ST. CROIX COUNTY 4-H LEADER'S ASSOCIATION
SEPTEMBER 20, 2016 AGENDA

St. Croix County UWEX Office
1960 8th Ave, Suite 140
Baldwin WI 54002

715-531-1930
715-684-2666 (fax)

Heather's email: heather.vierling@ces.uwex.edu
Melissa's email: melissa.heath@co.saint-croix.wi.us
County web page: http://stcroix.uwex.edu/4-h-youth-development/

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President
DaNell Jamieson
Wilson, (715) 698-3663
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President-Elect
Lori DeBoer
Clear Lake, (715) 263-4201
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Secretary
Tracy Renn
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Treasurer
Beth Sippl
Hammond, (715) 338-1159
bethsippl@yahoo.com

Past President
Jackie Kumm
New Richmond, (715) 381-3744
Jackiekumm@edinarealty.com

Representative to the St. Croix County Fair
Jackie Kumm

Members
One representative from each 4-H Club

4-H Leader's Association – ANNUAL MEETING
September 20, 2016 @ 7:00pm
Ag Services & Education Center, Baldwin
To call in (Polycom): 1-866-244-1377 Password: 5863291#

Call to Order/Introductions of Guests (if any): DaNell
Secretary's Report and Correspondence: Tracy
Treasurer's Report: Beth

Committee (Liaison) Reports: Chartered and Non-chartered

Ambassadors:	Livestock:
A.S.T.E.A.M.	Llama:
Cat:	MTE:
Clothing:	Photography:
Clover College:	Poultry:
Clover Cooking:	Rabbit:
Dairy:	Softball:
Dog:	Shooting Sports:
Food Stand:	STEM Club:
Fair Board:	Velocity:
Finance:	WI Tour:
Food & Nutrition:	
Golf Classic:	
Horse:	

Old Business
- Fair Book Changes
- Plat Book Covers
- Leaders Banquet
- Any other old business (for discussion only)

New Business
- Grants
- M.E. Interview Committee
- County Committee Sign Ups
- Election of 2016-2017 Officers
  - Vice President
  - Secretary
  - Fair Board Liaison
- 2016-2017 Budget
- 2016-2017 By-Law Changes
- 2016-2017 St. Croix County Policy Changes
- Any other new business (for discussion only)

Announcements:
Next meeting:
- Leaders Banquet – October 4 @ 6pm at the Baldwin Legion
- Meeting – October 18, 2016 @ 7pm at the UW-Extension Office

St. Croix County 4-H Fund Grant Application

1. Name of club/committee/individual making request.
   Wildwood 4H Club
2. Amount of request: $ 500
   (or more if you want)
3. Describe in detail the project or purpose for which funds are being requested.
   (Attach additional sheets if needed.) This year, Wildwood will be assisting Halos of the St. Croix Valley by forming a sewing project group. Members will collect unwanted wedding dresses and make them in to "Angel gowns" for babies in the area who have died. In addition to this, we would like to do a financial contribution. Halos helps to pay for funeral expenses for infants ~~in our area who die~~ children, and young adults in our area, who die unexpectedly.
4. Indicate whether the grant requested from the fund will cover the entire cost of the project.

   ☒ Yes ☐ No

   If no, please indicate the total cost and describe other source of funds.

5. How many people involved/affected: unknown
6. Describe how the proposed grant will benefit or promote the St. Croix County 4-H program.
   It doesn't so much promote 4H as it promotes awareness and civic duty/compassion.

Signature: Laura L. Kennett Date: Sept 1, 2016

Send to: St. Croix County UWEX Office, 1960 8th Ave., Suite 140, Baldwin, WI 54002, Attention Grant Fund.

STCR 4H Leaders Council
Profit & Loss Budget Overview
July 2016 through June 2017

	Jul '16 - Jun 17	
Ordinary Income/Expense		
Income		
4H Food Booth		12,000.00
5K Run		1,000.00
Club Dues Income		3,625.00
Investments		
Dividend, Interest (Securities)	250.00	
Total Investments		250.00
Platbooks		
Platbook Sales	600.00	
Total Platbooks		600.00
Scholarships		
Endowment	400.00	
Scholarships - Other	500.00	
Total Scholarships		900.00
Special Events Income		
ASTEAM	600.00	
Clover College	850.00	
Day Camp	250.00	
Education Corner Fair	0.00	
Foods Day	500.00	
Total Special Events Income		2,200.00
The Clover Store		1,000.00
Total Income		21,575.00
Expense		
5K		500.00
Adult Leadership		
Adult Education or Cerification	400.00	
Fall Forum	2,000.00	
WI Leadership Council	600.00	
Total Adult Leadership		3,000.00
Banquet		
Awards	450.00	
Door Prizes	150.00	
Entertainment	200.00	
Food	650.00	
Total Banquet		1,450.00
Business Expenses		
Business Registration Fees	25.00	
Total Business Expenses		25.00
Clover Store		500.00
Operations		
Fair Board from Dues	360.00	
Insurance	3,000.00	
Mapping Solutions Platbooks	150.00	
Postage, Mailing Service	150.00	
Supplies	150.00	
Telephone, Telecommunications	100.00	
Total Operations		3,910.00

