



# Osage County 4-H Policy Handbook

UNIVERSITY OF MISSOURI  
 Extension

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# OSAGE COUNTY UNIVERSITY EXTENSION STAFF

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## SECRETARIAL SUPPORT IN OSAGE COUNTY

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## 4-H PURPOSE

4-H is the youth development program of MU Extension, in partnership with Lincoln University, the U. S. Department of Agriculture and local governments. 4-H and MU Extension programs are open to all persons.

The 4-H name and emblem (clover) are protected by federal laws. Individuals, clubs and groups who wish to use the 4-H name or emblem must follow the usage policies established by the U. S. Congress and the U. S. Department of Agriculture.

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

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 Osage County Extension Office at 573-897-2497 ext. 351, or contact county 4-H staff with any questions. Your questions and suggestions are always welcomed.

# BACKGROUND AND MISSION

Missouri 4-H is an active, dynamic organization of young people who are learning, growing and preparing to be the leaders of today and tomorrow – making a REAL difference in their community, country and world. 4-H gives youth opportunities to gain leadership, citizenship and life skills through fun and innovative hands-on activities. 4-H is committed to serving youth of all abilities.

## OUR MISSION

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

## OUR VISION

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

## 4-H COLORS

**GREEN:** Green, nature’s most common color, represents youth, life and growth.

**WHITE:** White symbolizes purity and high ideals.

## 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 By Doing”

## 4-H MOTTO

“To Make the Best Better”

## 4-H 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.

# 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.
  - a. Each 4-H Club must hold at least 8 meetings a year to be a recognized 4-H Club.
  - b. Community Clubs can establish additional club completion requirements for its members with the approval of county 4-H staff and a majority club vote.
  - c. Each club should have written by-laws which they are governed by.
- B. **4-H In-School Clubs & School Enrichment:** 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/Individual Membership:** Youth participating in a planned 4-H program as individuals without group affiliation. Enrolled individually in 4HOnline.
- D. **4-H After School Clubs:** These 4-H clubs meet 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 (SPIN) Club:** 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.
- F. **4-H Clover Kids:** The 4-H Clover Kids program is designed to introduce 5- to 7-year-olds to a variety of 4-H experiences. They may join in above types of membership. Clover Kids participate in county designated programs but not state wide opportunities. Osage County 4-H Council sets up guidelines for their participation in county events (i.e. fair). Check the 4-H Clover for current guidelines.
  - a. **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. Osage 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 Osage 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 will be recognized for completion only at recognition events.
6. Clover Kids must pay State dues. County dues optional – at the discretion of the Osage County 4-H Council.
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 raise large or small project animals.
10. Member may participate in OPEN Classes at the Osage County Fair as individual not 4-H Clover Kid.

#### 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.

#### 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 extracurricular 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.

#### 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. \$5 County Dues. Deadline to enroll is December 15.

4-H Online website: <https://v2.4honline.com>

#### 4-H YEAR COMPLETION REQUIREMENTS/MEMBERS IN GOOD STANDING:

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 Osage County 4-H Councils may establish completion standards for all 4-H Clubs within a County. Osage 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.

5. To participate/exhibit at the Osage County Fair, member must comply with 4-H Year Completion requirements including the Teen Option.

#### REGISTRATION, ENTRIES AND DUE DATES/TIMES:

It will be the policy of the Osage 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.

#### 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. It is requested that all other projects should be selected by Feb. 1st in 4HOnline.



## SHOW ME QUALITY ASSURANCE

The Show Me Quality Assurance (SMQA) program is a youth-focused training emphasizing good livestock management practices in the handling and use of animal health products. This program encourages youth involved in livestock projects to take an active role in the health of their livestock. By completing this program, youth demonstrate their commitment to animal production and producing safe and wholesome food. Completion of this program serves to benefit both the livestock and food industries, by reducing the risk of management-based incidents that could destroy consumer confidence in the food supply.

**Objective:** Increase the knowledge and awareness of Missouri youth about food quality issues related to animal production.

**Who should take SMQA:** All 4-H members enrolled in food animal projects (including beef, sheep, swine, dairy cattle, meat and dairy goats, rabbits, and poultry) must complete the appropriate level of the Show Me Quality Assurance (SMQA) certification to be considered 4-H member in good standing in that project. Additionally, members must complete their SMQA program by June 1 to participate in the Missouri State Fair. Other county good standing guidelines may also apply.

