizations. Most groups meet for a limited number of hours and focus on a special topic of interest. Ages K-12 or equivalent.

PROGRAM YEAR:

The 4-H program year runs from October 1 to September 30. (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. Livestock shows and exhibitions set up minimum dates for length of ownership necessary for exhibiting. The following dates are set by the Missouri State Fair.

Beef Cattle	Steers/market heifers	3/1
	Breeding animals	6/1
Sheep	Breeding animals	7/1
	Market lambs	6/1
Swine	Breeding animals	90 days
	Breeding boars	Since farrowing
	Market hogs	90 days
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, but must meet the age eligibility by each individual judging event.
- 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 (4-H Online):

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 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, please see section IV:K.

4-H FOOD QUALITY ASSURANCE POLICY

By June 1, 2008, 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 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.
- **Complete or update your Volunteer Profile in 4-H Online.** Be sure to answer "yes" to the volunteer question.

MARIES 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** - Maries 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. Maries County Clover Kids may enroll in only one project and that project must be the Clover Kids Project, 481.
 3. Clover Kids will receive a participation ribbon for the items exhibited at the Fairs and Festivals. They will not be judged, but each county fair can decide whether or not to award Clover Kids with premiums.
 4. Clover Kids may not participate in any events that offer higher levels of participation.
 5. They will be recognized for completion only at Recognition Events.
 6. Clover Kids must pay State and County dues. The 4-H Council will determine payment of club dues.
 7. Each 4-H Club will determine if Clover Kids will be allowed to vote on club business.
 8. Clover Kids are exempt from project records.

9. 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 chaperone 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. Maries County's minimum completion requirements to receive a 4-H completion pin is:

1. A 4-H member must attend a majority of project meetings and/or 6 hours of instruction.
2. The 4-H member must complete the requirements of at least one project.
3. The 4-H member must attend at least 5 4-H Club meetings and either 4-H Recognition Night or Achievement Night of 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 requirements as well as County 4-H requirements to be a member in good standing.

IV. REGISTRATION, ENTRIES AND DUE DATES/TIMES:

It will be the policy of the Maries 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. FINAL ENROLLMENTS:

4-H Club enrollments should be submitted on or before November 1 to the University Extension Center. Enrollments will be final on January 1 of the program year. Final enrollments will determine participation in County/State 4-H events. Changes, deletion, or additions in 4-H members, 4-H projects or 4-H activities can be made up to March 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 Maries 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 for 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 representatives and/or 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.

* The Maries County 4-H Council will collectively act as an Executive Committee with the members representing Hawkeye 4-H Club, Highgate 4-H Club, Rising Stars 4-H Club, and Stockmasters 4-H Club. Specific offices will not be assigned, except for the office of the Treasurer. Youth are also welcomed to participate in the 4-H Council.

2. 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 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.
2. The 4-H Council shall hold a full 4-H Council meeting every other month starting in September. Therefore, a meeting will be held in September, November, January, March, May and July.
3. Three (3) shall constitute a quorum of the County 4-H Council with at least two of the county 4-H clubs represented.
4. Officers will be nominated and approved yearly. There are no term limits.
5. The election of officers shall be held at the regular meeting in November.
6. 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.

7. 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.
8. Council members unable to attend a Council meeting shall have the right to vote by proxy through a representative of their club. Written notice of the proxy must be carried by the representative.
9. 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.

MARIES COUNTY
AWARDS AND RECOGNITION

- I. TRIP SPONSORSHIP
- II. 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	MCIA – 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	
- III. 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
- IV. AWARDS DETERMINED THROUGH NATIONAL OR 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.
- V. 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.
- VI. 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
 - Missouri Key Award
 - Outstanding Secretary Award
 - Outstanding Scrapbook Award
 - Outstanding Treasurer’s Book Award
 - Service to Communities Recognition