STCR 4H Leaders Council
Profit & Loss Budget Overview
July 2016 through June 2017

	Jul '16 - Jun 17	
Other Types of Expenses		
4H Promotion		
Education Corner Fair	700.00	
Scrapbook	200.00	
Showcase	100.00	
Window displays	200.00	
4H Promotion - Other	600.00	
Total 4H Promotion	1,800.00	
Advertising Expenses	500.00	
Memberships and Dues	2,125.00	
Total Other Types of Expenses		4,425.00
Sales Tax		2,000.00
Scolarships		
Evelyn Wilbur (400) Education	400.00	
Gail Dorsey (400) Heath & Human	400.00	
Horse	250.00	
STCR County 4H (400)	1,600.00	
Tom Dorsey (250)	250.00	
Utecht Scholarship Nursing	250.00	
Total Scolarships		3,150.00
Special Events		
4-H day camp	650.00	
4H Camp	0.00	
ASTEAM	1,000.00	
Clover College	1,500.00	
Food Day	1,500.00	
Total Special Events		4,650.00
State Activities		
Art Team	250.00	
Drama Company	250.00	
Press Team	250.00	
Showcase singers	250.00	
State Fair Exhibits	600.00	
State Fair Lodging	2,500.00	
Total State Activities		4,100.00
Trips		
Advance Space Camp	650.00	
American Spirit	1,800.00	
Citizen Washington Focus DC	2,400.00	
Inaugural	1,200.00	
International Youth	1,250.00	
National Conference DC	1,200.00	
National Congress Atlanta	1,200.00	
Space Camp	2,100.00	
Space Camp Counsler	250.00	
WI 4H Conference Madision	3,250.00	
WI Tour	2,000.00	
Total Trips		17,300.00

STCR 4H Leaders Council
Profit & Loss Budget Overview
July 2016 through June 2017

	Jul '16 - Jun 17
Youth Leadership	
Ambassadors	350.00
Fall Forum	2,000.00
Softball	300.00
Velocity Show Choir	750.00
WI Leadership Council	400.00
Total Youth Leadership	3,800.00
Total Expense	48,810.00
Net Ordinary Income	-27,235.00
Net Income	**-27,235.00**

~~2015-2016~~ 2016-2017 BY-LAWS
ST. CROIX COUNTY 4-H LEADERS ASSOCIATION
(Approved ~~11-17-15~~ 09-20-16)

ARTICLE I - NAME AND PURPOSE

Section I - The name of this organization shall be the St. Croix County 4-H Leaders Association.

Section II - The purpose of this association shall be:

a. To assist the UW Extension Office in planning, conducting, and evaluating the yearly 4-H program.
b. To select council members.
c. To promote and support the program of 4-H and youth work in St. Croix Co.
d. To encourage new ideas and assist in training of local leaders.

ARTICLE II - NON-PROFIT EDUCATION ORGANIZATION

The St. Croix County 4-H Leaders Association is a chartered subsidiary of the National 4-H non-profit educational organization. Any funds received by the organization for carrying out its purposes shall not accrue to the benefit of individual members.

ARTICLE III - DISSOLUTION

Upon dissolution of the St. Croix County 4-H Leaders Association, any assets remaining shall be conveyed to a 4-H Youth Development Program or 4-H Youth Development Foundation as selected by the affirmative vote of the majority of association members entitled to vote.

ARTICLE IV - MEMBERSHIP

Section I - Active Membership

a. All enrolled 4-H Adult Leaders and Ambassadors are members of the St. Croix County 4-H Leaders Association.
b. All adult 4-H Leaders must complete the Wisconsin 4-H Youth Protection Policy to be enrolled. The Policy includes:
    - Enroll through 4-HOnline.com
    - A volunteer application with permission to conduct a background check
    - ~~2~~ 3 Hour Youth Protection ~~Policy Orientation~~ Training
    - A volunteer expectation behavior form
c. The St. Croix County 4-H Leaders Association provides affirmative action and equal opportunity in education, programming and employment for all qualified persons regardless of race, color, gender, sex, creed, disability, religion, national origin, ancestry, age, sexual orientation, pregnancy, marital or parental status, arrest or conviction record or veteran status.

Section II - All members of the association have voting privileges. One vote per club or chartered committee.

ARTICLE V - MEETINGS

Section I - Meetings of the Association shall be held as needed, however, there shall be at least one annual meeting.