A refresher course is required when the 4-H member turns 14. After that is completed, the 4-H is certified through age 18.

### Definition of terms:

- **"Qualified to show"** means the member has participated in Missouri Show Me quality Assurance training within the current 4-H program year.
- **"SMQA Conditional Certified"** for youth age 8 to 13 by January 1 of the program year certification is conditional. To obtain the conditional certification status a member age 8 to 13 by January 1 has participated in two consecutive years of training. Once they obtain a conditional status, they do not have to take a refresher course until they are 14 by January 1 of the program year. Upon completion of the refresher course, they would be SMQA Certified for the remainder of their youth exhibition career in 4-H.
- **"SMQA Certified"** Youth in 4-H who attend one training after they have turned 14 by January 1 of the program year will be considered SMQA Certified and no further training will be required for the remainder of their 4-H exhibition career.

For more information, visit <https://extension.missouri.edu/programs/missouri-4-h/4-h-projects-opportunities/4-h-opportunities/4-h-food-quality-assurance-policy>

To complete the SMQA training, visit <http://aqebb.missouri.edu/smqa/>

## SCHOLARSHIPS:

### College Scholarships:

Connecting youth to higher education is a fundamental role of the 4-H program. The Missouri 4-H Foundation offers more than 60 college scholarships to young people of all backgrounds. Scholarship applications are available at <https://extension2.missouri.edu/programs/missouri-4-h-foundation/scholarships>. Applications are accepted between January 1 and March 1.

Fred Oehring 4-H Scholarship is available with priority given to Cole and Osage county members.

### Local Scholarships:

Osage County 4-H Council offers half scholarships to regional and area events depending on available funds to first time attendees. To apply, brief form to be submitted within 30 day window of event (before or after).

### Other Assistance:

Osage County 4-H Council strives not to exclude anyone due to monetary limitations. Please reach out to local YPA for further assistance.

**Kids Helping Kids:** Is a program devoted to helping Missouri 4-H members and their families in times of need by providing small financial grants to 4-H members who have gone through family hardships like natural disasters, medical emergencies, the loss of a loved one or other traumatic events. The grant application is handled by 4-H staff and administered by the State 4-H Council.

**4-H'ers Helping 4-H'ers:** The 4-H'ers Helping 4-H'ers fund was created by the State 4-H Council with the goal of providing scholarships to state events for 4-H members in financial need. All funds are under the authority of the Missouri 4-H Foundation, which will oversee the permanent endowment when we reach our goal of \$25,000.

### Trip Sponsorships:

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

## VOLUNTEERS

Volunteers are essential to the 4-H program. Adults and teens may apply for a variety of volunteer positions – being a 4-H council member, chairing a committee, leading a 4-H project group or 4-H club, teaching 4-H afterschool enrichment programs, helping at the county fair or serving as an adult chaperone at camp.

All volunteer applicants must go through an annual selection process. Program staff make the final selection based on the best match between applicant skills, interest and current program needs. Interested applicants should talk to their local 4-H staff to learn the most current application steps. The steps should be complete by 12/31 each year in order to get enthusiastic youth engaged in the program as soon as possible.

## VOLUNTEER REQUIREMENTS

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

1. **Enroll annually in 4-H Online**
    - a. Identify all projects to be led by the volunteer.
    - b. Make sure you answer YES to the volunteer question.
    - c. <https://v2.4honline.com/#/user/sign-in>
  
  2. **Complete 4-H Volunteer Orientation**
    - a. Complete the 4-H volunteer orientation, if you are a brand new 4-H volunteer applicant. The orientation helps new applicants learn basic terms, organizational structure and safety practices.
      - i. [Help guide to access the Orientation Training in 4-H Online 2.0 \(PDF\)](#)
        1. Website:  
<https://extension.missouri.edu/media/wysiwyg/Extensiondata/Pro/4h/Docs/GetInvolved/Volunteer/4HOHowSignUpForTrainings.pdf>
- 
3. **Complete the background check consent form –**
  - a. When enrolling in 4-H Online, you will complete the background check consent form online.
  - b. Background checks ARE required for all volunteers. Background checks are completed annually on all *active* volunteers. This includes any adult, age 18 or older, serving as an overnight chaperone who might be alone with 4-H youth.
  - c. Final Approval – Local 4-H staff review applicant data and make the best match between volunteer applicants and current volunteer roles. If you are approved for a volunteer role for the current program year (i.e., October 1<sup>st</sup> thru September 30<sup>th</sup>), the staff approves your 4-H Online profile. In that case, a message is sent to the email address as listed in your 4-H Online volunteer profile. If you are not selected as a volunteer for the current program year, the staff will send a letter or email to you regarding your status.