Section II - Roberts Rules of Order shall be considered as satisfactory guidance in conducting meetings.

ARTICLE VI – COMMITTEES

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Section I – Chartered Project Activity Development Committees are: Ambassadors, Dairy, Dog, Horse, Llama, Livestock, Softball, Shooting Sports, ~~Show Choir~~ Velocity, and 4-H Food Stand.

a. Committees will provide an educational program for their project and/or activity area.
b. Representation on committees consists of adult and junior leaders.
c. All adults serving on committees as an officer must go through the WI Youth Protection Training and become a certified 4-H volunteer.
d. Notification of all committee meetings including the agenda and minutes shall be emailed to the 4-H Youth Development Agent.
e. Committees will inform the St. Croix County 4-H Leaders Association of all significant proposed changes in programs, operations, or fundraisers they have planned.
f. A copy of the current rules and/or regulations for the project must be on file at the UW-Extension Office.
g. Those committees which have a written set of regulations shall hold at least one meeting a year to review the rules.
h. An annual committee report of program, activities, assets, and future direction is to be presented at. a leaders Association meeting. Annual presentations to be scheduled.
i. Each committee Treasurer is responsible for submitting a yearly financial statement with charter.
j. Special or new committees may be appointed by the President of the Association.
k. All committees are responsible for any financial charges they make.
l. Upon dissolution, all funds revert to the St. Croix County 4-H Leaders' Association.
m. Project and activity committees who do fundraising activities must have their own bank accounts and be chartered according to the WI 4-H Policies and renewed annually.
n. Food Stand equipment purchases which exceed $500 must be approved by the food stand manager and the Leaders' Association. Equipment purchased will be the property of the 4-H Leaders' Association.
o. Clubs and committees which sign up to work a shift by July 1st in the 4-H Food Stand may receive a portion of the food stand profits. Youth must be at least 12 years old to work in the food stand, unless directly supervised by an adult.

Section II – Non-Chartered Project Committees are: Cat, Clothing, Foods and Nutrition, Mini Talent, Photography, Poultry, Rabbit, ASTEAM Academy, Golf Classic, Clover College, and WI Tour.

a. Committees will provide an educational program for their project and/or activity area.
b. Representation on committees consists of adult and junior leaders.
c. Notification of all committee meetings including the agenda shall be published in the 4-H Communicator and/or County 4-H website for the purpose of inviting all interested youth members, leaders, and parents.

ARTICLE VII - COUNTY DISTRICT ASSIGNMENTS AND FUNCTIONS

Each club must have one representative present at each council meeting. One club representative and each officer will receive one vote per motion brought to the board. Club representation can be a shared duty. The districts described below shall be used for representation and functions as determined by members of the St. Croix County 4-H Leaders Association. They can be from the club or area:

Section I - **St. Croix County 4-H Clubs consist of:**

Baldwin Wide Awake
Bellringers
Double Good
Dry Run Go Getters
Forest Timberwolves
Glen Hills Climbers
Golden Fireballs
Harmony Hill
Lone Pine
Lucky Horseshoes
North Country
Riverside
Roberts Ribbon Reapers
Rolling Hills
Rustic Renegades
Springbrook
Sunnyside Shamrocks
Trail Blazers
Tri River Voyagers
Wildwood

a.) All new 4-H clubs will receive $100.00 for startup funds.

ARTICLE VIII - OFFICERS OF THE 4-H LEADERS ASSOCIATION

The officers of the Association shall be the President, Vice President, Secretary, Treasurer, and Past President of the Leaders Association.

ARTICLE IX - LEADERS ASSOCIATION

Section I - Membership and Terms of Office: This council should consist of club representatives and officers. St. Croix County Extension Agents shall serve as ex-officio mentors. A quorum of the council shall be one over half voting membership.

a. Association members are selected by adult leaders from club.
b. The Ambassadors may elect a voting representative for the Leaders Association. The agenda will have a standing item of Ambassadors for Representatives to update and discuss recent and upcoming activities. Youth are encouraged to participate in the Leaders Association meeting and activities.

Section II - Officers of the 4-H Leaders Association and terms of office.

a. The Officers: Elections for Vice President, Secretary, and Treasurer will be held at the August / September meeting of the St. Croix County Leaders Association and the induction of the President, Vice President, Secretary and Treasurer will be held at the St. Croix County Leaders Association Annual Banquet. Offices shall be held by adults except with the possible exception of the Secretary.

b. Duties of the Officers
   1. President (one-year term) - Plan and preside over all meetings of the Leaders Association. Preside over the Leaders' Banquet. Appoint special committees and call special meetings of the Association as necessary.
   2. Vice President (a 2-year term, second year of the term is as President) - Assist the President in his/her duties and assume the President's duties when he/she is unable to fulfill them. The Vice President will assume the Presidency the following year. All adult members are eligible for the office of Vice-President. Should a member be elected the second year of their second term, that member will remain on the Leaders Association for an additional year as the Association President. Every other term the Vice President will be an authorized signature on all checking accounts, savings, and Certificates of Deposit for the St. Croix County 4-H Leaders' Association. In the event the Leader's Association Treasurer is unable to fulfill his/her duties, the Vice President would fill the Treasurer's position until a new Treasurer is elected.
   3. Secretary (one-year term, may serve two consecutive terms) - Record minutes of all meetings of the Association and submit them promptly to the Extension Office. Maintain records of all 4-H Leader Association minutes and correspondence. Submit minutes of previous meeting at all Association meetings. The minutes will be available on the 4-H website.
   4. Treasurer - The position of the Treasurer is a 3 year term. The first year they work with the current treasurer. The last year (3rd) of their term, they will be an advisor and work with the new treasurer. An individual can serve two consecutive terms with a max limit of 6 years. Maintain accurate and up-to-date financial records of the 4-H Leaders' Association. Collect and disperse funds as authorized by the 4-H Leaders Association and requested by the 4-H Youth Development Agent. Give financial report at all 4-H Leaders' Association meetings and upon request. The Treasurer will maintain all county, club and committee financial records at the St. Croix County UW Extension Office. He/she must work with the 4-H Agent to file county, club and committee tax records by the deadline and submit records for an audit.
   5. Past/outgoing president will remain active on Leader's Association for one additional year period after end of term.

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Section III - Functions of the 4-H Leaders' Association

a. Prepare annual 4-H Leaders' Association budget. They have the authorization to receive and disburse funds of the county 4-H Leaders' Association. Conduct an independent audit of the treasurer's books every year.
b. Serve as a contact person between 4-H clubs and the Association.
    1. Solicit input from 4-H Leaders in their district relative to 4-H program concerns, issues, and problems.
    2. Communicate Council decisions and policies to their represented leaders.
    3. Serve as a liaison for county committees.
c. Attend and participate in 4-H Leader meetings.
    1. Members shall attend monthly Association meetings (except July and December) on the third Tuesday night of the month or as the President deems necessary. Members shall notify the President or the 4-H Youth Development Agent if unable to attend. Two un-notified absences shall generate a written request from the Council President or 4-H Youth Development Agent to request their presence.
    2. Attend the Annual 4-H Leader Association meeting.
    3. Attend district, state, and regional 4-H leader conference whenever possible.
    4. Help plan, conduct and attend Annual Leaders Recognition Banquet
d. Help appoint and work with committees, representing their clubs.
e. Assist annually to identify needs, establish goals, and develop an action plan for the county 4-H program.
f. Serve as resource persons for county and district leader training.
g. Adult Leader Association Members and other adult leaders select recipients of 4-H awards and honors. All 4-H Leaders Council members select county sponsored club awards and honors. Extra meetings may be held for this purpose.
h. Each club is encouraged to have one representative attend monthly Leaders Association meetings, with a goal for clubs to attend at least five meetings throughout the 4-H year.

Section IV - Fair Board Representative

a. One 4-H Leader shall be selected by the St. Croix County Leaders' Association to serve as a voting member of the St. Croix County Fair, Inc.
b. Term is for 2 years with reappointment possible after 2 years. At the end of the second term the representative will be re-selected by the St. Croix County 4-H Leaders' Association if position is vacant.
c. Representative attends meetings of St. Croix County Fair, Inc. to represent the 4-H program needs.
d. Representative reports at the 4-H Leaders Association Annual Meeting and as needed, may also serve as a member of the St. Croix County 4-H Leaders' Association.

ARTICLE X - AMENDMENTS TO BY-LAWS

By-Laws may be amended at any St. Croix County 4-H Leaders' Association meeting by a simple majority vote of the members present. Association members must receive written proposed By-Law changes at least one week in advance of a vote to change the By-Laws.

ARTICLE XI - MEMBERSHIP AND PARTICIPATION OF YOUTH IN 4-H CLUBS

Youth in Kindergarten are eligible to enroll in the Wisconsin 4-H Youth Development Program. Youth will continue to be eligible for membership through the next 4-H year following their graduation from high school. The University of Wisconsin-Extension provides affirmative action and equal opportunity in education, programming and employment for all qualified persons regardless of race, color, gender/sex, creed, disability, religion, national origin, ancestry, age, sexual orientation, pregnancy, marital or parental, arrest or conviction record or veteran status.

Committee Guidelines:

University of Wisconsin-Extension grants a 4-H Charter to a group or committee in order to formally recognize its affiliation with 4-H and give it permission to use the 4-H name and emblem. All groups or committees that handle finances and have a checkbook must be chartered. To be a Chartered 4-H Group or Committee in Wisconsin, the following requirements must be met and maintained:

- Group or committee name
- Adult leadership that has been approved through the Youth Protection process
- Educational plan which meets the purposes of the 4-H program
- Youth involvement in leadership, decision-making and voting privileges.
- Meet on a continuing basis
- Have written operating guidelines, bylaws or constitution approved by the members to govern the group or committee
- Open to any youth eligible for 4-H membership, regardless of race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, and marital or parental status.

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~~2015-2016~~ 2016-2017 St. Croix County 4-H Policy and Procedures

(Approved ~~11-17-15~~ 09-20-16)

1. University of Wisconsin-Extension grants 4-H Charters, which formally recognize a group's affiliation with 4-H and grant that group permission to use the 4-H name and emblem. To be a chartered 4-H Club in Wisconsin, the following requirements need to be met and maintained:

- Club name
- Five or more youth from at least three families
- Adult leadership that has been approved through the Youth Protection process
- Educational plan which meets the purposes of the 4-H program
- Youth involvement in leadership, decision-making and voting privileges
- Meet on a continuing basis
- Have written operating guidelines, bylaws or constitution approved by members to govern the club
- Open to any youth eligible for 4-H membership, regardless of race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, and marital or parental status.

2. Dues are set at $5.00 ($1.50 for State, 1.00 for County, $2.00 for insurance $.50 for Fair Board. Enrollments will not be accepted without dues payment. The deadline for clubs to pay their dues to the Leaders Association is March 15. Failure to pay dues will result in non-renewal of 4-H Charter.

3. All 4-H Clubs and Committees are required to submit a financial record, an inventory of all assets, a calendar of events, and audit report to the UWEX office annually. All clubs and committees are responsible for any financial charges they make.

4. If four or more members enroll in a project, it is the responsibility of the club to provide resources unless a countywide committee exists.

5. Clubs are expected to hold 10 club meetings throughout the year.

6. The 4-H club year runs from October 1 - September 30. Fiscal year runs from July 1-June 30~~, as of July 1, 2011~~.

7. Upon dissolution, any 4-H Club with assets must turn over those funds to a recognized 4-H Club or group with the approval of the St Croix County 4-H Leaders Association and the County 4-H Youth Development Agent.

8. Every club must have at least one representative attend the workshop and help sell plat book ads when the county 4-H-Association decides to publish a new St. Croix County Plat Book. (Dependent upon plat book cycle.) If a representative does not attend, a charge of $100 will be assessed to the club to cover costs of publishing.

MEMBERSHIP

1. Youth in Kindergarten are eligible to enroll in the Wisconsin 4-H Youth Development Program. Youth will continue to be eligible for membership through the next 4-H year following their graduation from high school. The University of Wisconsin-Extension provides affirmative action and equal opportunity in education, programming and employment for all qualified persons regardless of race, color, gender/sex, creed, disability,

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religion, national origin, ancestry, age, sexual orientation, pregnancy, marital or parental, arrest or conviction record or veteran status.

2. Kindergarten, 1st and 2nd Graders will participate as Cloverbuds. 3rd Graders will participate as Explorers.

3. Re-enrollment deadline for 4-H is November 15. New members must be registered by March 1 may participate in the 4-H program and County Fair without restrictions if they have met all the guidelines for the projects and activities in which they have enrolled and participate in. Youth members that are re-enrolling but with a different club must be registered by November 15.

4. WHAT ARE 4-H MEMBERS EXPECTED TO DO?

   a. Be a member of an organized club and attend regular meetings.

   b. Enroll in and successfully complete a challenging individual or group project.

   c. Complete a self-evaluation of each project enrolled, as well as club experiences in the past year.

   d. Strive to do the best you can.

   e. Read, check box in 4HOnline.com and sign paper copy of the code of conduct/behavior expectations and give to your General Operational Leader.

5. WHAT ARE 4-H PARENTS EXPECTED TO DO?

   a. Help member select the right projects.

   b. Help to provide financial aid in starting projects.

   c. Give encouragement and supervision with projects.

   d. Provide a place for records and other club materials in the home.

   e. Help members set standards of sportsmanship and honesty.

   f. Be willing to help when called on by the 4-H Club.

   g. Read, check box in 4HOnline and sign paper copy of the code of conduct/behavior expectations and give to your General Operational Leader.

6. Adult 4-H Leaders must complete the Wisconsin 4-H Youth Protection Policy which includes:

   a. A volunteer application with permission to conduct a background check

   b. ~~2~~ 3 Hour Youth Protection ~~Policy Orientation~~ Training

   c. A volunteer expectation behavior form returned yearly with leader enrollment materials.

   d. Enroll through 4-HOnline.com

PROJECT ENROLLMENT

1. All Kindergarten, 1st, and 2nd Graders must enroll in the Cloverbud Project. Cloverbuds are not eligible to participate in any animal or shooting sports projects.

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2. All 3rd graders must enroll in the Exploring Project. Explorers may exhibit one animal at the Fair (see Special Activities, 1 - d.). Explorers are not eligible for the Meat Animal Program ~~or shooting sports~~.
3. Project Enrollment is unlimited.

REQUIREMENTS FOR MEMBER IN GOOD STANDING

1. A member must attend 5 club meetings. A county meeting, attended the same night, may be substituted. Club project meetings, softball games or practices are not included. General Organizational Leaders and/or Leaders Association Executives are to determine achievement of members unable to attend 5 meetings.

2. Must give one talk or demonstration. This can be given at a project or general meeting or a county events (such as Mini Talent Explosion, Foods Revue, etc.).

3. Exhibit at least one entry for each project in which a member is enrolled. Entry could be exhibited at the Fair, at a club tour, a local Project meeting or by a certified 4-H volunteer leader or the county 4-H agent.

4. Member must complete a self-evaluation of all projects enrolled in and club experiences for the year. Format of evaluation is to be determined by the individual club (examples may include: traditional record book, scrapbook, journal, audio or video tape, a PowerPoint presentation, a resume and cover letter, or an interview with adult leaders).

5. Evaluations should be reviewed by the General Organizational Leader or club evaluation committee.

6. A committee of leaders in a club shall make the final determination of successful completion and award selection for the members of the club. This information is sent to the county office for use in ordering awards and filed with the club's permanent records.

7. If a member does not complete items 1-4 above the member will not be eligible for scholarships, awards, and trip opportunities funded by the Leaders Association.

PROJECT AND MEMBERSHIP AWARD PROGRAM

1. Selection of county award winners is done by volunteer 4-H leaders ~~and junior leaders in a local club.~~

2. To be eligible for county awards, members must have successfully completed the current 4-H year.

3. Grades for project awards selected by the Club:

   a. Cloverbud grades Kindergarten-2

   b. Exploring grade 3

   c. Grades 4 - 7

   d. 8th Grade and Over

   e. Youth Leadership

   A member may receive only one county 4-H Project disc in a year, with the exception that older members may also receive a Youth Leadership Award.

4. Pins for 1st, 5th and 10 year members, and graduates will be awarded at the end of the year.

5. Awards for outstanding graduate will be presented upon nomination by club leader. This award is suggested for high school seniors.

6. Clubs are encouraged to recognize member accomplishments.

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COUNTY AWARDS AND TRIPS (Application or ME Form is required for these awards/trips as well as successfully completing the previous year.)

1. High school seniors & graduates presently enrolled in 4-H are eligible to apply for St. Croix County Leaders' Association Scholarships.

2. The Helen Holzer Club Leadership award is presented to two boys & two girls who have exhibited outstanding leadership at the club level.

3. The Florence Jensen County Leadership Award is presented to two boys and two girls who have exhibited outstanding leadership at the county level.

4. Key Award is presented to 4-H members in 9th grade or older, and must have completed at least three years of 4-H and one year of youth leadership.

5. Members may receive each individual award only once: 4-H Scholarships, Helen Holzer Club Leadership Award, Florence Jensen County Leadership Award, Key Award, Farm Bureau Boy and Girl, Outstanding Dairy Member and Outstanding Livestock Member, Outstanding Breeding Stock Member and Horse Scholarship.

6. Betty Utecht Forgivable Loan is awarded to a 4-H member or alumni in a 2 - 4 year nursing program.

7. Trips:
   a) An M.E. Form is required for ~~all trips listed below not in capital letters.~~ the following trips.
      - Space Camp (6-8 grade) - April
      - WI 4-H Youth Conference (7-10 grade) - June
      - American Spirit (8-10 grade) - June
      - Washington Citizenship Focus (10-12 grade) – June/July
      - National 4-H Congress (10-12 grade) - November
      - International Opportunities (6-12 grade) – June/July
   b) All youth attending any 4-H trip opportunities that require an M.E. application must complete and turn in a trip check off form by November 1.
   c) Failure to complete and return a trip check off form youth will not be eligible for future trips and scholarships.
   d) For all M.E. trips, with the exception of Space Camp, youth under 10th grade must attend with Wisconsin 4-H Youth Conference before they will be approved for any other trip.
   e) If a youth is awarded a trip and decides to back out, the youth must work with the 4-H agent to find an alternate to take their place or pay the full cost of the trip.

~~- ART BEAT (3rd – 5th grade) – WI Dells, February/March~~
~~- ART CAMP (6th – 8th grade) – WI Dells, October~~
~~- ART LAB (9th – 12th grade) – WI Dells, January~~
~~- IW2K CAMP (6th – 8th grade) – WI Dells, April~~
~~- WINTER CAMP (8th – 12th grade) – Delta / Drummond, January~~
~~- BADGER DAIRY CAMP (6th – 12th grade) – Madison, May/June~~
~~- FALL FORUM (9th – 12th grade) – WI Dells, November~~
~~- CO-OP YES (10th – 12th grade) – varies, March~~
~~- YELL (6th – 12th grade) – Eau Claire, May~~
~~- YOUTH AS PARTNERS IN CIVIC ENGAGEMENT CONFERENCE (8th – 12th) – WI Dells, November~~
~~- WISCONSIN TOUR - (4th – 6th grade) – varies, July/August~~
~~- Wisconsin 4-H Youth Conference (7th - 10th Grade) - Madison, June~~
~~- American Spirit Leadership Program (8-10th grade) – Pennsylvanian, Massachusetts, New York, Canada, June~~

- ~~National Park Tour – American Spirit West (9th – 12th grade) – South Dakota, Wyoming, June/July~~
- ~~Leadership Washington Focus (7th – 9th grade) – Washington D.C., June/July~~
- ~~Citizenship Washington Focus (10th – 12th grade) – Washington D.C., June/July~~
- ~~Space Camp (6th – 8th grade) – Huntsville, AL, April~~
- ~~Advanced Space Camp (10th – 12th grade) – Huntsville, AL, January~~
- ~~National 4-H Congress (10th – 12th grade) – Atlanta Georgia, November~~
- ~~National 4-H Conference (10-12th grade) – Washington D.C., April~~
- ~~Canadian National Conference (10th – 13th grade) – Toronto, Canada, November~~
- ~~National Dairy Conference (10th – 12th grade) – Madison, September/October~~
- ~~National 4-H Youth Summit (9th – 12th grade) – Washington D.C., November/January/February~~
- ~~Wisconsin Leadership Council (9th – 11th grade) – varies, 2 year commitment~~
- ~~Wisconsin Drama Company (9th – 13th grade) – varies, 1 year commitment~~
- ~~Wisconsin Showcase Singers (9th – 13th grade) – varies, 1 year commitment~~
- ~~Wisconsin Art Team (8th – 13th grade) – varies, 1 year commitment~~
- ~~Wisconsin Press Team (9th – 13th grade) – varies, 1 year commitment~~
- ~~International 4-H Youth Exchange (IFYE) (6th – 12th grade) – countries dependent on travel year~~

For the safety of the 4-H members in an exchange program, all family members 18 years and older of the host family must complete the following requirements

a. A volunteer application with permission to conduct a background check

b. ~~2~~ 3 Hour Youth Protection ~~Policy Orientation~~ Training

c. A volunteer expectation behavior form returned yearly with leader enrollment materials.

d. Enroll through 4-HOnline.com

In addition, parent(s) of the host family are required to attend a host family orientation.
4-H Leaders who have completed the Youth Protection ~~Policy~~ Training and have annually enrolled need only to attend the host family orientation.

8. Family accounts from previous trips must be paid in full for family members to be eligible for future trips.

9. Financial assistance is available through the 4-H Leaders Association.

SPECIAL ACTIVITIES

1. County Fair

a. In order to be eligible to exhibit at the County Fair a member must attend 5 **club meetings** (a county meeting attended the same night may be substituted, softball practice/games are not included) from Sept. to fair entry deadline. General Organizational Leaders and/or Leaders Association Executives are to determine situation of members unable to attend 5 meetings. Youth are considered in good standing, if the General Leader ~~turns in the Fair Entry form.~~ receives and accepts exhibit entries.

b. Members must have successfully completed the previous year, unless they are 1st year members. If a member changes clubs the Organizational Leader of the current club must verify successful completion of the previous year with the previous club's General Organizational Leader upon enrollment.

c. The death of a project animal during the year should not count against the completion record of a member. Any other hardship case regarding the project or the member should be reported to the General Organizational Leader.

d. Explorers may exhibit one animal. Refer to the Fairbook for project regulations.

e. Cloverbuds are not eligible to exhibit in an animal or shooting sports project per project guidelines.

f. New members officially enrolled in the 4-H program by March 1, must meet all the project guidelines, and requirements for the projects they have enrolled in to show at the county fair.

2. Mini-Talent Explosion

Refer to Mini-Talent Explosion Guidelines.

3. State Fair Participation

a. State Fair Music - participating clubs will be chosen at the Mini Talent Explosion.

b. Demonstration participants may be chosen at the Mini Talent Explosion or nominated by their General Organizational Leader.

c. Activity Station participants may be nominated by their General Organizational Leader.

4. Dairy Judging

a. Team members participating in a National Contest in Madison cannot participate on the county dairy judging team in future years.

5. Softball Program

a. Members must have attended 5 **club meetings** (a county meeting attended the same night may be substituted, softball practices/games not included) before May 1.

b. Members must have achieved the previous year, unless they are first year members. If a member changes clubs the General Organizational Leader of the current club must verify successful completion of the previous year with the previous club's General Organizational Leader upon enrollment.

c. Coaches must submit a complete roster of players to the General Organizational Leader of each club on their team. General Organizational Leaders will verify players for eligibility.

6. Ambassadors

1. Member must be in the 7th grade or older

2. Member must have successfully completed the previous year

3. To be selected, Ambassadors must fill out a written application form, meet the qualifications on the form, and complete an interview process.

YOUTH 4-H CODE OF CONDUCT

4-H members represent their county 4-H program. It is important to behave in a manner that reflects positively on 4-H. All members participating in a 4-H activity are expected to adhere to this code of conduct:

1. Demonstrate healthy choices. Possession and/or use of alcohol, tobacco, weapons, illicit drugs or medications(s) is forbidden. Adults overseeing the activity need to be informed of medication prescribed to the member and/or over the counter medications approved by the parent(s).

2. Exhibit mutual respect for all participants. Use of language and gestures found to be objectionable to others is not permitted.

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3. Use good judgment in dress. Revealing attire is not acceptable, such as extremely low cut tops, short shorts or thong back swimming suits are not allowed. Do not wear t-shirts with obscene language/pictures or with drug, tobacco or alcohol advertising.

4. Avoid public displays of affection. Necking, kissing and sexual activity will not be tolerated.

5. Be respectful of property and facilities. Do not damage or destroy public or private property.

6. Behave in accordance with applicable federal, state and municipal laws.

DISAPLINARY ACTION / GRIEVANCE PROCESS

Supervising adults will take the following steps for grievances or violations of this code of conduct:

1. Counsel with involved members privately to reach an understanding and stop the inappropriate behavior.

2. Take disciplinary actions at the time of occurrence. This may consist of restriction of privileges, apology to the group, additional duties, etc. Physical punishment is not appropriate.

3. Inform parents and 4-H Youth Development Agent of misbehavior at time of occurrence if supervising adult feels severity of situation warrants such immediate notification.

4. When the infraction is serious, decide as part of a committee of at least two adults to remove a member from the activity and send him/her home immediately.

5. Write a letter describing the disruptive behavior to be sent to the member's parents within 10 days after the activity with copies also being sent to the general leader and Leaders Association via the UW-Extension Office.

Parents or guardians can take the following steps for grievances or violations of code of conduct:

1. Contact club general leader to counsel with involved members privately to reach an understanding and stop the inappropriate behavior.

2. If general leader cannot remedy or resolve, or parent wishes to appeal the decision, then a letter must be written describing the situation and their position within 10 days after the activity to the Leaders Association via the UW-Extension Office.

Consequences of violations will result in the following disciplinary action:

1. Families of members removed from the activity will be responsible for the members' transportation home. Members removed from the activity will wait with the supervising adult until parents arrive.

2. If damage/destruction of property occurred, members will be assessed for the cost of the damages and repairs.

3. Members who have violated the code of conduct will become ineligible to participate in ANY county, district, regional, state and national events for a period of 12 months from the time of the violation. Examples of activities which members may become ineligible for include softball, County Fair, Mini Talent Explosion, camp, trips, ~~District Talent Explosion~~, Area Animal Science Days, district shows and fairs, Wisconsin State Fair, state 4-H events, etc. Participation in club level activities will be allowed.

4. Event registration, lodging or other participant fees will not be reimbursed for members who become ineligible for upcoming activities.

5. Youth who break public laws will be subject to legal action by law enforcement authorities.

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6. Members who complete the 5 club meeting requirement, give a talk/demonstration and submit a self evaluation of projects may be reinstated with full privileges at the end of the 12 month period.

Steps for an appeals process:

1. Members who wish to appeal the disciplinary action are to do so within 10 days of disciplinary action notification.

2. Member(s) involved must request a meeting with the disciplinary committee which will consist of three members: county committee member (if appropriate), St. Croix County 4-H Leader's Association Member(s) and a UW-Extension Agent.

3. The meeting to review the disciplinary action will be scheduled within 15 days of the request.

St Croix County 4-H
CODE OF CONDUCT/BEHAVIOR EXPECTATIONS AT 4-H ACTIVITIES and ENFORCEMENT
Adopted 2014

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Youth Statement of Agreement:

I have read and understand this Expectation Agreement and will abide by it.

_____

Youth Participant's Signature Date

Parent/Guardian Statement of Agreement:

I have read and understand the rules and penalties in this agreement and agree to be bound by them.

_____

Parent/Guardian's Signature Date

Address and telephone where parent or guardian can be reached during this program:

Name: _____

Address: _____

City, State, Zip Code: _____

Daytime phone: (_____) _____ Night phone: (_____) _____

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