\*Requirements to complete volunteer orientations and background checks are at the discretion of Missouri State 4-H Faculty.

## VOLUNTEER AND STAFF CODE OF ETHICS

### **Work within the 4-H System.**

As a 4-H volunteer, I am accountable for my actions to the county 4-H Council, county University of Missouri Extension Council, Missouri 4-H Youth Development programs and University of Missouri Extension. If my personal conduct is deemed by these bodies to violate this agreement or if I fail to meet any stated policy, I know I may be relieved of my 4-H duties.

### **Provide a Safe Environment.**

I will not harm youth or adults in any way, whether through sexual harassment, physical force, verbal or mental abuse, neglect or other harmful experience.

### **Strive to be a Positive Role Model.**

By my example, I will help individuals learn to respect and cooperate with others. I will teach others to compete with honesty and fair play.

### **Work as a “Team Player” for the Good of All Persons.**

I will work cooperatively with other adult volunteers for the good of all involved in the program.

# AWARDS AND RECOGNITION

Recognition is available to 4-H members at all levels of involvement from project groups to our highest award, the Key Award. Recognition can occur during project meetings when a member is asked to demonstrate a skill they have mastered. It also occurs when older 4-H members compete for the chance to attend National 4-H Congress or National 4-H Conference.

\*Note: The only areas of the recognition model that are appropriate for Clover Kids are participation and cooperation. It is appropriate to start helping them understand or think about standards of excellence, but their performance should not be evaluated in relation to the standards. Recognition is important for Clover Kids, but it should be positive and non-competitive.

## CLUB AWARDS

Club Charter

Standards of Excellence

Missouri 4-H Foundation Community Service Grant

## MEMBER AWARDS

### COUNTY AWARDS

Member Completion Pins purchased by local 4-H Clubs (4-H Clubs have the option of ordering project completion pins.) More information: <https://extension.missouri.edu/programs/missouri-4-h/4-h-projects-opportunities/4-h-awards> (page 45 of Clover)

- Participation:
  - Clover Kid Pins
  - Membership & Completion Cards
    - Leaders Completion Certificates for 5 years and every consecutive 5th year Club Seals of Achievement
    - Outstanding Older 4-H'er Award
    - Graduating 4-H'er Award
- Standards of Excellence
  - Outstanding Secretary's Book Award
  - Outstanding Scrapbook Award
  - Outstanding Treasurer's Book Award
- Progress toward Personal Goals:
  - Project Record Completion
  - Missouri Key Award
  - Standards of Excellence
- Peer Competition Awards
  - State Excellence Awards
  - State 4-H Council
  - National 4-H Congress
  - National 4-H Conference
  - MFA Saddle Award

## STATE EXCELLENCE AWARDS

### DEMONSTRATIONS:

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

### AWARDS DETERMINED THROUGH MISSOURI SELECTION APPLICATIONS:

Level 1 Top State Applications will go to Regional Contest for 8-10 years

Level 2 Top State Applications will go to Regional Contest for 11-13 years

Level 3 Top State Applications will go to State Contest for 14-18 years.

***Every 4-H member who submits a Record Form will be recognized.***

## VOLUNTEER AWARDS

### **County Recognition:**

Friend of 4-H Award

Outstanding 4-H Volunteer of the Year Award

### **State Recognition:**

Frank Graham 4-H Volunteer Leadership Award: Recognizes exemplary volunteers who work with young people. The statewide recognition is awarded annually. Staff should email [4hyouth@missouri.edu](mailto:4hyouth@missouri.edu) for details about the award process.

Naomi Crouch 4-H Volunteer Leadership Award: Recognize volunteers and businesses or organizations that have made significant contributions to Missouri 4-H youth. The statewide recognition is awarded annually to two leaders and one business or organization.

Missouri 4-H Hall of Fame Award: Individuals who have created exceptional legacies of volunteer service and dedication to Missouri 4-H are recognized and honored with membership in the Missouri 4-H Hall of Fame. Induction into the Missouri 4-H Hall of Fame caps a lifetime of 4-H involvement. Award recipients will be recognized at the Missouri 4-H Hall of Fame induction ceremony, held annually during the Missouri State Fair by the Missouri 4-H Foundation.

4-H Champion Award: